

Annual Security and Fire Safety Report 2022

PREPARATION OF ANNUAL SECURITY REPORT

Claremont School of Theology (CST) is responsible for preparing and distributing the Annual Security Report (ASR) by October 1st of each calendar year. The ASR is developed by working with departments and agencies such as the Title IX Coordinator, Associate Dean of Student and Community Life, Director of Campus Housing, Director of Campus Management, Campus Safety Officer, Claremont Police Department and the Los Angeles County Fire Department. All Campus Crime and Incident Reports are used along with official reports from Claremont Police Department and Los Angeles County Fire Department when entering annual statistics in the Clery report.

The statistics are reviewed by the Campus Safety Officer, President/CEO, Academic Dean, Associate Dean of Student and Community Life, Human Resources, Campus Facilities Department and Campus Housing before submission.

We encourage members of the CST campus community to use this report as a guide for safe practices on campus. The ASR can be found on the CST website at <https://cst.edu/campus-safety/>. Each member of the CST staff, faculty, students, official visitors and on-campus affiliates will receive a copy of the ASR web link emailed to them by October 1st.

CAMPUS INFORMATION

CST is bounded by Foothill Boulevard on the South, College Avenue on the East, Claremont Collegiate Apartments on the North, and Claremont United Methodist Church on the West.

CST is open Monday through Friday (with holiday exceptions) from 8:30am-5:00pm.

CST does not maintain a Campus Safety or Security department. All emergencies should be reported by calling 911. Non-emergency crimes can be reported to the Claremont Police Department by calling (909) 399-5411 or visiting 570 W Bonita Avenue, Claremont, CA 91711.

A Campus Crime and Incident Report can be obtained online by visiting <https://cst.edu/campus-safety/> or from the Campus Safety Officer.

The CST campus has a shared mailing address of 1325 North College Avenue, Claremont, CA 91711.

The CST campus is comprised of 9 buildings—7 main campus buildings and 3 campus housing buildings. Listed below is the name of each campus building and its respective physical address:

Main Campus Facilities

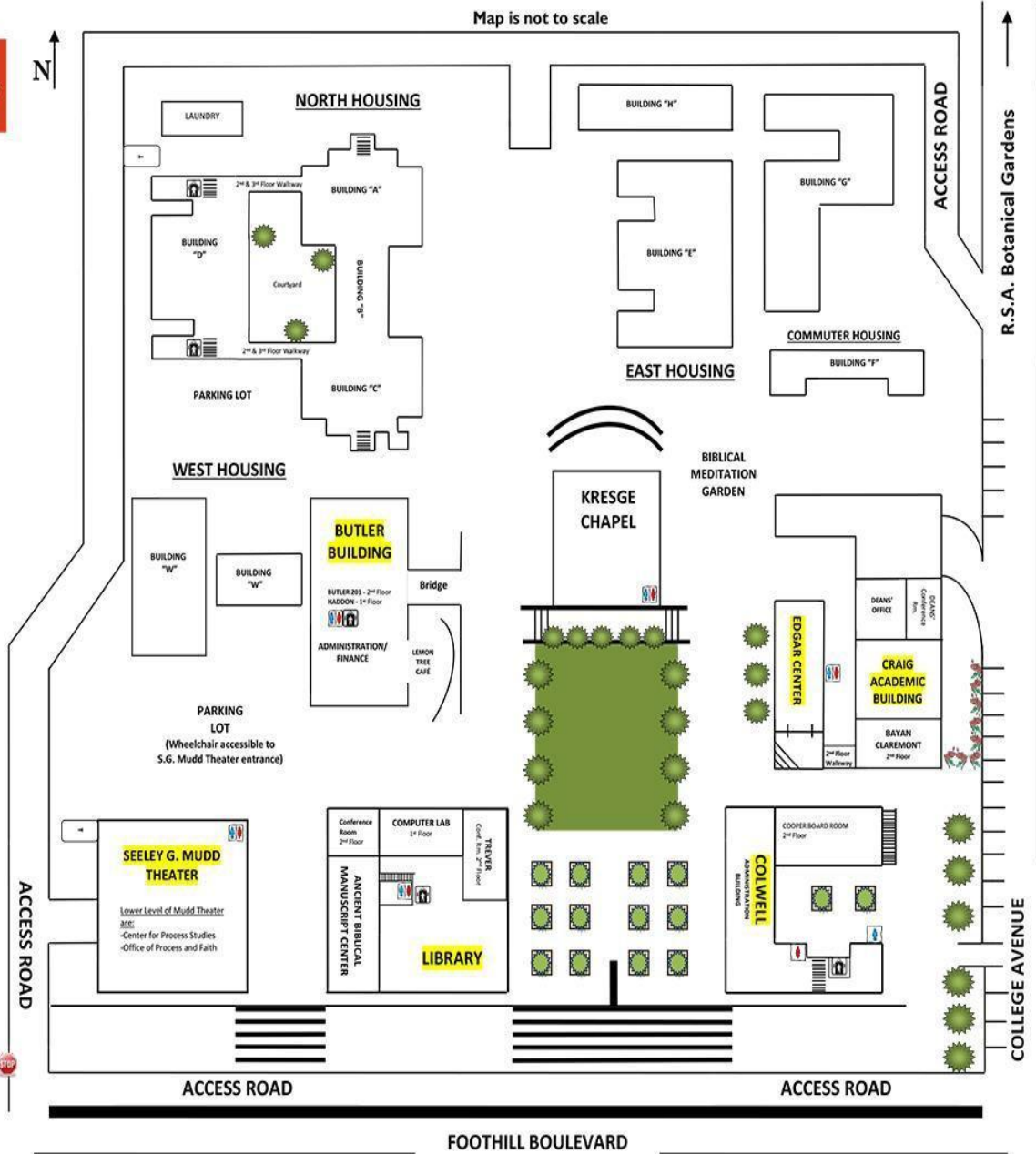
- Butler Ecumenical Building, 1349 North College Avenue Claremont, CA 91711
- Cowell Administration Building, 1325 North College Avenue Claremont, CA 91711
- Craig Academic Building and Edgar Community Center, 1351 North College Avenue Claremont, CA 91711
- Library, 1333 North College Avenue Claremont, CA 91711
- Seeley G. Mudd Theater, 1339 North College Avenue Claremont, CA 91711

On-Campus Housing Facilities

- East Housing Complex, 1401 North College Avenue Claremont, CA 91711
- North Housing Complex, 1365 North College Avenue Claremont, CA 91711
- West Housing Complex, 1341 North College Avenue Claremont, CA 91711



Map is not to scale



R.S.A. Botanical Gardens

COLLEGE AVENUE

FOOTHILL BOULEVARD

CLERY DEFINITIONS

- Clery Act: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, signed in 1990, 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. A law enacted in memory of Jeanne Clery, intended to ensure that students and other campus community members are informed about campus crime so they can make informed decisions.
- Campus Security Authority (CSA): Those who have significant responsibility for students or students, student support services or student activities. All CSAs receive email notifications annually.
- Clery Report: A comprehensive report of documenting the number of Clery crimes reported for the previous 3 years and whether they occurred in main campus, housing or off-campus facilities.
- Disciplinary Action: The referral of any person to any official who initiates an action of which a record is kept and which may result in the imposition of a sanction.
- Reportable Incident: An incident that meets both the criminal definition and geographical definitions as required by the Clery Act.
- Pastoral Counselor: A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
- Professional Counselor: A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.

Criminal Offenses:

- Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, suicides, accidental deaths, and justifiable homicides are excluded. Assaults to murder and attempts to murder should be classified as aggravated assault.
- Negligent Manslaughter: The killing of another person through gross negligence.
- Robbery: The taking or attempting to take anything from the value of 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.
- Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

- Burglary: The unlawful entry of a structure to commit a felony or a theft. (For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.)
- Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding)
- 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, or personal property of another kind.

Sex Offenses:

- 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 consent of the victim.
- Fondling: The touching of the private body parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest: Nonforcible sexual intercourse between persons who are related to each other within the degree wherein marriage is prohibited by law.
- Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Other VAWA Offenses:

- Domestic Violence: Includes misdemeanor and felony crimes of violence committed against a victim when the offender is the spouse of the victim, a former spouse of the victim, or an intimate partner of the victim, or has a child in common with the victim. Domestic violence also includes misdemeanor or felony crimes of violence when the victim is a minor subject to the control of the offender, or is an incapacitated individual subject to the control of the offender.
- Dating Violence: Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

- Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress. Note: the physical location of the course of conduct or portions of it does not matter.
- Hate Crimes: A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a performed negative opinion or attitude towards a group of persons based on their race, gender, religion, disability, sexual orientation, ethnicity, national origin or gender identity. **For Clery purposes, hate crimes include any of the above offenses (minus nonnegligent manslaughter) and the addition of the categories below.**
- Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- Simple Assault: The unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness.
- Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.
- Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Arrests and Referrals for Disciplinary Action:

The third category of crime statistics is the number of arrests and the number of referrals for disciplinary action for the categories listed below. Please note, these statistics are based on violations of the law, and not the university's policies that resulted in the disciplinary referral.

- Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.
- Drug Abuse Violations: The violation of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence

are not included in this definition.)

REPORTING CLERY CRIMES

Filing a Report or Reporting Crimes and Other Emergencies:

CST encourages all students and employees including faculty, full- and part-time workers, student workers, guests and volunteers, based on good faith, to report suspected crimes. Crimes and emergencies must be made to emergency services departments and/or local law enforcement. We also ask that reporters file an official Campus Crime and Incident Report with the Campus Safety Officer. The School prefers to receive reports and Campus Crime and Incident Reports in writing.

No Retaliation / Whistleblower Policy:

No reporter who in good faith has made a crime report shall suffer harassment, retaliation or adverse employment/status consequences. An employee or student who retaliates against someone who has reported a crime in good faith is subject to discipline up to and including termination of employment or review of status.

All School employees and students have a responsibility not only to follow all the School rules and regulations, but also have a positive duty to report to emergency services and/or local law enforcement as well as the School Campus Safety Officer any information known to them concerning an actual or potential crime, in a manner applicable to state and federal laws, in accordance with the Whistleblower Policy.

The School is committed to complying with all state and federal requirements, and, in compliance with the California Whistleblower Protection Act, the School has provided the following guidance with regard to reporting actual or suspected violations.

Good Faith Report:

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith based upon reasonable evidence. Any allegations proved to be maliciously or knowingly false will be treated as a serious disciplinary offense.

Confidentiality/Anonymous Reporting:

Reporters who wish to remain anonymous, may access a Campus Crime and Incident Report from the CST website <<https://cst.edu/campus-safety/>> and submit it with no name to the Campus Safety Officer's mail box by campus mail or to the Office of Administration and Finance. The Campus Safety Officer will be responsible for reporting all anonymously submitted crime reports to local law enforcement.

CAMPUS SECURITY AUTHORITIES

Campus Safety Officer:

Montassar Laouini (Director of Facilities, Physical Plant and Campus Housing)
(909) 957-7143, mllaouini@cst.edu

Campus Fire Safety Officer:

Montassar Laouini (Director of Facilities, Physical Plant and Campus Housing)
(909) 957-7143, mllaouini@cst.edu

CSAs:

Jieun Yun (Housing Coordinator)
(909) 447-2566, housing@cst.edu

Aizaiah Yong (Assoc. Dean of Students, Interim)
(909) 447-6741, ayong@cst.edu

Kalisieiane Oko (Housing Assistant)
(909) 560-6113 On Call #, kalisieiane.oko@cst.edu

Jongha Lee (Housing Assistant)
(909) 560-6113 On Call #, jongha.lee@cst.edu

Yiting Wang (Housing Assistant)
(909) 560-6113 On Call #, yiting.wang@cst.edu

PASTORAL AND PROFESSIONAL COUNSELORS

CST is affiliated with The Clinebell Institute, which trains pastoral and professional counselors with appropriate credentials and accreditation. These counselors are not CSAs and CST encourages counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.

CLERY CRIMES INVOLVING STUDENT ORGANIZATIONS

CST relies on its close working relationships with local law enforcement agencies to receive information about incidents involving CST students and recognized student organizations on campus.

If CST learns of criminal activity involving students or student organizations, it will coordinate with the appropriate external law enforcement agency to forward information about the situation to the Associate Dean of Student and Community Life's Office, as appropriate. CST requires all recognized student organizations to abide by federal, state, and local laws, and School regulations.

In coordination with local law enforcement agencies, CST will actively investigate certain crimes occurring on or near campus.

CLERY STATISTICS

Clery crime statistics can also be found online under the Department of Education website
<https://ope.ed.gov/campussafety/#/>

| Criminal Offenses, On Campus | | | |
|------------------------------------------|--------------------------|-------------|-------------|
| Criminal Offense | Total Occurrences | | |
| | 2019 | 2020 | 2021 |
| Murder/Non-negligent manslaughter | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Burglary | 3 | 1 | 1 |
| Motor Vehicle Theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| | | | |
| Criminal Offenses, Campus Housing | | | |
| Criminal Offense | Total Occurrences | | |
| | 2019 | 2020 | 2021 |
| Murder/Non-negligent manslaughter | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| | | | |

Criminal Offenses, Public Property

| Criminal Offense | Total Occurances | | |
|-----------------------------------|------------------|------|------|
| | 2019 | 2020 | 2021 |
| Murder/Non-negligent manslaughter | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 1 |
| Motor Vehicle Theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |

Hate Crimes, On Campus

| Criminal Offense | Category of Bias for Crimes Reported in 2019 | | | | | | | | |
|-----------------------------------|----------------------------------------------|------|----------|--------------------|--------|-----------------|------------|-----------|-----------------|
| | 2019 Total | Race | Religion | Sexual Orientation | Gender | Gender Identity | Disability | Ethnicity | National Origin |
| Murder/Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | | | | |
|------------------------------------------|---|---|---|---|---|---|---|---|---|
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction/Damage/Vandalism of Property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| VAWA Offenses, On Campus | | | |
|---------------------------------|-------------------------|-------------|-------------|
| Criminal Offense | Total Occurances | | |
| | 2019 | 2020 | 2021 |
| Domestic Violence | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 |

| VAWA Offenses, Campus Housing | | | |
|--------------------------------------|-------------------------|-------------|-------------|
| Criminal Offense | Total Occurances | | |
| | 2019 | 2020 | 2021 |
| Domestic Violence | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 |

| VAWA Offenses, Public Property | | | |
|---------------------------------------|-------------------------|-------------|-------------|
| Criminal Offense | Total Occurances | | |
| | 2019 | 2020 | 2021 |
| Domestic Violence | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 |

| Arrests, On Campus | | | |
|-------------------------------------|-------------------------|-------------|-------------|
| Criminal Offense | Total Occurances | | |
| | 2019 | 2020 | 2021 |
| Weapons: carrying, possessing, etc. | 0 | 0 | 0 |
| Drug abuse violations | 0 | 1 | 0 |
| Liquor law violations | 0 | 0 | 0 |

| Arrests, Campus Housing | | | |
|--------------------------------|-------------------------|--|--|
| Criminal Offense | Total Occurances | | |

| | 2019 | 2020 | 2021 |
|-------------------------------------|------|------|------|
| Weapons: carrying, possessing, etc. | 0 | 0 | 0 |
| Drug abuse violations | 0 | 0 | 0 |
| Liquor law violations | 0 | 0 | 0 |

Arrests, Public Property

| Criminal Offense | Total Occurances | | |
|-------------------------------------|------------------|------|------|
| | 2019 | 2020 | 2021 |
| Weapons: carrying, possessing, etc. | 0 | 0 | 0 |
| Drug abuse violations | 0 | 0 | 0 |
| Liquor law violations | 0 | 0 | 0 |

Disciplinary Actions, On Campus

| Criminal Offense | Total Occurances | | |
|-------------------------------------|------------------|------|------|
| | 2019 | 2020 | 2021 |
| Weapons: carrying, possessing, etc. | 0 | 0 | 0 |
| Drug abuse violations | 0 | 0 | 0 |
| Liquor law violations | 0 | 0 | 0 |

Disciplinary Actions, Campus Housing

| Criminal Offense | Total Occurances | | |
|-------------------------------------|------------------|------|------|
| | 2019 | 2020 | 2021 |
| Weapons: carrying, possessing, etc. | 1 | 0 | 0 |
| Drug abuse violations | 0 | 0 | 0 |
| Liquor law violations | 0 | 0 | 0 |

Disciplinary Actions, Public Property

| Criminal Offense | Total Occurances | | |
|-------------------------------------|------------------|------|------|
| | 2019 | 2020 | 2021 |
| Weapons: carrying, possessing, etc. | 0 | 0 | 0 |
| Drug abuse violations | 0 | 0 | 0 |
| Liquor law violations | 0 | 0 | 0 |

Unfounded Crimes

| | Total Occurances | | |
|------------------------|------------------|------|------|
| | 2019 | 2020 | 2021 |
| Total Unfounded Crimes | 0 | 0 | 0 |

TIMELY WARNING

CST's Campus Safety Officer will issue timely warnings for any Clery Act crime that occurs within Clery geography that is reported to CSAs or local police agencies or the Campus Safety Officer and is considered by the institution to represent a serious or continuing threat to students and employees.

If there is an immediate threat to the health or safety of students or employees occurring on campus, CST will submit notifications via its Emergency Alert System (RAVE).

EMERGENCY ALERT SYSTEM

CST RAVE administrators will without delay and taking into account the safety of the community determine the content of the notification and initiate the alert system, unless issuing a notification will, in the professional judgment of the authorized administrator, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

CST has partnered with Rave Mobile Safety to provide an emergency alert system capable of delivering messages to your registered email addresses as well as landlines and cell phones.

We have enrolled all persons with a CST email address in the program at no expense to the addressee. We encourage all addressees to login to the Rave Mobile Safety site to confirm their contact information and choose notification preferences, even if s/he has been previously enrolled. (Please note that cellular phone providers may charge a per-text message fee for the delivery of emergency notifications to mobile phones). If contact information is not updated, alert notifications will be sent via email as the default notification method.

To manage a Rave account, please visit <http://www.getrave.com/login/cst>. Select the "Forgot Password" link to enter the applicable username and have a temporary password reset link emailed to the addressee. The username is the addressee's school email address (i.e. for students John Doe would be john.doe@cst.edu; staff and faculty write Jane Doe as jdoe@cst.edu).

If anyone is in need of assistance logging into his or her Rave account, please contact the Help Desk at <csthelppdesk.freshdesk.com> to create a help ticket. One of our technicians will respond as soon as possible.

During the annual fire/earthquake drill in October, a test notification will be sent through the alert system to ensure all community members are registered and aware of the drill status.

SEXUAL HARASSMENT AND TITLE IX COMPLIANCE POLICY

CST School is committed to providing an educational environment free of unlawful harassment, discrimination, sexual intimidation, hostility, and coercion. Harassing behavior toward others may be offensive, demeaning or disruptive to relationships and constitute a hostile environment. School policy prohibits unwelcome harassment based on race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, age, physical or mental disability, or any other basis protected by federal, state or local law or regulation. A specific kind of violation of individual rights is sexual harassment, which can occur in situations where one person has power over another, but can also occur between equals. Sexual harassment violates the individual's right to a safe environment.

The anti-harassment policy of the School applies to all persons involved in the operation of the School including faculty, staff, work supervisors, and students.

Prohibited harassment includes, but is not limited to, the following behaviors:

- Any unwelcome sexual advances, requests for sexual favors, or other unwelcome written, verbal or physical conduct of a sexual nature
- Submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's grade, advancement, or employment
- Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions or employment affecting such individuals
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or other work, or creating an intimidating, hostile, or offensive environment
- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments are used
- Visual conduct such as derogatory or sexually-oriented posters, photography, cartoons, drawing or gestures are used
- Threats and demands to submit to sexual requests as a condition of a grade, continued employment, or to avoid some other loss, and offers of grades, employment, or other benefits in return for sexual favors;
- Retaliation for having reported or threatened to report harassment.

A student who believes s/he has been harassed or subjected to any form of unlawful discrimination should promptly report the facts of the incident or incidents and the names of the individuals involved to the Vice President for Academic Affairs and Dean or Associate Dean for Student & Community Life.

Title IX Policy:

Title IX of the Education Amendments of 1972 (“Title IX”) states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Title IX prohibits gender discrimination in all programs and activities of a University such as the Claremont School of Theology (“CST”). Although two of the most common applications of the law are athletics and sexual harassment, Title IX also applies to admissions, financial aid, academic matters, career services, counseling and medical services, and all other programs and activities available to students at the CST. If you have additional questions or concerns about Title IX, you can contact the Title IX Coordinator.

CST prohibits sexual misconduct. Consistent with its commitment to addressing sexual misconduct, CST complies with Title IX of the Higher Education Amendment of 1972 and the California Sex Equity in Education Act, which prohibit discrimination on the basis of sex in education programs and activities.

Sexual misconduct comprises a broad range of behaviors, including but not limited to sexual harassment, sexual assault, dating and domestic partner violence, stalking (including cyber-stalking), and sexual exploitation. Sexual misconduct that is not sexual in nature but is based on gender, gender identity, gender expression, sex- or gender-stereotyping, or sexual orientation also violates CST policy. Such behavior is also prohibited by law.

This policy applies both to on-campus and off-campus conduct. In particular, off-campus behaviors that have an actual or potential adverse impact on any member of the CST community or CST fall under this policy.

Anyone who believes they have been subjected to sexual misconduct is encouraged to report these incidents. Upon receiving a report, CST will respond promptly, equitably, and thoroughly. In addition, CST will take steps to prevent the recurrence of the alleged sexual misconduct and correct its effects, if appropriate.

Claremont School of Theology not only complies with the letter of Title IX’s requirements, but also endorses the law’s intent and spirit. This document outlines the School’s procedures for receiving, investigating, and resolving complaints pertaining to Title IX.

Title IX Coordinator:

Ana Tamayo, Accessibility/Disability Services Officer and Campus Diversity Officer, (909) 447-2507 or atamayo@cst.edu

Frequently Asked Questions:

1. What is a complaint? A complaint is an assertion or claim that Title IX has been violated. Complaints may be considered either formal or informal, and procedures for handling both are included in these procedures.
2. Who can be a complainant (person(s) who report complaints)? Title IX protects access to participation in academic programs; this legislation applies directly to students (both matriculated and admitted but not yet matriculated). However, a complainant may file a complaint about actions/behaviors/issues the complainant has not directly experienced (i.e., witnessing an event). As such, complainants may include staff members, faculty members, etc.
3. Who can be designated as the respondent of a complaint? Respondents are the individuals or parties who are accused of the action/behavior/practice that violates Title IX. As such, respondents may be: Individual persons (faculty, staff, students, board members); Authorized third parties (contracted or invited by the school); Institution (policies, departments)
4. Which actions/behaviors/issues constitute the content of a possible Title IX complaint (Definitions of these terms are included in the appendix)? Discrimination; Sex or gender identity; Harassment; Sexual; Stalking; Other Violence; Dating violence; Domestic violence; Sexual assault; Other Sexual Exploitation
5. Are complaints not pertaining to Title IX covered under these procedures? No. Consequences for violation of institutional policies may be handled administratively as outlined in the Employee Handbook, Faculty Handbook and students' catalog of entry.
6. Who can receive complaints? Under Title IX regulation, complaints can be brought to any "responsible employee," which is defined as anyone who may be reasonably considered to have some authority to bring a concern to resolution. The list of employees provided below serves as a suggestion for anyone seeking to bring a complaint or concern.

All CST employees, including faculty, staff, and student workers (including Residence Hall Assistants) who have a responsibility for student welfare are required to share with the Title IX Coordinator any report of sexual misconduct they receive or of which they become aware.

All members of the CST community, even those who are not obligated by this policy, are strongly encouraged to report information regarding any incident of sexual misconduct to the IX Coordinator.

Reporting an Incident (Emergency/Immediate Reporting Options):

CST encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual assault or violence. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. CST will assist any CST community member to get to a safe place and will provide transportation to the hospital, coordination with law enforcement, and information about CST's resources and complaint processes. Individuals can file reports with CST, with law enforcement agencies, or with both systems.

Assistance is available 24 hours a day year-round by calling 911 or the City of Claremont Emergency Services at (909) 626-1296.

Reporting an Incident (Anonymous Reporting):

Any individual may make an anonymous report concerning an act of sexual misconduct. An individual may report the incident without disclosing his/her name, identifying the respondent or requesting any action. Depending on the level of information available about the incident or the individuals involved, however, CST's ability to respond to an anonymous report may be limited. Anonymous reports may be made in writing or by phone to the Title IX Coordinator. (Contact information is listed at the bottom of each page of this document.)

Amnesty for Students Who Report Sexual Misconduct:

CST encourages reporting incidents of sexual misconduct and seeks to remove any barriers to reporting by making the procedures for reporting transparent and straightforward. CST recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of the potential disciplinary consequences for his/her/their own conduct. An individual who reports sexual misconduct, either as a complainant or a third party witness, will not be subject to disciplinary action by CST for his/her/their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. CST may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

Time Frame for Reporting:

CST does not limit the timeframe for filing a report of sexual misconduct. Reports can be submitted at any time following an incident, although CST's ability to take any action may be

negatively affected by the length of time between the alleged incident and the report.

Informal Complaints: As members of the CST community, anyone is permitted to speak to anyone they wish regarding their experiences; speech is not restricted.

1. Confidentiality will be attempted, but cannot be guaranteed.
2. Complainants are encouraged to bring informal complaints to any of the following suggested administrators:
 - A. Vice President for Business Affairs/CFO
 - B. Vice President for Advancement and Communications
 - C. Vice President for Academic Affairs/Dean of the Faculty
 - D. United Methodist Bishop-in-Residence
 - E. Diversity Officer
 - F. Associate Dean of Student and Community Life
 - G. Associate Dean of Curriculum and Assessment
 - H. Senior Director of Enrollment Services
 - I. Chair of Faculty Policy Committee
 - J. Coordinator in Administration and Student Services for Bayan Claremont
 - K. Human Resources Coordinator
 - L. Title IX Coordinator
3. Resolution may involve voluntary mediation.
4. Bystander Intervention: CST expects all community members to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Taking action may include direct intervention, calling law enforcement, or seeking assistance from a person in authority. Community members who choose to exercise this positive moral obligation will be supported by CST and protected from retaliation.

Formal Complaints:

1. Preliminary Notes:
 - a. Any filing of a formal complaint does not preclude the complainant's right to file criminal charges, civil charges, or a complaint with the Office of Civil Rights at any time.
 - b. Resolution for all formal complaints will be attempted to be completed in 45 working days. Extenuating circumstances including the complexity and severity of a complaint may arise that require the complaint process to extend beyond 45 days. In general, a complainant and respondent can expect to receive periodic updates as to the status of the review or investigation. In the event that the investigation and resolution exceed this time frame, CST will notify all parties of the need for additional time and best efforts will be made to complete the process in a timely manner.
 - c. CST's general counsel may be consulted at any time in the formal complaint process.

- d. At all times, complainants are protected from retaliation.
 - e. All formal complaints will be documented in Complaint Files, and will be kept in confidential custody of the Title IX Coordinator.
1. Formal complaints are initiated by submission of the Formal Complaint Form to the Title IX Coordinator. Information about the availability of forms will be distributed by the Title IX Coordinator in September, January, June, and if any changes are made between these times.
 2. Title IX Coordinator or designee then evaluates the complaint to determine whether a Title IX Investigation is required.
 3. At this time the Title IX Coordinator can determine that the content of the complaint does not meet the criteria for a Title IX Complaint, and can dismiss the complaint. If dismissed, the Title IX Coordinator will report the dismissal to the complainant and make recommendations for alternate avenues for resolution.
 4. If the complainant wishes to appeal the dismissal of a filed formal complaint, a Complaint Decision Appeal Form must be filed with the Title IX Coordinator. Complainants have 45 days from receipt of the notice of dismissal to file their appeal.
 5. Appeals at this point will be heard by an Investigative Body (see below).
 6. If a Title IX investigation is deemed necessary either by the Title IX Coordinator or on appeal, Title IX Coordinator will form an Investigative Body.
 7. The Investigative Body will consist of at least three of the following individuals:
 8. May include no more than one of the following:
 - A. Vice President for Business Affairs/CFO
 - B. Vice President for Advancement and Communications
 - C. Vice President for Academic Affairs/Dean of the Faculty
 - D. United Methodist Bishop-in-Residence
 - E. Diversity Officer
 - F. Associate Dean of Student and Community Life
 - G. Associate Dean of Curriculum and Assessment
 - H. Senior Director of Enrollment Services
 - I. Chair of Faculty Policy Committee
 - J. Coordinator in Administration and Student Services for Bayan Claremont
 - K. Human Resources Coordinator
 9. Members of the Investigative Body who may be named as respondents or witnesses in the formal complaint must recuse themselves from the Investigative Body. Replacements for recused members will be drawn from the above list and will be selected by the Title IX Coordinator.
 10. At the time of the formation of an Investigative Body, the respondent will be notified of the filing of the grievance against her/him.

11. Both the complainant and the respondent will be notified of the membership of the Investigative Body.

Respondent and Complainants Rights

12. Complainant Rights - Complainants are afforded the following rights in this process:

- A. To be treated with respect, dignity, and sensitivity throughout the process.
- B. To seek support services at CST or referrals for support services off campus.
- C. To privacy and protection under the Family Education Rights and Privacy Act (FERPA), as applicable. CST will make all reasonable efforts to ensure preservation of privacy, restricting information to those with a legitimate need to know.
- D. To be informed of CST's Policies and Procedures related to Sexual Misconduct.
- E. To a prompt and thorough investigation of the allegations.
- F. To have a support person/advisor present during all phases of the complaint process, including administrative review and appeal meetings.
- G. To have information related to the alleged violation be reviewed with him/her by the Title IX Coordinator during the investigation.
- H. To participate or decline to participate in the investigation. However, the Investigative Body will determine an outcome with the information available to them.
- I. To refrain from making self-incriminating statements. However, the Investigative Body will determine a resolution with the information available to them.
- J. To appeal the decision under guidelines listed in this document.
- K. To be notified, in writing, of the case resolution – including the outcome of any appeal.
- L. To report the incident to law enforcement if she/he wishes to do so.
- M. To understand that information collected in this process may be subpoenaed in criminal or civil proceedings.

13. Respondent Rights - Respondents are afforded the following rights in this process:

- A. To be treated with respect, dignity, and sensitivity throughout the process.
- B. To seek support services at CST or referrals for support services off campus.
- C. To privacy and protection under the Family Education Rights and Privacy Act (FERPA), as applicable. CST will make all reasonable efforts to ensure preservation of privacy, restricting information to those with a legitimate need to know.
- D. To be informed of CST's Policies and Procedures related to sexual misconduct.
- E. To a prompt and thorough investigation of the allegations.
- F. To have a support person/advisor present during all phases of the complaint process, including investigation and appeal meetings (see below).
- G. To have information related to the alleged violation be reviewed with him/her by the Title IX Coordinator during an investigation.
- H. To participate or decline to participate in the disciplinary procedure. However, the Investigative Body will determine a resolution with the information available to them.
- I. To refrain from making self-incriminating statements. However, the Investigative Body will determine a resolution with the information available to them.

- J. To appeal either the decision or the sanctions under the guidelines listed in this document
 - K. To be notified, in writing, of the case resolution – including the outcome of the appeal.
 - L. To understand that information collected in this process may be subpoenaed in criminal or civil proceedings.
14. The complainant and respondent may be accompanied by a “support person/advisor” during all phases of the complaint process. The “support person/advisor” must be a current member of CST, not otherwise involved in the incident or investigation, a family member, or attorney. The role of the “support person/advisor” at any administrative review or appeal meeting is that of an observer and/or advisor.
15. The Investigative Body will review the complaint, and determine next steps for the investigative process.
- A. All investigative proceedings will be closed processes.
 - B. These processes may include (but are not limited to) the following:
 - i. Written testimony
 - ii. Video conferencing
 - iii. Face-to-face meetings
 - iv. Calling of witnesses
 - C. All proceedings will have equal time and/or space for both the complainant and the respondent regardless of the method of investigation.
 - D. If the Investigative Body determines that meetings with the complainant and respondent in the same room are necessary, the complainant and respondent may not pose questions or comments to each other directly.
 - E. Investigative proceedings are conducted under the presumption of innocence of all parties. Grievances containing allegations of sexual harassment or violence will be conducted under the “preponderance of the evidence” standard, which presumes that it is more likely than not that sexual harassment or violence occurred. This is in compliance with the 2011 Dear Colleague letter regarding Title IX.
16. After the investigative process is complete, the Investigative Body will collectively determine whether a Title IX violation has occurred.
17. The Investigative Body will file the Investigative Body Final Report with the Title IX Coordinator.
18. The Title IX Coordinator will inform the complainant and respondent of the decision of the Investigative Body.
19. If the complaint is dismissed, the complainant may appeal by filing a Complaint Decision Appeal Form with the Title IX Coordinator.
20. Appeal at this point will result in the formation of an Appeal Review Body composed of three of the following individuals, none of whom can have served on the first Investigative Body:
- A. President
 - B. Executive Vice President for Operations
 - C. Vice President for Academic Affairs/Dean of the Faculty

If any of the above listed individuals must recuse themselves from the Appeal Review Body, a third member of the Appeal Review Body will be selected by the Title IX Coordinator from the list of possible members of the Investigative Body (provided they did not serve on the initial Investigative Body).

21. The Appeal Review Body will review the initial investigative process. Upon their review, they will either dismiss the appeal, or require formation of a new Investigative Body (which may not contain any members from the first Investigative Body or the Appeal Review Body).
22. The decision of the Appeal Review Body may not be appealed. However, their decision does not preclude the grievant from pursuing other recourse, including but not limited to filing a criminal charges, civil charges, or a complaint with the Office of Civil Rights.
23. If the Investigative Body finds that a Title IX violation has occurred, they will also make recommendations for corrective action for the respondent. In making these recommendations, the Investigative Body must take into account the respondent and the capacity in which the respondent was acting in the context of the complaint. Corrective action may take different forms depending on the respondent as noted below. All recommendations for corrective action must adhere to institutional policies as outlined in the Employee Handbook and students' catalog of entry, as well as federal regulations and guidelines.

Respondent as Employee

24. This includes all respondents who are faculty and staff members, contracted third parties, as well as students employed by CST who are respondents to complaints pertaining to their employment.
25. The Investigative Body's recommendation for corrective action will be submitted by the Title IX Coordinator to the complainant, the respondent, and the Human Resources Coordinator.
26. The respondent will only be informed of any corrective action that directly affects the respondent and the respondent's continued access to and participation in CST's educational programs.
27. If corrective action is recommended for any employee, Human Resources will be notified, the respondent's direct supervisor will be notified, and documentation will be placed in the respondent's personnel file.
28. The Human Resources Coordinator will oversee the implementation of the corrective action recommended by the Investigative Body.
29. Options for corrective action for employees may include but are not limited to the following:
 - A. Letter/report in personnel file
 - B. Further training
 - C. Mediation
 - D. Counseling
 - E. Performance improvement plan
 - F. Suspension from employment with pay
 - G. Suspension from employment without pay
 - H. Termination (request for resignation)

Respondents who are terminated in this fashion are not eligible for unemployment benefits.

Termination (with cause)

30. Respondents who are terminated in this fashion are not eligible for unemployment benefits.
31. Corrective action is not limited to one option, and multiple options for corrective action can be recommended for simultaneous or staged implementation.
32. Required mediation is not a permitted option for corrective action for complaints regarding sex/gender discrimination, sexual harassment, or sexual violence. A respondent's failure to comply with the recommended corrective action may result in further disciplinary consequences, including up to the maximum consequence (termination with cause).

Respondent as Student

33. This includes all respondents who are admitted or matriculated students of CST.
34. Respondents who are students who were acting in the context of their employment at CST may also face corrective action under the above guidelines for employees.
35. The Investigative Body's recommendation for corrective action will be submitted by the Title IX Coordinator to the complainant, the respondent, and the Associate Dean for Student and Community Life.
36. The respondent will only be informed of any corrective action that directly affects the respondent and the respondent's continued access to and participation in CST's educational programs.
37. If corrective action is recommended for any student, a Student Conduct File will be created by the Associate Dean for Student and Community Life.
38. The Associate Dean for Student and Community Life will serve as the custodian of all Student Conduct Files.
39. Student Conduct Files will be kept separately from students' academic files.
40. Student Conduct Files will be expunged after five (5) years after consequences have been adjudicated.
41. The Associate Dean for Student and Community Life will oversee the implementation of the corrective action recommended by the Investigative Body.
42. Options for corrective action for students may include but are not limited to the following:
 - A. Letter/report in student conduct file
 - B. Mediation
 - C. Counseling
 - D. Further training
 - E. Suspension from coursework (not eligible for refund of tuition and fees)
 - F. Expulsion from the institution (not eligible for refund of tuition and fees)
 - G. Corrective action is not limited to one option, and multiple options for corrective action can be recommended for simultaneous or staged implementation.
 - H. Required mediation is not a permitted option for corrective action for grievances regarding sexual harassment, or sexual violence.

A respondent's failure to comply with the recommended corrective action may result in further disciplinary consequences, including up to the maximum consequence (expulsion from the institution).

43. After the Investigative Body has submitted their Final Report to the Title IX Coordinator, and the Title IX Coordinator has followed the above protocol regarding recommendation for dismissal or corrective action (including proper notification of all parties), the formal complaint will be considered closed, and a Closure of Complaint notification will be submitted to the complainant, the respondent, all members of the Investigative Body, and (if necessary) all members of the Appeal Review Body.

Definitions of Terms:

Sexual Harassment is unwelcome conduct of a sexual nature. Sexual assault and requests for sexual favors that affect educational or employment decisions constitute sexual harassment. Sexual harassment may also consist of unwelcome physical contact, requests for sexual favors, visual displays of degrading sexual images, sexually suggestive conduct, or remarks of a sexual nature. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal (including print or electronic communication) or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress; and/or
2. Submission to or rejection of the conduct by the individual is used as the basis of employment or academic decisions affecting the individual; and/or
3. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available or through the University; and/or
4. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance or of creating an intimidating, hostile, or offensive work, educational or living environment.

Sexual harassment can occur regardless of the relationship, position or respective sex of the parties. It can occur between equals (e.g., student to student, staff to staff, faculty member to faculty member, visitor/contracted employee to staff) or between persons of unequal power status (e.g. supervisor to subordinate, faculty member to student, or coach to student-athlete).

Harassment based on gender, gender identity, gender expression, sex- or gender-stereotyping, or sexual orientation, but does not involve conduct of a sexual nature is also prohibited by this policy. Violation of this policy also includes harassment by a student of a faculty or staff

member. The conduct alleged to constitute harassment under this policy will be evaluated from the perspective of a reasonable person similarly situated to the complainant and considering all of the facts and circumstances.

A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to provide a hostile environment, particularly if the harassment is physical.

Examples of behavior that might be considered sexual harassment include, but are not limited to:

- Pressure for a date or a romantic or intimate relationship;
- Unwelcome touching, kissing, hugging, or massaging;
- Pressure for or forced sexual activity;
- Unnecessary and unwelcome references to various parts of the body;
- Belittling remarks about a person's gender or sexual orientation;
- Inappropriate sexual innuendoes or humor;
- Obscene gestures of a sexual or gender-based nature;
- Offensive sexual graffiti, pictures, or posters;
- Sexually explicit profanity;
- Use of email, the Internet, or other forms of digital media to facilitate any of the above referenced behaviors.

Dating and Domestic Partner Violence

Dating violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Domestic violence is defined as abuse committed against an adult or a minor who is spouse or former spouse, cohabitant, or someone with whom the abuser has a child, has existing dating or engagement relationship, or has had a former dating relationship.

Abuse in the context of “dating/domestic partner violence” is defined as the use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional or sexual abuse used to control a partner in an intimate relationship. This includes any behaviors that intimidates, manipulates, humiliates isolates, frightens, terrorizes, coerces, threatens, blames, hurts, injures, or wounds someone. Dating/domestic partner violence can be a single act or a pattern of behavior in relationships. Dating/domestic partner relationships are defined as short or long-term relationships (current or former) between persons intended to provide some emotional/romantic and/or physical intimacy.

Stalking

Stalking (including cyber-stalking) is a pattern of repeated and unwanted attention, harassment, contact, or any other conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking behaviors may include: pursuing or following; non-consensual (unwanted) communication or contact - including face-to-face, telephone calls, voice messages, electronic messages, text messages, unwanted gifts, etc.; trespassing; and surveillance or other types of observation.

Sexual Assault

Sexual assault is any non-consensual, intentional physical contact of a sexual nature, such as unwelcome physical contact with a person's genitals, buttocks, or breasts, or any form of sexual intercourse without consent. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person's incapacitation (including voluntary intoxication).

Sexual Exploitation

Sexual exploitation is a form of sexual misconduct which occurs when a person takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and such behavior does not constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends ide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting a sexually transmitted infection, a sexually transmitted disease, or HIV to another person;
- Exposing one's genitals in non-consensual circumstances;
- Inducing another to expose his or her genitals; and
- Sexually-based stalking.

Consent

Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. The absence of "No" is not a "Yes."

Consent must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

Consent is revocable. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Consent cannot be given when a person is incapacitated. A person cannot consent if she or he is unconscious or coming in and out of consciousness. A person cannot consent if she or he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his or her understanding of the act is affected by a physical or mental impairment. Whether the respondent has taken advantage of a position of influence over a complainant may be a factor in determining consent.

For purposes of this policy, the age of consent (18 years of age and older) is consistent with California Penal Code Section 261.5.

Incapacitation

Incapacitation is defined as the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affects a person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. Being intoxicated by drugs or alcohol does not diminish one's responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether the respondent knew, or whether a reasonable person should have known, that the complainant was incapacitated.

Additional Recourse:

Sexual misconduct and retaliation are violations of federal and state law. This policy is intended

to supplement and not replace such laws. Whether or not the internal complaint procedures described in this policy are utilized, anyone who believes that they are the victim of sexual misconduct, or retaliation may file a complaint with the Office of Civil Rights, United States Department of Education, <<http://www.ed.gov/ocr/>>.

In addition to CST's internal complaint procedures, a victim of sexual misconduct has the right to pursue criminal prosecution and/or civil litigation (including the right to seek a temporary restraining order and injunction prohibiting harassment pursuant to California Civil Code, section 527.6). CST will provide full and prompt cooperation and assistance in notifying the proper law enforcement personnel if the victim chooses to pursue such legal action.

Resources for Persons who Experience Sexual Misconduct:

CST's primary concern is with the health, safety, and well-being of the members of the CST community. If you or someone you know may have experienced any form of sexual misconduct, we urge you to seek immediate assistance. Student assistance can be obtained from:

- Local emergency services, which can be reached by calling 911, or the City of Claremont Emergency Services at (909) 626-1296.
- The Clinebell Institute, which provides counseling services, and can be reached by phone at (909) 451-3690, by email at tcicst@cst.edu, or online at www.theclinebellinstitute.org.
- All members of the staff and faculty at CST are responsible parties, who are equipped to refer persons who experience sexual misconduct to the Title IX Coordinator for assistance in finding resources on a case-by-case basis.
- Project Sister: Sexual Assault/Rape Crisis Intervention 24-hour Hotline, 909-626-HELP (4357)
- Child Abuse Hotline: 626-966-4155
- House of Ruth: Free services for female victims of domestic violence. 24-hour Hotline - 1-877-988-5559, 909-623-4364

CRIME PREVENTION

Crime prevention tips can be obtained from the Claremont Police Department website at <http://www.ci.claremont.ca.us/government/departments-divisions/police-department/crime-prevention>

SECURITY AND SAFETY

CST is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. CST partners with a landscaping and electrical contractor to ensure campus lighting is adequate and that the landscape is appropriately controlled. If lights

are out or dim, staff or community members should initiate an immediate work order, which is acted upon or assessed for external contracting by a representative of the Facilities Office, usually within 24 hours or the next business day.

Work orders can be filed by using CST's online Help Desk at <http://csthelphdesk.freshdesk.com/support/home>

The Facilities Office and its representatives work to correct inoperative locking mechanisms and faulty alarms or cameras. Please report any inoperative locking mechanisms or malfunctioning alarms/cameras to the Facilities Office via work order or by calling (909) 447-6339.

After-hours Facilities can be reached by one of our Resident Assistants (RA). (see Campus Security Authorities section for contact information)

The Facilities Office will also respond to work orders regarding unsafe facility conditions or for personal safety and property protections. These conditions may include but are not limited to unsafe steps or handrails, unsafe roadways on campus or unsecured equipment.

FIREARMS, WEAPONS AND EXPLOSIVES POLICY

Purpose: The policies provide below provide guidance for the campus regarding the presence of firearms, weapons and explosives in all buildings and facilities, in all outdoor spaces or any grounds within the property lines of Claremont School of Theology ("CST" or "School").

Background: The policies have been created for the context of CST including staff, faculty, students, visitors, residents or any other affiliated community member. It is our intention that the policies outlined below reflect the concerns of all community members. We have endeavored to create policies that protect people and property to create a safe and welcoming campus.

Definitions:

- **Weapon:** A firearm, blade, explosive device, or other object designed, intended to be used for, or used for inflicting bodily harm or physical damage.
- **Firearm:** A gun, rifle or pistol, from which a projectile or other ammunition is fired.
- **Explosive Materials/Devices (Explosives):** The explosive materials are any chemical compound, mixture, or device, the primary or common purpose of which is to function by explosion.

- CST Property: All CST-owned or leased (or otherwise controlled buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots and garages under CST's ownership or control. This policy applies to all CST-owned or leased vehicles and all vehicles whether or not on Company Property.

Policy: Beginning August 15, 2018, the possession, carrying and/or use of weapons, firearms, or explosives is prohibited on CST Property for any reason. The only exception to this policy is for authorized law enforcement officers, or others who must do so as a condition of their employment which has been specifically pre-approved and authorized by the School in writing.

Persons who must carry weapons as a condition of their employment are authorized to carry weapons only when on-duty on CST campus and only use it in conjunction with their license/CST requirements. Persons who are not on-duty, or any other person, who maintain a concealed weapons permit or license are not authorized to carry a weapon or firearm on CST campus or other CST Property.

Possession, use or transportation of firearms, weapons or explosives are prohibited on the property of the School. According to the California Penal Code, Section 626.9(h), any person who brings or possesses a loaded firearm upon the grounds of, or within, a private college institution is guilty of a felony which is punishable by imprisonment for a minimum of 16 months. The City of Claremont, as well as CST, prohibits bringing or using firecrackers, fireworks, rockets or other explosives of any kind onto CST campus, including outdoor spaces, or into buildings. This includes combustibles in containers such as gasoline cans. Also, gasoline-powered scooters and motorcycles cannot be stored indoors within CST housing buildings (see Vehicle Policy for vehicle storage).

Other items that are prohibited on CST campus are:

- Illegal knives, switchblades and other blades longer than 2 ½ inches in length.
 - Note: fixed blade knives longer than 2 ½ inches are permissible only for lawful use in food preparation or consumption.
- Collectible and/or inoperable firearms
- Bladed weapons and sporting blades (e.g. machetes, swords, daggers, spears, arrows, etc.)
- BB guns, pellet rifles, slingshot, air gun, airsoft gun and other weapons that propel projectiles
- CST will uphold all federal, state and municipal laws regarding restricted firearms, weapons and explosives.
- Sikh Kirpans are permitted on CST campus as a religious exemption under the Religious Freedom Restoration Act (RFRA).

Any questions about whether an item is covered by this policy should be directed to the Vice President for Academic Affairs prior to bringing it onto CST Property.

Enforcement/Consequence:

CST reserves the right at any time and at its discretion to search all CST Property, all Company-owned or leased vehicles and all vehicles, packages, containers briefcases, purses, lockers, desks, enclosures and persons entering its Property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy. Persons who fail or refuse to promptly permit a search under this policy will be subject to disciplinary action.

If a person becomes aware of anyone violating this policy, he/she should report it immediately to the Vice President for Academic Affairs.

Violation of this policy by any member of the community may result in confiscation of the firearm/weapon/explosive by a School official or law enforcement officer. Individuals are liable for failure to comply with all School policies and lawful directions issued by official representatives of the School acting in their official capacities or by a law enforcement officer and may be subject to disciplinary action and a person who violates this policy may be considered in criminal trespass and be removed from CST Property.

Disclaimer: CST reserves the right to amend weapons policy with Board approval at any time. The list of items above is not meant to be exclusive.

EMERGENCY CONTACTS

All emergencies should be reported by calling 911.

Non-emergency crimes can be reported to the Claremont Police Department by calling (909) 399-5411 or visiting 570 W Bonita Avenue, Claremont, CA 91711.

EMERGENCY PROTOCOL

The CST Emergency Preparedness Plan can be viewed on the CST website at <https://cst.edu/campus-safety/>.

FIRE REPORTING

CST is required to publish an annual fire report that contains information about campus fire safety practices and standards, as well as a count of fires that occur in/on CST's main campus

facilities and housing.

CST maintains fire extinguishers in all buildings enclosed in locked, glass-front cases. All fire extinguishers are inspected annual. CST also maintains fire alarms and automatic suppression systems which are inspected and tested annually.

CST Housing maintains an Open Flame Policy. “Candles, torches, lighters, butane burners, and any open flame devices are prohibited in all School residential buildings. Open flame devices carry with them the risk of unintentional fire and serious consequences when not used appropriately.”

All residential units contain a 10-year, lithium battery operated smoke detector. All residents are expected to evacuate their apartment and building immediately during the sounding of a fire alarm or upon direction from the Emergency Alert System or Administrator.

All fires should be reported by calling 911 to inform the Los Angeles County Fire Department. CST also requests a written Campus Crime and Incident Report to be submitted to the Fire Safety Officer, Montassar Laouni, (909) 957-7143.

Tips for fire safety can be obtained from the Los Angeles County Fire Department website at <<https://www.fire.lacounty.gov/safety-messages/fire-safety-tips/>>

FIRE STATISTICS

Fire statics can also be found online under the Department of Education website <<https://ope.ed.gov/campussafety/#/>>

| Fires | | | | | | | | | |
|---------------|-------|----------|--------|-------|----------|--------|-------|----------|--------|
| Facility Name | 2019 | | | 2020 | | | 2021 | | |
| | Fires | Injuries | Deaths | Fires | Injuries | Deaths | Fires | Injuries | Deaths |
| East Housing | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| West Housing | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| North Housing | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

FIRE PREVENTION

Fire prevention tips can be obtained by visiting the Los Angeles County Fire Department website at <<https://www.fire.lacounty.gov/safety-messages/fire-safety-tips/>>

DRILLS

A fire/earthquake response drill is conducted in the month of October of each calendar year both main campus facilities and campus housing. The drill is conducted during normal business hours and coordinated with Claremont Police Department and Los Angeles County Fire Department. The duration of the drill is from 10-20 minutes.

DRUG-FREE CAMPUS POLICY (STATEMENT REQUIRED BY 34 CFR PART 86)

Claremont School of Theology is a drug-free campus. The School believes that illegal drug use by any student or employee, whether or not on the campus, is inappropriate and incompatible with the mission and values of its community members. Pursuant to federal law, each student and employee is hereby notified that the unlawful manufacture, distribution, dispersing, possession or use of a controlled substance is prohibited on the Claremont School of Theology campus. Violation of this prohibition may result in the referral of the violator to an appropriate treatment center for drug counseling, rehabilitation, or other assistance, or reporting of the violation to law enforcement authorities for such action as they deem appropriate. Student(s) may be referred to the Dean for possible disciplinary action. Federal law requires Claremont School of Theology to provide each student and employee a copy of this statement and that each student and employee agrees to (a) abide by the terms of the statement, and (b) notify the School of any criminal drug statute conviction no later than five days after such conviction.

Health Risks Associated with Alcohol-Drug Abuse: Certain health risks are known to be associated with the use of alcohol or controlled substances: (a) There is potential for abuse and (b) abuse of alcohol or controlled substances may lead to physical and/or psychological dependency.

TOBACCO AND SMOKE FREE CAMPUS ENVIRONMENT

Effective June 1, 2016, smoking will be prohibited anywhere on CST's campus. This includes, but is not limited to;

- The interior of all CST owned buildings.
- All outside property and grounds of CST.
- All residential facilities owned and operated by CST.

This policy applies to all faculty, staff, students, visitors and contractors. For the purposes of this policy, smoking means inhaling, exhaling, burning, carrying or possessing any lighted tobacco product including cigarettes, cigars, pipe tobacco, ecigarettes, hookahs, and any other lit

tobacco products. For the purposes of this policy, tobacco products means all forms of tobacco, including but not limited to, cigarettes, cigars, pipes, e-cigarettes, smokeless tobacco, snuff, chewing tobacco and any non-FDA approved delivery device or product.

Anyone attending CST events such as conferences, lectures, social events, etc., are required to abide by the CST policy. Therefore, organizers of such events are responsible for communicating to attendees the policies of CST and for enforcing this policy.

The responsibility for the enforcement and communication of this policy rests with all members of the CST community.

Visitors, contractors and other individuals on campus who are in violation of the policy should be reminded of the policy and asked to comply with our smoke-free campus policy. All faculty, staff and students who are in violation of this policy should be reminded of the policy and asked to comply.

- Non-compliance of students in public areas will be referred to the Associate Dean of Community Life.
- Non-compliance of residents (students and non-students) will be referred to their Resident Assistant.
- Non-compliance of staff and faculty will be referred to the appropriate supervisor or responsible office.
- Non-compliance by visitors will result in a request to leave campus Smoking Cessation

Programs:

Coverage of smoking cessation programs is now required by the Affordable Care Act. Students, staff and faculty requiring smoking cessation assistance should first meet with their medical provider to discuss the options available to them under their insurance plan. A list of smoking cessation support groups and services will be made available through Human Resources and the website.

Exceptions:

Ceremonial smoking protected by Federal Law.

MISSING STUDENT NOTIFICATION POLICY

The Higher Education Opportunity Act requires all higher education institutions that offer student housing to establish missing student policies and procedures.

Claremont School of Theology places a high priority on the safety of its students and its residents. Reports of suspicious activity, including possible missing students or residents, may be made to any CST employee, who will refer the matter to the appropriate CST office for

investigation. The following information specifically applies to situations where a student may be missing.

Upon Arriving on Campus:

Students have the option to designate a missing student emergency contact who will be notified by CST if the student has been missing for 24 hours. Students and residents can register this information with the Housing Office. In cases where students or residents are under 18 years of age and not emancipated, or where students or residents are under custodial care, CST will contact a custodial parent or guardian not less than 24 hours after the student or the resident is determined to be missing.

Reporting Possible Missing Students or Residents:

Reports of possible missing students or residents may be made to any CST employee. All such reports will be immediately referred to the Housing Office who will coordinate a quick, campus search that will include:

- Obtaining the latest physical description of the potentially missing student or resident;
- Acquiring a photograph of the missing student or resident from student records or other means for distribution in the search;
- Physically searching campus buildings and parking lots;
- Searching access records, and surveillance camera records, if any;
- Engaging other campus personnel, including students and resident assistants, in the search; and
- Engaging local law enforcement should the campus search be negative.

Missing Person Contact:

If CST or local law enforcement determines that a student or a resident who is the subject of a missing person report has been missing for 24 hours and has not returned to campus, CST will initiate the missing person contact procedures according to the student's or the resident's instructions filed with the Campus Housing Office upon his or her arrival on campus.