

Title IX Handbook

LABI COLLEGE

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LABI COLLEGE TITLE IX HANDBOOK

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INTRODUCTION

LABI College is committed to maintaining a safe and equitable environment for all members of the community, free from discrimination or harassment on the basis of sex.

To ensure compliance with Title IX and Title IV, LABI College adheres to several key requirements outlined in the **Clery Act** (which is formally known as the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**). While the Clery Act itself does not directly address Title IX or Title IV, it includes provisions that intersect with and support the broader goals of ensuring non-discrimination, safety, and equal opportunity in educational settings.

This Handbook serves as a resource for the LABI College community that contains policies, procedures, and resources pertaining to Title IX and the Clery Act. The policies, procedures, and resources in this handbook are subject to change, and individuals seeking the most up-to-date information should visit our Title IX webpage labi.edu/TitleIX or contact the LABI College Title IX coordinator Gabriela Alvarez at galvarez@labi.edu.

Below are the primary requirements a school must maintain under the Clery Act to align with Title IX (which prohibits discrimination based on sex) and Title IV (which concerns federal student aid, including non-discrimination principles).

Accreditation and State Approval

LABI College is religious, private, non-profit College, affiliated with the Assemblies of God. LABI College is accredited by the Association for Biblical Higher Education (ABHE) to award undergraduate degrees and certificates. LABI College is approved to operate by the Bureau for Private Postsecondary Education of California.

1. TITLE IX COORDINATOR AND CONTACT

LABI College has designated a Title IX Coordinator to oversee and ensure the institution's compliance with Title IX of the Education Amendments of 1972. The Title IX Coordinator is responsible for:

- Developing, implementing, and updating policies and procedures to prevent and address sexual harassment, sexual violence, and other forms of sex-based discrimination.
- Investigating and responding to complaints or reports of Title IX violations in a prompt, thorough, and impartial manner.
- Coordinating resources and support services for students, faculty, and staff affected by Title IX issues.
- Providing education and training to the campus community on rights, responsibilities, and resources under Title IX.

LABI College is committed to maintaining a safe and equitable environment for all members of the community, free from discrimination or harassment on the basis of sex.

If you have experienced or witnessed an incident of sexual harassment or violence, you are encouraged to report it immediately.

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2. SEXUAL HARASSMENT AND ASSAULT POLICIES

LABI College maintains clear policies on handling incidents of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, consistent with both the Clery Act and Title IX. These policies are widely disseminated and accessible to all students and staff. Our policies and procedures also include reporting procedures for responding to sexual violence, harassment and discrimination complaints, which are addressed promptly and equitably.

The following pages contain policies and procedures that can be found in the LABI College student handbook, employee handbook, and catalog. The Catalog and student handbook are disseminated to students during each' semester the registration process and are also available on the LABI College website.

Sexual Harassment Policy

Every student, staff, and faculty member is expected to maintain a high standard of Christian sexual ethics in all contact with students, staff, and colleagues.

A specific policy of sexual harassment has been established and applies to students, staff, and faculty members of the school. Sexual harassment is defined as any type of sexual-oriented conduct, whether intentional or not, that is unwelcomed and has the purpose or effect of creating a work environment that is hostile, offensive, or coercive.

Sexual Harassment

- Unwelcome and unwanted sexual jokes, languages, epithets, advances, or propositions.
- Written or oral abuse in a sexual nature.
- Sexually degrading or vulgar words to describe an individual.
- The display of sexually suggestive objects, pictures, posters, or cartoons.
- Texting other students any sexual images or sexually illicit messages.
- Unwelcome or unwanted comments or notes about an individual's body, sexual prowess, or sexual deficiencies.
- Asking questions about sexual conduct.
- Unwelcomed: touching, leering, impeding or blocking movements, whistling, brushing against the body, or suggestive, insulting, and obscene gestures or comments.
- Demanding sexual favors in exchange for favorable reviews, assignments, promotions, or continued employment.

Sexual Harassment Procedures

- The aggrieved party should file a complaint with the VP of Student Life. If the complaint is against the VP of Student Life, the problem should be directed to the President.
- The complaint can be written or verbal, but must be made to an administrative official.
- The complaint must contain details of the allegation.
- The complaint must indicate what happened, and why the complainant believes the action or incident was sexual harassment.

Complaints can be filed within one year of the alleged act of discrimination. All allegations of harassment will be immediately investigated according to the processes noted above. LABI College will NOT tolerate neither mishandling of complaints by faculty, administration, or other notified and authorized personnel, nor retaliation of an individual after making a complaint or anyone who assists in the investigation of the complaint.

We also would like to mention that both complainants and respondents have the right to ask questions, provide information, and suggest witnesses. Any information disclosed during formal conciliation efforts will be held confidential.

- Violations of any aspects of the school's policy will result in disciplinary action up to and including dismissal.
- All students, staff, and faculty members are required to be familiar with the above statement and be governed by its provisions.
- Students, staff, and faculty members should also be alert to potential dangers and abuses that endanger the school community or any of its members and adopt a proactive stance to prevent victimization.

Violations of policy by any person will be subject to discipline up to and including dismissal from LABI College.

3. REPORTING PROCEDURES

LABI College maintains reporting procedures for sexual harassment, sexual assault, discrimination, and other grievances. These procedures can be found in the Student Handbooks. Our goal is for every grievance or complaint to be responded to promptly and fairly. For any questions regarding these procedures, please contact the Title IX Coordinator Gabriela Alvarez at galvarez@labi.edu.

The following pages contain LABI College's grievance policies and procedures, as well as the Title IX Grievance Form.

Student Grievance Procedures

I. Definition:

A grievance may arise when a student believes, based on policies and/or procedures, that he/she has been treated in an unfair manner as a member of our LABI College community.

II. Informal Grievance Resolution:

Prior to bringing a grievance forward against a LABI College representative or another student(s), you are encouraged to attempt a good faith resolution. According to Matthew 18:15-18, this attempt may be made with the party directly involved and the disputed matter, *or* with the head of the department/unit in which the grievance arises. For example: when a grievance is against another student, after a failed attempt at a resolution, see the Residence Director.) It is suggested that any attempt at an informal resolution should be initiated within 30 days of the incident in dispute.

Note: There are cases when it is appropriate to go directly to the formal grievance resolution process. For example: when you are a victim of a serious rule violation or crime, or when you do not feel comfortable discussing the matter with the student or LABI College representative whom you feel has wronged you.

III. Formal Grievance Resolution:

Should a situation arise in which a student is unable to resolve his or her grievance informally, the LABI College formal grievance process may be employed. This process, outlined below, should be initiated within 30 days of the failed informal resolution, or as soon as possible.

IV. Official Grievance Resolution Procedure:

Note: All grievances shall be addressed by the appropriate administrator within 1-2 business days with a written Plan of Action.

Step 1: A formal grievance is presented in writing to the head administrator of the relevant department.

- If filed against a Residence Chaplain, SGA member, or student, the Dean of Students will address the grievance.
- If filed against a faculty member or if involving a class, the Dean of Academic Affairs will address the grievance.

- If filed against the President, Facilities, or Kitchen, the Business Office will address the grievance.
- If filed against the Business Office, the President's Office will address the grievance.
- If filed against the Deans, the President's Office will address the grievance.

Step 2: The administrator will investigate the dispute. Interviews will be conducted to gather relevant information regarding the complainant, respondent, witnesses, etc. If the grievance involves a LABI College staff or representative acting within their role or duty, their supervisor's involvement in the investigation, if applicable, will be requested.

Step 3: If the nature of the complaint, as warranted, *can* be resolved by mediation, the appropriate administrator will attempt to bring a quick resolution between the involved parties through a meeting with all those affected present.

Step 4: Restorative Justice Hearing can be requested if the grievance and mediation process did not bring full resolution. Restorative Justice Committee (RJC) Members are made up of members of the Presidential Cabinet for all departments besides Student Life (SL), except for extreme cases. In general, for SL issues, the RJC will include the Dean of Students, Campus Pastor, 1 Administrator, Residence Director, SGA President and SGA Vice President. When necessary, the entire Presidential Cabinet may be involved in SL grievances. Where appropriate, all information is presented to the RJC for a formal recommendation for disciplinary action and/or a resolution.

Step 5: If the complainant and the respondent do not agree on the outcome of the resolution recommended by the RJC, an appeal in writing can be made to the President of LABI College. If against the President, this appeal must be written to the Business Office. The President may call a meeting of the Presidential Cabinet to collaborate on appropriate action and response.

Step 6: After the grievance is completely resolved, it will be filed in the appropriate Grievance File record, along with the Plan of Action and all other relevant materials and findings. The individual who filed the grievance may attain the Plan of Action, but all other materials will be confidential.

Note: If the grievance is based on personal misconduct by a faculty member or other LABI College employees, the investigator will gather relevant information and present it to the President of LABI College of the Business Office/Human Resources Officer. The Office of the Dean of Students will assist where appropriate to bring a resolution to the grievance process of the students.



LABI COLLEGE TITLE IX INITIAL COMPLAINT FORM

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance. When the form has been completed and signed by you, and then signed by the Title IX Coordinator or a Deputy, your complaint has been properly received and noted by the University. We will provide you with a copy of this form as well as complete information about the Title IX complaint process. The Title IX Officer and/or designee investigate complaints by faculty, staff, and students who believe themselves to be harmed by sexual harassment or discrimination and harassment related to gender.

I am filing this complaint as a: check your primary role:

Faculty Staff Student Board Member Other (Please Specify): _____

Name: _____ Email: _____ Phone: _____

Date of Incident: _____ Date of Complaint: _____

Have you brought this matter to the attention of any other department(s) at the University? If so, please list the name(s) and department(s) of all other persons with whom you have discussed this matter.

Type of Complaint Check all that apply (✓)

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Bullying | <input type="checkbox"/> Cyber bullying | <input type="checkbox"/> Gender Discrimination | <input type="checkbox"/> Gender Inequity |
| <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Assault | <input type="checkbox"/> Sexual Misconduct | <input type="checkbox"/> Stalking <input type="checkbox"/> Rape |
| <input type="checkbox"/> Retaliation | <input type="checkbox"/> Relationship Violence | | |

Please describe below and/or attach a description of your concern:

Your complaint is confidential, however as part of this or any related investigation, your information may need to be shared to carry out an investigation to help respond to and address your concern.

By signing below, you acknowledge permission for LABI to investigate this matter in attempts to provide resolution to and address your concerns.

Signature of Person Providing Complaint

Date

4. NON-RETALIATION POLICY

LABI College strictly prohibits retaliation against any individual for reporting a concern, filing a complaint, participating in an investigation, or opposing conduct that they believe violates Title IX or related institutional policies. Retaliation includes, but is not limited to, intimidation, threats, coercion, harassment, or any adverse action taken against an individual because of their involvement in a Title IX process. Any individual who believes they have been subjected to retaliation should report the incident immediately to the Title IX Coordinator Gabriela Alvarez at galvarez@labi.edu.

5. ANNUAL SECURITY REPORT (ASR)

Under the Clery Act, LABI College is required produce and distribute an Annual Security Report (ASR) by October 1 of each year. This report includes:

- **Crime Statistics:** Data on specific crimes that have occurred on or near campus, including sexual assault, stalking, domestic violence, and dating violence, disaggregated by category.
- **Policy Statements:** Clear statements on campus security policies related to sexual assault, harassment, and other forms of gender-based violence. These policies should reflect Title IX obligations, such as:
 - Procedures for reporting incidents of sexual harassment and violence.
 - Information on how the school will handle investigations and provide accommodations for survivors (academic, housing, etc.).
 - Procedures for disciplinary hearings and appeals in line with due process protections.

The LABI College Annual Security and Fire Safety Report can be found online by going to the following link: [LABI College 2024 Security and Fire Safety Report](#)

6. TITLE IX TRAINING AND RESOURCES

LABI College implements required sexual harassment training for staff, faculty, and students in conformance to Title IX.

Sexual Harassment Training for Staff and Faculty

The required training for staff and faculty is disseminated, monitored, and collected by the Human Resource office. Staff are required to complement training during the hiring processing and periodically thereafter. Upon completion of the training, staff and faculty are to submit evidence of completion to be filed in their human resource file. Staff and faculty will also be required to sign a Discrimination, Harassment, and Retaliation Receipt Form to be filed in their HR file.

Sexual Harassment Training for Students

Sexual Harassment training for students is managed by the Student Life office. Training and education are provided through student orientation, required webinar training, and through various documents.

- Student orientation is held every semester, during which students receive orientation on College policies and procedures, reporting procedures, and are introduced to important personnel and who to contact in the case of a violation.
- Sexual Harassment webinar training will be required for students upon matriculating at LABI College. This training is provided online Civil Rights Office of California (<https://calcivilrights.ca.gov/shpt/>).
- Other resources will be provided by the Title IX coordinator and will be published online at www.labi.edu/TitleIX. This includes resources from U.S. Department of Education of Title IX and Sex Discrimination ([U.S. D.O.E. Title IX webpage](http://www.ed.gov/TitleIX)).

7. COLLEGE PSYCHOLOGIST

Support and Guidance for Our College Community

This College is deeply committed to the well-being and safety of all students, faculty, and staff. To provide support for individuals affected by sexual harassment, discrimination, or other challenges, we have a designated College Psychologist available to assist members of our community.

Our College Psychologist offers compassionate, confidential support and can help connect individuals to additional resources or services as needed. Whether you're seeking guidance, therapeutic support, or information, we are here to help foster a safe and supportive campus environment.

For assistance or to schedule an appointment, please contact:

Dr. Marty Harris

President and CEO, LABI College

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- Title IX requires that schools address sexual harassment, including sexual assault, in a manner that is consistent with the law and the Clery Act.
- Schools must investigate complaints of sexual harassment or assault in a manner that is prompt, equitable, and designed to eliminate the harassment, prevent its recurrence, and remedy its effects. This is critical to comply with Title IX's requirement to prevent sex-based discrimination.
- Under the **Clery Act**, sexual assaults must be included in crime statistics, and schools must ensure that victims have access to resources and support services, such as counseling and legal assistance.

2. Campus Security and Safety Policies

Sexual Harassment Policy

Policies on Sexual Harassment and Sexual Assault

Reporting Procedures for Sexual Harassment and Sexual Violence

Resources

6. Confidentiality and Support for Victims

- The Clery Act requires schools to inform students and employees about available victim support services. These include resources like counseling, legal assistance, and healthcare. While Title IX requires that schools ensure survivors of sexual harassment and violence are not subject to retaliation and have access to necessary accommodations, the Clery Act reinforces these responsibilities through reporting and public information requirements.

3. Timely Warnings and Emergency Notifications

- The **Clery Act** mandates that schools issue timely warnings about crimes that represent a serious or ongoing threat to the campus community. This is important for Title IX compliance, as it is part of ensuring a safe environment free from discrimination and violence.
- In cases of sexual violence, the school must also provide emergency notifications to protect victims and prevent further harm.

7. Training for Campus Security and Personnel

- The Clery Act requires that law enforcement or campus security personnel be trained in handling sexual assault and other crimes involving violence. This is important for Title IX compliance, as such training helps ensure that staff know how to properly support and handle cases of sexual harassment, sexual violence, or discrimination based on sex.

8. Non-Discrimination and Equal Access to Education (Title IX)

- Schools must comply with Title IX by ensuring that their policies, programs, and procedures are free from discrimination based on sex. This includes addressing sexual harassment and ensuring that students have equal access to education and opportunities without being subjected to a hostile environment.
- The Clery Act intersects with this by mandating transparency in how schools respond to crime and violence, which must be part of a larger commitment to a discrimination-free environment under Title IX.

9. Student Rights and Support

- Schools must clearly define and communicate students' rights, including the right to file complaints of sexual violence or harassment under Title IX, and the right to request accommodations such as changes to class schedules, housing, or other academic arrangements.
- The Clery Act requires schools to disclose these rights and protections in their Annual Security Report and other communication materials.

Summary: Clery Act, Title IX, and Title IV Compliance

- **Title IX** requires that schools address and remedy sex-based discrimination, which includes incidents of sexual harassment and violence. This requires schools to create a safe and supportive environment for all students, which aligns with the Clery Act's requirements for reporting on sexual assault and other campus crimes.
- **Title IV** concerns federal student aid and requires schools to maintain a non-discriminatory environment as part of their eligibility to distribute such aid.
- The **Clery Act** requires schools to provide transparency around crime statistics, policies, and response procedures, particularly related to sexual violence, in ways that support Title IX goals of preventing and addressing sexual harassment and ensuring safe educational environments.

In short, a school must integrate Clery Act reporting requirements with its Title IX obligations to create an environment free from discrimination and violence while ensuring transparency, accountability, and support for students and staff.