



ANNUAL SECURITY REPORT

PREVENTION | RESPONSE
PUBLISHED OCTOBER 2018

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PURPOSE

The purpose in the development of the **Annual Security Report** is to set forth general reporting, detection, notification and response guidelines and to provide the Studio School community with campus crime rates and statistics.

The information contained in this publication is compiled in cooperation with Los Angeles Center Studios (LACS) building security, the Office of Student Services and local law enforcement agencies. This publication is prepared in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act) the “Clery Act”) and is provided as a safety service to the Studio School community. Each member of the Studio School community receives an electronic notification of the report through e-mail with a direct link to this report. The report can also be accessed electronically through the Studio School website at studioschool.edu/safety-report/. Prospective students and prospective employees will be directed to the Annual Security Report. Printed copies are available upon request by calling the Office of Student Services at 310.622.4136 or through e-mail at info@studioschool.edu.

All criminal incidents occurring on campus at Studio School should be reported to the Office of Student Services for effective response and documentation. In emergency situations, community members are encouraged to call building security at 213.534.2398 or 911 for immediate assistance. Non-emergency incidents can be reported to the Office of Student Services, 310.622.4136. The Office of Student Services works closely with local police and building security for yearly statistical data.

On a daily basis, a daily crime log is located within the Office of Student Services. This log is available during normal hours of operation, Monday-Friday 9:00 AM-6:00 PM.

CAMPUS SAFETY SERVICES OVERVIEW

Studio School does not employ a private security or police force due to the small size of the institution. In non-emergency situations, individuals should contact either the Office of Student Services or LACS Building Security. In emergency situations, individuals should contact either the local law enforcement or LACS Building Security.

LACS Building Security

24 Hour Security Desk
Tower Lobby
1201 West 5th Street
Los Angeles, CA 90017
213.534.2398

Office of Student Services

Non-Emergency
Studio School
1201 West 5th St., Suite F-10
Los Angeles, CA 90017
310.622.4136

EMERGENCY: 9-1-1

Studio School
is located in
LA Center Studios
at 401 S. Boylston St.,
Los Angeles, CA 90017

MONITORING CRIMINAL ACTIVITY ON CAMPUS

The Office of Student Services works closely with the LA Center Studios Security Team to monitor all criminal activity on campus. For statistical purposes, all criminal activity should be reported to the Office of Student Services 310.622.4136.

CAMPUS CRIME LOG

A daily campus crime log is kept in the Office of Student Services. Anyone can request access to the daily crime log during normal business hours, Monday–Friday, 9AM-6PM.

MONITORING CRIMINAL ACTIVITY AT OFF-CAMPUS LOCATIONS

Studio School contacts local law enforcement to communicate any serious incidents occurring on or in the immediate neighborhood and business areas surrounding the campus. Studio School makes every effort to report in the Annual Security Report crimes that occur not only on-campus, but in LACS, neighboring alleys and adjunct streets. The areas that are included in this report are:

- » 400-500 block of S. Bixel St.
- » 1200-1300 block of W Maryland St.
- » 400-500 block of S. Boylston St.
- » 1200-1300 block of W. 5th Street.

REPORTING AN EMERGENCY, CRIME or CRIMINAL ACTIVITY

Most members of the Studio School administration and staff are trained to receive information regarding a crime, criminal activity, emergency or dangerous situation (including medical emergencies), alert the proper authorities and prepare the appropriate crime or incident report. In the event of a crime, criminal activity, emergency or dangerous situation, be deliberate in physically locating a member of the Studio School staff or administration, or call 310.622.4136 and the appropriate measures will be taken based on the information provided, which may include one or more of the following: (1) further verification of the reported incident including requesting more information; (2) physically responding to the location of the incident; (3) referring the incident to the appropriate staff member; and/or (4) contacting local law enforcement. In the case of an emergency (including medical emergencies), students, faculty and staff should not be apprehensive in any way from DIALING 9-1-1.

When calling-in a crime, criminal activity, emergency or dangerous situation (including medical emergencies) to Studio School at 310.622.4136 or law enforcement by dialing 9-1-1, be prepared to provide the following at a minimum:

- » **Your name**
- » **Telephone number** (in case of a dropped call)
- » **The location** of the incident (e.g. address, cross-streets, landmark)
- » **The nature of the incident**

For crimes occurring off-campus, contact local law enforcement at 9-1-1.

FOR TIPS REGARDING SUSPECTS OR CRIMES THAT ARE NOT IN PROGRESS: Students, faculty and staff can contact the Los Angeles Police Department TIP LINE by calling 1-877-LAPD-24-7.

TIMELY WARNING NOTIFICATIONS

In the event Studio School is notified of an actual emergency that poses a danger to the campus community staff, faculty and students will be provided with a Timely Warning Notification through text message, email, campus-wide postings, classroom announcements and, if time permits, the Studio School website. All staff, faculty and students receive Studio School email accounts upon enrollment or employment. In order to receive campus-wide Timely Warning Notification email announcements, staff, faculty and students must regularly check their Studio School email account.

The contact person for providing updated contact information necessary to receive Timely Warning Notifications is Kyra Selman, Registrar at: kselman@studioschool.edu. Please be sure that Ms. Selman has been provided with updated mobile phone numbers and email addresses. Studio School will provide at least one test Timely Warning Notification email each semester to ensure the system is functioning properly.

Usually, Timely Warning Notifications are delivered immediately upon receipt of credible information regarding an actual emergency, but in the event that information is not immediately available, the Timely Warning Notifications will be completed within 48 to 72 hours from the date the crime or incident was reported.

In the event that a crime or incident is reported that represents an immediate threat to the health or safety of the Studio School community on campus, Studio School will, without delay, take into account the safety of the community, determine the content of the Timely Warning Notification and initiate the Timely Warning Notification measures described in this policy, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency.

If the situation requires further dissemination of emergency information to the larger community, the Studio School will contact the Los Angeles Police or Fire Department. Studio School Site Director or Office of Student Services will work in conjunction with the City of Los Angeles first responders to determine the content of the notification to the community at large.

Person responsible for disseminating Timely Warning Notifications is:
Glenn Kalison, Site Director of Studio School, 310.622.4136.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Studio School recognizes its responsibility to provide accurate and timely information to the campus community during emergencies.

PROCEDURES TO NOTIFY THE CAMPUS COMMUNITY

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus, the Site Director or his designee will determine the type and content of the notification to the Studio School community and will initiate the campus notification procedures.

EMERGENCY NOTIFICATION

Studio School Alert: The Studio School community will receive e-mail messages to Studio School e-mail accounts regarding the nature of the threat and the security measures in place. Studio School community members are advised to check e-mail frequently. Administration will also make individualized classroom announcements if time permits.

SPECIFIC EVACUATION AND RELOCATION STAIRWELLS

Building stairwells are not pressurized. The building has two (2) stairwells for emergency use:

1. **Stairwell #1 (North):** services lower plaza level through Penthouse. Has no roof access.
2. **Stairwell #2 (South):** services lower plaza level through Penthouse. Has roof access.

Please see "Safe Area Refuge Map" provided within this section for stairwells and emergency exits and outside emergency refuge holding area(s). Upon arriving at your emergency relocation refuge/holding area floor wardens will then take a head count. Remain at the refuge/holding area until further instructions are received by Fire Safety Director and/or the scene Emergency Responders. REMEMBER TO ALWAYS PROCEED NO LESS THAN 300 FEET AWAY FROM THE BUILDING DURING ANY BUILDING FIRE EMERGENCY.

WHEN EVACUATION IS REQUIRED

- » Move quickly but DO NOT RUN.
- » Go to the safest designated stairwell or exit. DO NOT USE ELEVATORS.
- » Remove high heels to prevent injuries (carry them with you).
- » Use handrail, which is most continuous (usually center).
- » Each floor will relocate down a minimum of five floors below the floor of alarm (unless otherwise directed).
- » Allow room for others to enter into an orderly flow of traffic without holding up others
- » Gain assistance for those who are slower moving or handicapped.
- » Dispel any false information or rumors to prevent panic refrain from using the word "FIRE".
- » Treat any injuries incurred in the stairwell at the nearest floor landing when required and if practical
- » Complete relocation. DO NOT CONGREGATE IN STAIRWELL.

LOCKED STAIRWELL DOOR INFORMATION

There is always access to the stair shaft from the tenant floor corridors. Building stairwell doors are unlocked from the stair shaft side at all times.

Owner(s) and operator(s) of LACS maintain a list of all permanent building tenants who have disabilities. Building owner(s) or operator(s) shall be notified in writing by those who have disabilities. Information provided in the list shall include any special emergency evacuation needs and permanent work location of such physically disabled persons. The list shall be located in the Building Manager's Office.

SHELTER-IN-PLACE PROCEDURE

Shelter-in-place means to seek immediate shelter and remain there during an emergency rather than evacuate an area. Certain events, such as severe weather or hazardous materials contamination, may necessitate the initiation of Studio School's shelter-in-place policy. In the event the shelter-in-place protocol is initiated:

1. **Stay inside** your building.
2. **Move to interior rooms** with no windows or closed windows.
3. **Close any open windows.**
4. **Await further instruction.**
5. **Do not evacuate the building** until emergency personnel give the "all clear."

LOCKDOWN

A lockdown is a protocol used when there is an immediate threat to the building occupants and there is a need to stop all access or a portion of access to the campus. In the event of a Lockdown, secure yourself in a room and do not leave until the situation is resolved. If the event is an ACTIVE SHOOTER scenario, your best chance of survival may be to get out of the building as quickly as possible, so be aware of the situation.

IF YOU ARE INSIDE THE BUILDING:

1. If the threat is INSIDE the building, leave immediately and try to get others to go with you.
2. Lock exterior doors only if the threat is outside the building and it is safe to reach the doors.
3. Call the police 9-1-1 or building security 213.534.2398.
4. Notify building occupants of "Lock Down" status if possible.
5. Close, lock and barricade interior doors, if possible.
6. Hide in your room or office.
7. Remain quiet.
8. Wait until emergency personnel give you the all clear.

IF YOU ARE OUTSIDE THE BUILDING:

1. Do not enter the building.
2. Go far away from the building under lockdown.
3. Find a safe location and stay there.
4. DO NOT LEAVE YOUR safe area until you receive the "all clear" from emergency personnel.
5. Do not call the location under lockdown as you may endanger lives.

Call the police (9-1-1) if you have relevant information.

EARTHQUAKE PROCEDURES

DURING THE EARTHQUAKE

During an earthquake you will usually be safer inside the building than you are outside. If you feel a tremor:

- » DUCK: Duck or drop down to the floor
- » COVER: Take cover under a sturdy desk, table or other furniture, If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.
- » HOLD: If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.
- » DO NOT ENTER OR EXIT: Do not enter or exit the building during the shaking. There is a danger of falling debris.
- » DO NOT USE ELEVATORS: Elevators will automatically move to the next floor in direction of travel and open.
- » IF YOU ARE OUTDOORS: Move away from buildings, falling objects and power lines.

AFTER THE EARTHQUAKE

- » BE PREPARED FOR AFTERSHOCKS: If you are outside, do not return to the building until authorized.
- » CHECK INJURIES: Check injuries and administer first aid if necessary (and if qualified). Do not move victims unless absolutely necessary.
- » REPLACE TELEPHONE HANDSETS: Place handsets on cradle if they have been shaken off, but do not try to use the telephones except to report fires or medical emergencies.
- » DO NOT USE ELEVATORS: When exiting, make sure that the exit is safe to use.

EARTHQUAKE EVACUATION

Determine in advance the safest exit from your location and the route you will follow to reach that exit in the event an evacuation is necessary. Also, establish an alternate route to be used in the event an evacuation is necessary. Additionally, determine an alternate route to be used in the event your first route is blocked or unsafe to use.

- » DO NOT evacuate unless told to do so if danger is imminent.
- » CHECK DOORS for heat before opening.
- » FOLLOW INSTRUCTIONS given by emergency personnel.
- » DO NOT RUN. Walk and keep noise to a minimum.
- » DO NOT USE ELEVATORS.
- » DO NOT PUSH OR CROWD. Use handrails in stairwells and move to the right if you encounter emergency personnel.
- » MOVE to your designated evacuation area unless otherwise instructed.
- » ASSIST NON-AMBULATORY, visually impaired and hearing-impaired persons if they are present.
If you have relocated away from the building, DO NOT return until you are notified that it is safe to do so.

WHAT IF YOU ARE IN AN ELEVATOR?

- » If you are in an elevator, you are probably better protected than most people. The elevator is designated to not fall down the shaft and nothing heavy can fall on you.
- » Any elevator will stop in any moderate earthquake. Building maintenance personnel will contact each elevator car as quickly as possible and advise you how rescue will occur. Upon being rescued, take directions from Building Fire Safety Director or designee.
- » If you have a medical or other emergency, pick up the telephone receiver and you will be automatically connected to the Elevator Company.

INOPERABLE ELEVATOR RESPONSE

Studio School staff will respond immediately upon receipt of a call of an inoperable elevator in which occupants are trapped. Call 213.534.2398 to report an inoperable elevator.

LACS staff will assess the incident to determine if an emergency exists and if it is necessary to contact additional agency support for emergency evacuation, such as the Los Angeles Fire Department. LACS Security staff will notify onsite building management who will coordinate notification and response time with the elevator company.

Occupants should not evacuate from an inoperative elevator unless supervised by the fire department, qualified elevator repair engineer or individuals trained in critical response.

TESTING

On at least an annual basis, LACS and Studio School will test its emergency response and evacuation procedures.

The tests may be announced or unannounced.

SAFETY AWARENESS PROGRAMS

STUDENT ORIENTATION

All new students will receive training in emergency procedures during new student orientation. Continuing students will receive additional training during orientation prior to the start of the fall semester.

Student orientation also include training and education on strategies for preventing and addressing sexual assault, stalking, domestic violence and dating violence including identification of resources for survivors and strategies for bystander intervention to prevent incidents.

NEW HIRES

New hires will receive training in emergency response procedures during new hire or faculty orientation. All newly hired employees are informed about the Clery Act including information on how to report and assist victims in response to sexual assault, stalking, domestic violence and dating violence.

DRUG AND ALCOHOL USE

In accordance with the Drug-Free Schools and Communities Act amendments of 1989, Public Law 101-226, Studio School, is hereby declared a drug and alcohol free school and workplace.

STUDENT AND EMPLOYEES are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to Studio School and anywhere within the building, or while participating in school-related activities. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment.

Studio School does permit the consumption, in moderation, of alcoholic beverages during certain approved functions and only by persons of legal drinking age (21 years or above). A nonalcoholic beverage and food must also be served.

As a condition of enrollment or employment, students and employees must abide by the terms of the policy or Studio School will take one or more of the following actions within 30 days with respect to any student or employee who violates this policy by:

1. Reporting the violation to law enforcement officials.
2. Taking appropriate disciplinary action against such student or employee, up to and including expulsion or termination of employment.
3. To recommend such student or employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement or other appropriate agency.

In conformance with the law, Studio School will make a good faith effort to maintain a drug and alcohol free school and workplace through implementation of the preceding policy and will establish and maintain a drug and alcohol free awareness program.

In accordance with California law:

- » **The legal drinking age in California is 21:** persons under the age of 21 may not consume, purchase or possess alcohol.
- » It is unlawful to sell or furnish alcoholic beverages to persons under the age of 21.
- » It is unlawful for persons under the age of 21 to misrepresent one's age for the purpose of purchasing alcoholic beverages.
- » It is illegal to possess, consume, and or sell illicit drugs including marijuana (even with possession of a California medical marijuana card), narcotics, hallucinogens, amphetamines and barbiturates.

Students and employees should review the college's **Student Drug and Alcohol policy** (studioschool.edu/handbooks/) for a description of the applicable legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol related health risks.

COUNSELING AND TREATMENT PROGRAMS

The following is a list of resources you can turn to in order to find help for any type of drug or alcohol related problem or crisis. These phone numbers and websites can give information on or refer you to treatment services, counseling, support groups, etc. In case of extreme emergency, you can always dial 9-1-1.

National Institute on Drug Abuse Hotline

800.662.HELP

An information and referral line that directs callers to treatment centers in their local community.

Didi Hirsch Community Mental Health Center

877.727.4747 | didihirsch.org

24-hour hotline, which is strictly confidential.

Los Angeles Substance Abuse Prevention and Control

800.564.6600 | publichealth.lacounty.gov/sapc/

County of Los Angeles Department of Public Health hotline for treatment programs.

Narcotics Anonymous

323.933.5395 | na.org

24 hour hotline, strictly confidential. Provides help and information for anyone who feels they have or may have a problem with any type of drug.

Alcoholics Anonymous

323.936.4343, 800.923.8722 | aa.org

Office and Information Center: 4311 Wilshire Blvd., Suite 104, Los Angeles, CA 90010

Provides 24 hour, confidential hotline for anyone who needs any type of assistance for an alcohol-related problem. AA is able to put callers in touch with many support groups or treatment centers in any geographic area.

Al-Anon Family Groups

818.760.7122 | al-anon.org

Central Office and Information Center: 4936 Lankershim Blvd, Los Angeles, CA 91601

Provides 24 hour, confidential hotline for anyone who knows a family member or friend who is or may be an alcoholic. Provides support groups or referrals for any geographic area.

WEAPONS POLICY

Firearms and other dangerous weapons are strictly prohibited on the campus or in any facility. This prohibition applies to all persons, even those that possess a license to carry such weapons except for law enforcement personnel performing official functions. Reported violations will be investigated and violators will be arrested, cited, and/or disciplined as appropriate.

SEXUAL VIOLENCE POLICY

(AWARENESS, PREVENTION, & RESPONSE)

Studio School (SSLA) will endeavor to maintain an educational environment that nourishes respect for the dignity of each individual. This policy is adopted in furtherance of that tradition.

It is against the policies of SSLA for community members to harass, exploit, or intimidate another person because of the person's sex, race, color, religion, national origin, age, disability, sexual orientation, marital status or other characteristic protected by law. Actions, words, jokes, or comments that are intended to or that have the effect of personally denigrating, embarrassing, annoying or harassing another member of the SSLA community based on such characteristics will not be tolerated. This policy will not be applied to deny a person's right to free speech.

SSLA prohibits sexual harassment and sexual violence, and such behavior violates both law and school policy.

Individuals who believe they have been the subject of sexual harassment, sexual violence or other conduct that is in violation of this policy may obtain redress through the established informal and formal procedures of the school. Such complaints will be responded to promptly. Confidentiality will be provided to the extent feasible in light of the school's legal obligations. Any person who, or entity that, engages in conduct in violation of this policy will be subject to discipline in accordance with the policies and procedures of this institution.

Retaliation against any person or group who makes a complaint, cooperates with an investigation, or participates in a grievance procedure is a violation of SSLA policy. Retaliation should be reported promptly to the Title IX Coordinator for investigation, which may result in disciplinary action independent of any sanction or interim measures imposed in response to the underlying allegations of discrimination and/or harassment.

Compliant with California State Law, even if criminal justice authorities choose not to prosecute, the campus can pursue disciplinary action and the complainant can file a civil suit.

TITLE IX COORDINATOR:

The following individual has been designated as Deputy Title IX Coordinator:

- » The Registrar, Kyra Selman will serve as the Title IX and is available in Suite M-10 or kselman@studioschool.edu or (310) 622-4136.

DEFINITIONS

Sexual Harassment:

Unwelcome or uninvited sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature constitute sexual harassment when submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment or education or unreasonably interferes with a person's work or educational performance or creates an intimidating, hostile, or offensive working or educational environment. Sexual harassment includes sexual violence (see below). Studio School will respond to reports of any such conduct in accordance with the Policy.

Sexual harassment may include incidents between any members of the Studio School community, including faculty and TAs, staff, students, and non-student or non-employee participants in SSLA programs (vendors, contractors, visitors, etc.). Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same or opposite sex. Consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances.

Compliant with the Studio School Code of Conduct any student found to have committed or to have attempted to commit misconduct is subject to the disciplinary sanctions up to and including expulsion.

Sexual Violence:

Forced or manipulated into unwanted sexual activity without the consent of the other person or when the other person is unable to consent to the activity. Sexual Violence includes rape, battery, intimate partner violence including domestic violence and dating violence, sexual exploitation, and unwanted sexual contact.

Domestic Violence:

Abuse or threats of abuse when the person being abused and the abuser are or have been in an intimate relationship (married or domestic partners, are dating or used to date, live or lived together, or have a child together). It is also when the abused person and the abusive person are closely related by blood or by marriage. It can be physical, sexual, emotional, economic, and psychological.

Dating Violence:

The physical, sexual, or psychological/emotional violence by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. It can occur in person or electronically and may occur between a current or former dating partner.

Sexual Assault:

Physical sexual activity without the consent of the other person or when the other person is unable to give consent to the activity because s/he is incapacitated from alcohol and/or drugs, or if a mental disorder or developmental or physical disability renders the victim incapable of giving consent.

Consent:

An affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. Consent has to be ongoing throughout any sexual encounter.

If the person initiating the sexual encounter doesn't receive an enthusiastic "yes," either verbally or physically, then there is no consent. If the person is intoxicated, there is no consent.

Consent is voluntary. It must be given without threats, intimidation, coercion or force. Furthermore, consent may not be inferred from silence, passivity, or lack of resistance alone

Consent is rescindable. Consent to one sexual act does not imply consent to other sexual acts. Consent to sexual activity on one occasion does not imply consent to all occasions. A pre-existing sexual relationship does not imply consent to future sexual activities. Consent may be revoked at any time.

Consent cannot be given when a person is incapacitated (see below).

Incapacitation:

The state of being deprived of ability, qualification, or strength to make informed, rational decisions either mentally or physically. This can include but is not limited to unconsciousness, sleep, or being intoxicated by drugs or alcohol.

Stalking:

Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family. This is inclusive of the technology-based harassment or cyberstalking.

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

If you believe that you have been a victim of a sexual assault, misconduct, or harassment, or believe that a sex offense has occurred, you should, as soon as possible:

- » Go to a safe place
- » Get medical care ASAP
- » Preserve all physical evidence
 - » Don't shower or bathe, eat, drink, brush teeth or wash hands until after you've had a medical examination.
 - » Save all clothing you were wearing and place in a non-plastic bag
 - » Preserve the area in which the assault occurred if able.
- » Call a trusted friend, family member, or someone who can provide mental and emotional support.
- » If the incident occurred on campus, report immediately to building Security Services using any of following methods:
 - » Dial 213-534-2398 from any telephone to contact LACS Building Security.
 - » Call 911 to contact local police authorities.
 - » Head to the Security Desk on either the Tower Lobby, Beaudry Building, or Bixel Turncourt.

REPORTING SEXUAL ASSAULT

If you want to report the crime immediately, notify the Department of Public Safety (DPS) at (213) 740-4321 (24 hours) and/or call 911 or (626) 793-3385 (24 hours). Please note that any report alleging rape or sexual assault filed with DPS will be forwarded to LAPD.

Students wishing to pursue disciplinary action against the person responsible can file a complaint with the Title IX Coordinator and the complaint will then be investigated. This can be done in addition to filing a report with DPS and filing a Los Angeles Police Department report.

CONFIDENTIALITY LIMITATIONS

Confidentiality will be provided to the extent feasible in light of the school's legal obligations.

SSLA is committed to protecting the privacy of all individuals involved in a report of sexual harassment, sexual violence, stalking or intimate partner violence. All SSLA employees who are involved in Title IX response, including the Title IX Coordinator, investigators, and hearing panel members, receive specific instruction about respecting and safeguarding private information. Throughout the process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report.

Privacy and confidentiality have distinct meanings under this policy.

Privacy: Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those SSLA employees who “need to know” in order to assist in the active review, investigation or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

Confidentiality: Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual. These campus and community professionals include mental health providers, ordained clergy, rape crisis counselors and attorneys, all of whom have legally protected confidentiality. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others.

An individual who seeks completely confidential assistance may do so by speaking with professionals who have a legally protected confidentiality. When a report involves suspected abuse of a minor under the age of 18, these confidential resources are required by state law to notify child protective services and/or local law enforcement.

An individual may also seek assistance from a medical provider. In general, the disclosure of private information contained in medical records is protected by the Health Insurance Portability and Accountability Act (HIPAA). In the context of sexual violence, however, medical providers in California are required to notify law enforcement if a patient tells personnel s/he has experienced sexual assault. The patient has the right to request that a survivor advocate be present and to request that law enforcement not pursue a criminal charge. Neither campus nor community medical providers will notify SSLA of the report.

Responsible Employees: In general, most school employees do not have legally protected confidentiality. Under Title IX, a school is required to take immediate and corrective action if a “responsible employee” knew or, in the exercise of reasonable care, should have known about sexual or gender-based harassment that creates a hostile environment. A “responsible employee” includes any employee who:

- » Has the authority to take action to redress the harassment;
- » Has the duty to report to appropriate school officials sexual harassment or any other misconduct by students or employees; or
- » Someone a student could reasonably believe has the authority or responsibility to take action.
- » Using this lens, employees with supervisory and leadership responsibilities on campus are considered “responsible employees.” This may include, for example, faculty, advisors, administrators, and other student employees with a responsibility for student welfare.

The College requires that all “responsible employees” share a report of misconduct with the Title IX Coordinator or a member of the Title IX team.

The Title IX team, under the guidance of the Title IX Coordinator, will conduct an initial assessment of the conduct, the accuser’s expressed preferences, if any, as to course of action, and the necessity for any interim remedies or accommodations to protect the safety of the accuser or the community.

Request for Confidentiality: Where an accuser requests that his/her name or other identifiable information not be shared with the accused or that no formal action be taken, SSLA will balance this request with its dual obligation to provide a safe and non-discriminatory environment for all SSLA community members and to remain true to principles of fundamental fairness that require notice and an opportunity to respond before action is taken against the accused.

SSLA will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the accuser.

NO RETALIATION:

The College will neither engage in nor tolerate unlawful retaliation of any kind against any individual who makes a complaint of sexual violence or other sexual offenses, serves as a witness, or otherwise participates in the investigatory process.

PREVENTION AND SUPPORT SERVICES

All students of Studio School are required to attend SAFE (Sexual Assault Forum and Education) and complete EVERFI as part of Freshman Seminar coursework. SAFE provides an overview of sexual assault prevention and bystander awareness and EVERFI is a digital learning platform designed to educate students on issues associated with sexual assault and relationship violence.

Counseling, Mental Health, and Related Services:

Although the College offers limited on campus counseling and mental health services, there are a number of off-campus educational, counseling, and mental health services available and students are encouraged to utilize these resources.

Peace Over Violence

213-955-9090

The Los Angeles Rape and Battering hotline is a confidential non-judgmental support service where staff and volunteers are available to provide emotional support, advocacy, information and referrals.

Rape Treatment Center at Santa Monica – UCLA Medical Center

Santa Monica-UCLA Medical Center

1250 Sixteenth Street

Santa Monica, California 90404

310-319-4503

Comprehensive, free treatment for sexual assault victims and their families, including 24-hour emergency medical care, forensic examinations, crisis intervention, long-term professional counseling, advocacy, and accompaniment services.

Strength United

14651 Oxnard St., Van Nuys, CA 91411

818-886-0453

24-Hour Support, Referral and Crisis Response Line; Professional Education, Casework/Practical Assistance, Hotline, Individual Counseling, Group Counseling/Support Groups, Legal/Criminal Justice System Advocacy, Crime Victim Assistance Advocacy, Community Education

East LA Women's Center

800-585-6231

- » Crisis intervention and support via a bilingual hotline available 24/7
- » 24-hour accompaniment services to local hospitals
- » Individual and group counseling
- » Court and law enforcement accompaniment and advocacy
- » Support services for children, family, and friends of survivors
- » Self-defense presentations in local high schools, community colleges, and neighborhood venues
- » Prevention services, community education, and professional training

National Sexual Assault Hotline

1-800-656-HOPE (4673)

Offers confidential counseling, information about community resources and emergency protocols, and legal advisement.

Nearby 24 Hour Hospitals/Clinics

Good Samaritan Hospital

1225 Wilshire Blvd.

Los Angeles, CA 90017

HealthCare Partners

213.861.5950

929 S. Georgia St.

Los Angeles, CA 90015

JURISDICTION

Conduct that occurs in any setting related to a school's programs, including off-campus activities such as field trips or athletic events is subject to Studio School policy and procedures. When conduct falls outside of a school law enforcement agency's jurisdiction, Studio School may have an obligation to respond to harassment. This is especially true when it rises to the level of sexual violence that originally happened off campus or outside an educational program if a student experiences "the continuing effects of off-campus sexual harassment" in an educational setting.

An accuser is encouraged to report misconduct regardless of where the incident occurred, or who committed it. Even if SSLA does not have jurisdiction over the accused, SSLA will still take prompt action to provide for the safety and well-being of the accused and the broader campus community.

STATUTE OF LIMITATIONS

As long as the incident occurred while the accused is a student, a victim is able to access the college conduct system, even if the victim has graduated.

GRIEVANCE PROCEDURES

Grievance procedures for sexual harassment and sexual violence complaints will follow the Disciplinary Procedures outlined in under Code of Conduct in the Studio School Campus Catalog. Procedures may include voluntary informal mechanisms (for example, mediation), however the accuser will not be required to mediate directly with the alleged offender. The accuser has the right to end the informal processes at any time in order to begin a formal complaint process. In cases of sexual assault allegations, mediation will not be the method of resolution.

SANCTIONS

Any student found responsible for a violation of the Sexual Violence Policy policy will face a sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary infractions.

The sanctioning body reserves the right to broaden or lessen any range of punishments or recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. The sanctioning body will not deviate from the range of recommended sanctions without compelling justification to do so.

LIMITED IMMUNITY

While Studio School does not condone underage drinking or violation of other college policies, it considers reporting assaults to be of paramount importance, and will therefore extend limited immunity to victims in order to foster reporting and adjudication of sexual assaults on/off campus.

GOOD SAMARITAN PROVISION

SSLA encourages all members of our community to participate in the process of creating a safe, welcoming and respectful environment on campus. In particular, it is expected that all SSLA community members will take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Taking action may include direct intervention when safe to do so, enlisting the assistance of friends, contacting law enforcement, or seeking assistance from a person in authority. Community members who chose to exercise this positive moral obligation will be supported by SSLA and protected from retaliation.

RIGHTS OF THE ACCUSER

- » The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators;
- » The right to be treated with respect by college officials;
- » The right of both accuser and accused to have the same opportunity to have others present (in support or advisory roles) during a campus disciplinary hearing;
- » The right not to be discouraged by college officials from reporting an assault to both on-campus and off-campus authorities;
- » The right to be informed of the outcome and sanction of any disciplinary hearing involving sexual assault, usually within 24 hours of the end of the judicial hearing;
- » The right to be informed by college officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the accuser's desire;
- » The right to be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community;
- » The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the accuser and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available).
Accommodations may include:
 - » Exam (paper, assignment) rescheduling;
 - » Taking an incomplete in a class;
 - » Transferring class sections;
 - » Temporary withdrawal;
 - » Alternative course completion options.
- » The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- » The right not to have any complaint of sexual assault mediated (as opposed to adjudicated);
- » The right to make a victim-impact statement at the campus judicial proceeding and to have that statement considered by the board in determining its sanction;
- » The right to a campus restraining order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others;
- » The right to have complaints of sexual misconduct responded to quickly and with sensitivity by campus law enforcement.
- » The right to appeal the finding and sanction of the judicial body, in accordance with the standards for appeal established by the institution;

- » The right to review all documentary evidence available regarding the complaint, subject to the confidentiality limitations imposed by state and federal law, at least 48 hours prior to the hearing;
- » The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
- » The right to preservation of confidentiality, to the extent possible and allowed by law;
- » The right to a hearing closed to the public;
- » The right to petition that any member of the judicial body be removed on the basis of demonstrated bias;
- » The right to bring a victim advocate or advisor to all phases of the investigation and campus judicial proceeding;
- » The right to give testimony in a campus hearing by means other than being in the same room with the accused student (closed circuit live audio/video is the recommended method);
- » The right to present relevant witnesses to the campus judicial body, including expert witnesses;
- » The right to be fully informed of campus judicial rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;
- » The right to have the college compel the presence of student, faculty and staff witnesses, and the right to ask questions, directly or indirectly, of witnesses (including the accused), and the right to challenge documentary evidence;
- » The right to be present for all testimony given and evidence presented before the judicial body;
- » The right to have complaints heard by judicial officers who have received annual sexual misconduct adjudication training;
- » The right to a judicial panel comprised of representatives of both genders;
- » The right to have college policies and procedures followed without material deviation;
- » The right to be informed in advance of any public release of information regarding the complaint;
- » The right not to have released to the public any personal information about the complainant, without his or her consent.

RIGHTS OF THE ALLEGED OFFENDER

- » The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators against the accused student;
- » The right to be treated with respect by college officials;
- » The right to be informed of and have access to campus resources for medical, counseling and advisory services;
- » The right to be fully informed of the nature, rules and procedures of the campus judicial process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;
- » The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation;
- » The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- » The right to make an impact statement at the campus judicial proceeding and to have that statement considered by the board in determining its sanction;
- » The right to appeal the finding and sanction of the judicial body, in accordance with the standards for appeal established by the institution;
- » The right to review all documentary evidence available regarding the complaint, subject to the confidentiality limitations imposed by state and federal law, at least 48 hours prior to the hearing;
- » The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
- » The right to a hearing closed to the public;
- » The right to petition that any member of the judicial body be removed on the basis of bias;
- » The right to have the college compel the presence of student, faculty and staff witnesses, and the right to ask questions, directly or indirectly, of witnesses, and the right to challenge documentary evidence.
- » The right to have complaints heard by judicial officers who have received annual sexual misconduct adjudication training;
- » The right to have college policies and procedures followed without material deviation;
- » The right to have an advisor or advocate to accompany and assist in the campus hearing process. This advisor can be anyone (including an attorney provided at the accused student's own cost), but the advisor may not take part directly in the hearing itself, though they may communicate with the accused student as necessary;
- » The right to a fundamentally fair hearing;
- » The right to a campus judicial outcome based solely on evidence presented during the judicial process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- » The right to written notice of the outcome and sanction of the hearing;
- » The right to a judicial panel comprised of representatives of both genders;
- » The right to be informed in advance of any public release of information regarding the complaint;

CRIME RATES AND STATISTICS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092(f)) is a federal law that requires colleges and universities to disclose information about crime on and around their campuses. The following pages provide crime rates and statistics for Relativity School's campus for the 2015 calendar year as required by federal law.

The Clery Act requires that the following "Clery crimes" be reported:

- » Murders
- » Liquor Law Violations
- » Motor Vehicle Thefts
- » Robberies
- » Weapons Possessions
- » Domestic Violence
- » Burglaries
- » Stalking
- » Dating Violence
- » Arson
- » Manslaughters
- » Drug Abuse Violations
- » Sex Offenses
- » Aggravated Assaults
- » Hate Crimes

These crimes are reported by year and location of occurrence.

In addition, The Uniform Crime Reporting Act mandates the release of crime statistics and rates to matriculated students and employees, and, upon request, to new employees and applicants for admission.

**STUDIO SCHOOL Published October 2018
ANNUAL SECURITY REPORT**

	On-Campus			LA CENTER STUDIOS			Public Property		
	2017	2016	2015	2017	2016	2015	2017	2016	2015
CRIMINAL OFFENCES									
Criminal Homicide: Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Criminal Homicide: Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses: Forcible Rape	0	0	0	0	0	0	0	0	0
Sex Offenses: Forcible Sodomy	0	0	0	0	0	0	0	0	0
Sex Offenses: Sexual Assault w/Object	0	0	0	0	0	0	0	0	0
Sex Offenses: Forcible Fondling	0	0	0	0	0	0	0	0	0
Sex Offenses: Statutory Rape	0	0	0	0	0	0	0	0	0
Sex Offenses: Incest	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0
HATE CRIMES									
Criminal Homicide: Murder	0	0	0	0	0	0	0	0	0
Criminal Homicide: Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offences	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offences	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

HATE CRIMES BY CATEGORY									
Race	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Gender identity	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0

RELATIONSHIP VIOLENCE									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	1	0	0	0	0	0	0	0	0
TOTAL	1	0	0	0	0	0	0	0	0

ALCOHOL, DRUGS, WEAPONS									
Liquor Law Violations/Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Actions/Referrals	0	0	0	0	0	0	0	0	0
Drug Abuse Violations/Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Actions/Referrals	0	0	0	0	0	0	0	0	0
Weapons Possession/Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Actions/Referrals	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

NON-CLERY CRIMES									
Simple Assault	0	0	0	0	0	0	0	0	0
Harassment	0	0	0	0	0	0	0	0	0
Forgery	0	0	0	0	0	0	0	0	0
Fraud	0	0	0	0	0	0	0	0	0
Theft	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0
Disorderly Conduct	0	0	0	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0	0	0	0
Receiving Stolen Property	0	0	0	0	0	0	0	0	0
Prostitution	0	0	0	0	0	0	0	0	0
Sex Offenses (Other)	0	0	0	0	0	0	0	0	0
Gambling	0	0	0	0	0	0	0	0	0
Offences Against Family	0	0	0	0	0	0	0	0	0
Driving Under Influence	0	0	0	0	0	0	0	0	0
Drunkenness	0	0	0	0	0	0	0	0	0
Vagrancy	0	0	0	0	0	0	0	0	0
All Other Offences	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0



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