

THE  
**LOS ANGELES**®  
FILM SCHOOL

## **CAMPUS SAFETY POLICIES 2025**



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# Section 1

## 1. CAMPUS SAFETY

Education requires a safe environment for success. The Los Angeles Film School (LAFS) is strongly committed to crime prevention and the safety of our campus community members. Your cooperation is essential to minimize criminal activity and create a safer community for all. Like other institutions, colleges and universities are not without occasional crimes. You are an important member of the LAFS community of students, faculty and staff. This means that you must obey federal, state and local laws as well as the rules and regulations of LAFS. Being aware of those rules and taking personal responsibility for your own conduct and safety improves the quality of life for everyone at LAFS.

A well-informed campus community helps create a safety conscious public. LAFS has prepared this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, a federal statute requiring all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their campuses.

### 1.1 Campus Safety and the Campus Security Authorities

To help ensure the safety of the school community, LAFS has designated a Campus Safety Team (CST) and Campus Security Authorities (CSAs). The CST includes uniformed security staff and is the point of contact in the event of an emergency, incident or crime. Students, faculty and staff can also report serious crimes (Clery crimes, hate crimes, sexual assaults, and hazing) to academic advisors, front desk staff, and uniformed security personnel in their capacity as CSAs.

The Senior Manager of Campus Security and Operations provides training on incident reporting and submitting crime reports. Other designated Campus Security Authorities are:

Director of Facilities & Security: Elizabeth McDonald 323.769.6868

Senior Manager of Campus Security and Operations: Michael McFatridge 323.769.6851

Title IX Coordinator & Director, Education Administration: Dana Franklin 323.769.6827

Director of Academic Advising: Yacine Ndao 323.769.2276

Student Support Services Manager: Emily Mayock 323.769.7722

### 1.2 Private Security Services Communication with Campus Security Authorities

In addition to LAFS security staff, Allied Universal Security (via third party contracted guard services) is utilized on-campus where there is not already a LAFS Security Officer presence. These state-licensed personnel are required to report all incidents and crime information to the appropriate Campus Security Authority and/or the LAFS Campus Safety Team (CST) per the Jeanne Clery Act. All information is reviewed by the Campus Safety Team for reporting purposes.

While Allied Universal Security personnel and local campus employees cannot make arrests, LAFS does work closely with federal, state, and local law enforcement agencies to aid in the arrest of individuals committing crimes against the school and its members.

The number of assigned Allied Universal Security personnel on campus may vary depending on the needs of the campus community and local crime trends. Each Allied Universal Security officer meets that state's basic training requirements for uniformed security personnel. Authorized personnel may carry a guard license, guard certificate, security officer registration, or state-issued guard card.

### 1.3 Training of Allied Universal Security Personnel

Training of Allied Universal Security personnel covers the following:

- Legal restrictions on arrest, search and seizure, and use of force.
- Report writing basics.
- Workplace violence recognition, response, and prevention.
- Compliance with the Jeanne Clery Act.

- Personal appearance, attitude, and conduct that meet both security industry standards and those of the LAFS campus.

LAFS works with Allied Universal Security to provide additional support posts on campus at each building. These individuals serve as a point of contact in the event of an emergency, incident or crime. The CSA partners with each individual to maintain a productive working relationship.

During the annual safety events, the Campus Safety Team (CST) will ensure all students and staff are aware that, in addition to the LAFS Security Team, Allied Universal Security personnel can also assist.

#### **1.4 Annual Review of the Campus Safety Program & Policies**

The Los Angeles Film School conducts an annual review of our Campus Safety Program and safety policies, including the publication of the Annual Security Report (ASR), to ensure continuing compliance with the Jeanne Clery Act requirements.

## **2. REPORTING ANNUAL CRIME STATISTICS**

Each year LAFS releases its Crime Statistics Report and provides notice of safety policy updates to current students, faculty, and staff.

### **2.1 Notifying the Campus Community**

LAFS reports crime statistics to the U.S. Department of Education and provides this information to community members via an electronic Notice of Availability. The notice discloses that these crime statistics are part of LAFS' Annual Security Report and that the Report is available on our website at <http://www.lafilm.edu/campus-safety>. The website also directs community members and the public how to request a paper copy of the report.

### **2.2 Procedure for Gathering and Disclosing of LAFS' Annual Crime Statistics**

**Property crimes:** LAFS requires that a police report be filed for loss or destruction of LAFS property. Individual victims may choose to file a police report for personal property. We encourage them to do so. If asked, the Campus Safety Team (CST) can assist with police reports for personal property.

**Other crimes:** The CST also maintains a listing of all crimes that occur on campus in the Campus Crime Log (Logbook) which is available to the public. The Logbook for the most recent sixty (60) day reporting period is available for public inspection at the front desk and may be reviewed during normal business hours. Any portion of the Logbook that is older than sixty (60) days will be made available within two (2) business days. Logbooks are kept for seven (7) years.

## **3. SAFETY AWARENESS & CRIME PREVENTION**

### **3.1 Crime Prevention Measures**

LAFS takes safety awareness and crime prevention measures very seriously. Part of crime prevention is being alert to and aware of your immediate environment. Here are some important ways you can help keep yourself - and the LAFS community - more safe and secure:

- Roll up windows and lock your car.
- Always take and keep your car keys with you.
- At night, travel in well-lighted areas and in pairs if possible. Avoid short cuts and deserted areas.
- Do not leave valuable items in your car, including personal items and school related materials such as laptops.
- Do not park in isolated areas.
- Leave highly valuable items at home.
- Do not leave your personal property unattended.
- Do not carry more cash than necessary.
- Keep your purse, backpack or briefcase close to your body.
- Mark personal items that you bring on campus. This includes marking textbooks and laptops with your name or some other traceable identification.

- Never bring any kind of weapon onto school property.

### **3.2 Access to LAFS Facilities**

During business hours, visitors to LAFS facilities will be admitted only through the main entrances. Building lobbies are staffed and monitored by security services personnel. During all hours of operation, the LAFS facility is secured by locked entrance doors which require a LAFS identification card (ID card) for entry. The elevators also require ID cards for operation. ID cards also allow access to upper floors as well as through security doors and into other secured areas.

- It is essential that all students, faculty, and staff strive to keep LAFS' facilities secure from unwelcome intruders.
- Never loan your ID card to anyone.
- Never admit anyone into LAFS' facilities who does not have a proximity card for any reason.
- Should an individual approach you with a request to admit them into LAFS' facilities with your ID card, report the incident to security services personnel immediately.

### **3.3 Campus Maintenance**

LAFS facilities management personnel maintain and repair campus facilities. The CST ensures campus maintenance issues that may affect safety or enhance criminal activity are resolved by notifying the appropriate facilities manager and requesting prompt attention to the problem. This can include repairs to defective doors and locking mechanisms. Exterior lighting is another important part of our commitment to campus safety.

### **3.4 Safety Programs**

LAFS sponsors at least one safety event and one sexual assault awareness event annually. A common theme of our safety events is developing members' awareness of their responsibility for their own safety and the safety of others. We focus on increasing security alertness and crime prevention education. The annual safety event varies by campus and may include CPR and AED (automated external defibrillator) demonstrations, crime prevention programs, lessons in self-defense and protection, and other demonstrations by local police or the fire department.

### **3.5 Informing New Staff of Safety Reporting Procedures**

In addition to coordinating these safety events, LAFS informs new and existing personnel of security reporting procedures. Staff members who have regular interaction with the campus community are informed that students may approach them with crime-related incidents that need to be reported quickly to the Campus Safety Team.

### **3.6 Emergency Evacuation Planning**

The CST conducts at least one emergency evacuation drill per year at each building on campus. Faculty and staff are encouraged to be familiar with these procedures. All campus buildings post exit and evacuation diagrams on each floor. LAFS also maintains Emergency Response Guides in classrooms and common areas to provide a hands-on resource for students, faculty, and staff to utilize in the event of emergencies involving medical response, evacuation, fire/smoke/explosion, severe weather, hazardous material, earthquake/power outage, intruder, civil disturbance, and bomb threat. Facilities Emergency Plans may be found in Addendum B here.

Regularly-scheduled drills and exercises, and appropriate follow-through activities, are designed for the ongoing assessment and evaluation of emergency plans and capabilities. Tests may be announced or unannounced. The emergency response and evacuation procedures are publicized and each test includes a description of the exercise, the date, time, and whether it was announced in advance or not. The Emergency Mass Notification (EMN) system is used in conjunction with scheduled exercises to maintain awareness of the system by students, faculty, and staff.

### **3.7 Emergency Evacuation Assistance**

Individuals who require assistance during an emergency must disclose this need to their manager (in the case of staff) or the Disability Services Coordinator (in the case of students) at 323.960.3830. In conjunction with the CST, the Disability Services Coordinator or Human Resources department staff will develop a personal emergency plan that includes specific notification and evacuation procedures for designated individuals in the event of an emergency.

## **4. EMERGENCY NOTIFICATIONS AND TIMELY WARNINGS**

LAFS maintains emergency management policies, safety systems, and business continuity procedures to protect lives and property and to continue necessary critical functions and essential services in the event of emergencies on campus

or in the greater Hollywood or Los Angeles areas.

#### 4.1 Timely Warning Notifications to the Campus Community

The LAFS Campus Safety Team (CST) will release a Timely Warning Notification (TWN) to alert the campus community of crimes or events that may potentially threaten students, faculty, staff or property. The CST is responsible for alerting the campus community (i.e., students, faculty and staff) of particular crimes or crime trend of crimes in a manner that will aid in the prevention of similar crimes.

TWNs are posted in visible, accessible areas when such threats occur. LAFS may use posters, emails and on-site digital and video monitors, or other available means, to inform the campus community. It is important to note that the CST is not required to issue a TWN for every crime reported but must, at a minimum, follow Clery Act guidelines. Whether the CST issues a TWN is determined on a case-by-case basis, and LAFS may work with law enforcement in addition to looking at factors like:

- **The nature of the crime.** TWNs focus on serious crimes and offenses specifically required for reporting according to the Clery Act (e.g. homicide, sexual assault, robbery, burglary, arson, etc.).
- **The continuing danger to the campus community.** TWNs should be released if the campus community is at risk of becoming victims of similar crimes, so it is important to evaluate whether the crime was a one-time occurrence or the result of a trend of reported crimes.
- **The possible risk of compromising law enforcement efforts.** The CST considers law enforcement efforts when issuing a TWN and consults with public authorities regarding the issuance of further TWNs so as not to compromise an ongoing investigation or other law enforcement efforts.
- **Community safety and awareness.** When issuing timely warnings, the Campus Security Team includes information about the crime that triggered it. Victim information is excluded in order to balance the need to include information about the crime while also protecting the confidentiality of the victim to the maximum extent possible. The CST may, in appropriate situations, include personally identifiable information in a TWN. Although personally identifiable information is generally protected from disclosure under the Family Educational Rights and Privacy Act (FERPA), such information may be released in an emergency. The TWN also assists in providing information that promotes safety and aids in the prevention of similar crimes.

Faculty and staff may contact the Director of Facilities & Security regarding security concerns at 323.769.6868. However, in the event of an emergency, faculty and staff should call 9-1-1 first.

#### 4.2 Emergency Notifications to the Campus Community

An emergency is defined as a situation that poses an immediate threat to the health or safety of someone in the LAFS community or that significantly disrupts LAFS programs and activities.

Under the Clery Act, every institution is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus. The following are examples of events that, once confirmed, would trigger an immediate emergency notification from the Campus Safety Team (CST):

- Fires, floods, earthquakes
- Extreme weather conditions
- Gas leaks or nearby chemical or hazardous water spill
- Civil unrest or rioting
- Bomb threats, armed intruders, terrorist incidents, explosion
- Viral or bacterial outbreak and other serious illness

The Emergency Mass Notification (EMN) process includes emergency escalation procedures and a framework for issuing mass notifications. As soon as the CST receives notice of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty and/or staff, it will immediately perform the following functions:

- Confirm that there is a significant emergency or dangerous situation;
- Assess the nature of the threat and its potential for causing harm to the community;
- Confirm with law enforcement that issuing an EMN is advisable;

- Determine which campus community segments should receive notifications; and
- Authorize the use of EMN system.

Notices sent as part of the EMN policy and procedures may include the following information:

- date and time of the notification and incident;
- the reason for the notification, including the risk, threat, or emergency facing the campus community;
- the locations that may be affected or closed due to the incident;
- other measures put in plan to contain or mitigate the problem;
- appropriate safety procedures, which may include evacuation or instructions to shelter in place;
- additional details and directives to preserve safety and security, maps or other useful attachments;
- resources such as telephone numbers, websites, and other sources for information regarding the incident or to report ongoing issues.

#### **4.3 Notification Methods**

The CST may activate all or individual elements of the EMN system. Depending on the nature of the incident, EMNs may be distributed by any of the following means by individuals authorized by the CST:

- Technology alerts
  - Text messaging
  - Recorded messages to phones or similar devices
  - E-mail notifications
- Visual alerts
  - Posting electronic alerts on organizational home pages, message boards, websites and other sites where information will be likely to reach the LAFS community
  - Posting on entry doors, bulletin boards, or other accessible areas affected by the situation
- Person-to-person directives
  - Door-to-door notifications
  - Direct phone calls
  - Phone trees

#### **4.4 Emergency Notification Policy**

All warnings, notifications, and related communications must be approved by the CST. The CST will work with law enforcement discretion to determine what information should be disclosed and whether the notice should be delayed or limited to certain segments of the LAFS community. For the duration of the emergency, follow-up information will be provided to the LAFS community as warranted. At the conclusion of an incident and when authorized by CST, an “all clear” message will be sent to all recipients of previous alert messages. The CST will be responsible for maintaining copies and tracking all EMNs.

The EMN system is tested annually with the October 1<sup>st</sup> release of the Campus Safety and Security Handbook, which contains the Annual Security Report.

Review of emergency events and the related issuance of EMNs is the responsibility of the LAFS Campus Safety Team (CST). These notices and warnings are issued when the CST confirms that there is a significant emergency or a dangerous situation involving an immediate threat to the health or safety of members of the LAFS campus community.

#### **4.5 Reporting Issues to the Campus Safety Team**

Individuals should immediately call emergency **9-1-1** for police or fire department assistance if they believe the situation warrants it. In addition to calling **9-1-1**, the Campus Safety Team can be contacted via any of the means listed below:

- Students, staff and faculty on campus may contact the Director of Facilities & Security directly at 323.769.6868 or via email at [securityoffice@lafilm.edu](mailto:securityoffice@lafilm.edu).
- Other contacts include the security desk(s) or Security Team members, where available.

Security personnel must immediately report any issues they receive to the CST for immediate review. The CST maintains a record of all incidents that occur on campus.

#### **4.6 Maintenance of Emergency Contact Information**

All students, faculty, and staff are responsible for having current and accurate information on file with LAFS to ensure they receive notifications\* from the EMN. Persons with disabilities should work with their faculty, Disability Services Coordinators, or managers to ensure that appropriate assistance is in place for emergencies.

\*Please note that LAFS does not assume responsibility for technical malfunctions or errors in contact information resulting in EMNs which are not received. The IMT Team is responsible for maintaining the EMN system, including software updates as needed and on a regular basis.

### **5. REPORTING CRIMINAL ACTIVITIES**

In an emergency, dial **9-1-1** for help. We urge you to report all criminal activity, whether occurring on or off campus, to the state or local police. You may report criminal activity to the Campus Safety Team and/or Campus Security Authorities anonymously or confidentially. The CST coordinates with the local police department and private security services personnel when compiling the Annual Crime Statistics Report.

#### **5.1 Reporting Criminal Activities in Emergency Situations**

In emergencies, **dial 9-1-1 first**. 9-1-1 answers calls 24 hours a day, 7 days a week. The local police, fire, or medical departments will respond immediately. After calling 9-1-1, report emergency incidents and crimes to a CST member so s/he may also respond.

The Los Angeles Police Department provides the following means for reporting criminal activities: TEXT-A-TIP

To provide anonymous tips, text CRIMES (274637) on your cell phone and begin the message with the letters LAPD. You may also submit an anonymous tip anytime, anywhere, 24 hours a day, 7 days a week, by phone: 800-222- TIPS (800-222-8477). Crimes can also be reported and supportive resources accessed by calling the hotlines below:

- Battered Women's Hotline 310-392-8381
- Child Abuse 800-540-4000
- Narcotics Hotline: 800-662-BUST (2878)
- Narcotic Drug Abuse 800-252-6465
- Rape Hotline 626-793-3385
- Runaway Hotline 800-551-1300
- Suicide Hotline 877-727-4747
- Terrorist Threats: 1-877-A-THREAT (284-7328)

#### **5.2 Reporting Criminal Activity to the Campus Safety Team and Campus Security Authorities**

The CST has the official capacity to receive all reports relating to crime at LAFS. Campus Security Authorities can also receive reports of Clery-specific crimes, including incidents relating to dating or intimate partner violence and hazing. The identities of the CSAs are listed in Section I and can be accessed online at <http://www.lafilm.edu/campus-safety>.

#### **5.3 Anonymous and Confidential Reporting of Crimes**

LAFS encourages students, faculty and staff to report any suspicious or criminal activities that occur on campus. You may request confidentiality or make crime reports anonymously. Please contact your CSA and request confidentiality or anonymity if necessary.

#### **5.4 Reportable Offenses**

The *Clery Act* requires institutions to disclose four (5) general categories of crime statistics:

- 5.4.1 **Criminal Offenses**—Criminal Homicide including: Murder and Non-Negligent Manslaughter; Negligent Manslaughter; Sex Offenses including: a) Forcible, and b) Non-forcible; Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
- 5.4.2 **Hate Crimes**—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated



by bias.\*

- 5.4.3 **VAWA Offenses**—Any incidents of Domestic Violence, Dating Violence and Stalking. For Clery Act reporting purposes, Sexual Assault is included in the Criminal Offenses category but also constitutes a VAWA offense; and
- 5.4.4 **Arrests and Referrals for Disciplinary Action for Weapons**—Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations.
- 5.4.5 **Hazing**—Any intentional or reckless act committed against a person or group in the course of that person or group's initiation into (or ongoing participation in) a LAFS-affiliated organization.

\*Bias is an expressed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, or ethnicity/national origin. Hate crimes are classified according to the FBI's *Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection*.

## 5.5 Crime Definitions

Per the *Clery Act*, institutions must classify crimes based on the Federal Bureau of Investigation's (FBI's) *Uniform Crime Reporting Handbook (UCR)*. For sex offenses only, institutions must use definitions from the FBI's *National Incident-Based Reporting System (NIBRS)* edition of the *UCR*. For the categories of Domestic Violence, Dating Violence and Stalking, institutions must use the definitions provided by the Violence Against Women Act (VAWA) of 1994. For incidents of hazing, institutions must use the definitions provided in the 2024 Stop Campus Hazing Act (SCHA) amendment to the Jeanne Clery Act.

## 5.6 Reportable Locations and Their Definitions

The *Clery Act* includes the following locations in the annual Campus Crime Survey. **"Clery Geography"**: For the purposes of collecting statistics on crimes for submission to the Department of Education and inclusion in an institution's annual security report, *Clery* geography includes:

- 5.6.1 Buildings and property that are part of the institution's campus
- 5.6.2 The institution's non-campus buildings and property; LAFS does not maintain "non-campus" buildings.
- 5.6.3 Public property within or immediately adjacent to and accessible from the campus

For the purposes of maintaining the crime log required, *Clery* geography also includes, in addition to the locations above, areas within the patrol jurisdiction of the campus police or the campus security department.

- **"On Campus"**: Any building or property, owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes and any building or property that is within or reasonably contiguous, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- **"Non-Campus"**: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- **"Public Property"**: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

The Department of Education includes the following reporting location, if indicated:

- **"Local Crime Statistics"**: Applicable statistics reported by local and state law enforcement not already included in the Los Angeles Film School's Annual Security Report.

## 5.7 Unfounded Crimes

The Los Angeles Film School will disclose the total number of "unfounded" crimes in its Annual Security Report. This is done when a sworn or commissioned law enforcement officer has fully investigated the reported crime and, based on the results of this full investigation and evidence, makes a formal determination that the crime report is false or baseless and has been determined unfounded. "Unfounded" crimes remain in the Campus Crime Log.

## 6. COOPERATION WITH LAW ENFORCEMENT AGENCIES

LAFS values its cooperative relationships with federal, state and local law enforcement agencies. In addition to annual consultations for crime statistics reporting, the Campus Security Team (CST) maintains working relationships with local

law enforcement, facilitating timely lines of communication in case the authorities need to respond to an incident at a campus location. Although LAFS does not contract with local police and law enforcement agencies for security, it contacts the appropriate authorities for annual crime reporting purposes. Law enforcement agencies are contacted in the event of an emergency on campus that requires their involvement.

## **7. NO WEAPONS ON CAMPUS**

No weapons are permitted on campus. The possession of guns, knives, electroshock devices (e.g. Taser) and other forms of weapons by employees, guests and students is prohibited on all premises, including all off-site class areas used for school purposes. Exceptions may be made for students and faculty members who are law enforcement officers required to carry a weapon at all times, even off-duty and in plain clothes.

### **7.1 Students**

Students who are plain clothes law enforcement officers must contact the Campus Safety Team (CST) prior to bringing a weapon on campus for further instructions. Student requests must include a written verification letter from an authorized supervisor regarding the requirement to carry the weapon, even off-duty and in plain clothes, to the CST. Verification letters must be provided on department letterhead, signed by an authorized supervisor or agent of the department, and must confirm that the student is in fact a law enforcement officer whose job requires carrying a weapon while off-duty and in plain clothes. The CST will notify the student once the request is approved or denied. If the CST denies the request or an individual does not actually need to carry the weapon at all times, the student may instead secure the weapon in his or her vehicle while on campus.

### **7.2 Faculty**

A faculty member who is an active duty law enforcement officer and requests to carry a weapon on campus must submit a written request to the CST stating his or her name, place of work and the agency's information. The CST will contact the agency for verification and document the findings. A faculty member who is an inactive law enforcement officer and requests to carry his or her weapon on campus will be denied. The CST will notify the faculty member once the request to carry weapons on campus has been approved or denied.

## **8. ANTI-HAZING POLICY**

Hazing is any action taken or situation created in the course of joining or participating in a student club or organization that causes embarrassment, poses a risk of emotional and/or physical harm, or exposes an individual to legal action. LAFS does not allow hazing for any reason whatsoever, and takes proactive steps to educate the community and ensure all community members understand LAFS' policies protecting individuals from hazing.

Incidents of hazing are reportable under the Clery Act, and so any students or staff members who feel that have been subjected to hazing in the course of attending classes, completing their assigned duties, or participating in clubs or activities at LAFS should report the incident(s) to a Campus Security Authority (CSA) or member of the Campus Safety Team (CST). All hazing incidents reported within Clery geography will be included in the Annual Security Report (ASR).

The victim's consent to or willingness to participate in activities constituting hazing is not a defense to charges of hazing. Students, faculty, and staff found responsible for violating the Anti-Hazing policy will be disciplined. Sanctions can include warnings, probation, suspension, and dismissal or termination pursuant to the Student and Employee Handbooks.

## **9. POLICIES & PROGRAMS CONCERNING ALCOHOL & OTHER DRUGS**

### **9.1 Zero-Tolerance policy**

LAFS has adopted a "Zero-Tolerance" policy regarding the unlawful use, sale, possession or distribution of illegal drugs and alcohol. Misconduct violations relating to the Student, Faculty and/or Employee Codes of Conduct are subject to disciplinary sanctions. LAFS has established specific courses of action regarding alcohol and drug abuse, which include:

- Each year, all students, faculty and staff receive notification, to include the location, of the Annual Security Report and Campus Safety Policies that include alcohol and drug prevention information.
- Students, faculty and staff are encouraged to report instances of abuse:

- Students can report to student advisors or a Campus Security Authority (CSA).
- Employees can report issues to their immediate supervisors or Human Resources.
- LAFS supports alcohol and drug abuse prevention programs.
- Alcohol related advertising or promotions are not permitted on campus.
- The Student Development Department maintains a list of local treatment facilities.
- Employee benefits offer resources to assist with alcohol and drug addiction related issues.
- The school conducts a biennial review of its program to:
  - Determine its effectiveness and implement changes to the program if they needed.
  - Ensure that its disciplinary sanctions are consistent and enforced.

## **9.2 Alcohol and Other Drugs Prevention and Counseling Services**

The school provides at least two annual safety education events. The first covers topics relevant to the safety of the campus community and its surrounding area. A second event includes sexual assault awareness and prevention. This program may involve how alcohol and other drug use may impact the risk of sexual assault. Please contact the CSA for information on where and when these education events will occur.

## **9.3 Student Resources**

Students are encouraged to seek information and help regarding substance abuse through the Student Advising department. Student Advisors will assist students with developing a plan of action that might involve referral to other resources as needed. To protect students' privacy, information obtained regarding a student during participation in any related program is treated as confidential. Students can contact the Student Support Services Manager by calling (323) 769-2276.

## **9.4 Employee Resources**

LAFS provides an Employee Assistance Program (EAP) as an employee benefit. All employees have access to EAP regardless of if they obtain benefits through the company. This service provides referral services and treatment sessions as needed. Employees enrolled in health care plans can obtain additional substance abuse benefits, including outpatient and inpatient services. Information about the EAP may be obtained from the Human Resources Department or online at LAFS CONNECT.

## **9.5 National Resources**

We encourage anyone dealing with substance abuse issues (not just our employees and students) to also contact national agencies for guidance and assistance in identifying a counseling, treatment, or rehabilitation program. Support is always available with confidentiality and discretion. One need only ask.

- Al-Anon Family Groups (888)4AL-ANON (425-2666) <https://al-anon.org/>
- Alcoholics Anonymous <http://www.aa.org/>
- Cocaine Anonymous <https://ca.org/>
- Narcotics Anonymous <http://www.na.org/>
- National Council on Alcoholism and Drug Dependence of the San Fernando Valley (818) 977-0414 <https://www.ncadd-sfv.org/>
- National Institute on Alcohol Abuse and Alcoholism <http://niaaa.nih.gov/>
- National Institute on Drug Abuse (800)662-HELP (662-4357) <https://www.drugabuse.gov/>
- The Substance Abuse and Mental Health Services Administration's (SAMHSA) Substance Abuse Treatment Facility Locator <https://findtreatment.samhsa.gov/locator>

## **9.6 Health Risks of Alcohol and Other Drugs**

The health consequences of drugs and alcohol depend on the frequency, duration, and the intensity of use and can include both physical and psychological effects. Overdose is a risk for all drugs. It can result in coma, convulsions, psychosis or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal. The purity and strength of doses of illegal drugs are uncertain.

Continued use of substances can lead to tolerance (requiring more and more of a drug to get the same effect), dependence (physical or psychological need), or withdrawal (painful, difficult and dangerous symptoms when stopping the use of drugs). Long-term use of drugs can lead to malnutrition, organ damage, and psychological problems. The risk of AIDS and other diseases increases if drugs are injected. The consumption of alcohol or drugs when pregnant may cause abnormalities in babies.

### 9.7 Physical and Psychological Dependence and Effects of Specific Drugs

DRUGS	PHYSICAL DEPENDENCE	PSYCHOLOGICAL DEPENDENCE	POSSIBLE EFFECTS
Opium, Morphine, Heroin, Fentanyl	High	High	Euphoria, drowsiness, depression, constricted pupils, nausea
Codeine	Moderate	Moderate	
Methadone	High	High-Low	
Depressants	Moderate	Moderate	Slurred speech, disorientation, drunken behavior without odor of alcohol
Barbiturates	High-Mod	High-Mod	
Benzodiazepines	Low	Low	
Methaqualone	High	High	
Cocaine/Crack, Amphetamines, Other Stimulants	Possible	High	Increased alertness, excitation, Increased pulse rate and blood pressure, insomnia, loss of appetite
LSD, Mescaline, Peyote, Other Hallucinogens	None	Unknown	Illusions and hallucinations, poor perception of time and distance
Phencyclidine	Unknown	High	
Phencyclidine Analogues	Unknown	Unknown	
Marijuana, Hashish, Hashish Oil, THC	Unknown	Moderate	Euphoria, relaxed inhibitions, increased appetite, disoriented behaviors
Anabolic Steroids	Unknown	Unknown	Kidney and liver damage, heart failure
Alcohol	Moderate	High	Reduced coordination and alertness. Large doses can cause unconsciousness, hypothermia, respiratory arrest, death.
Inhalants	Unknown	High	Nausea, damage to organs
Nicotine	High	High	Cancer
Caffeine	Unknown	High	Nausea, diarrhea, trembling

### 9.8 Standards of Conduct

LAFS' Student Code of Conduct clearly states that the unlawful manufacture, sale, delivery, unauthorized possession, or use of any illicit drug is prohibited on property owned or otherwise controlled by the school. LAFS enforces a "Zero Tolerance" policy regarding underage drinking. If any individual is apprehended for violating any alcohol or other drug related law while at a LAFS location or activity, LAFS will fully cooperate with federal and state law enforcement agencies.

### 9.9 Sanctions LAFS Will Impose for Alcohol or Other Drug Violations

LAFS abides by local, state and federal sanctions regarding unlawful possession of drugs and the unlawful consumption of alcohol. Any member of the LAFS community found consuming or selling alcohol and other drugs on school property is subject to disciplinary action up to and including dismissal from the school, depending on the seriousness of the situation.

### 9.10 Federal Laws and Legal Sanctions

Local, state and federal laws establish severe penalties for unlawful possession or distribution of illicit drugs and alcohol. These sanctions, upon conviction, may range from a fine, probation, or lengthy imprisonment. In the case of possession and distribution of illegal drugs, these sanctions could include the seizure and summary forfeiture of property, including vehicles. It is especially important to know that recent federal laws have increased the penalties for illegally distributing

drugs, to include life imprisonment and fines in excess of \$1,000,000.

Here are some examples of Federal drug trafficking penalties as outlined in the *Drugs of Abuse: A DEA Resource Guide* ([https://www.dea.gov/sites/default/files/2020-04/Drugs%20of%20Abuse%202020-Web%20Version-508%20compliant-4-24-20\\_0.pdf](https://www.dea.gov/sites/default/files/2020-04/Drugs%20of%20Abuse%202020-Web%20Version-508%20compliant-4-24-20_0.pdf)):

### FEDERAL DRUG TRAFFICKING PENALTIES – Marijuana

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE*
Marijuana	1,000 kg or more mixture or 1,000 or more plants	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$10 million if an individual, \$50 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 20 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$20 million if an individual, \$75 million if other than an individual</li> </ul>
Marijuana	100 kg to 999 kg mixture or 100 to 999 plants	<ul style="list-style-type: none"> <li>• Not less than 5 years, not more than 40 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$5 million if an individual, \$25 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$20 million if an individual, \$75 million if other than an individual</li> </ul>
Marijuana, Hashish, Hashish Oil	Hashish: more than 10 kgs hashish or more than 1 kg of hashish oil; 50 to 99 kg mixture or 50 to 99 plants	<ul style="list-style-type: none"> <li>• Not more than 20 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine \$1 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine \$2 million if an individual, \$10 million if other than individual</li> </ul>
Marijuana	Less than 50 kg (but does not include 50 or more marijuana plants regardless of weight); 1 to 49 plants	<ul style="list-style-type: none"> <li>• Not more than 5 years</li> <li>• Fine not more than \$250,000, \$1 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 10 years</li> <li>• Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

### FEDERAL DRUG TRAFFICKING PENALTIES: Other Drugs of Abuse

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES*
Cocaine (Schedule II)	500 - 4999 grams mixture	<b>First Offense:</b> Not less than 5 years, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual <b>Second Offense:</b> Not less than 10 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs or more mixture	<b>First Offense:</b> Not less than 10 years, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. <b>Second Offense:</b> Not less than 20 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28-279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40 - 399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100 - 999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5 - 49 grams pure or 50 - 499 grams mixture	<b>First Offense:</b> Not less than 5 years, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an	50 grams or more pure or 500 grams or more mixture	<b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
PCP (Schedule II) Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid/GHB)	10 - 99 grams pure or 100 - 999 grams mixture		100 grams or more pure or 1 kg or more mixture	

		individual <b>Second Offense:</b> Not less than 10 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	
Rohypnol (Schedule IV)	Any amount	<b>First Offense:</b> Not more than 20 yrs. If death or serious injury, not less than 20 yrs., or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. <b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual	
Other Schedule III drugs	Any amount		
All other Schedule IV drugs	Any amount	<b>First Offense:</b> Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. <b>Second Offense:</b> Not more 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual	
Rohypnol (Schedule IV)	Other than 1 gm or more	<b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.	
All Schedule V Drugs	Any amount		

\*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

## 10. SEX-BASED HARASSMENT POLICY AND GRIEVANCE PROCEDURES

### 10.1 Statement of Nondiscrimination

Los Angeles Film School (LAFS) is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, physical or mental disability, pregnancy, age, sex, sexual orientation, gender identity or expression, ancestry, familial status, spousal affiliation, medical condition, military veteran status, or any other characteristic protected by local, state, or federal law.

### 10.2 Sex-based Harassment Policy Statement

LAFS does not discriminate on the basis of sex in its educational programs and activities, including admissions and employment, as required by Title IX and its implementing regulations at 34 C.F.R. Part 106.

LAFS will promptly respond to and equitably investigate complaints regarding prohibited conduct that may violate this policy in order to eliminate, prevent, and remedy the adverse effects of such conduct within LAFS- related programs or activities.

The following protections and grievance procedures shall apply to all complaints, of any form of sex-based harassment including quid pro quo harassment, hostile environment harassment, and the specific offenses of sexual assault, domestic and dating violence, and stalking. Discrimination based on pregnancy or pregnancy-related health conditions is also prohibited.

Retaliation against complainants is considered sex-based harassment; LAFS strictly prohibits retaliation against any individual who brings a good faith complaint under this policy or participates in any portion of an investigation. Retaliatory conduct violates not only LAFS policy and Title IX but may also violate state and federal law. While LAFS will not tolerate making an intentionally false complaint, simply because the complaint is found to not be a violation of this policy does not necessarily mean the complaint was made in bad faith.

Individuals that believe they have been the victim of retaliation should promptly report the misconduct to the Title IX Coordinator.

### **10.3 LAFS' Title IX Coordinator**

LAFS' Director of Education Administration serves as the institution's Title IX Coordinator and coordinates LAFS compliance with Title IX. All reports of potential violations of this policy, including oral or written complaints made to an employee, agent or other person authorized by LAFS to provide an aid, benefit, or service under the LAFS education programs or activities and who are not designated as Confidential Resources, should be made to the LAFS' Title IX Coordinator. Confidential Resources who receive oral or written complaints are not required to report potential violations of this policy.

The Title IX Coordinator's contact information is as follows:

Dana Franklin  
Director of Education Administration  
6353 Sunset Boulevard  
5th Floor  
Hollywood, CA 90028  
323-769-6827  
[dfranklin@lafilm.edu](mailto:dfranklin@lafilm.edu)

In addition to the Title IX Coordinator, LAFS personnel have been designated to assist in the implementation of this policy and grievance procedure. Title IX Investigators and panel members all serve as members of the Title IX Team. All employees and staff shall receive Title IX training, including information on the school's obligation to address sex discrimination, the scope of conduct constituting sex discrimination, the definition of sex-based harassment, and all applicable notification and information requirements. In addition, all members of the Title IX Team shall also receive training on the investigation and grievance process, including how to serve as an impartial member, the meaning and application of the term "relevant" in relation to questions and evidence, the information resolution process, and the specific responsibilities of their positions.

Inquiries regarding the application of LAFS' Title IX Policy may be referred to the Title IX Coordinator, the U.S. Department of Education, Office for Civil Rights, or both. Contact information for the U.S. Department of Education, Office for Civil Rights is:

U.S. Department of Education Office for Civil Rights  
Lyndon Baines Johnson Department of Education Building  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
OCR Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
OCR Hotline: (800) 421-3481

### **10.4 Scope of this Policy**

This policy governs the conduct of students, faculty, and staff who are members of the LAFS community. Sex-based harassment complaints must include conduct that occurred within the context of the LAFS' educational programs or activities. This may extend to certain off-campus locations where LAFS has substantial control over the parties, such as LAFS-recognized activities and LAFS-sponsored academic conferences.

### **10.5 Dismissal of Claims**

LAFS has an obligation to dismiss sexual harassment claims under this policy when the claim does not meet the definition of sex-based harassment provided herein, or in circumstances where no formal, written complaint is made, or when the conduct occurred outside of this policy's stated jurisdiction. However, this does not prevent LAFS from taking action to address sex discrimination conduct. LAFS will take all complaints of misconduct and discrimination seriously and investigate the matter, which may occur through LAFS' Discrimination Grievance/Complaint Procedures.

### **10.6 Prohibited Conduct**

Prohibited conduct as defined in this policy can be committed by any individual regardless of their gender. Prohibited conduct can occur between individuals of the same gender, gender identify, gender expression, or sex characteristics. It can occur between strangers or acquaintances, as well as people involved in intimate or sexual relationships. When the school determines whether alleged conduct violates this policy, it shall consider all of the facts and circumstances involved in the incident, including the nature of the alleged conduct and the context in which it occurred. Sex-based harassment is a violation of Title IX and shall not be tolerated at LAFS.

**a. *Quid pro quo*** harassment means an employee, agent, or other person authorized by the school to provide an aid, benefit or service under the school's education programs or activities explicitly or impliedly conditioning the provision of such an aid, benefit, or service on an individual's participation in unwelcome sexual conduct.

**b. *Hostile environment*** harassment means unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school's education programs or activities. Whether a hostile environment has been created is a fact-specific inquiry which includes consideration of the following:

- The degree to which the conduct affected the Complainant's ability to access the recipient's education programs or activities;
- The type, frequency, and duration of the conduct;
- The Parties' ages, roles within LAFS education programs or activities, previous interactions, and other factors about each Party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in LAFS education programs or activities; or
- Specific offenses (see below).

Sex-based harassment is deemed especially serious when submission to or rejection of such conduct is made implicitly or explicitly a term or condition of instruction, employment, or participation in any school programs or activities; or submission to or rejection of these behaviors by an individual is used as a basis for evaluation in making academic or personnel decisions.

**c. *Specific Offenses*** covered under this policy include:

- Sexual assault, which means a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
- Dating violence, which means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship;
- Domestic violence, which means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under the domestic violence or family violence laws of the state of California or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the state of California;
- Stalking, which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

**d. *Terminology*** used within this policy is provided here for clarity:

- Consent means intelligent, knowing, and voluntary agreement to engage in mutually agreed upon sexual activity and does not include coerced submission.
  - Consent cannot be gained by force, by ignoring, or by acting in spite of the objections of another.
  - Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
  - Consent is not the lack of resistance; there is no duty to fight off a sexual aggressor.
  - Consent can be withdrawn at any time, as long as the withdrawal is clearly communicated through words or actions by the person withdrawing consent.



- A person shall not knowingly take advantage of another person who has an intellectual or physical disability, who is incapacitated by the use of drugs or alcohol, or who is not conscious or awake, and thus is not able to give consent as defined above.
- A person shall not physically or verbally coerce another person to engage in any form of sexual activity to the end that consent as defined above was not given.
- Certain states have designated a minimum age under which a person cannot give consent. In the state of California, the age of consent is 18 years old.

The State of California defines consent as "... 'consent' shall be defined to mean positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue..." (See California Penal Code 261.6).

- Complainant refers to the individual(s) who has been the subject of prohibited conduct.
- Respondent refers to the individual(s) who has been accused of prohibited conduct.
- Advisor refers to the individual who supports either the Complainant or Respondent in the grievance procedures of this policy. For example, this person may be a friend, parent, spouse, colleague, attorney, etc. The Advisor will speak for the Complainant or Respondent during the cross-examination of the live hearing.

### **10.7 Privacy and Confidentiality**

Any investigation related to a complaint under this policy will be conducted impartially and with respect for the privacy and confidentiality requests of all individuals involved, to the extent possible under the circumstances. In some circumstances, the reporting responsibilities of LAFS employees, or LAFS' responsibility to investigate, may conflict with the privacy or confidentiality preferences of those involved. All individuals are encouraged to familiarize themselves with their options and responsibilities, and make use of Confidential Resources, if applicable, in determining their preferred course of action.

Requests for confidentiality or use of anonymous reporting may limit LAFS' ability to conduct an investigation.

### **10.8 Confidential Resources**

Confidential resources are not obligated to report information that is provided to them. This allows individuals to explore their options in a non-pressured environment while they make informed decisions. An individual who is not prepared to make a report, or who may be unsure how to label what happened, but still seeks information and support, is strongly encouraged to contact a Confidential Resource. External Confidential Resources include:

**Los Angeles Rape and Battering Hotline**

213-626-3393 (Central Los Angeles)

310-392-8381 (South Los Angeles)

626-793-3385 (West San Gabriel Valley)

**National Sexual Violence Resource Center:**

877-739-3895 (TOLL-FREE) or <https://www.nsvrc.org/find-help>

**National Sexual Assault Hotline (RAINN):**

Phone: 1-800-656-HOPE or [www.rainn.org](http://www.rainn.org)

**National Domestic Violence Hotline:**

Phone: 1-800-799-7233 or [www.thehotline.org](http://www.thehotline.org)

**CIGNA Employee Life Assistance Program (for employees of Los Angeles Film School)**

800-538-3543 (TOLL-FREE) or [www.signalap.com](http://www.signalap.com)

LAFS has an obligation to make reasonable efforts to investigate and address conduct prohibited by this policy. LAFS community members, including all faculty members, lab specialists, and members of LAFS management, are not Confidential Resources and are required to notify the Title IX Coordinator of suspected violations and cannot guarantee the confidentiality of a complaint or report under this policy.

## 10.9 Discretion and Privacy

Individuals involved in investigations or disciplinary proceedings under this policy are encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation. While discretion regarding the process is important, Complainants and Respondents are not restricted from discussing and sharing information with others who may support or assist them in presenting evidence.

LAFS will take all reasonable steps to exercise discretion and protect the privacy of those involved in a complaint. However, LAFS has an obligation to make reasonable efforts to investigate and address complaints or reports of violations of this policy. In all such proceedings, LAFS will take into consideration the privacy of the Parties to the extent possible while also providing a safe, non-discriminatory environment for all applicants, students and employees.

Any additional disclosure of information related to the complaint or report may be made if consistent with the Family Educational Rights and Privacy Act (FERPA), or Title IX requirements.

## 10.10 Release of Information

In accordance with the Clery Act, the Security department may issue a timely notification if it becomes aware of a serious and continuing threat to the campus community. The Security department may also be required to publicly disclose a reported incident of sexual misconduct in the daily crime log or Annual Security Report. At no time will LAFS release the name or other personally identifiable information of the complainant to the general public without the express consent of the complainant or as otherwise permitted or required by law.

## 10.11 Reporting a Violation of this Policy

- a. ***In emergency situations***, if there is a suspected crime in progress, or imminent or serious threat to the safety of anyone, immediately contact the authorities by dialing 911. On campus, always call the Security department at extension 8793 after calling 9-1-1.
- b. ***In non-emergency situations***, all members of the LAFS community are encouraged to report any suspected violation of this policy to the Title IX Coordinator. (Members of the LAFS community may consider consulting a Confidential Resource, as appropriate, prior to making a report to the Title IX Coordinator). All faculty members, lab specialists, and members of LAFS management with the authority to take action or who have responsibility for administrative leadership, teaching, or advising must promptly report suspected violations of this policy to the Title IX Coordinator. A Title IX complaint can be filed by completing LAFS' Title IX Complaint Form or by contacting the Title IX Coordinator; verbal complaints can also be made to the individuals listed below. The LAFS Title IX Complaint Form may be found at: <https://www.lafilm.edu/campus-safety>
- c. ***To report a violation*** to LAFS staff:

Dana Franklin  
(for complaints involving students)  
Director of Education Administration  
6353 Sunset Boulevard, 5th Floor  
Hollywood, CA 90028  
323-769-6827  
[dfranklin@lafilm.edu](mailto:dfranklin@lafilm.edu)

Judy Nimoy  
(for complaints involving LAFS employees)  
Director of Human Resources  
6353 Sunset Boulevard, 4th Floor  
Hollywood, CA 90028  
323-769-2214  
[jnimoy@lafilm.edu](mailto:jnimoy@lafilm.edu)

- d. ***To report a violation to law enforcement***: In cases of sex-based harassment that may also constitute criminal behavior (e.g., sexual assault, dating violence, domestic violence, and/or stalking), the individual may, simultaneously, file a complaint with local law enforcement authorities. LAFS' Security department is available to support individuals who wish to file a complaint with local law enforcement.

Los Angeles Police Department (Hollywood Division)  
1358 N. Wilcox Avenue  
Hollywood, CA 90028  
(213) 972-2971 (voice)  
Non-Emergency: 877-ASK-LAPD

The Title IX Coordinator may also notify local law enforcement in cases that may constitute criminal behavior. LAFS will not wait for the conclusion of a criminal investigation or criminal proceeding to begin its own investigation and will take immediate steps to protect the student or employee in the educational or employment setting.

**e. To report a violation to the U.S. Department of Education, Office for Civil Rights:**

U.S. Department of Education Office for Civil Rights  
Lyndon Baines Johnson Department of Education Building 400 Maryland Avenue, SW  
Washington, DC 20202-1100  
OCR Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
OCR Hotline: (800) 421-3481

**f. Anyone making a report of a potential violation of this policy may:**

- Request supportive measures from the Title IX Coordinator;
- File a formal, written complaint with the Title IX Coordinator, which will invoke LAFS' internal grievance procedures outlined herein;
- Request the assistance of the Security department in filing a criminal complaint and preserving physical evidence; and/or
- Contact local law enforcement to file a criminal complaint.

An individual may pursue some or all of these steps at the same time (e.g., one may simultaneously pursue an internal complaint and a criminal complaint).

**10.12 Preliminary Investigation and Supportive Measures**

If LAFS receives a complaint or otherwise becomes aware of conduct that may violate this policy, the Title IX Coordinator, or in situations where Security is notified first, the Director of Security, will conduct a preliminary investigation to assess the nature and circumstances of the report and take prompt and effective action to protect those involved and the LAFS community. This includes providing non-disciplinary, non-punitive supportive measures and remedies pending a Formal Investigation, if appropriate and as reasonably available. The Director of Security may consult with the Title IX Coordinator in making these decisions.

The Title IX Coordinator, after consultation with appropriate LAFS personnel, as needed, may take supportive action that they deem appropriate to restore or preserve equal access to LAFS' educational programs and/or activities without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the LAFS' educational environment or to deter violations of this policy. Supportive measures are not limited to but may include:

- Imposing a "no-contact" order, which will prohibit communication between the Parties involved, including in person, through third parties, or via electronic means;
- Directing appropriate LAFS officials to alter academic or work schedules;
- Imposing interim probation and/or suspension pending the completion of the Formal Investigation.

Supportive measures are individualized based on the information gathered by the Title IX Coordinator, after consultation with appropriate LAFS personnel. Supportive measures are available whether a formal complaint is filed with the Title IX Coordinator or not. LAFS will take all necessary steps to protect the complainant's identity when implementing supportive measures unless the complainant's identity is necessary in order to provide the supportive measure.

When a decision is reached to initiate a supportive measure that impacts a Respondent, the Title IX Coordinator will notify the Respondent in writing. In the case of an interim probation and/or suspension, LAFS will assess the Respondent's imminent threat to the physical health or safety of the LAFS community. If LAFS determines that an interim probation and/or suspension is warranted, the Respondent has the opportunity to appeal the decision by writing a formal appeal to the Title IX Coordinator within three (3) days of the written notification of the interim probation and/or

suspension. The Title IX Coordinator will review the safety and risk analysis used to make the determination and either confirm or reverse LAFS' decision to implement the interim probation and/or suspension. The Title IX Coordinator's decision in this matter is final.

Every effort will be made to avoid depriving a student of his or her access to educational programs and activities, while also balancing the safety of the LAFS community. Violation(s) of the Title IX Coordinator's directives and/or administrative actions may lead to additional sanctions.

A determination that a Formal Investigation under the grievance procedure is not necessary does not preclude LAFS from taking appropriate steps to eliminate, deter, remedy, or address prohibited or otherwise disruptive conduct.

While the conduct reported to the Title IX Coordinator may not violate this policy, it may be a violation of student conduct or employee conduct policies and will be referred to the appropriate LAFS administrators as needed.

#### **10.13 Violations of Other LAFS Policies**

In the situation when an initial assessment or investigation under this policy identifies additional related possible violations of LAFS policy (other than sex-based harassment violations as described in this policy) by the same party(ies) that would normally be handled through the student or employee conduct processes, the Title IX Coordinator will refer those potential conduct violations to the appropriate LAFS personnel for investigation and adjudication.

#### **10.14 Informal Resolution Process**

LAFS offers an informal resolution process as an alternative to the formal investigation process. This informal proceeding focuses on conciliation, rather than culpability, and therefore does not involve a sanctioning process. In the informal resolution process, both Parties must agree in writing to engage in the Informal Resolution Process and will be asked to resolve the problem with the mediation of a trained LAFS official.

Upon the filing of the Title IX Complaint Form, the Title IX Coordinator(s) will attempt to intervene in order to reach a satisfactory resolution between the individuals directly involved. The Informal Resolution process may be an appropriate process depending on the conduct alleged to have been violated. The Informal Resolution process may be chosen at the discretion of the parties and is not mandatory. Either party may choose to end the Informal Resolution process at any time and pursue the Formal Investigation process. The Informal Resolution process is not available for sex-based harassment complaints concerning sexual violence or when an employee is alleged to have sexually harassed a student.

If informal attempts to resolve the complaint are unsuccessful, or if the Title IX Coordinator believes an informal procedure is inappropriate, the Formal Investigation process can be utilized at any time.

Upon receipt of a request to engage in the Informal Resolution process, the Title IX Coordinator, or his/her designee, may meet with the Parties and their respective advisers separately, together, or both, and may permit both Parties to present evidence. The purpose of the meetings is to clarify issues and resolve the complaint.

If the meeting resolves the complaint, a conciliation agreement, stipulating the terms of the resolution, will be signed by both Parties as mutually agreed upon terms. Each party will be simultaneously given a copy of the final signed agreement.

If the conciliation process is not successful, resolution of the complaint will follow the Formal Investigation and Grievance Procedure described herein, if appropriate, or the applicable student or employee conduct process.

#### **10.15 Formal Investigation and Grievance Procedure**

The purpose of the Formal Investigation and Grievance Procedure is to determine, among other things, the following:

- Whether a violation of the Title IX Policy has occurred; and
- Whether there is an ongoing risk of harm or further prohibited conduct, and if so, to take steps to eliminate and prevent its recurrence.

##### **a. Determining the Need for a Formal Investigation**

Upon receipt of a complaint alleging a violation of this policy, the Title IX Coordinator will assess the circumstances of the complaint, including the preliminary investigation and related information, and contact the Complainant to determine their desired outcome. The Title IX Coordinator will provide the Complainant with this policy, including information

regarding supportive measures, available resources, and the resolution and investigation processes. If the Complainant chooses to pursue a Formal Investigation, the Respondent will be notified of the investigation, supportive measures, available resources, and their rights regarding the process. Both Parties will be sent a Notice of Allegations letter.

If the conduct alleged in the formal complaint would not constitute sex-based harassment as defined under this policy, then the Title IX Coordinator must dismiss the formal complaint, and the Formal Investigation and Grievance Procedure outlined here. However, that does not preclude LAFS from taking steps to address the conduct under student or employee conduct policies. Additionally, the Title IX Coordinator may dismiss a formal complaint under this policy if a written request from the Complainant seeking to withdraw the complaint is made, if the Respondent is no longer enrolled or employed at LAFS, or if specific circumstances prevent the gathering of evidence necessary to reach a determination.

Additionally, the Title IX Coordinator has the discretion to consolidate multiple complaints or reports into a single investigation if evidence relevant to one incident might be relevant to the others.

#### **b. Grievance Process Timeline**

LAFS will work to complete a formal investigation promptly upon receiving a complaint or otherwise becoming aware of the alleged prohibited conduct. In addition, during the course of the investigation, LAFS may need to delay the grievance process for good cause, which may include concurrent law enforcement activity, the need for language assistance, or disability accommodations. LAFS will take all reasonable efforts to apprise all Parties of the progress of the investigation.

#### **c. Notice of Allegations**

Upon receipt of a formal complaint, the Title IX Coordinator will promptly advise the Complainant and Respondent of the allegations in writing (Notice of Allegations).

The Notice of Allegations will include:

- the identities of the Parties involved (if known);
- the specific LAFS policy allegedly violated;
- the exact conduct allegedly constituting the potential violation;
- the date and location of the alleged incident (if known);
- a statement that retaliation is prohibited;
- a statement that the Parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of the evidence;
- a statement that the Respondent is presumed not responsible for the alleged conduct until a determination has been made at the conclusion of the grievance process and prior to the determination, the Parties shall have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decisionmaker; and
- that the school's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

The Notice of Allegations will also include a description of the grievance process as outlined in this Policy, and specifically notify the Complainant and Respondent of their right to have an advisor of their choice.

#### **d. Right to an Advisor**

Both Parties (Complainant and Respondent) have the right to an advisor of their choice (a parent, friend, mentor, attorney, etc.) who may accompany them to meetings with LAFS personnel during the course of the investigation as well as the hearing. If a Party does not have an advisor present at the hearing, LAFS will provide an advisor to conduct cross-examination on behalf of that Party.

#### **e. Assigning an Investigator**

When a determination is made to proceed with a formal investigation, the Title IX Coordinator will act as investigator ("the investigator"). This individual must be trained in Title IX laws and regulations and must not have a conflict of interest or bias for or against the Complainant or Respondent, or complainants or respondents generally.

#### **f. Cooperation**

All LAFS faculty, staff, and students are expected to cooperate fully in the investigation process.

#### **g. Opportunity to Participate**

LAFS is responsible for gathering evidence during an investigation. However, the Complainant and the Respondent will have an equal opportunity to present witnesses and other evidence. In addition, the Parties will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations in the formal complaint. The Parties have the right to request that the investigator meet with relevant witnesses and evaluate relevant documentation or other evidence.

If a Party is invited or expected at an investigative interview or other meeting, the investigator will provide written notice of the date, time, location, participants, and purpose of the interview or meeting to that Party with sufficient time for the Party to prepare or participate.

#### **h. Evidentiary Determinations**

The investigator has broad discretion in determining whether an offered witness or documentary evidence would be relevant or helpful to a determination. For example, some reasons an investigator might decline to speak to an offered witness include:

- there is not a sufficient basis to assume that the person could have information relevant to the factual determination;
- the information to be solicited would be repetitive; and
- confidentiality concerns balanced against the importance of the information.

Similarly, some reasons that an investigator might decline to seek or review documentary evidence include:

- LAFS does not have the expertise to consider scientific evidence;
- the information is repetitive;
- cost considerations balanced against the importance of the information; and
- confidentiality concerns balanced against the importance of the information.

Local police and legal counsel may be consulted regarding evidence admissibility and the outcome of related legal proceedings.

#### **i. Investigative Report**

For an investigation of a complaint of sex-based harassment, the investigator will summarize the relevant evidence in a written, draft Investigative Report. The investigator will send to each Party (and their respective advisors if applicable), the draft Investigative Report including all evidence directly related to the allegations stated in the formal complaint in electronic format/hard copy. Each Party will have an equal amount of time and at least ten (10) days to review the evidence to identify additional witnesses or sources of information, reconcile conflicts in information, and submit a written response to the record of evidence. The investigator will consider a Party's written response to the record of evidence before issuing the final Investigative Report.

After both Parties have had the opportunity to respond to the record of evidence, the investigator will issue the final Investigative Report. The investigator will send each Party (and their respective advisors if applicable) the final Investigative Report ten (10) days prior to a hearing or other event where responsibility will be determined.

#### **j. Live Hearing for Sex-based Harassment Investigations**

Unless the Parties have agreed to an Informal Resolution, the Respondent's responsibility will be determined by a decision-maker after a live hearing.

1. **Hearing Format:** Live hearings will be conducted with the Parties, their advisors, any witnesses, and the decision-maker physically or virtually present in the same location, as deemed most appropriate by the Title IX Coordinator under the circumstances.
2. **Cross-Examination and Relevancy:** At the live hearing, each Party's advisor may cross-examine the other Party and any witnesses. The questions on cross-examination must be delivered orally and be relevant to the allegations. Parties and witnesses may refuse to answer questions on cross-examination. However, if a Party or witnesses refuses to submit to cross-examination, the

decision-maker cannot rely on any statement by such person in reaching a responsibility determination. The decision-maker will determine whether a question is relevant prior to the Party or witness responding. If the decision-maker determines a question is not relevant, they must explain their reasoning.

3. **Appointment of Advisor:** The Parties are not permitted to cross-examine the other Party. If a Party does not have an advisor present at the live hearing who can cross-examine the other Party, LAFS will appoint an advisor.
4. **Recording:** As required by Title IX regulations, the hearing will be recorded or transcribed. There is no expectation of privacy in the live hearing, and the recording or transcription will be available for review by both Parties. LAFS will take all reasonable steps to exercise discretion and protect the privacy of those involved in a complaint. Any additional disclosure of information related to the complaint or report may be made if consistent with the Family Educational Rights and Privacy Act (FERPA), or Title IX requirements.

#### **k. Responsibility Determination**

Upon completion of the live hearing, the decision-maker will make a determination of responsibility. The decision-maker must apply the Preponderance of the Evidence standard in reaching the determination. This means that the determination of responsibility is based on the evidence that there is a greater than 50% chance that the claim is true.

The decision-maker must issue a written determination of responsibility simultaneously to both Parties. The written determination of responsibility must include:

- the allegations potentially constituting sexual harassment;
- a description of the procedural steps LAFS has taken in reaching the responsibility determination, including notifications to the Parties, interviews with the Parties and witnesses, methods used to gather evidence, and hearings held;
- findings of fact supporting the determination;
- conclusions regarding the application of this policy to the facts;
- a statement of responsibility and related sanctions imposed on the Respondent for each allegation;
- a statement of whether LAFS will offer any remedies to the Complainant; and
- a description of LAFS' appeal procedures.

The content of the written determination may be modified subject to the limitations of FERPA and other relevant Federal or State privacy laws.

Upon written request, LAFS will disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by LAFS against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

In all cases involving sexual harassment, the case file will be archived by the Title IX Coordinator for a period of seven (7) years.

#### **l. False Charges**

Filing an intentionally false charge with LAFS of unlawful discrimination, discriminatory harassment, sexual violence, or retaliation is a serious offense. If an investigation reveals that a Complainant knowingly filed false charges, LAFS may take appropriate actions, which may include termination or expulsion. The imposition of such sanctions does not constitute retaliation. However, a determination after investigation that a charge of harassment or discrimination lacks merit or did not rise to the level of a violation of this Policy does not necessarily mean that the charge was made in bad faith.

#### **m. Outcomes**

Upon the conclusion of the Formal Investigation and Grievance Procedure, the decision-maker will determine the appropriate sanctions and/or remedies and supportive measures for remedying the effects of a violation of this policy.

#### **n. Possible Sanctions**

Where there is a finding of responsibility for violation of this policy, and depending on the facts and severity of the violation, LAFS could impose a variety of sanctions including, but not limited to the following:

- Oral or written warning (Employees and Students)
- Oral or written reprimand (Employees and Students)
- Required attendance at a sexual harassment sensitivity program (Employees and Students)
- Counseling (Employees and Students)
- Probation (Employees and Students)
- Suspension (Employees and Students)
- Expulsion (Students)
- Termination of Employment (Employees)

#### **o. Possible Remedies and Supportive Measures**

Upon the receipt of a report of prohibited conduct under this Policy, and/or upon the conclusion of the Formal Investigation and Grievance Procedure, the Title IX Coordinator may implement remedies or actions to end the conduct, remedy its effects, and prevent its recurrence. Appropriate remedies and supportive measures may include, but are not limited to:

- Referral to counseling and health services (Employees and Students)
- Referral to the Employee Assistance Program (Employees)
- Prevention education for the LAFS community (Employees and Students)
- Providing a Security department escort on campus, when available (Employees and Students)
- Assistance with academics, including schedules and assignments (Students)
- Permanently altering work arrangements for employees (Employees)
- Restriction of campus access for the Respondent, after a safety and risk analysis determines there is an immediate threat (Employees and Students)
- Implementing and/or Continuing No-Contact orders (Employees and Students)
- Policy modifications (Employees and Students)

#### **p. Appeal**

- The Complainant or the Respondent may file a request for an Appeal on the following basis:
- procedural error, irregularity, or other failure to follow the institution's own procedures that affected the outcome of the matter;
- new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The appeal must be filed in writing with the Title IX Coordinator within five (5) business days of the receipt of the Outcome Letter and must clearly detail one or more of the above reasons as the basis for the appeal. A delay or incomplete request for an appeal may be grounds for the decision-maker to conclude that the appellant has waived their right to an appeal.

Supportive measures, such as mutual no-contact orders or academic course adjustments for either or both Parties may continue in place throughout an appeal process as determined by LAFS

LAFS' Senior Vice President of Operations will act as an impartial appellate officer during an appeal of this policy. The appellate officer will be free from conflict or bias and not involved in the underlying grievance decision, to determine first whether a timely and valid request for an appeal has been submitted, and if the appeal is valid, oversee the appeal



process.

LAFS will notify both Parties upon receipt of a timely and complete request for an Appeal and provide both Parties with timeframes for each phase of the appeal process. Following receipt of a valid appeal, both Parties will have an opportunity to submit a written statement in support of, or challenging, the outcome of the original hearing. This is the Statement of Appeal. Both Parties will have an opportunity to review and respond to the other Party's Statement of Appeal within a reasonable timeframe. All Statements of Appeal, responses, and any supporting evidence will be reviewed by the appellate officer.

The Vice President of Education will make the final appeal decision and provide both the Complainant and Respondent with a written outcome of the appeal decision. There will be no further review of the decision.

**q. Disability Accommodations**

LAFS is committed to fostering mutual respect and full participation for all Parties in the Sex-Based Harassment Policy and Grievance Procedures. Students, faculty, and staff may request reasonable accommodation through either the Student Support Services department (for students) or Human Resources department (for faculty and staff). If you have, or think you may have, a disability that may affect your ability to report a complaint or participate in the grievance procedures, please contact the Student Support Services department or Human Resources to initiate a conversation about reasonable accommodations.

**r. Requests for accommodations may be made to:**

**ADA Coordinator**

Student Disability Services  
6353 Sunset Boulevard, 1st Floor  
Hollywood, CA 90028  
323-769-7714  
[disabilityservices@lafim.edu](mailto:disabilityservices@lafim.edu)

**Director of Human Resources**

Judy Nimoy  
6353 Sunset Boulevard, 4th Floor  
Hollywood, CA 90028  
323-769-2214  
[jnimoy@lafilm.edu](mailto:jnimoy@lafilm.edu)

**s. Rights of the Parties**

Upon the receipt of a sex-based harassment complaint, LAFS will provide the Complainant and Respondent with a written explanation of their rights and options as described below:

- The right to have all accusations of Sex-based Harassment treated with seriousness and dignity;
- The right to have any claims which fall within the scope of this policy investigated and adjudicated through LAFS' Sexual-Based Harassment Policy and Grievance Procedure and, where appropriate, duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities;
- The right to be free from pressure that would suggest that individuals (1) not report crimes committed against them to civil and criminal authorities or to the campus security and disciplinary officials; (2) report crimes as lesser offenses than the individual perceives them to be; (3) are obligated to notify law enforcement authorities;
- The right to the full and prompt, reasonable cooperation from campus personnel in responding to the incident;
- The right to have access to counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services established by LAFS or other entities;

- The right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent unwanted contact with, or proximity to, alleged assailants after a complaint is reported;
- The right to available options that may be provided by LAFS for changes to transportation, working, academic and/or living situations, if requested, while an informal resolution or formal investigation is pending, including the option to issue a no-contact order. These steps will be taken regardless of whether the Complainant chooses to file a formal complaint;
- The right to be informed of disciplinary proceedings, be present at and participate in those proceedings, and be informed of the outcome of such proceedings;
- The same right to assistance, or ability to have others present, that is afforded to the other Party.

#### **10.16 Sexual Offender Registration**

The Campus Sex Crimes Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexual Violent Offender Act. The federal law requires state law enforcement agencies to provide local educational institutions with a list of registered sex offenders who have indicated they are enrolled, employed or carrying on a vocation at local educational institutions.

LAFS is required to inform the campus community of all registered sex offenders enrolled or employed by LAFS and has a policy that a list of any registered sex offenders enrolled at or employed by LAFS will be made available for inspection through Student Development.

In addition, a database of all registered sex offenders in California can be accessed at The Megan's Law California website located at <http://meganslaw.ca.gov/>.

The CSCPA further amends the Family Education Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000.

#### **10.17 External Resources**

Many resources are available to students who live in the local area. Additional resources available by phone or online are listed below.

##### **a. Local Resources for Medical and Psychological Assistance:**

Hollywood Walk-in Clinic (WALKING DISTANCE) 6430 Selma Avenue, Hollywood, CA 90028 (323) 237-8732 M-F 9am-5pm; Sat 9am-4pm; Sun 10am-3pm Services and Prices: <a href="https://hollywoodclinic.net/?utm_source=gmb_auth">https://hollywoodclinic.net/?utm_source=gmb_auth</a>	Aimed at individuals without insurance; not free but prices are low.
The Saban Community Clinic 6043 Hollywood Boulevard Los Angeles, CA 90028 (323) 653-8622 Appointments: 323-653-1990 <a href="http://www.thesabanfreeclinic.org/">http://www.thesabanfreeclinic.org/</a>	Bring proof of Income (paystub, unemployment check, letter from Social Security, tax return), Proof of Address in Los Angeles County (utility bill, lease agreement, California driver's license or ID), and Proof of Citizenship (birth certificate, green card, passport, certificate of naturalization). You will not be denied services based on your income or citizenship status.
Sunrise Community Counseling Center 537 S. Alvarado Street, Los Angeles, CA 90057 (213) 207-2770 M-F 9am-5pm <a href="https://sunriseccc.org/">https://sunriseccc.org/</a>	Weekly chemical dependency outpatient treatment, domestic violence treatment, parenting education, anger management, and individual counseling for youth and adults; \$50 to enroll and \$30 per counseling session; free counseling may be available if requirements are met.

<p>Franciscan Clinics and Queenscare Family Clinic – Hollywood  4618 Fountain Ave., Los Angeles, CA 90029  (Hollywood branch; there are other locations)  (213) 933-0050  M-F 8:30am-6:00p  <a href="http://www.queenscare.org/">http://www.queenscare.org/</a></p>	<p>“As a faith-based organization, QueensCare strives to provide, directly and with others, accessible healthcare for uninsured and low- income individuals and families residing in Los Angeles County; students can come in to see what programs they may qualify for and if they have to pay.”</p> <p>Bring: proof of income, photo ID, SS card, proof of address.</p>
<p>Hollywood Mental Health  1224 N. Vine Street Los Angeles, CA 90038  (323) 769-6100  Monday-Friday 8:00am - 5:00pm, except Wednesdays. No Appointment Necessary</p>	<p>Student must live in Hollywood area to receive services – if they don't then this clinic will refer them to their local center that can assist them; Pay based on sliding scale – if no income, then student will not have to pay fee.</p>
<p>Didi Hirsch Mental Health Services  4760 S. Sepulveda Boulevard, Culver City, CA 90203  (other locations available)  (310) 390-6612  <a href="http://www.didihirsch.org">www.didihirsch.org</a></p>	<p>Counseling, psychiatry, case management, groups, at several locations for individuals with mental illness</p>

**b. Hotlines and Online Resources:**

Listing of National Health Hotlines:	<a href="https://www.nih.gov/health-information/health-info-lines">https://www.nih.gov/health-information/health-info-lines</a>
<p>National Suicide Prevention Lifeline:  (800) 273-8255</p>	<a href="http://www.suicidepreventionlifeline.org">http://www.suicidepreventionlifeline.org</a>
<p>Friendship Line for Mental Illness Help:  (888) 448-9777</p>	<p>Client-run, peer support, non-crisis “warmline” for people coping with mental illness. Call for supportive, caring, non- judgmental talk 6pm-10pm weekdays; 2pm- 10pm weekends and holidays.</p> <p><a href="http://www.mhala.org/friendship-line.htm">http://www.mhala.org/friendship-line.htm</a></p>
<p>National Domestic Violence 24-hour hotlines:  (800) 799-7233   (800) 787-3224 (TTY for Deaf/hard of hearing)</p>	<p><a href="http://www.thehotline.org">http://www.thehotline.org</a>  Live Chat from 7AM to 2AM Central</p>
<p><b>TEEN LINE:</b> (800) 852-8336 or (310) 855-4673; text “TEEN” to 839863</p> <p>National Teen Dating Abuse Helpline  (866) 331-9474   (866) 331-8453 (TTY for Deaf/hard of hearing)</p>	<p>6pm-10pm every day; by teens, for teens; online message boards at <a href="http://teenlineonline.org/boards/">http://teenlineonline.org/boards/</a></p> <p><a href="http://www.loveisrespect.org">http://www.loveisrespect.org</a> Chat 24/7/365</p>
<p>National Center for Victims of Crime:  (202) 467-8700</p>	<a href="https://victimsofcrime.org/">https://victimsofcrime.org/</a>

<b>Cancer Hope Network:</b>  (877) HOPE-NET (467-3638)	<a href="http://www.cancerhopenetwork.org/">http://www.cancerhopenetwork.org/</a>
Covenant House (Western/south of Sunset) 1325 North Western Ave. Hollywood, Ca 90027 (323) 461-3131	Shelter for adolescents and young adults Mother/Child Program <a href="https://covenanthousecalifornia.org">https://covenanthousecalifornia.org</a>
National Sexual Assault 24-hour hotline: (800) 656-HOPE   (800) 656-4673	The National Sexual Assault Hotline provides critical support to survivors and their loved ones 24/7.  <a href="https://www.rainn.org">https://www.rainn.org</a>

## 11. MONITORING AND ENFORCEMENT

If any individual does not comply with this policy or if LAFS determines that an individual's activities were inconsistent with the law or with any LAFS policy, standard, or guideline, LAFS may take action against that individual. This can include termination of enrollment or employment, or imposition of other sanctions as described in the student and employee handbooks and school catalog. If LAFS suspects individuals are or have been engaged in criminal activity, LAFS may refer this matter to law enforcement and provide any related documentation to assist in prosecution.

### Citations

Higher Education and Opportunity Act of 2008-Public Law 110-315 Right to Know and Campus Security Act-20 U.S.C. § 1092(f) et seq 34 C.F.R. §668.46

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. The Clery Act is a federal statute that requires colleges and universities that receive federal financial aid funding to compile crime statistics from their campuses and provide safety information. Compliance is enforced by the United States Department of Education, which can impose civil penalties, up to \$27,500 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.

## Section 2

Dear Student,

The Los Angeles Film School holds standing-up and looking out for one another's safety as a core value. One way in which our school commits to this value is by providing students with bystander intervention training. We want each student to have the knowledge and skills to be an **active bystander**.

Being an active bystander doesn't stop at the edge of campus. For those of you who are beginning your educational journey, or have been a student for some time now, or are nearing the end of your educational experience with us, we ask that **all students – full-time, part-time, campus, and online** – complete this **required training**.

This online training module "**Sexual Assault Prevention for Undergraduates - Updated**" provides you with information about your rights, policies, campus resources, and strategies for preventing and responding to concerning situations. The training includes interactive scenarios, as well as knowledge questions related to identities, inclusion, healthy relationships, and substance use.

### **How to Complete the Training**

You will receive an email from our training partner **Vector Solutions** in the next few days. Please simply click the link in the email to begin the training. The required training module is self-paced and will take about 75 minutes to complete. Prior to beginning the training, a survey is offered for completion. Please note the **survey is optional**. You may skip and move on to the actual training. Should you choose to complete the survey, all data is collected in anonymous and aggregated form.

All Los Angeles Film School students are expected to complete this training **within 30 days** of the training deployment date.

Should you have specific questions, please send your inquiry to [dfranklin@lafilm.edu](mailto:dfranklin@lafilm.edu)

Regards,

**Dana Franklin** | *Director of Education Administration + Title IX Coordinator* | **Education**

## Section 3

# THE LOS ANGELES FILM SCHOOL

## CRIMINAL OFFENSES- ON CAMPUS SUMMARY

### PART 1 – PRIMARY CRIMES

#### 1. MURDER AND NON-NEGLIGENT MANSLAUGHTER

The willful (non-negligent) killing of one human being by another.

**2022- 0**

**2023-0**

**2024-0**

#### 2. NEGLIGENT MANSLAUGHTER

The killing of another person through gross negligence.

**2022- 0**

**2023-0**

**2024-0**

#### 3. AGGRAVATED ASSAULT

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

**2022- 0**

**2023-0**

**2024-0**

#### 4. ARSON

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

Note that only fires determined through investigation to have been willfully or maliciously set are classified as arson. Arson is therefore the only Clery Act offense that must be investigated before it can be disclosed. If other Clery Act offenses were committed during the arson incident, the most serious is counted in addition to the arson.

**2022- 0**

**2023-0**  
**DAMAGE-\$0**

**2024-0**

#### 5. BURGLARY

The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

**2022- 1**

**2023-0**

**2024-0**

#### 6. ROBBERY

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

**2022- 0**

**2023-0**

**2024-0**

#### 7. MOTOR VEHICLE THEFT

The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on the surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

**2022- 0**

**2023-0**

**2024-0**



## SEX OFFENSES- VIOLENCE AGAINST WOMENS ACT & TITLE IX

The Clery Act has four defined sex offenses for which crime statistics must be collected on Clery geography. They are rape, fondling, incest, and statutory rape.

### 8. RAPE

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

**2022-0**

**2023-0**

**2024-0**

### 9. FONDLING

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

**2022-0**

**2023-0**

**2024-0**

### 10. INCEST

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**2022-0**

**2023-0**

**2024-0**

### 11. STATUTORY RAPE

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**2022-0**

**2023-0**

**2024-0**

### 12. DOMESTIC VIOLENCE

Crimes of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, or a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.

**2022-0**

**2023-0**

**2024-0**

### 13. DATING VIOLENCE

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of the relationship is determined based on the length, type, and frequency of interaction.

**2022-0**

**2023-0**

**2024-0**

### 14. STALKING

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

**2022-0**

**2023-0**

**2024-0**

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## 2024 CRIMINAL OFFENSES SUMMARY- ON CAMPUS

### REFERRAL FOR CONDUCT-2022

- WEAPONS VIOLATIONS- 0 ○
- ALCOHOL VIOLATIONS- 0 ○
- DRUG VIOLATIONS- 0

### REFERRAL FOR CONDUCT-2023

- WEAPONS VIOLATIONS- 0 ○
- ALCOHOL VIOLATIONS- 2 ○
- DRUG VIOLATIONS- 1

### REFERRAL FOR CONDUCT-2024

- WEAPONS VIOLATIONS- 1 ○
- ALCOHOL VIOLATIONS- 0 ○
- DRUG VIOLATIONS- 6

### ARRESTS-2022

- WEAPONS VIOLATIONS- 0 ○
- ALCOHOL VIOLATIONS- 0 ○
- DRUG VIOLATIONS- 0

### ARRESTS-2023

- WEAPONS VIOLATIONS- 0 ○
- ALCOHOL VIOLATIONS- 0
- DRUG VIOLATIONS- 0

### ARRESTS-2024

- WEAPONS VIOLATIONS- 0 ○
- ALCOHOL VIOLATIONS- 0 ○
- DRUG VIOLATIONS- 0

## STATISTICS FROM THE LOS ANGELES POLICE DEPARTMENT

- The 2024 Crime Summary provided by The Los Angeles Police Department includes certain crime statistics, but we cannot determine if the reported crimes occurred within our reporting geography.

# THE LOS ANGELES FILM SCHOOL

## CRIMINAL OFFENSES- PUBLIC PROPERTY SUMMARY

### PART 1 – PRIMARY CRIMES

#### 1. MURDER AND NON-NEGLIGENT MANSLAUGHTER

The willful (non-negligent) killing of one human being by another.

**2022- 0**

**2023-0**

**2024-0**

#### 2. NEGLIGENT MANSLAUGHTER

The killing of another person through gross negligence.

**2022- 0**

**2023-0**

**2024-0**

#### 3. AGGRAVATED ASSAULT

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

**2022- 0**

**2023-0**

**2024-0**

#### 4. ARSON

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

Note that only fires determined through investigation to have been willfully or maliciously set are classified as arson. Arson is therefore the only Clery Act offense that must be investigated before it can be disclosed. If other Clery Act offenses were committed during the arson incident, the most serious is counted in addition to the arson.

**2022- 0**

**2023-0**

**2024-0**

#### 5. BURGLARY

The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

**2022- 0**

**2023-0**

**2024-0**

#### 6. ROBBERY

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

**2022- 0**

**2023-0**

**2024-0**

#### 7. MOTOR VEHICLE THEFT

The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on the surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

**2022- 0**

**2023-0**

**2024-0**

## SEX OFFENSES- VIOLENCE AGAINST WOMENS ACT & TITLE IX

The Clery Act has four defined sex offenses for which crime statistics must be collected on Clery geography. They are rape, fondling, incest, and statutory rape.

### 8. RAPE

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

**2022- 0**

**2023-0**

**2024-0**

### 9. FONDLING

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

**2022- 0**

**2023-0**

**2024-0**

### 10. INCEST

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**2022- 0**

**2023-0**

**2024-0**

### 11. STATUTORY RAPE

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**2022- 0**

**2023-0**

**2024-0**

### 12. DOMESTIC VIOLENCE

Crimes of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, or a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.

**2022- 0**

**2023-0**

**2024-0**

### 13. DATING VIOLENCE

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of the relationship is determined based on the length, type, and frequency of interaction.

**2022- 0**

**2023-0**

**2024-0**

### 14. STALKING

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

**2021- 0**

**2022-0**

**2023-0**

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## 2024 CRIME STATS SUMMARY-PUBLIC PROPERTY

### REFERRAL FOR CONDUCT-2022

- WEAPONS VIOLATIONS- 0
- ALCOHOL VIOLATIONS- 0
- DRUG VIOLATIONS- 0

### REFERRAL FOR CONDUCT-2023

- WEAPONS VIOLATIONS- 0
- ALCOHOL VIOLATIONS- 0
- DRUG VIOLATIONS- 0

### REFERRAL FOR CONDUCT-2024

- WEAPONS VIOLATIONS- 0
- ALCOHOL VIOLATIONS- 0
- DRUG VIOLATIONS- 0

### ARRESTS -2022

- WEAPONS VIOLATIONS- 0
- ALCOHOL VIOLATIONS- 0
- DRUG VIOLATIONS- 0

### ARRESTS -2023

- WEAPONS VIOLATIONS- 0
- ALCOHOL VIOLATIONS- 0
- DRUG VIOLATIONS- 0

### ARRESTS-2024

- WEAPONS VIOLATIONS- 0
- ALCOHOL VIOLATIONS- 0
- DRUG VIOLATIONS- 0

# THE LOS ANGELES FILM SCHOOL

## HATE CRIMES- ON CAMPUS SUMMARY

### PART 1 – PRIMARY CRIMES

#### 1. MURDER AND NON-NEGLIGENT MANSLAUGHTER

The willful (non-negligent) killing of one human being by another.

**2022- 0**

**2023-0**

**2024-0**

#### 2. NEGLIGENT MANSLAUGHTER

The killing of another person through gross negligence.

**2022- 0**

**2023-0**

**2024-0**

#### 3. AGGRAVATED ASSAULT

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

**2022- 0**

**2023-0**

**2024-0**

#### 4. ARSON

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

Note that only fires determined through investigation to have been willfully or maliciously set are classified as arson. Arson is therefore the only Clery Act offense that must be investigated before it can be disclosed. If other Clery Act offenses were committed during the arson incident, the most serious is counted in addition to the arson.

**2022- 0**

**2023-1**

**2024-0**

**DAMAGE-\$0**

#### 5. BURGLARY

The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

**2022-1**

**2023-0**

**2024-0**

#### 6. ROBBERY

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

**2022- 0**

**2023-0**

**2024-0**

#### 7. MOTOR VEHICLE THEFT

The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on the surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

**2022- 0**

**2023-0**

**2024-0**

## 8. RAPE

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

**2022-0**

**2023-0**

**2024-0**

## 9. FONDLING

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

**2022-0**

**2023-0**

**2024-0**

## 10. INCEST

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**2022-0**

**2023-0**

**2024-0**

## 11. STATUTORY RAPE

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**2022-0**

**2023-0**

**2024-0**

## 12. DOMESTIC VIOLENCE

Crimes of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, or a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.

**2022-0**

**2023-0**

**2024-0**

## 13. DATING VIOLENCE

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of the relationship is determined based on the length, type, and frequency of interaction.

**2022-0**

**2023-0**

**2024-0**

## 14. STALKING

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

**2022-0**

**2023-0**

**2024-0**

## 15. LARCENY-THEFT

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

**2022-0**

**2023-0**

**2024-0**

## 16. SIMPLE ASSAULT

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor does the victim suffer obvious severe or aggravated bodily injury involving broken bones, loss of teeth, or potential internal injury.

**2022- 0**

**2023-0**

**2024-0**

## 17. INTIMIDATION

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

**2022- 0**

**2023-0**

**2024-0**

## 18. DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY

Willfully or maliciously destroying, damaging, defacing, or otherwise injuring real or personal property without the consent of the owner or the person having custody or control of it.

**2022- 0**

**2023-0**

**2024-0**

### REFERRAL FOR CONDUCT-2022

- WEAPONS VIOLATIONS- 0
- ALCOHOL VIOLATIONS- 0
- DRUG VIOLATIONS- 0

### REFERRAL FOR CONDUCT-2023

- WEAPONS VIOLATIONS- 0
- ALCOHOL VIOLATIONS- 0
- DRUG VIOLATIONS- 0

### REFERRAL FOR CONDUCT-2024

- WEAPONS VIOLATIONS- 0
- ALCOHOL VIOLATIONS- 0
- DRUG VIOLATIONS- 0

### ARRESTS-2022

- WEAPONS VIOLATIONS- 0
- ALCOHOL VIOLATIONS- 0
- DRUG VIOLATIONS- 0

### ARRESTS-2023

- WEAPONS VIOLATIONS- 0
- ALCOHOL VIOLATIONS- 0
- DRUG VIOLATIONS- 0

### ARRESTS-2024

- WEAPONS VIOLATIONS- 0
- ALCOHOL VIOLATIONS- 0
- DRUG VIOLATIONS- 0