

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act

The Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistic for the period between 01/01/2020 and 12/31/2018. PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING, AND THAT THERE NO POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION. THEREFORE, THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION AND/OR TO THE LOCAL POLICE.

Report Distribution Date: October 1, 2021

Occurrences REPORTED within the 2020, 2019 and 2018 Calendar Years

Crimes Reported	2020	2019	2018	Location: C=Campus N=Non-campus P=Public Area	*Hate Crime? (see note)
(i) Criminal homicide:					
(A) Murder and non-negligent manslaughter	0	0	0	0	0
(B) Negligent manslaughter	0	0	0	0	0
(ii) Sex Offenses:					
(A) Rape	0	0	0	0	0
(B) Fondling	0	0	0	0	0
(C) Incest	0	0	0	0	0
(D) Statutory Rape	0	0	0	0	0
(iii) Robbery	0	0	0	0	0
(iv) Aggravated assault	0	0	0	0	0
(v) Burglary	0	0	0	0	0
(vi) Motor Vehicle Theft	0	0	0	0	0
(vii) Arson	0	0	0	0	0
Arrest and referrals for disciplinary actions including:					
(A) Arrests for liquor law violations, Drug law violations, and illegal weapons possession:	0	0	0	0	0
(B) Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession	0	0	0	0	0
Hate crimes: As listed under 34. CFR668.46 (c)(1)(i)					
(A) Larceny-theft	0	0	0	0	0
(B) Simple Assault	0	0	0	0	0
(C) Intimidation	0	0	0	0	0
(D) Destruction, Damage or Vandalism of Property	0	0	0	0	0
(viii) Liquor law violations	0	0	0	0	0
New reporting as of 10/01/2021					
Incidents of sexual assault		0	0	0	0
Domestic Violence		0	0	0	0
Dating Violence		0	0	0	0
Stalking		0	0	0	0

NOTE - Crimes reported under any of the category listed in this section that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.

2. (I) All students and employees are required to report any crime or emergency to their institutional official promptly.
 (II) Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's directors who contact the correct police department District for statistics and the institution's Daily Incident Log and then records those statistics.
 (III) If a student or employee wishes to report a crime on a voluntary or confidential basis, the **institutional official** will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her **institutional official** without signature. If the student wishes not to maintain confidentiality, the student will contact his/her **teacher or school official** who in turn will contact the nearest **supervisor** to report criminal actions or emergencies to the **appropriate agency by calling (911)**.
3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and CARRY on them at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
 - a. Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - b. Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used; as undue risk should not be taken.
 - c. The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - a. Do not leave personal property in classrooms.
 - b. Report any suspicious persons to your institutional official.
 - c. Always try to walk in groups outside the school premises.
 - d. If you are waiting for a ride, wait within sight of other people.
 - e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
 - f. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
 - g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the Daily Incident Log at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest

10. **Information concerning drug and alcohol abuse** education programs is posted at the campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*
11. It is the policy of this institution to have any sexual assaults (criminal offenses) on campus to be reported immediately to the institution's official, who will report it to (911) emergency and police units. The institution during the orientation of given to newly admitted students emphasizes the prevention of sexual crimes by insisting students to work, study and walk outside of the premises in as much as possible, accompanied by other students or in view of other persons, generally, avoiding as much as possible to be alone by themselves at any time. During the daily functioning of the school operations, staff and administrators focus in observing that students are not in any circumstance by themselves.
- I. The institutional program to prevent sexual crimes consists in maintaining a continuous lookout for each other to protect and prevent any sexual assaults. The entire staff takes part of this program to protect the students and the staff among themselves.
 - II. A person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time when that person can be properly transported to a hospital or rape crisis center for proper treatment.
 - III. A victim of a sexual crime has the option of reporting this crime to the institutional authorities or to report it directly to (911) and search for professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance calling (911). When the crime is reported, the school will provide the victim with a written explanation of his or her rights and options.
 - IV. The institution does not have accessibility to professional counseling, mental health or otherwise, students and employees are encouraged to seek such professional assistance at the nearest hospital or health care services.
 - V. The institution will offer the victim of a sexual crime, any available options to change the academic schedule in as much as possible to the benefit of the victimized person.
 - VI. The institutional disciplinary actions in reference to an alleged sex offence are as follows:
 - a. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding: and
 - b. Both the accuser and the accused must be informed of the outcome of any institutional proceeding brought alleging a sex offense
 - VII. This institution has zero tolerance of violation of this policy. Once the offense is confirmed the institutional disciplinary action against students or employees may result in expulsion from school, or termination of employment and in accordance to local laws, to an arrest of the offender by the authorities.
12. The institution provides the following website to obtain information concerning the registration of sex offenders arrest.
<https://www.meganslaw.ca.gov>
- 13 **Description of school's emergency response and evacuation procedures.**
 Thanh Le College, School of Cosmetology (TLC) is responsible for preparing the annual report. TLC works with the Garden Grove Police Department to gather crime statistics that are part of this report. The college community is encouraged to use this report as a guide for safe practices on the campus. The report is available on the college's web site. Anyone desiring a printed copy of this report can contact the Admission office, 12875 Chapman Ave., Garden Grove, California 92840, 714-740-2755.
- 14 **Crime Classification: Burglary vs. Larceny:** An incident must meet three conditions to be classified as a Burglary.
- There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.
 - The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
 - The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.
- 15 **Definition of On-Campus Student Housing Facility:** For the purposes of the Clery Act regulations, as well as the HEA fire safety and missing student notifications regulations, any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This definition clarifies that any building located on campus on land owned or controlled by the institution that is used for student housing must be counted as an on-campus student housing facility, even if the building itself is owned or controlled by a third party.
- 16 **Emergency Notification and Timely Warning Notice** Emergency Notification is made to the college community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety to staff or students. Some examples may include earthquakes, terrorist incident, explosion, extreme weather conditions or hazardous material incident.

Timely Warning is a warning of certain Clery reported crimes that are a continuous and ongoing threat to the campus community. The intent of the warning is to enable members of the campus community to protect themselves.

In the case of a serious or ongoing threat to the college community, a “timely warning” or “emergency notification” will be prepared and distributed to students, staff, and faculty, without delay. These alerts may be used to seek information that could lead to arrest and conviction of an offender when violent crime against persons or substantial property crime has been reported.

The information may be disseminated in various forms, including one or more of the following: email, text messages, and warning flyers. Every attempt will be made to distribute the timely warning or emergency notification within a reasonable amount of time after the incident is reported to the School Director, Financial Aid Officer (FAO) or school staff; however, the release is subject to the availability of accurate and confirmed facts concerning the incident and investigation restraints. Anyone with information warranting a timely warning or emergency notification should report the circumstances to the college staff. When a determination has been made that a timely warning/emergency notification should be issued, college staff will work collaboratively to ascertain methods of informing the campus community of the incident and to craft an official message. A release will typically include the following information, if known:

- A succinct statement of the incident.
- Any connection to previous incidents.
- The nature and severity of the threat.
- Location of the incident and persons who might be affected.
- Physical description or composition drawing of a suspect, if appropriate.
- Date and time the alert was released.
- Other appropriate safety steps/tips.

The authority for the issuance of a timely warning or emergency notification rests with the following authorized administrators only.

- School Director
- Financial Aid Officer

17 Emergency Preparedness: The college staff plays a central role in the preparation and management of campus emergency preparedness. The college staff coordinates mock evacuation drills of the entire campus.

18 Crime Reporting Procedures (Policy Statement) Campus safety is everyone’s responsibility at TLC Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive to learning. Reporting of a crime can also be accomplished by contacting Garden Grove Police Department. The Garden Grove Police Department is located at: 11301 Acacia Pkwy, Garden Grove, CA 92840, 714- 741-5784.

Crime Log

Crime log entries include all crimes reported to the Admissions Office. The crime log is located in the lobby of the college.

Emergency Procedures

Addressing Disruptive Student Behavior

These emergency procedures are intended for use in acute situations. Acute situations are severe, intense and sudden. On the other hand, chronic situations are continuous, over a period of time and should be dealt with according to the NOCCCD Policy, AP 55003.1.1 for students.

Responding to Disruptive or Threatening Behavior

Dealing with individuals who are upset, angry or appear to be under the influence of drugs or alcohol can be a frustrating or even frightening experience. Such behavior may disrupt normal work activities and cause those responding to feel defensive or threatened. The following information will help you respond to such incidents:

Notify college staff immediately

For life threatening situations call 911.

•Do not attempt to intervene physically or deal with the situation yourself. It is critical that Campus Safety take care of any disruptive or threatening incident.

Do not aggravate, annoy or approach the individual. Try to stabilize the individual by speaking in a low and calm non-threatening voice.

Maintain a safe distance; do not turn your back.

Leave the room or leave the area if the situation escalates. Get yourself and others to safety as quickly as possible.

Unless you are physically attacked, do not touch the individual.

19. General Emergency Procedures for Fire, Power Failure, Bomb Threat or Earthquake

College staff will evaluate the situation and take appropriate steps to insure a safe and timely evacuation.

Fire: Identify a safe exit route and exit building.

Power Failure: Notify Edison and await instruction.

Earthquake: Remain calm, drop, cover, hold, and prepare to evacuate building.

Staff shall instruct students to gather all belongings prior to evacuation, if time permits.

Staff will assess the emergency and, when appropriate, direct people to exits.

20. When Calling For Help

Police and Fire Department Emergencies: 911.

1. Give your name.
2. Give the building number and room number or other specific location.
(This is crucial because the emergency dispatcher phone may not necessarily display the same information).
3. Give the phone number from which you are calling, including the extension number.
4. Describe the situation or victim's condition clearly and accurately.
5. DO NOT HANG UP! Let the person you are talking to end the conversation; other information may be needed.

21. Evacuation

Some emergencies may require evacuation of the building. In this event:

- Verbal notice or fire bells will be used to sound the evacuation.
- Remain calm and orderly: Walk quickly but do not run. See "Evacuation of Disabled Persons."
- Follow instructions of the Campus Safety or other emergency personnel.
- Seek out and give needed assistance to any disabled persons in the area.
- If time permits, turn off the power to all electrical equipment and close doors.
- Exit using the stairway. Do not use elevators.
- Go to an open, outside area away from the building as identified on evacuation color chart. Keep roadways and walkways clear for emergency vehicles.
- Wait for instructions. Do not reenter the building until instructed to do so by the Campus Safety or other emergency personnel.
- on-ambulatory persons (persons in wheelchairs):
There are many considerations when moving a person in a wheelchair. Wheelchairs have movable parts; some are not designed to withstand the stress of lifting. You may have to remove the chair batteries. Life-support equipment may be attached. Lifting a person with minimal ability to move may be dangerous to their wellbeing. Always consult with the person in the chair regarding:

The number of people necessary for assistance.

Ways of being removed from the wheelchair.

Whether a seat cushion or pad should be brought along if he/she is removed from the chair.

Whether to extend or bend extremities when lifting because of pain, catheter, leg bags, prosthesis, braces, etc.

Ability to be carried forward or backward on a flight of stairs.

The type of assistance necessary after evacuation

22. Evacuation of Disabled Persons

Visually impaired persons: Tell the person the nature of the emergency and offer to guide him/her to the nearest emergency exit. Have the person take your elbow and escort him/her. Hearing-impaired persons: To warn an individual, get the person's attention with a gesture or a light tap on the arm or shoulder, and either write a note telling what the emergency is and the nearest evacuation route, or gesture to indicate that the person should come with you. An example of a note: "Fire—go out the back door, turn right and go down, now!"

To warn a group, get the group's attention by flashing the room lights on and off—then gesture to indicate that the group should come with you. If there is a chalkboard on which you can write a note that all can see, use it.

Persons using crutches, canes or walkers: Carrying options include using a two-person, locked-arm position or having the person sit in a sturdy chair, preferably one with arms.

Disabled persons not able to evacuate: Advise the disabled person that you will notify Campus Safety and that an officer will respond to assist him/her with their evaluation.

23. Power Outage: If evacuation of the building is required, exit using the stairway. Seek out any disabled persons and provide assistance if possible.

24. Bomb Threat: If you receive a bomb threat over the telephone, remain calm and ask:

1. When is it going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb? When? Why?
7. Where are you now?
8. What is your name? Phone number? Address?
9. Pay attention for, and take notes about:
 - 10. Exact wording of call.
 - 11. Background sounds/noises.
 - 12. Describe the caller's voice.
 - 13. Did you recognize the voice?

25. **Explosion:** In the event of an explosion in the building, employees should take the following actions:

1. Immediately take cover under tables, desks or other such objects which will give protection against flying glass and debris.
2. Evacuate the immediate area of the explosion.
3. Seek and assist injured and disabled persons to evacuate the building.
4. Once outside, move at least 150 feet away from the affected building. Keep roadways and walkways clear for emergency vehicles.
5. Wait for further instructions from Campus Safety or other emergency personnel. Do not reenter the building until they instruct you to do so.

In the event you are instructed to evacuate, mentally note anything in your area that appears out of place or suspicious, and report it. Fire

Know the location of fire extinguishers in your area and how to use them.

Upon discovery of a small fire, call the Fire Department, 911

If an appropriate fire extinguisher is available, follow the instructions on it, directing it at the base of the flames.

Get help, if necessary.

26. **Upon discovery of a large fire, call the Fire Department:**

1. Evacuate the building, alerting people as you go. Seek and assist any disabled persons in the area. Exit using the stairway. Do not use elevators to evacuate.
2. Make sure all doors leading to the main hallways are closed to prevent further spread of fire. Do not lock doors.
3. Once outside, move to an open area at least 150 feet away from the affected building. Avoid inner courtyards. Keep roadways and walkways clear for emergency vehicles.
4. Wait for further instruction from Campus Safety or emergency personnel. Do not re-enter the building until instructed to do so. If someone's clothes are on fire, have them drop to the floor and roll. Smother the fire with a blanket, rug or heavy coat. Call for help. Administer first aid.

27. **Earthquake During an earthquake:**

1. Drop, cover, and hold on.
2. Stay in the building. Do not evacuate.
3. Take shelter under tables, desks, in doorways and similar places.
4. Keep away from overhead fixtures, windows, filing cabinets and bookcases.
5. Assist any disabled persons in the area and find a safe place for them.
6. If you are outside, stay outside. Move to an open area away from buildings, trees, power lines and roadways.

28. **After an earthquake:**

1. Check for injuries; give or seek first aid.
2. Check for safety hazards; fire, electrical, gas leaks, water supply, etc.
3. Do not use telephones and roadways unless necessary. Keep them open for emergency use.
4. Be prepared for aftershocks.
5. Cooperate, keep informed, remain calm and help clean up.

29. **Weapons and Dangerous Objects:** It is a felony to possess any firearm or firearm replica on school grounds.

It is a misdemeanor to possess any dirk, dagger, razor, Taser or stun gun on school grounds length of or greater than two and a half inches.

It is a misdemeanor to possess any switchblade or gravity activated knife with a blade length of two and a half inches or more.

Any other weapons are either unlawful or in violation of the College's **Zero Tolerance Policy**. If a student is found in possession of a weapon(s) or other dangerous object(s):

1. Confiscate the weapon or object if it is safe to do so.
2. Call for help if necessary

30. **Hazardous Materials:** The following information is provided as a handy source of information needed by people who normally do not work with hazardous materials. For your safety, remember:

- o Practice safety at all times.
- o Always be cautious with hazardous materials.
- o Always be prepared.
- o Check the labels for information.
- o It pays to know the specific hazards of the chemicals you are handling.
- o If you don't know, ask.
- o THINK AHEAD! BE READY

- Keep people away— isolate area—call for help (see emergency numbers).
- Activate safety procedures for injuries.
- Report anything unusual to College Staff immediately. Examples:
 - Unusual odors
 - Leaky containers
 - Illegible or missing labels.
 - Facility damages.
 - Equipment damages or malfunctions.
- Handle hazardous material carefully.
 - Pay attention at all times.
 - Be alert to your surroundings.
 - Ignorance and horseplay can cause serious accidents.
- Keep your work area clean.
 - Good housekeeping is a continuous job.
 - Always maintain a clean uncluttered work area.
 - Do not walk around in spilled material.

31. **Substance Abuse, Drugs and Alcoholic:** Beverages In accordance with Public Law 101-226 “Drug-Free Schools and Communities Act Amendment of 1989,” TLC prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on TLC property. Any student or employee in violation of this policy is subject to disciplinary action up to and including expulsion from TLC, or termination from employment from violations of the standards of conduct. The possession, use, and sale of alcoholic beverages by anyone on TLC property, is a misdemeanor as per California Business Code 25608 and a violation of state law and any person found in violation of the NOCCCD Policies Relating to Students. The use, sale, or possession of any illegal drug is in violation of the state law and any person found in violation may be subject to arrest by federal, state, or local personnel. Criminal prosecution is separate from any administrative discipline that may be imposed by the college. To receive counseling and education for alcohol and substance abuse or sexual abuse contact the O.C. Health Center at 1800-564-8440
32. **Sexual Assault Information** All forms of sexual assault and all attempts to commit such acts are regarded as very serious. Response to these acts may range from significant college discipline to criminal prosecution. Violation of student conduct, full range of discipline and due process can be found on NOCCCD, Board Policy under sections BP 5500 and AP 5500. Any sexual assault should be reported immediately to the college staff and the Garden Grove Fullerton Police Departments. These reports are confidential in nature and the names of students are confidential. Victims of sexual assault are informed of counseling and referral services through Health Services, 714-992-7093. To receive information and/or counseling regarding sexual abuse contact: •National Domestic Violence Hotline: 1-800-799-7233. •Orange County Rape Crisis Center: 866-WE-LISTEN (866-635-4783) •RAINN (Rape, Abuse & Incest National Network: 800-656-HOPE. •The LGBT Center OC: 714-953-5428 •(LGBT) National Hotline – GLBT National Help Center: 888-843-4564. •SAVS (Sexual Assault Victims Services) Santa Ana: 714-834-4317. •Project Sister: 909-623-1619 (24-hour hotline; advocacy and accompaniment to local hospitals, law enforcement interviews and legal proceedings; individual group counseling and so much more). <http://projectsister.org/> •The National Center for Victims of Crime: 855-4-VICTIM (855-484-2846) •<https://www.cdc.gov/violenceprevention/index.html> •<https://nij.ojp.gov/topics/articles/overview-rape-and-sexual-violence> •Human Options (Shelter): 949-737-5242. <https://humanoptions.org/> •Interval House (Shelter): 714-891-8121 & 562-594-4555. <http://www.intervalhouse.org/> •Laura’s House (Shelter): 866-498-1511. <https://www.laurashouse.org/>
33. **Violence Against Women Act, (VAWA)** TLC is committed to creating and maintaining a community where all individuals who participate in college programs and activities can work together in an atmosphere free of violence, harassment, discrimination, exploitation, or intimidation. Every member of the community should be aware that the college prohibits sexual assault, domestic violence, dating violence, stalking, and retaliation, and that such behavior violates both law and TLC policy. TLC will respond promptly and effectively to reports of sexual assault, dating violence, domestic violence and stalking, and will take appropriate action to prevent, to correct and when necessary, to discipline behavior that violates these policies. Suspected violators may also be subjected to arrest and prosecution through the criminal justice system. The rights of the complainant and respondent will be protected. Immediate steps may be taken to protect the complainant pending the outcome of an investigation. The confidentiality of the victim is protected. No public records or announcements (Timely Warning) will identify the victim. Confidentiality will be extended to any accommodation or protective measures to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. The college is required to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 1998 (Clery Act) and the Violence Against Women Act 2013 (VAWA). The Clery Act adds requirements of the college to campus victims of sexual assault, dating violence, domestic violence and stalking. Any person who is the target of sexual assault, dating violence, domestic violence and stalking should immediately consult the college staff for advice, options, and information. All reports and complaints of sexual assault, dating violence, domestic violence and stalking, made to any college staff will receive the report, immediately.

Victims of sexual assault, dating violence, stalking and domestic violence are encouraged to immediately contact Garden Grove Police Department 714-741-5758. For victims of crimes, it is critical that the crime is reported immediately to Garden Grove Police Department for care, counseling and evidentiary purposes. The Garden Grove Police Department can assist with filing a restraining order. Definitions: Domestic Violence is defined as a felony or misdemeanor crime of violence committed—

- By a current or former spouse intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

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

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

Board Policy, BP 3540 covers sexual assault and other sexual misconduct

Consent (California Education Code Section 67386). Defines consent as "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

Assistance to Victims TLC is committed to ensuring that students, employees and visitors are treated with sensitivity, dignity and confidentiality. Victims will be provided with counseling services and resource information to support the victim. Victim's assistance may include changing academic environment; retake a class without penalty or working situations. Every effort is made to ensure that our educational environment promotes and assists prompt reporting and compassionate support services. This service is provided to both men and women. Discipline Procedures Students are subject to discipline if they violate Domestic Violence, Dating Violence, Stalking, Sexual Assaults. Consideration will be given to recommendations for protection and no contact orders. The allegations of misconduct shall be investigated in a fair, prompt and impartial manner. Both the accuser and accused are entitled to the same opportunity to have others present during internal discipline proceedings, accompanied by an advisor of their choice. Both the accuser and accused will receive written notice of the outcome of the discipline hearing, and the appeal process. The burden of proof will be based on the "preponderance of the evidence" standard.

34. Weapons Prohibited on Campus Dangerous objects or explosives upon the grounds is prohibited. Firearms or other weapons shall be prohibited at TLC. Any person who believes that he or she may properly possess a firearm or other weapon on campus must promptly notify the administrator in charge. Convicted Sexual Offender Registration Laws Effective October 28, 2002, Penal Code 290.1 was expanded and requires sexual offenders to register with the local police department (Garden Grove Police Department) if the offender is enrolled as a student at TLC, employed by the college, either full-time (includes paid employees or volunteers); or working or carrying on a vocation at the college (e.g. contractors) for more than 14 days or for an aggregate calendar year (including paid workers as well as volunteers). Persons listed above must register with the Garden Grove Police Department (GGPD) within five working days of commencing enrollment or employment at TLC. Registrants are also required to notify the GGPD within five working days of ceasing to be enrolled or employed, or ceasing to carry on a vocation at the college. Any person seeking information on Registered Sex Offenders who are students and/or working at TLC may contact the Garden Grove Police Department at 714-741 5784.

The institution does not maintain any special relationship with State and local police and does not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.

This Institution encourages students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies

This institution encourages students to immediately report an incident where an emergency evacuation will be needed. All students should be familiar with the evacuation procedures posted in several key places around the campus.

This institution does not provide on-campus housing.

Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privilege use of any institutional equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the school premises. Second violation the staff member may be terminated or the student may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violations reported and disciplinary actions taken.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incidents. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

Name of institution's Financial Aid Officer	Marbel Ramirez
Title	Financial Aid Officer
School Name	Thanh Le College, School of Cosmetology
Street address	12875 Chapman Ave
City, State Zip	Garden Grove, CA 92840
Phone No.	714-740-2755