

INTRODUCTION

Wade College prepares the following report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. This report is prepared in cooperation with local law enforcement agencies, the Office of the President, and the Office of the Vice-President of Compliance and Finance and includes campus crimes and arrests reported to, but not limited to, such entities. On an annual basis, a notification to every enrolled student and employee is made through electronic mail service of the *Wade College Annual Security Report and Safety Plan's* availability online at the website address provided in the notification. Additionally, a copy of the report is available to prospective employees and students at their request by calling the Office of the President at 214.637.3530.

The statistics included in the *Annual Security Report and Safety Plan* are prepared by compiling campus crime statistics and data from The Gild protective services, local police departments, and other relevant information by the Office of the President.

If someone has any questions regarding the information contained herein, he or she may contact the Office of the President at 214.637.3530.

REPORTING CRIMINAL OFFENSES AND EMERGENCIES

Students, faculty, and staff are encouraged to report any problems with the college environment promptly and have the right to report these matters confidentially. The college environment includes the campus facilities on and around Suite M2200 of the Gild located at 8350 North Central Expressway. Reports can be filed on a voluntary, confidential basis by contacting the Office of the President at 214.637.3530, The Gild Management Office at 214.363.8350, or to local law enforcement agencies (the Dallas Police Department at 911 or 214.744.4444). Victims or witnesses to a crime are encouraged to file a report of the incident. Reports are kept in the Office of the President for inclusion in the annual statistical crime report and names of victims and/or witnesses are not disclosed in the crime report. Wade College documents all criminal acts and emergencies and reports such to local law enforcement as required by federal and/or state law.

If a student is a victim of a crime and does not want to pursue action through the Wade College system or the criminal justice system, the student still may want to consider making a confidential report. With the student's permission, the Office of the President can file a report on the details of the incident without revealing the student's identity. The purpose of the confidential report is to comply with the student's wish to keep the matter confidential, while taking steps to ensure the safety of the student and that of others. Reports filed in this manner are counted and disclosed in the annual crime statistics for Wade College. Reports are kept in a secure location in the Office of the President.

Wade College maintains a crime log of all criminal incidents reported to the institution. The crime log includes the date and time the incident occurred, the nature of the offense, the location of the offense and the offense allegedly committed. The crime log is available for public inspection in the Office of the President during normal business hours.

In the event of fire or medical emergencies, staff and employees should contact the Dallas Police Department by dialing 911 and then notify The Gild Management Office at 214.363.8350, and the Office of the President at 214.637.3530.

VICTIM NOTIFICATION

Wade College, upon written request, will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by Wade College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for these purposes.

SECURITY AND ACCESS TO CAMPUS FACILITIES

Access to academic facilities is limited to authorized personnel, students, and invited guests; electronic access cards are required to enter The Gild campus. Guests are subject to Wade College policies and conduct codes. Employees and students are responsible for the conduct of their guests. Employees and students must get prior approval from the Office of the President before bringing a guest onto the academic facilities. Students, staff, and faculty may be required to show a valid Wade College identification card to gain access to campus facilities or services.

Academic Facilities

The academic facilities in Suite M2200 of The Gild are generally open from the hours of 8:00 a.m. to 10:35 p.m., Monday through Thursday, 8:00 a.m. to 1:00 p.m. on Friday, and 9:00 a.m. to 1:00 p.m. on Saturday. To gain access to the facility after normal business hours, college employees must use their electronic access cards which register when each employee enters and exits the facility.

The Gild protective services provide unarmed protective services to the academic facilities to assist students, faculty, and staff. It is responsible for ensuring that individuals entering and within the building are employees, students, and invited guests; consequently, employees of The Gild are authorized to request identification from any individual arriving, leaving, or within the building. They have the authority to evict unauthorized persons from The Gild complex; therefore, employees and students must always display their Wade College identification cards.

If a safety concern exists, employees and students should contact the Wade College administrative offices at 214.637.3530 or The Gild Management Office at 214.363.8350, and in the event of a crime in progress, dial 911.

CAMPUS LAW ENFORCEMENT

Wade College security authorities include Dallas police officers, The Gild protective services, and any official of the institution who has significant responsibility for student and campus activities, including student discipline. The college President or his designee may identify other officials as it is deemed necessary. Wade College security authorities include the college President, the Vice-President of Academic Affairs, the Vice-President of Student Affairs, and the Vice-President of Compliance and Finance. This list of security authorities is subject to modification and is not intended to be all inclusive due to changes in responsibilities within the institution.

Security authorities are on duty during the hours the campus is occupied. They are responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from those individuals, who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are advised to always carry their Wade College identification card and to present them upon request.

Security authorities will contact the Dallas Police Department if any illegal activity occurs.

RELATIONSHIPS WITH BUILDING PROTECTIVE SERVICES

Wade College maintains close working relationships with The Gild protective services via periodic contact initiated by Wade College personnel to ensure that the college is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Wade College security authorities also participate in safety drills and informational presentations conducted by The Gild security personnel.

TIMELY WARNINGS OF CRIMINAL ACTIONS AND OTHER EMERGENCIES

The current campus policy for making timely reports to members of the campus community is as follows:

The Office of the President, or an express designee, has a responsibility to provide timely warnings about reported crimes to the campus community in a manner that will aid in the prevention of similar crimes.

The Decision to Issue a Timely Warning

A warning must be issued when both of the following conditions are met: (1) arson, aggravated assault, criminal homicide, robbery, sex offenses, illegal weapons possession, burglary, motor vehicle theft, or any crime determined to be a hate crime is reported to the Office of the President; and (2) the crime is considered by the college to represent a continuing threat to students or employees.

A warning may be issued regarding other crimes as deemed necessary by Office of the President. The Office of the President, or an express designee, is responsible for making the decision whether a timely warning will be issued.

Determining Whether a Continued Threat Exists

1. Whether a reported crime constitutes a continuing threat must be decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.
2. Examples of crimes that could constitute a continuing threat include but are not limited to:
 - a. a serial crime that targets certain campus populations such as sex crimes or race-based crimes in which the perpetrator has not been apprehended;
 - b. a crime in which there is no apparent connection between perpetrator and victim and the perpetrator has not been apprehended.
3. Crimes that would not constitute a continuing threat include but are not limited to:
 - a. crimes in which the perpetrator has been apprehended, thereby neutralizing the threat;
 - b. crimes in which an identified perpetrator targets specific individuals to the exclusion of others, such as domestic violence.

Content of the Warning Notice

1. The warning must contain sufficient information about the nature of the threat to allow members of the campus to take action to protect themselves. Some, if not all, of the following information will be included in the warning:
 - a. A succinct statement of the incident.
 - b. Possible connection to previous incidents, if applicable.
 - c. Physical description of the suspect.
 - d. Composite drawing of the suspect, if available.
 - e. Date and time the warning was released.
 - f. Other relevant and important information.
2. In some cases, law enforcement may need to keep some facts confidential to avoid compromising an investigation.

Timing of the Warning

1. In an immediate and serious threat, e.g., an active shooter on campus, a warning may need to be issued immediately with few facts and then be continually updated until the threat is contained or neutralized.
2. If a threat that is less immediate, the warning can go out later after facts are more fully developed.

Method of Distribution

1. The warning must be distributed in a manner reasonably likely to reach the entire campus community.
2. Depending on the circumstances, any of the following methods, or combination thereof, may be used:
 - a. Activation of the Wade College siren system
 - b. Text and/or email alerts
 - c. Posting of notices
 - d. Activation of The Gild siren system
 - e. Posting to the Wade College website home page
 - f. Press release
 - g. Voice message over The Gild public address system

EMERGENCY COMMUNICATIONS TOOLS

Emergencies may range from inclement weather, to building evacuations, to campus closures, and the college has a variety of tools to communicate with the public in the event of these and other possible emergencies. Depending on the type of emergency, the college may use some or all of the following tools to communicate with faculty, staff, and students:

1. The Gild Siren System: This system delivers a siren warning and public address in the event of certain outdoor emergencies.
2. Wade College Siren System: This system delivers a siren warning in the event of certain on-campus emergencies.
3. Alerts: Notices will be sent to all active subscribers of the Wade College app, available for download in the [IOS](#) and [Android](#) app stores. To receive news and emergency messages from the Wade College app, be sure that the default option "Enable Push Notifications," under the MY ALERTS option, has been turned on. To receive notifications, each student will be instructed to download the Wade College app during orientation. Students also are required to use this app to fill out registration forms and other important documents. There is no charge for this service. Failure to download the Wade College app constitutes the student's implied acceptance to opt out of the notification system.
4. College Group E-mail: During emergencies, the Office of the President or an express designee sends an "urgent" group e-mail to every student, faculty, and staff member.
5. Local Media: The Office of the President makes calls to local media. Due to the transient nature of the college population, the college depends a great deal on broadcast media to notify students, faculty, and staff of emergencies before or during their commutes.
6. Telephone Tree: The Office of the President has a telephone tree of department contacts that is initiated during an emergency.

The implementation of each tool described above is assigned to an individual who has at least two backups who can also carry out the communications task. Individuals with communication tools assigned to them have remote access (from their homes, etc.) to those tools.

The Office of the President or an express designee is typically the one who delivers emergency information to college administration. Upon considering this information, administration develops the messages and activates campus-wide communications. The only exceptions to this are the sirens and intercom system, which are activated directly by The Gild protective services in extremely urgent situations where immediate action is required.

ALCOHOL AND DRUG USE/ABUSE POLICY

Federal, state, and local laws prohibit the use, possession, and distribution of illegal drugs. Public Law 101-226, *Drug-Free Schools and Communications Act Amendment*, requires institutions of higher education to distribute information about and to enforce policies concerning illicit drugs and illegal consumption of alcohol. These policies apply to actions on college property and participation in any college-sponsored activity. In keeping with the college mission and the requirements of state and federal laws, Wade College maintains the following policies regarding alcohol and drug use/abuse:

- Wade College does not accept or condone the use of illicit drugs in any form on college grounds or during college-sponsored events.
- Employees caught using illegal narcotics or under the influence of alcohol during working hours will be subject to disciplinary action up to, and including, termination of employment.
- Students who come to class under the influence of illegal drugs or alcohol, or are caught in possession of illegal drugs on college grounds, on college transportation, or during college-sponsored events will be subject to disciplinary action up to, and including, expulsion from the college. In the case of an expulsion, reinstatement of such an offender will occur only after the student has successfully completed a drug rehabilitation program.
- Individuals who are dismissed on the above grounds will be referred to criminal authorities for prosecution for violations of the standards of conduct listed above.
- Students who are convicted of violating federal, state, or local laws pertaining to illicit drugs and illegal alcohol use will be ineligible for federal financial aid.

- In the state of Texas, anyone under 21 years of age may not legally drink or purchase alcohol. Students under age 21 cannot possess or consume alcohol on college grounds or at any college event.
- Wade College does not allow alcoholic beverages to be consumed by students in the vicinity of the college grounds.
- The college administration maintains the right to deny any college organization the privilege to serve alcoholic beverages at any event if it is deemed to be in the best interest of the college and students involved.

Health Risks of Alcohol and Drugs

ALCOHOL. Health hazards associated with the excessive use of alcohol or with alcohol dependency include dramatic behavioral changes, retardation of motor skills, and impairment of reasoning and rational thinking. These factors result in a higher incidence of accidents and accidental death for such persons compared to nonusers of alcohol. Nutrition also suffers and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse can cause any or all of the following: bleeding from the intestinal tract, damage to nerves and the brain, impotence, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries and muscles. Damage to the nerves and organs is usually irreversible. Cancer is the second leading cause of death in alcoholics and is ten times more frequent than in non-alcoholics. Sudden withdrawal of alcohol from persons dependent on it will cause serious physical withdrawal symptoms. Drinking during pregnancy can cause fetal alcohol syndrome. Overdoses of alcohol can result in respiratory arrest and death.

DRUGS. The use of illicit drugs usually causes the same general types of physiological and mental changes as alcohol, though frequently those changes are more severe and more sudden. Death or coma resulting from overdose of drugs is more frequent than from alcohol.

Cocaine. Cocaine is a stimulant that is most commonly inhaled as a powder. It can be dissolved in water and used intravenously. The cocaine extract (crack) is smoked. Users can progress from infrequent use to dependence within a few weeks or months. Psychological and behavioral changes which can result from use include over-stimulation, hallucinations, irritability, sexual dysfunction, psychotic behavior, social isolation, and memory problems. An overdose produces convulsions and delirium and may result in death from cardiac arrest. Cocaine dependency requires considerable assistance, close supervision, and treatment.

Amphetamines. Patterns of use and associated effects are similar to cocaine. Severe intoxication may produce confusion, rambling or incoherent speech, anxiety, psychotic behavior, ringing in the ears, and hallucinations. Intense fatigue and depression resulting from use can lead to severe depression. Large doses may result in convulsions and death from cardiac or respiratory arrest.

MDA and MDMA (XTC, Ecstasy). These amphetamine-based hallucinogens are sold in powder, tablet, or capsule form and can be inhaled, injected, or swallowed. They cause similar, but usually milder, hallucinogenic effects than those of LSD. Because they are amphetamines, tolerance can develop quickly and overdose can result. Exhaustion and possible liver damage can occur with heavy use. In high doses, these drugs can cause anxiety, paranoia and delusions. While rare, these drugs have been associated with deaths in users with known or previously undiagnosed heart conditions.

Rohypnol (Rophies, Roofies, Rope). This drug is in the same category of drugs as Valium, a benzodiazepine, but it is more potent than Valium. Initially, it causes a sense of relaxation and a reduction of anxiety. At higher doses, light-headedness, dizziness, lack of coordination, and slurred speech occur. The drug affects memory and, in higher doses or if mixed with other drugs or alcohol, can result in amnesia for the time period the user is under the influence. Because of this amnesia effect, Rohypnol has been given intentionally to others to facilitate sexual assault and other crimes. Combining this drug with other sedating drugs, including alcohol, will increase the intensity of all effects of the drug and, in sufficient doses, can cause respiratory arrest and death. Dependency can occur.

Heroin and other opiates. Addiction and dependence can develop rapidly. Use is characterized by impaired judgment, slurred speech, and drowsiness. Overdose is manifested by coma, shock, and depressed respiration, with the possibility of death from respiratory arrest. Withdrawal problems include sweating, diarrhea, fever, insomnia, irritability, nausea, vomiting, and muscle and joint pains.

Hallucinogens or psychedelics. These include LSD, mescaline, peyote, and phencyclidine or PCP. Use impairs and distorts one's perception of surroundings, causes mood changes and results in visual hallucinations that involve geometric forms, colors, and persons or objects.

Solvent inhalants (e.g., glue, lacquers, plastic cement). Fumes from these substances cause problems similar to alcohol. Incidents of hallucinations and permanent brain damage are more frequent with chronic use.

Marijuana (Cannabis). Marijuana is usually ingested by smoking. Smoking marijuana causes disconnected ideas, alteration of depth perception and sense of time, impaired judgment and impaired coordination. Prolonged use can lead to psychological dependence.

Damage from intravenous drug use. In addition to the adverse effects associated with the use of a specific drug, intravenous drug users who use unsterilized needles or who share needles with other drug users can develop HIV, hepatitis, tetanus (lock jaw), and infections in the heart. Permanent damage or death can result.

Offenses and Penalties under Texas Law

[Texas Penal Code, Title 10, Chapter 49](#) contains the intoxication and alcoholic beverage offenses recognized by the State of Texas; these offenses are subject to change at any time by the Texas State Legislature and the Governor.

[Health and Safety Code, Title 6, Subtitle C, Chapter 481](#) is the *Texas Controlled Substances Act* which contains the offenses recognized by the State of Texas for the possession and delivery of controlled substances; these offenses are subject to change at any time by the Texas State Legislature and the Governor.

[Alcoholic Beverage Code, Title 4, Chapter 106](#) contains the offenses involved in the purchase, consumption, and possession of alcohol by a minor, the sale of alcohol to a minor, the purchasing or furnishing alcohol to a minor, and the misrepresentation of age by a minor; these offenses are subject to change at any time by the Texas State Legislature and the Governor.

[Texas Penal Code, Title 3, Chapter 12](#) contains the possible punishments of a person adjudged guilty of an offense. Penalties are subject to change at any time by the Texas State Legislature and the Governor.

Offenses and Penalties under Federal Law

[United States Code, Title 21, Chapter 13, Part D](#) contains the federal offenses and penalties regarding controlled substances and are subject to change at any time by the United States Congress and the President. There are additional factors in the federal sentencing guidelines, including various enhancement provisions for prior offenses. Section 860 provides that the federal statutory penalties double (and in some cases triple) when a controlled substance is distributed (or even possessed with intent to distribute) near schools and colleges.

WEAPONS POLICY

Possession or use of firearms, fireworks, ammunition, or other dangerous weapons or materials is prohibited on Wade College-controlled property and at college-sponsored activities.

SEXUAL GENDER-BASED HARASSMENT POLICY

Wade College is committed to providing educational programs and activities for students and applicants for admission that are free from sexual harassment. Sexual harassment in any manner or form is expressly prohibited. All claims of sexual harassment will be promptly and thoroughly investigated. Appropriate action will be taken based upon the results of the investigation.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature directed toward a student or applicant for admission where:

- *submission to the conduct is an explicit or implicit term or condition of a person's status in a course, program, or activity; or in admission; or in an academic discussion; or*
- *submission to or rejection of the conduct is used as the basis for academic decisions; or*
- *the conduct has the purpose or sole effect of unreasonably interfering with the individual's academic performance or creating an intimidating, hostile, or offensive environment.*

Students or other individuals who feel they have been sexually harassed have several ways to make their concerns known. We each have an obligation to:

- *tell the individual if his/her language or actions are offensive;*
- *indicate to the individual that you will report any repeat occurrence or problem; and*
- *report harassment to the college President promptly. Keep the matter confidential and discuss only with the parties involved. All information disclosed in the investigation will be kept as confidential as possible, but some disclosure to those with a need to know or for the purposes of furthering the investigation may be necessary.*

If a student wishes to make a complaint of sexual harassment, please be prepared to lodge a formal grievance. For more details about processes, please see "Appendix A" of this *Annual Security Report and Safety Plan* and the "Grievance Procedures" section in the *Wade College Student Handbook*.

A person who initiates a sexual harassment complaint, with cause, will not be the subject of retaliation or discipline, nor will the initiation of the complaint affect grades, class selection, or other matters for students. However, making false or exaggerated complaints is cause for disciplinary action, up to and including immediate dismissal from Wade College.

When a complaint investigation shows probable cause that the harassment did take place, the offender will be subject to disciplinary action, up to and including dismissal from the college.

HARASSMENT, INTIMIDATION, AND BULLYING

Wade College is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- physically harms a student or damages the student's property; or
- has the effect of substantially interfering with a student's education; or
- is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- has the effect of substantially disrupting the orderly operation of the college.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other college policies.

Corrective discipline, and/or referral to law enforcement and counseling will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitutes violations of this policy.

HAZING

Any act, on or off campus, directed at a student for the purpose of initiation, affiliation, or membership in an organization, that could physically or mentally harm the student or subject them to an unreasonable risk of harm.

Corrective discipline, and/or referral to law enforcement and counseling will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for hazing also constitutes violations of this policy.

EMERGENCY NOTIFICATION SYSTEMS

In the event of an emergency, it is critical to stay informed. That's why Wade College offers electronic notification systems, including, but not limited to the Wade College app, available for download in the [IOS](#) and [Android](#) app stores.

What is it?

In an emergency, the notification systems enable authorized college officials to inform the Wade College community about emergency situations through mechanisms that include the Wade College app, college email, telephones, Microsoft Teams, and/or building alarms. However, in addition to these systems, additional methods of notifications may include the Wade College website and campus signs.

How does it work?

The systems can transmit short notifications to a cell phone anywhere in the U.S., as well as to college email addresses and telephones. The messages are initiated by a member of the college's senior administration only when required for safety purposes. Your personal information will never be used for any purpose other than emergency notification.

To receive notifications through the Wade College app, each student will be instructed to download the Wade College app during orientation. Students also are required to use this app to fill out registration forms and other important documents. There is no charge for this service.

How do I enroll?

To receive news and emergency messages from the Wade College app, available for download in [IOS](#) and [Android](#) app stores, be sure that the default option "Enable Push Notifications," under the MY ALERTS option, has been turned on.

Why is this important?

The information in the emergency notification systems will be used to contact all members of the college community in case of emergency, an evacuation due to a natural disaster, or some other urgent situation that requires rapid, wide-scale notification of the Wade College community as determined by the college's senior administration.

Questions?

For further assistance with the electronic notification systems, please contact the Office of the President at 214.637.3530.

EMERGENCY NOTIFICATION AND EVACUATION POLICY

In the event of a report of a dangerous or emergency situation to any staff member, the staff member will contact the Office of the President or any other senior administrative officer to report the situation. The Office of the President or any other senior administrative officer will then review the situation, and if appropriate confer with local law enforcement or other first responders, to confirm the issue(s) involved and determine if emergency notification is warranted.

In the event of a confirmed emergency situation, the Office of the President or any other senior administrative officer will determine the appropriate segments of the campus population to receive notification and determine the content of the notification (i.e., how much information is appropriate to disseminate at different points in time), which will then be passed on to the staff members for immediate dissemination to the campus community via an email and/or Microsoft Teams blast, and/or verbally to all students/staff present on campus providing the notification would not compromise the ability to contain the emergency or endanger additional students or staff members. If appropriate, a notification will be sent via the Wade College app. Wade College would not immediately notify the campus community if doing so would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.

In the event of an emergency requiring Wade College to close temporarily, the Office of the President will initiate an announcement of the duration of the closure via email and/or Microsoft Teams blast, the Wade College app, and/or voicemail on the college’s main line – 214.637.3530.

EMERGENCY RESPONSE PLAN PROCEDURES

Emergencies and disasters are unpredictable and strike without warning. Wade College has organized and implemented emergency response procedures, as well as guidelines to help prepare and train all employees to respond effectively to an emergency.

This report contains quick reference information and procedures on how to report an emergency, what to do, who will assist you and what help will come from building and professional emergency units during such emergencies. Students, faculty, and staff should be very familiar with the safety procedures.

Phone Numbers for Emergencies

The Gild Management Office	214.363.8350
Police.....	911
Fire Department.....	911
Ambulance	911
Office of the President	214.637.3530

An effective safety program requires total commitment by administration, faculty, and staff. The key to this commitment is the development of a reasonable set of guidelines on safety practices under which all concerned are willing to operate and assume responsibility. Careful planning means all work will be based on an understanding of the hazards involved, knowledge of the work area and safe working procedures.

It is especially important that all levels of supervision and management accept the philosophy that accidents and injuries are preventable and reflect this in their actions. The extent to which supervision does this will determine the success or failure of the safety procedures and accident prevention programs.

Emergencies and disasters are unpredictable and strike without warning. Failure of advance emergency preparation may result in death or injury to personnel or students, loss or damage facilities, property, and equipment.

This safety plan contains quick reference information and check list procedures on how to report an emergency and what to do, who will assist you, and what help will come from building and professional emergency units during such emergencies.

Special Provisions

- Fire alarms and the public address systems are located on throughout The Gild.
- Portable ABC chemical fire extinguishers are located at each stairwell of each floor of the buildings as well as on the college campus in accordance with all federal and state regulations. These are to be used for electrical fires or on gasoline, paint, or other combustible materials.
- In the event of a fire or other such emergency, the elevators will not be used for emergency evacuation unless you are directed to do so by the fire department or other emergency official. The elevators will be called to the ground floor and made available for emergency personnel entering the building.
- There are exit stairways as indicated by signs on each floor. These stairways exit at the ground level and may be entered from any floor. These stairways are the fire safe areas, so to prevent the drawing of smoke into the stairways, all doors must be kept closed except to pass through in case of emergency.
- At any time, a fire is discovered or any time a fire extinguisher has been used, the appropriate security office must be notified. These extinguishers must be recharged after use.
- If at any time it becomes necessary to evacuate for any reason, the evacuees should proceed by stairway to the ground level and out of the building. All personnel should again be accounted for at this time.
- Do not panic.

Safe Working Facilities

The continuous practice of good housekeeping is essential to the prevention of accidents, fires and personal injuries. Faculty, staff, and students are expected to keep work areas neat and orderly. A cluttered working environment is a dangerous place. By cleaning up after each task performed, a general housekeeping is necessary only occasionally. All personnel and students are responsible for:

- Keeping benches, tables, floors, aisles, and desks clear of all materials not being used.
- Keeping an adequate passageway to exits clear.
- Keeping clear space around fire extinguishers and electrical controls.
- Keeping floors free of liquids, spilled ice, oil, stirring rods, stoppers, electrical cords, pencils, and other tripping hazards.
- Reporting all loose tiles on floor to the Office of the President.
- Cleaning up spills and disposing of the materials used to absorb the spills.
- Removing and disposing of broken glass.
- Using proper waste-disposal receptacles for solvents, rags, paper, etc.
- Keeping containers clean and properly labeled.
- Keeping the quantities of chemicals needed for current work.
- Hanging clothing in its proper place; not draped over equipment, work benches, chairs, or desks.
- Placing boxes and chemicals at a safe height.
- Securing all laboratories, classrooms, and offices at the end of each working day to ensure the off-hour safety of buildings and those who may yet be working in it.
- Knowing the location of the nearest exit from The Gild.
- Smoking is prohibited in The Gild.

Off-Hour Employee Working Policy

- There are certain types of work which require being continued after normal working hours. Occasionally, the nature of this off-hour work involves some risk. Should this be the case, a single individual should not be permitted to work alone.
- When the above conditions exist, the judgment of risk involved rests with the Office of the President, and it must decide whether or not this person should work alone during the necessary off-hours.
- Except for regularly scheduled courses, all personnel must notify the Office of the President when and where they will be working.

Safety Training

The implementation of a good safety program depends on effective training. It is everyone's responsibility to maintain an active safety interest and obtain the necessary information regarding safety policies and procedures.

- Proper training should be given in inspection and hazard spotting emergency procedures in the event of a fire and in the proper use of fire extinguishing equipment.
- Periodic spot inspections (preferably unannounced) should be made to determine the safety conditions under routine operations.
- Safety meetings should be planned and scheduled.
- Invitations to outside speakers on safety should be extended.

General Safety Recommendations

- Laboratories, classrooms, and hallways should be well lighted.
- There shall be exits in accordance with state laws and local ordinances.
- All exit signs should be checked for illumination and in full view of observer.

Heavy Objects

- Many injuries, especially to the back, result from using improper techniques when lifting objects. When lifting an object from the floor, always bend the knees and hold the back straight so that the lifting effort is accomplished with the leg muscles instead of the back. Lift slowly so the weight of the object can be sensed and if it is too heavy either get help or a mechanical lifting device. Always wear a back brace when lifting heavy objects.
- Objects should never be left standing or stored in an unstable position. If an object is top heavy, either lay it down or fasten it to something so it will not fall on anyone.
- Heavy objects should not be stored at an elevation above the floor where they are a menace to a passerby.
- Objects stored on shelves should be stabilized so that they cannot roll or fall on anyone.

Electrical Equipment

- Equipment should not be used if power cords are frayed, or control switches and thermostats are not in good working order.
- All equipment and hands should be kept dry while handling.
- No one should try to repair equipment themselves. This should be done by qualified personnel.
- Grounded outlets should always be used. Do not overload outlets.
- One should never try to by-pass any safety device on a piece of electrical equipment.
- In case of a fire on or near electrical equipment, only carbon dioxide or dry powder fire extinguishers should be used.

Pathogens

Universal precautions are an approach to infection control. According to the concept of universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood-borne pathogens. Universal precautions shall be observed at all times to prevent contact with blood or other potentially infectious materials.

The following work practice controls are in place at this facility to minimize or eliminate employee exposure:

- Hand washing is required at this facility. Faculty and students should wash their hands or any other skin with soap and water or flush mucous membranes with water immediately or as soon as feasible following contact of these areas with blood or other potentially infectious materials and to report such exposures immediately to the Office of the President.
- Whenever hand washing facilities are not feasible, antiseptic hand cleaners or towelettes should be used. Whenever antiseptic cleansers or towelettes are used, the area should be washed with soap and water as soon as possible.

Hazards and Reporting

In almost every instance, a hazardous condition precedes an accident. Any safety program's major concern is the prevention of accidents and hazardous conditions. Hazardous conditions should be reported to the Office of the President immediately. A *Safety Hazard Report* will be completed.

Policies and Procedures for Rendering Emergency Medical Assistance

- No one should undertake to render direct emergency medical assistance to persons on the campus who suffer an injury or illness unless he or she possesses a certificate that fully qualifies him or her to render the specific kind of emergency medical assistance required.
- What should be done in the event of an accident cannot be stated in a simple set of rules. Remaining as calm as possible and exercising common sense are the best tools for coping with an accident.
- If an accident or illness of an employee, student, or visitor takes place, please:
 1. Call 911 and provide the following information ready to the operator.
 - a. Identify yourself.
 - b. Give the physical address on the building (8350 North Central Expressway, Dallas, 75206), and your suite number (M2200) or location.
 - c. Any details about the accident or illness.
 2. Call the Property Management Office 214.363.8350 and provide the following information.
 - a. Identify yourself.
 - b. The suite number (M2200) or location.
 - c. Any details about the accident or illness.
 - d. Let the Property Management Office know if you have already called 911.
 - e. Let the Property Management Office know if the injured or ill person requires CPR.
 3. Do not move the injured or ill person. Try to make them as comfortable as possible.
 4. Have someone meet the responding emergency personnel at both the freight elevator and passenger elevators on your floor (depending on which elevator they use).

This is what happens:

1. Property Management or Security will stand by the building entrance and direct the responding emergency personnel to an awaiting passenger elevator or freight elevator to transport their equipment.
2. Paramedics will arrive shortly and administer the necessary medical assistance.
3. Paramedics will transport the injured/ill person to the hospital for further treatment if required.
4. A report of the incident will be written and filed.

Policies and Procedures for Responding to a Tornado Watch or Warning

TORNADO WARNING: A tornado warning is an alert issued by the National Weather Service confirming a tornado has been detected by radar and/or visually sighted. The National Weather Service will indicate the approximate time of detection, location, and the speed and direction of movement of the tornado. Wind speeds are 65 MPH or greater to be classified as a tornado.

TORNADO WATCH: A tornado watch is an alert issued by the National Weather Service indicating weather conditions are favorable for the possible formation of a tornado.

PUBLIC WARNING: Public warnings will be broadcast over both local television and radio and are also available online. Monitor any of these mediums whenever severe weather is active in the area. Local Doppler radar is continuously updated to provide real time information. Local websites that also provide this information is as follows:

- <http://www.wfaa.com>
- <http://www.fox4news.com>
- <http://www.cbslltv.com>
- The National Weather Service website at <http://nws.noaa.gov>

Security will make an announcement over the Building Public Address System (if time permits) with instructions.

1. Move away from the perimeter of the building and exterior glass.
2. Leave your exterior office (tenant space with outside windows) and close the door.
3. Proceed to one of the stairwells, restrooms, or other interior spaces of the building.
4. Sit down and protect yourself by placing your head as close to your lap as possible or kneel down and cover your head with your arms.
5. DO NOT go to the first-floor lobby or attempt to exit the building.

6. If you do not have time to evacuate an exterior office, seek protection under a desk and pull the chair in front of you to protect you from any flying glass.

Policies and Procedures for Responding to Flooding

A flood watch is issued whenever a flood becomes a threat to our area. Persons in the area of the watch should listen for further advisories and be prepared to act promptly if a flood warning is issued. A flood warning is issued when danger of high water is expected in a specific area within 24 hours. When the campus is threatened by the effects of a flood, the following steps should be taken:

1. Remain calm, but if you are told to evacuate, move out of the structure to designated higher grounds.
2. Turn off all utilities, do not touch any electrical equipment unless it is in a dry area, and avoid the use of telephones.
3. Avoid travel in automobiles since roads may be washed away by flood waters and rapidly rising waters could carry the vehicle away.
4. Persons trapped in a structure by rapidly rising flood waters should move to the top floor or roof of the structure and wait for help. They should not attempt to swim to safety.
5. Stay out of disaster areas, since sightseeing interferes with essential rescue and recovery work and may be dangerous as well.
6. Avoid loose or dangling wires and report them immediately to the authorities.
7. Make a conscious effort to prevent fires since decreased water pressure may make firefighting difficult.

Policies and Procedures for Responding to a Bomb Threat Call

If you receive a Bomb Threat call, *keep calm*. Have a prearranged signal to alert your manager or supervisor so they might listen in and if possible, record the call. Advise the caller (if you can) that the detonation of the bomb may injure or kill innocent people. Obtain as much of the following information as possible.

1. Ask the caller the following questions:
 - Where is the device located? (Which building, which floor, which office, etc.)
 - When will the device go off? Ask if you have enough time to evacuate the building.
 - What does it look like? Try to get the caller to describe what kind of package or device to look for.
 - What kind of device is it? Try to find out if it's a "Timed", "Chemical", "Anti-disturbance", or "Remote".
 - What makes the device explode?
 - Did you place the device?
 - Why was the device placed?
 - How many devices are there? Find out if there is more than one device.
 - What is your name?
2. Listen to the voice carefully. Does the caller speak with an accent? Is there any recognizable speech impediment such as stuttering, slurring words, etc., is the caller a male or female, old or young, calm or excited, and does the voice sound familiar?
3. Listen for background noises. Try to mentally identify the noises.
4. Keep the caller on the line and try to signal someone as to what's going on so they can notify the police while the caller is still on the line.
5. Note the exact time the caller ends the call.
6. If you were not able to signal anyone in advance then, as soon as the caller hangs up, do the following:
 - Call 911.
 - Call Property Management 214.363.8350.

Policies and Procedures for Responding to Bomb Threats

1. Immediately call the Police Department at 911 and provide the following information.
 - Identify yourself.
 - Tell the operator "I have received a Bomb Threat."
 - Give the name of your company (Wade College), physical address of the building (8350 N. Central Expressway, Dallas, 75206) and your suite number (M2200).
 - If another individual received the Bomb Threat, provide his or her name.
2. Call the Property Management Office 214.363.8350 and provide the following information.

- a. Identify yourself.
 - b. Tell the Property Management Office "I have received a Bomb Threat."
 - c. Give the name of your company (Wade College) and your suite number (M2200).
 - d. If another individual received the Bomb Threat, provide his or her name.
 - e. Let the Management Office know if you have already called 911.
3. After you have called 911 and Property Management, notify your Office of the President.
 4. Each individual should commence a search of your spaces to determine if any strange objects are present. **DO NOT TOUCH ANY SUSPICIOUS OBJECTS FOUND!**
 5. Report the results of your search to Property Management or Security when they arrive at the scene.

This is what happens:

1. Police will arrive on property.
2. A search of all common areas will be conducted by Property Management, Security, and Engineering.
3. A search of office area made by each office manager and/or designated office personnel.
4. Police and/or Bomb Squad will question the person who received the Bomb Threat.
5. A partial or complete building evacuation may take place.
6. An "ALL CLEAR" signal will be given when authorized by the Police Department.

Policies and Procedures for Responding to Elevator Emergencies

Elevators are one of the safest modes of transportation. However, they do have malfunctions due to sophisticated automatic controls.

What to do in an emergency:

1. Press the Emergency Call button on the control panel. The telephone will automatically dial the alarm monitoring Station which is answered by a live operator 24 hours a day. You will first hear an automated recording before the operator answers the phone. Wait until the recording is finished and then speak with the operator.
2. Press the "ALARM" or "BELL" button. An alarm will sound locally from the elevator as long as the button is pressed.
3. Remain calm. It takes a few minutes for people to know your location.
4. Do not try to force the elevator door open.
5. If you observe a malfunction before you enter or after you exit the elevator, please notify Property Management at 214.363.8350.

This is what happens:

1. Protective Services will secure assistance from the elevator company and the Engineering Department.
2. Someone will communicate with the passenger.
3. Passengers will be assisted from the elevator as soon as possible.

Policies and Procedures for Responding to a Confrontational Person

1. If you encounter a person that is confrontational or is exhibiting violent behavior, call the police (911) to request assistance. Then call the Property Management Office 214.363.8350 for additional assistance. Finally, notify a Wade College staff member. If you cannot make these calls, ask someone else to do so.
2. Do not argue with the person or use aggressive language. Remain calm and use non-aggressive body language.
3. Stay in a populated area. Do not accompany the person to a secluded area.
4. Remain professional.
5. Be a good listener and show interest in the person's conversation.
6. Offer to help the person's situation.
7. Remember, the police and other help will arrive shortly.

Policies and Procedures for Responding to an Earthquake

The North Texas Region has seen a significant increase in earthquake activity over the last few years. Although the area has only experienced what is classified by the United States Geological Survey as "minor" earthquakes, we should be prepared if the day comes when a stronger earthquake occurs in the area.

Should an earthquake occur in the area, all personnel should follow these guidelines.

1. Stay calm! If you're indoors, stay inside. If you're outside, stay outside.
2. **DROP down onto your hands and knees** (before the earthquake knocks you down). This position protects you from falling but allows you to still move if necessary.
3. **COVER your head and neck** (and your entire body if possible) under a sturdy table or desk. If there is no shelter nearby, only then should you get down near an interior wall (or next to low-lying furniture that won't fall on you) and cover your head and neck with your arms and hands.
4. **HOLD ON to your shelter** (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.
5. Once the earthquake has stopped, check yourself and others for injuries. Provide first aid to anyone who needs it.
6. Check water, gas, and electric lines for damage. If any are damaged, close any valves and leave the space immediately. Call the Property Management Office 214.363.8350 and give them the information.
7. Turn on the radio for additional information. Do not use your phone except for a medical or fire emergency. You could tie up the emergency lines needed for emergency response.
8. Additional information will be made over the building's public address system from Property Management.

Policies and Procedures for Responding to Fire Emergencies

GENERAL INFORMATION

All staff and students should become familiar with all the information provided within these emergency procedures. Floor Wardens and Exit Monitors are responsible for each staff member and student knowing how to safely exit their space and evacuate the building at all times and under all circumstances.

Fire protection equipment is located on each floor of the building. Smoke detectors and fire sprinklers are located throughout the building, and fire extinguisher cabinets are in the public corridors of each floor and inside some of the larger tenant suites.

Fire Prevention Tips:

1. Make sure that all electrical appliances (coffee makers, toasters, microwaves cooling fans, etc.) have the UL (Underwriters Laboratories) label on them.
2. The Fire Department does not allow the use of extension cords to be used to plug in electrical appliances. Power strips that have their own circuit breaker can be utilized.
3. If a fluorescent light fixture becomes overheated (characterized by a pungent, burning odor), call the Property Management Office 214.363.8350 at once to report the problem.

When the fire alarm is activated, DO NOT call the Property Management office or Security Desk to inquire whether the alarm is real or not. Follow the building evacuation procedures. Remember to close all doors as you leave and proceed in an orderly manner to the nearest stairwell. Alarms triggered by burned popcorn or other food are not considered "false", rather it demonstrates the system is working properly and the tenants were notified to exit the building before their safety came into question. A true false alarm is when neither the Fire Department nor building personnel can find a cause for a device to go into alarm. Also understand, the Fire Department can fine any individual that does not evacuate their space during an alarm situation or drill.

In the event of a power failure, remain calm and stay in your suite until power is restored or you are notified by Property Management that an evacuation is necessary.

FIRE PROCEDURES

Upon Discovery of Fire or Smoke:

1. If the Fire Alarm has not already sounded, it will activate when the smoke reaches the detector or the heat activates a sprinkler head.
2. Call the Fire Department by dialing 911. Give the physical address on the building (8350 N. Central Expressway, Dallas, 75206), and your suite number (M22000)/location.
3. Call the Property Management Office 214.363.8350 and give them the location of the fire (if time permits).

4. Evacuate using the stairwells (refer to Building Evacuation).
5. Helpful Hints:
 - Know the location of all emergency exits and fire extinguishers on your floor.
 - Do not attempt to extinguish a fire unless it is confined to a small area or object (like a trash can).
 - Use stairwells only to evacuate the building.
 - Do not attempt to use any elevator.
 - If caught in heavy smoke, drop down to the floor and take short breaths through your nose and crawl towards the stairwell to escape.
 - Get clear of the building as quickly as possible before proceeding to the designated gathering areas. Watch out for vehicular traffic.

This is what happens:

1. The Fire Department is automatically notified whenever the overhead sprinklers and/or smoke/heat detectors are activated.
2. The strobes will flash and a siren and automated recording will be heard on which the floor the alarm is activated and with the floor above and the floor below the location of the alarm.
3. Large fans in each stairwell will then activate and pressurize the stairwells with outside air.
4. Building personnel will be moving toward the lobby area and may be going up the stairs as tenants and visitors are walking down the stairwell. Please stay to the right side of the stairwell to allow them to pass. Building personnel remaining in the lobby will assist in directing evacuating tenants to the designated assembly areas.
5. No one will be allowed to re-enter the building until the Fire Department has given the "ALL CLEAR".

Policies and Procedures for Responding to Incidents Involving Assault, Injury, or Death

In the event of an incident involving assault, injury, or death, the student or college employee first on the scene will notify the Dallas Police Department by phoning 911 from a campus phone or 911 from a cellular phone. The Wade College employee is responsible for notifying the Office of the President with first-hand details of the situation. The Office of the President along with staff will monitor the situation and decide appropriate actions to be taken. The Office of the President will serve as the information center. All information and/or decisions made by the Office of the President, or his designee will be immediately conveyed to students, faculty/staff, and the general public by verbal and/or written notices at the college, announcements posted on the Wade College website, and/or public emergency announcements on area radio and television stations.

Policies and Procedures for Communicating with Parents, Members of the Family, or Media

In a crisis situation, it is normally the responsibility of the President of Wade College or his designee working in conjunction with the local authorities to make any and all notifications to a student's parent(s) and/or members of the family as soon as possible. In all crisis situations, the President of Wade College or his designee shall be responsible for communicating with the media. It will be the responsibility of the President or his designee to control media access and to provide news releases and/or statements which will represent the official position of the college. In all cases, the privacy of the persons involved in the crisis must be honored.

Policies and Procedures for Closing the College

Only the President or administrator in charge in his absence has the authority to close the college. When this action is to be taken, the President will notify all faculty and staff. In addition, area television stations will be notified and asked to broadcast the notice of closing.

Policies and Procedures for Handling Infectious Diseases on Campus

Wade College has developed the following policy to guide institutional actions in response to biologic emergencies.

It is Wade College's policy to monitor, through news reports and information from the CDC (Center for Disease Control), any outbreak and potential spread of diseases that may impact college operations. Wade College will follow the CDC's recommendations for handling any situation that arises. The college does not operate a student health center, and there are no health professionals on campus; therefore, all medical evaluation must be handled by outside personnel.

Communication

As mentioned above, Wade College will monitor, through news reports and information from the CDC (Center for Disease Control), any outbreak and potential spread of diseases that may impact college operations. Should the need arise, the Office of the President, or the President's designee, will communicate with students regarding any biologic threat. Communication may be handled via the college email system, or if the situation is serious and immediate enough, an emergency notification will be sent via the Wade College app. Information on this system and how students/staff register for it, is available in this *Annual Security Report and Safety Plan*.

Should the college's administrators become aware of potential (not imminent) threat, every effort to monitor the situation will occur. The college will also disseminate an appropriate *Fact Sheet* to all students, faculty, and staff. The appropriate *Fact Sheet* will also be available via the college's website at www.wadecollege.edu.

Screening Procedures for Current/Incoming Students

Any individual traveling to regions where disease outbreaks have occurred, or anyone having contact with a known individual infected with a biologic contaminant, is strictly prohibited from reporting to campus (including The Gild campus) until the incubation period has passed and medical documentation can be provided verifying that no disease-related health symptoms have become evident. Anyone with a fever or other symptoms is encouraged to seek immediate medical care and not return to campus until treatment has been administered. Any student violating this policy will be subject to expulsion and criminal prosecution.

Response to Inquiries from Family Members and/or Media

In the case of a potential or eminent biologic threat, it is normally the responsibility of the President of Wade College or his designee working in conjunction with the local authorities to make all notifications to a student's parent(s) and/or members of the family as soon as possible. In all such situations, the President of Wade College or his designee shall be responsible for communicating with the media. It will be the responsibility of the President or his designee to control media access and to provide news releases and/or statements which will represent the official position of the college. In all cases, the privacy of the persons involved in the crisis must be honored.

Procedures When a Student Feels as Though They Have Been Exposed to a Biologic Contaminant

If a student, faculty, or staff member has had a high- or low-risk exposure to a potential biologic contaminant, state or local public health authorities should be notified, and school officials should consult with public health authorities for guidance about how that person should be monitored. Anyone with a potential exposure should receive thorough education about immediately reporting symptoms and staying away from other people if symptoms develop.

Again, Wade College does not employ medical health care professionals, so it is critical that persons who may have been exposed to a biologic contaminant be evaluated by a medical professional in a timely fashion.

Policies and Procedures Building Evacuations

The Floor Wardens and Exit Monitors, with assistance from all faculty and staff, are responsible for the evacuation of Wade College students and guests. These people must be completely familiar with the floor arrangements and the location of all fire exits and assist handicapped people.

DO

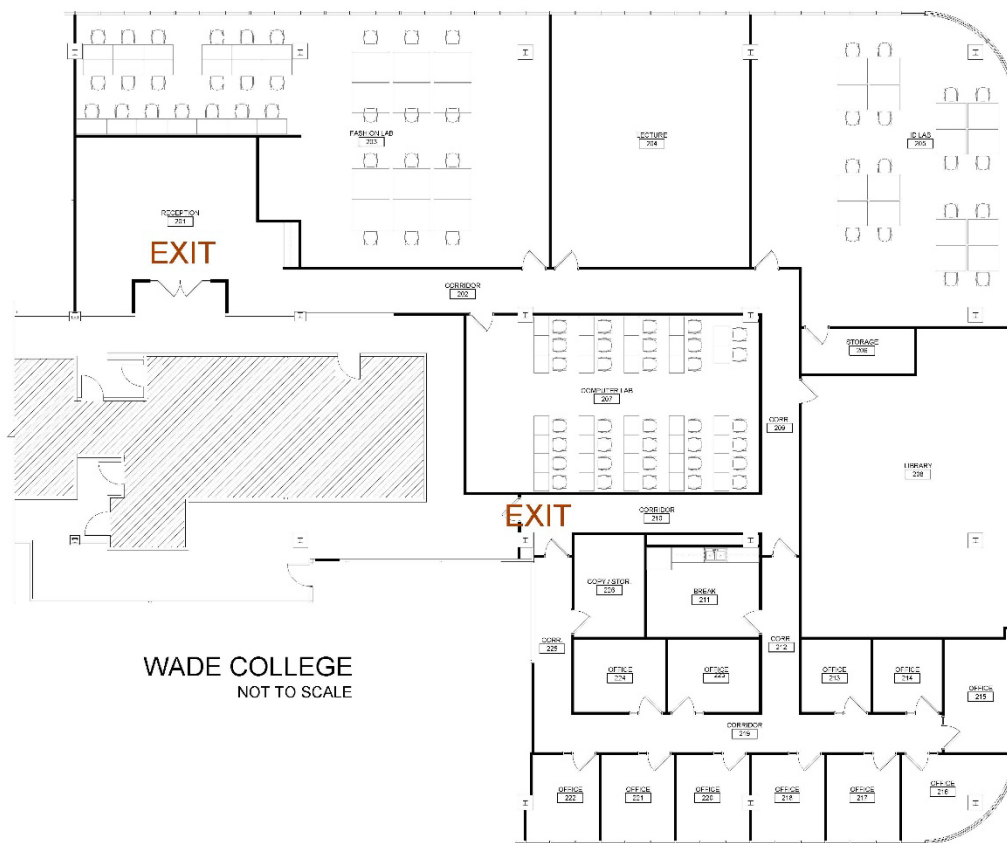
1. Upon hearing the Fire Alarm, close the door of your office or classroom as you leave the space (if applicable). Take purses, keys, glasses, medications, cell phones, etc. with you when you evacuate your office or classroom (if time permits). Leave the corridor suite doors closed but unlocked.
2. Form a single-file evacuation line and enter the nearest stairwell. Then walk down the stairwell the first floor. Use the handrails as you walk and stay to the right side of the stairwell to allow emergency response personnel to respond. Keep talking to a minimum in order to hear the instructions over the building public address system.
3. Escort any disabled person(s) in your office to the nearest available stairwell and assign a "buddy" to wait with the disabled person(s) on the landing.
4. Using the back of your hand, feel the door for heat. If no heat is present, slowly open the door and check the area for smoke. If you do not encounter smoke or fire on that floor, wait there for further instructions from fire brigade members or emergency response personnel.
5. Notify Property Management 214.363.8350 of the location of any disabled person(s) so they can relay this information to the Fire Department.
6. No smoking.
7. If evacuating the building, proceed to the surface parking area on the north side of the building, or the surface parking area on the west side of the building, or the surface parking area on the south side of the building.
8. If the stairwell nearest your suite is blocked by fire or smoke go to the other stairwell and follow the above procedures.
9. **If both stairwells are blocked by fire or smoke return to your suite and:**
 - A. Close the doors.
 - B. Call the Dallas Fire Department at 911 then contact the Property Management Office at 214.363.8350 to notify them of your location.
 - C. Place towels, clothing, etc. around doors.
 - D. Cover heating and air conditioning vents with towels or clothing.
 - E. Place a wet towel or cloth over your mouth and nose and stay as low to the ground as possible to stay below the smoke.
 - F. Do not break out windows unless it is a last resort. Falling glass is dangerous to persons below, and it may allow smoke to enter your office or room.

DON'T

1. Do not use the elevators. Evacuate by stairwell only.
2. Once you have evacuated your space, do not return for anything unless notified by emergency response personnel or Property Management that it is safe to do so.
3. Do not block the stairwell while walking downstairs. Stay to the right side to allow emergency personnel to ascend the same stairwell.
4. Do not crowd out people from entering the stairwell from lower floors. Be ready to merge with other people evacuating the building.
5. Do not run or create panic.
6. Do not return to the building until an "ALL CLEAR" has been given by Property Management.
7. Do not gather in the fire lanes or at the loading dock areas. Emergency vehicles will utilize these spaces.
8. Do not go to your vehicle and attempt to leave the property. Keep the drive lanes clear for responding emergency vehicles.



EXITS at Wade College Gild Campus are shown below.

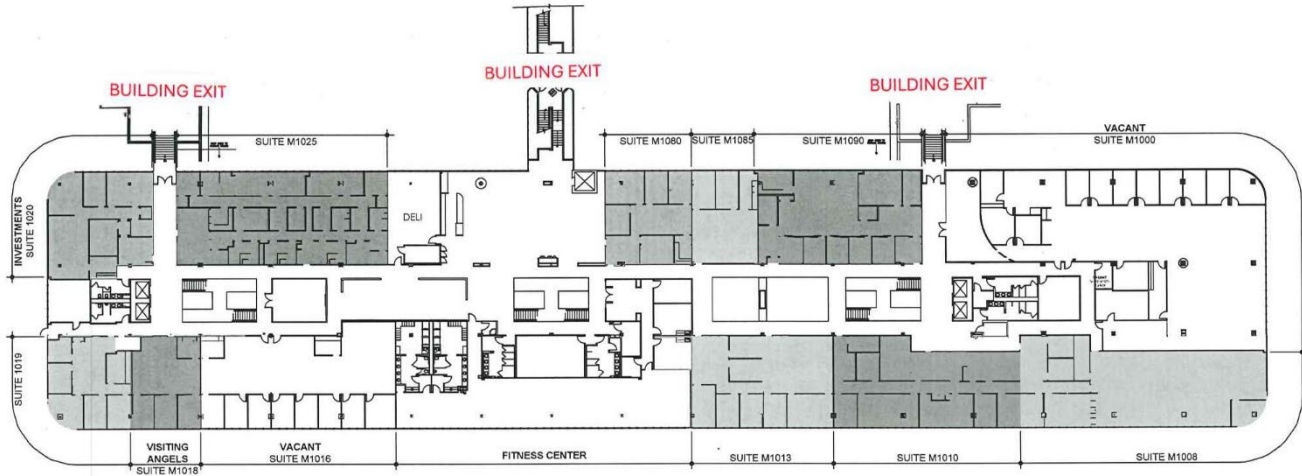




wadecollege

Annual Security Report and Safety Plan

Building Exits at The Gild North Lofts are shown below.



FENWAY
CAPITAL ADVISORS

LEASING PLAN

THE GILD NORTH LOFTS

8350 N. CENTRAL EXPRESSWAY, DALLAS, TX 75206

SCALE: N.T.S

NORTH LOFTS | FLOOR 1

DATE: 11 18 2024



CRIME STATISTICS

The following statistics are provided for your information in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. The annual crime report is prepared by gathering campus crime statistics and data from local law enforcement and information obtained by the Office of the President. Additionally, to make certain that the college's crime statistics are as inclusive as possible, the college surveys offices and departments that may, by virtue of their roles in resolving disputes and grievances, have knowledge of policy violations that should be included in the campus crime statistics.

REPORTING AREA

Wade College reports statistics from all property controlled and/or used by the college. Information relative to areas adjacent or contiguous with the college facilities has been provided by Dallas Police Department and The Gild Property Management. For purposes of the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*, the Wade College campus is defined as:

Main Academic Facilities: 8350 North Central Expressway, Suite 2200, Dallas, Texas 75206

Public Property: 8350 North Central Expressway, Suite 2200, Dallas, Texas 75206, The Gild building and adjacent parking garages and lots

DEFINITIONS CLERY ACT OFFENSES

Sexual Assault: Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature, when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (*quid pro quo*); or (2) such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the college's education or work programs or activities (hostile environment).

A hostile environment can be created by persistent or pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. Sexual violence, including rape, sexual assault, and domestic and dating violence, is a form of sexual harassment. In addition, the following conduct may violate this Policy:

- Observing, photographing, videotaping, or making other visual or auditory records of sexual activity or nudity, where there is a reasonable expectation of privacy, without the knowledge and consent of all parties
- Sharing visual or auditory records of sexual activity or nudity without the knowledge and consent of all recorded parties and recipient(s)
- Sexual advances, whether or not they involve physical touching
- Commenting about or inappropriately touching an individual's body
- Requests for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits, or continued employment
- Lewd or sexually suggestive comments, jokes, innuendoes, or gestures
- Stalking Other verbal, nonverbal, graphic, or physical conduct may create a hostile environment if the conduct is sufficiently persistent, pervasive, or severe so as to deny a person equal access to the college's programs or activities. Whether the conduct creates a hostile environment may depend on a variety of factors, including: the degree to which the conduct affected one or more person's education or employment; the type, frequency, and duration of the conduct; the relationship

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based upon the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered to be a crime for the purposes of *Clery Act* reporting.

Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. Any incident meeting this definition is considered to be a crime for the purposes of *Clery Act* reporting.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Any incident meeting this definition is considered to be a crime for the purposes of *Clery Act* reporting.

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

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 a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed).

Murder and Non-negligent Manslaughter: the willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: the killing of another person through gross negligence.

Burglary: The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

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 joyriding).

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

Hate Crime: Any of the aforementioned offenses (except for negligent manslaughter), and any other crime involving bodily injury, reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias.

Race: A preformed negative attitude toward a group of persons who possess common physical characteristics.

Gender: A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

Gender Identity: A preformed negative opinion or attitude toward a person (or group of persons) because the person's internal sense of being male, female, or a combination of both may be different from the gender assigned at birth, e.g. bias against transgender or gender non-conforming individuals.

Ethnicity: A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that "race" refers to grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

National Origin: A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and/or traditions.

Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced aged or illness.

Additional Hate Crime Definitions: In addition to any of the crimes above, the following acts are now reportable as Hate Crimes, when motivated by prejudice on account of race, gender, religion, sexual orientation, gender identity, ethnicity, national origin, or disability.

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

Simple Assault: An 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 laceration, or loss of consciousness.

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.

Destruction/Damage/Vandalism of Property (Except "Arson"): To willfully or maliciously damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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; and all attempts to commit any of the aforementioned acts.

Drug Abuse Violations: Violations 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 (enzedrines, enzedrine).

Liquor Law Violations: The violation of laws or ordinances 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; and all attempts to commit any of the aforementioned activities (Public Intoxication and driving under the influence are not included in this definition).

WADE COLLEGE
2025 ANNUAL SECURITY REPORT

I. ANNUAL CRIME STATISTICS 2025-	On-Campus										Non-Campus Buildings and Property*										Public Property**									
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2025	2026	2027	2028	2029	2030	2031	2032	2033	2025	2026	2027	2028	2029	2030	2031	2032	2033			
Murder/Non-negligent manslaughter	0																													
Negligent manslaughter	0																													
Sex offenses - Forcible	0																													
Sex offenses - Non-forcible	0																													
Robbery	0																													
Aggravated assault	0																													
Burglary	1																													
Motor vehicle theft	1																													
Arson	0																													

II. ANNUAL HATE CRIME STATISTICS 2025-	On-Campus										Non-Campus Buildings and Property*										Public Property**									
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2025	2026	2027	2028	2029	2030	2031	2032	2033	2025	2026	2027	2028	2029	2030	2031	2032	2033			
Murder/Non-negligent manslaughter	0																													
Negligent manslaughter	0																													
Sex offenses - Forcible	0																													
Sex offenses - Non-forcible	0																													
Robbery	0																													
Aggravated assault	0																													
Burglary	0																													
Motor vehicle theft	0																													
Arson	0																													
Simple Assault	0																													
Larceny-theft	0																													
Intimidation	0																													
Destruction/damage/vandalism of property	0																													

III. ARREST STATISTICS 2025-	On-Campus										Non-Campus Buildings and Property*										Public Property**									
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2025	2026	2027	2028	2029	2030	2031	2032	2033	2025	2026	2027	2028	2029	2030	2031	2032	2033			
Illegal weapons possession	0																													
Drug law violations	0																													
Liquor law violations	0																													

IV. DISCIPLINARY ACTION STATISTICS 2025-	0										Non-Campus Buildings and Property*										Public Property**									
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2025	2026	2027	2028	2029	2030	2031	2032	2033	2025	2026	2027	2028	2029	2030	2031	2032	2033			
Illegal weapons possession	0																													
Drug law violations	0																													
Liquor law violations	0																													

V. VAMA OFFENSES 2025-	On-Campus										Non-Campus Buildings and Property*										Public Property**									
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2025	2026	2027	2028	2029	2030	2031	2032	2033	2025	2026	2027	2028	2029	2030	2031	2032	2033			
Domestic violence	0																													
Dating violence	0																													
Stalking	0																													

* As of September 2011, Wade College neither owned nor controlled any non-campus buildings and/or property.

** Includes areas immediately adjacent to The Gild located at 8350 North Cental Expressway, Dallas, Texas 75206.

APPENDIX A



Sexual and Gender-Based Harassment Policies and Procedures



Sexual and Gender-Based Harassment Policies and Procedures

Introduction

Title IX of the Education Amendments of 1972 (hereinafter, "Title IX"), and its implementing regulations prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal Financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.

Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment that is prohibited by Title IX. Title IX protects students from sexual harassment in a school's education program and activities; this includes all academic, educational, extracurricular, athletic, and other programs of the school, whether they take place at a school's facilities or any other location where students are engaging in academic pursuits.

If a school knows or reasonably should know about harassment that creates a hostile environment, Title IX requires that the school take immediate action to eliminate the harassment, prevent its recurrence, and address its effects. Schools are also required to publish a notice of non-discrimination and to adopt grievance procedures. Schools also have an obligation to investigate complaints filed with the school, no matter the location, program, or activity. Additionally, law enforcement investigations into complaints of harassment and/or violence do not relieve the school of responsibility for conducting a Title IX investigation and remedying the situation.

Title IX states that schools have the obligation to respond to sexual harassment, sexual violence, and sexual discrimination. Educational programs and literature promoting the prevention and awareness of rape, acquaintance rape, and other sex offenses are provided to all Wade College students and employees via campus training through Get Inclusive at <https://www.getinclusive.com/>.

Notice of Nondiscrimination

Wade College has a history of seeking to preserve an atmosphere of openness and tolerance. This college is committed to maintaining an unpretentious and accepting atmosphere welcoming to anyone who will strive to achieve his or her personal best. Wade College possesses and values diversity among the individuals who make up its community. Wade College does not tolerate behavior, harassment, discrimination, or prejudice based on race, color, religion, sex (including sexual harassment and pregnancy discrimination), sexual orientation, gender identity, national origin, age, genetic information, or disability (physical or mental). This is one of Wade College's greatest strengths.

With respect to the admission of students; the availability of student loans, grants, scholarships, and job opportunities; the opportunity to participate in student activities sponsored by the college; and the provision of any student services, Wade College shall not discriminate either in favor of or against any person because of age, ancestry, sexual orientation, genetic marker, gender, color, national or ethnic origin, race, religion, creed, disability, or any other characteristic protected by state, local, or federal law.

In addition to complying with federal and state equal opportunity laws and regulations, the college, through its diversity policy, declares harassment based on individual differences inconsistent with Wade College's mission and goals. Every member of the Wade College community enjoys certain rights. At the same time, individuals who work, study, live, and teach within this community are expected to refrain from behavior that threatens the freedom, safety, and respect deserved by every community member. Students who have concerns or questions should contact the Office of the President or the Title IX Coordinator.

Wade College abides by regulations set forth in Title IX of the Education Amendments of 1972, the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act ("Clery Act")*, and the *Violence Against Women Reauthorization Act of 2013*. There will be no retaliatory action against any individual with respect to the implementation of any provision of the *Clery Act*.

Upon written request, Wade College will disclose the results of any disciplinary hearing conducted by the college against the alleged student perpetrator to the victim of an alleged crime of violence or sex offense. If the alleged victim is deceased as a result of the offense, Wade College will provide the results of said disciplinary hearing to the victim's next of kin, if so requested.



Sexual and Gender-Based Harassment Policies and Procedures

Definitions (Clery Act Sexual Offenses)

Sexual Assault: Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature, when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (*quid pro quo*); or (2) such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the college's education or work programs or activities (hostile environment).

A hostile environment can be created by persistent or pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. Sexual violence, including rape, sexual assault, and domestic and dating violence, is a form of sexual harassment. In addition, the following conduct may violate this Policy:

- Observing, photographing, videotaping, or making other visual or auditory records of sexual activity or nudity, where there is a reasonable expectation of privacy, without the knowledge and consent of all parties
- Sharing visual or auditory records of sexual activity or nudity without the knowledge and consent of all recorded parties and recipient(s)
- Sexual advances, whether or not they involve physical touching
- Commenting about or inappropriately touching an individual's body
- Requests for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits, or continued employment
- Lewd or sexually suggestive comments, jokes, innuendoes, or gestures
- Stalking Other verbal, nonverbal, graphic, or physical conduct may create a hostile environment if the conduct is sufficiently persistent, pervasive, or severe so as to deny a person equal access to the college's programs or activities. Whether the conduct creates a hostile environment may depend on a variety of factors, including: the degree to which the conduct affected one or more person's education or employment; the type, frequency, and duration of the conduct; the relationship

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based upon the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered to be a crime for the purposes of *Clery Act* reporting.

Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. Any incident meeting this definition is considered to be a crime for the purposes of *Clery Act* reporting.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Any incident meeting this definition is considered to be a crime for the purposes of *Clery Act* reporting.

Title IX Geography and Jurisdiction

This policy applies to sexual or gender-based harassment that is committed by students, faculty, staff, or third parties, when the misconduct occurs (1) on Wade College campus property including the main campus, any non-campus building or property, or public



Sexual and Gender-Based Harassment Policies and Procedures

property immediately surrounding the institution, or (2) off campus if the conduct was in connection with a college-sponsored program or activity.

On-Campus: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building or Property: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

Title IX Coordinator

Wade College has appointed a Title IX Coordinator to coordinate and assist with the college's efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is Tara Valure, the Director of Academic and Student Affairs. Ms. Valure can be reached at tvalure@wadecollege.edu for more information about Wade College's Title IX programs and compliance. A complaint covered under Title IX may be filed with the Office of the President of Wade College.

Procedures for Reporting Dating Violence, Domestic Violence, Sexual Assault, or Stalking to Law Enforcement Authorities

Victims of sexual assault, dating violence, domestic violence, or stalking have the option of notifying on-campus and local law enforcement authorities. Victims are notified of their right to report the incident to the local police department immediately, but victims also have the right to decline to notify such authorities. Below is a list of local law enforcement agencies. Reports can be filed with the agency where the incident occurred.

Dallas Police Department (emergency)	911
Dallas Police Department (to file a report)	214-744-4444
Garland Police Department (emergency)	911
Garland Police Department (non-emergency)	972-485-4840
Arlington Police Department (emergency)	911
Arlington Police Department (non-emergency)	817-274-4444
Plano Police Department (emergency)	911
Plano Police Department (non-emergency)	972-424-5678
Mesquite Police Department (emergency)	911
Mesquite Police Department (non-emergency)	972-216-6759
Richardson Police Department (emergency)	911
Richardson Police Department (non-emergency)	972-744-4800
Irving Police Department (emergency)	911
Irving Police Department (non-emergency)	972-273-1010



Sexual and Gender-Based Harassment Policies and Procedures

Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- Do not shower, bathe, or destroy any of the clothing you were wearing at the time of the attack. It is important that evidence be preserved for proof of a criminal offense.
- Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risk of pregnancy and venereal disease. (A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)
- Call someone to be with you; you should not be alone.

It is also recommended that victims call the Rape Crisis Hotline at 972.641.7273. It is open 24 hours a day and its counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, Wade College staff will assist her/him in notifying law enforcement authorities. If the victim needs additional counseling services beyond those identified below, Wade College will assist in identifying off-campus counseling or mental health services.

Procedures for Reporting Dating Violence, Domestic Violence, Sexual Assault, or Stalking to Designated College Officials

It is the policy of Wade College to conduct investigations of all sexual assault, dating violence, domestic violence, and stalking complaints reported to them with sensitivity, compassion, patience, and respect for the victim. The Title IX Coordinator and the college's President are available to receive and investigate reports of sexual assault, dating violence, domestic violence, and stalking; assist a victim in securing medical attention; assist local law enforcement with investigations; conduct Title IX investigations; and inform the victim of legal and administrative options both on and off campus. Criminal investigations are conducted by local law enforcement in accordance with guidelines established by the Texas Penal Code, Code of Criminal Procedure and the Dallas County District Attorney's Office. Law enforcement will help victims understand the process of obtaining protection orders, no contact orders, restraining orders, or similar lawful orders issued by the courts or the institution.

Individuals who witness, are subjected to, or are informed about incidents of sexual assault, dating violence, domestic violence, stalking, or any form of sexual harassment also have the option of filing a complaint to a designated college official, including the Title IX Coordinator. Students may also notify the college through the Sexual Misconduct Report form located on the college website at https://www.wadecollege.edu/forms/sexual_misconduct_report. This form may be used to report sexual misconduct relating to the Wade College, its campus, students, or employees. This form is not a substitute for reporting criminal activity to the proper authorities. Anonymous reporting is allowed but may affect the college's ability to fully investigate reported incidents.

If the victim does not want to pursue action with Wade College's system or the criminal justice system, the student still may want to consider making a confidential report. With the student's permission, the college President or the Title IX Coordinator can file a report on the details of the incident without revealing the student's identity. The purpose of the confidential report is to comply with the student's wish to keep the matter confidential, while taking steps to ensure the safety of the student and that of others.

Confidentiality

Wade College encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the college can respond appropriately. Different employees on campus have different abilities to maintain a victim's confidentiality.

- Privileged and Confidential Communications:
 - Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission.



Sexual and Gender-Based Harassment Policies and Procedures

- Responsible Employees
 - A “responsible employee” is a college employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the college to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A responsible employee must report to the Title IX Coordinator all relevant details about the alleged sexual violence shared by the victim and that the college will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the college’s response to the report. A responsible employee should not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement. The following categories of employees are the college’s responsible employees: faculty and administrative staff. Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the college will consider the request, but cannot guarantee that the college will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim’s request for confidentiality. Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim’s wishes, including for the college to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual violence. The college encourages victims to talk to someone identified in one or more of these groups.

Investigations, Disciplinary Action, and Sanctions

Upon learning of possible sexual violence involving a student, regardless of whether the victim chooses to report the incident to law enforcement, Wade College will take immediate action to investigate or otherwise determine what happened. Such action may include, but is not limited to, speaking with the alleged victim, the alleged perpetrator, and other potential witness(es) as appropriate and reviewing other evidence if available. The standard of evidence that will be used is preponderance of the evidence. This is a burden of proof in which it is determined to be more likely than not, or at least 51% certain, that the violation has in fact occurred.

If Wade College determines that sexual violence may have occurred, the institution will take steps proactively designed to promptly and effectively end the sexual violence or the threat of sexual violence, prevent its recurrence, and address its effects regardless of whether the alleged actions are subject to criminal investigation.

On-campus disciplinary procedures against students will be in accordance with Wade College’s Code of Conduct Policy and Disciplinary Due Process Procedures contained in the *Wade College Student Handbook*. The Title IX Coordinator will conduct the disciplinary proceeding and will receive training related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be simultaneously informed, in writing, of the outcome of any campus disciplinary proceeding as well as any procedures for appeal. For this purpose, the outcome of a disciplinary proceeding means only Wade College’s final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused controls. Sanctions, which may be imposed following a final determination of any disciplinary proceeding, including rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension, or dismissal.



Sexual and Gender-Based Harassment Policies and Procedures

Interim Accommodations

A victim of sexual misconduct, or the victim's counselor or advocate, may request the interim measures listed below. The college – after consulting with the victim or the victim's counselor or advocate – will determine which measures are appropriate and reasonable to ensure the victim's safety and equal access to educational programs and activities:

- Academic accommodations
- Assistance in arranging for alternative college class schedules
- A "No Contact" directive pending the outcome of an investigation. Such a directive serves as notice to both parties that they must not have verbal, electronic, written, or third party communication with one another
- Providing an escort to ensure that the student can move safely between school programs and activities
- Assistance identifying an advocate to help secure additional resources or assistance including off-campus and community advocacy, support, and services

Community Resources

Rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

Dallas Area Rape Crisis Center, www.dallasrapecrisis.org , 4210 Junius St, Dallas, Texas	972-641-7273
Community Council of Greater Dallas	214-379-4357
The Assistance Center of Collin County	972-422-1850
<u>Crisis Lines (24 Hours)</u>	
Adapt Community Solutions (mobile crisis)	866-260-8000
Suicide and Crisis Center	214-828-1000
Child Protective Services Hotline	800-252-5400
Rape Crisis Center of Collin County	800-866-7273
Domestic Violence National Help Line	800-799-7233
CONTACT Crisis Line	972-233-2233
Mental Health Substance Abuse Services NorthSTAR Enrollment	800-964-2777
North Texas Behavioral Health Authority	214-366-9407
<u>General Assistance</u>	
Mental Health America of Greater Dallas	214-871-2420
National Alliance on Mental Illness (NAMI Dallas)	214-341-7133
Greater Dallas Council on Alcohol and Drug Abuse	214-522-8600
Victims Outreach	214-358-5173
Disability Rights Texas	214-630-0916

Written notification to students and employees about their rights and options regarding existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community will be provided.

College Outreach/Advocacy

Wade College promotes student health and safety for all students. The Office of the Title IX Coordinator has coordinated a college-wide mandatory training for all students, staff, and faculty to focus on education, and prevention efforts for the Wade College community. The online course for students, *Voices for Change*, from Get Inclusive develops a shared language around terms related to domestic/dating violence, sexual assault, stalking, and consent; familiarizes students with the college's policies and procedures; highlights the warning signs of such behavior; and empowers students to advocate for themselves and others. Faculty and Staff training familiarizes all college employees with the Clery Act, Title IX, and the responsibilities of appropriately identifying and reporting instances of sexual and gender-based harassment.

The Wade College Annual Security Report and Safety Plan details the college's policies and procedures regarding sexual assault, dating violence, domestic violence, and stalking. The policies and procedures also cover harassment and bullying. A list of local resources for



Sexual and Gender-Based Harassment Policies and Procedures

victim support and education is included. This information may be located in Appendix A of the Wade College Annual Security Report and Safety Plan. For more information on the security report and safety plan, please contact the Office of the President at hdavros@wadecollege.edu.



Sexual and Gender-Based Harassment Policies and Procedures

Sex Offenders Registry

The *Campus Sex Crimes Prevention Act* is a federal law enacted on October 28, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus.

This act amends the *Family Educational Rights and Privacy Act of 1974* to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

Information about registered sex offenders may be found on the Texas Department of Public Safety webpage at https://www.dps.texas.gov/administration/crime_records/pages/sexoffender.htm.

APPENDIX B



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Title IX Policy and Procedures



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Title IX Policy and Procedures

INTRODUCTION

Title IX of the Education Amendments of 1972 (hereinafter, "Title IX"), and its implementing regulations prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal Financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.

Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment that is prohibited by Title IX. Title IX protects students from sexual harassment in a school's education program and activities; this includes all academic, educational, extracurricular, athletic, and other programs of the school, whether they take place at a school's facilities or any other location where students are engaging in academic pursuits.

If a school knows or reasonably should know about harassment that creates a hostile environment, Title IX requires that the school take immediate action to eliminate the harassment, prevent its recurrence, and address its effects. Schools are also required to publish a notice of non-discrimination and to adopt grievance procedures. Schools also have an obligation to investigate complaints filed with the school, no matter the location, program, or activity. Additionally, law enforcement investigations into complaints of harassment and/or violence do not relieve the school of responsibility for conducting a Title IX investigation and remedying the situation.

Title IX states that schools have the obligation to respond to sexual harassment, sexual violence, and sexual discrimination. Educational programs and literature promoting the prevention and awareness of rape, acquaintance rape, and other sex offenses are provided to all Wade College students and employees via campus training through Get Inclusive at <https://www.getinclusive.com/>.

This Title IX Sexual Harassment policy is based on definitions set forth in regulations published by the U.S. Department of Education under Title IX of the Education Amendments Act of 1972. By providing more specific definitions of sexual harassment than previous regulations, this policy limits the scope of Title IX Sexual Harassment to which the institution is required to respond. In order to address incidents of sexual misconduct that do not fall within the definition of Title IX Sexual Harassment, the college has two policies that address sexual misconduct: (1) the Title IX Policy Handbook and (2) the Wade College Sexual and Gender-Based Harassment Policies and Procedures Handbook. These interconnected policies should be read together. If the allegations forming the basis of a substantiated formal complaint (defined below) would constitute prohibited conduct under both policies, then the grievance process set forth in this Title IX Sexual Harassment policy will be applied in the investigation and adjudication.

The Wade College Sexual and Gender-Based Harassment policy applies only to certain forms of sexual misconduct, as defined under that policy, that do not fall under the scope of the Title IX Sexual Harassment policy. The Wade College Sexual and Gender-Based Harassment policy also applies to certain contact that would otherwise be prohibited under the Title IX Sexual Harassment policy (e.g., Sexual Assault, Domestic Violence, Dating Violence, and Stalking under the Title IX Sexual Harassment policy), but which must be dismissed under the Title IX Sexual Harassment policy because they do not meet the jurisdictional requirements.

The college will respond to reports or formal complaints of conduct prohibited under this policy with measures designed to stop the prohibited conduct, prevent its recurrence, and remediate any adverse effects of such conduct on campus or in college-related programs or activities.

The college will not deprive an individual of rights guaranteed under federal and state law (or federal and state anti-discrimination provisions; or federal and state law prohibiting discrimination on the basis of sex) when responding to any claim of Title IX Sexual Harassment.



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NOTICE OF NONDISCRIMINATION

Wade College has a history of seeking to preserve an atmosphere of openness and tolerance. This college is committed to maintaining an unpretentious and accepting atmosphere welcoming to anyone who will strive to achieve his or her personal best. Wade College possesses and values diversity among the individuals who make up its community. Wade College does not tolerate behavior, harassment, discrimination, or prejudice based on race, color, religion, sex (including sexual harassment and pregnancy discrimination), sexual orientation, gender identity, national origin, age, genetic information, or disability (physical or mental). This is one of Wade College's greatest strengths.

With respect to the admission of students; the availability of student loans, grants, scholarships, and job opportunities; the opportunity to participate in student activities sponsored by the college; and the provision of any student services, Wade College shall not discriminate either in favor of or against any person because of age, ancestry, sexual orientation, genetic marker, gender, color, national or ethnic origin, race, religion, creed, disability, or any other characteristic protected by state, local, or federal law.

In addition to complying with federal and state equal opportunity laws and regulations, the college, through its diversity policy, declares harassment based on individual differences inconsistent with Wade College's mission and goals. Every member of the Wade College community enjoys certain rights. At the same time, individuals who work, study, live, and teach within this community are expected to refrain from behavior that threatens the freedom, safety, and respect deserved by every community member. Students who have concerns or questions should contact the Office of the President or the Title IX Coordinator.

Wade College abides by regulations set forth in Title IX of the Education Amendments of 1972, the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act ("Clery Act")*, and the *Violence Against Women Reauthorization Act of 2013*. There will be no retaliatory action against any individual with respect to the implementation of any provision of the *Clery Act*.

Upon written request, Wade College will disclose the results of any disciplinary hearing conducted by the college against the alleged student perpetrator to the victim of an alleged crime of violence or sex offense. If the alleged victim is deceased as a result of the offense, Wade College will provide the results of said disciplinary hearing to the victim's next of kin, if so requested.

TITLE IX AND OFFICIALS WITH AUTHORITY

Wade College has appointed a Title IX Coordinator to coordinate and assist with the college's efforts to coordinate the institution's compliance with Title IX and conduct policies related to sexual misconduct. The Title IX Coordinator is Tara Valure, the Director of Academic and Student Affairs.

The Title IX Coordinator and members of the Title IX response team are vetted and trained to act with independence and authority free from bias and conflicts of interest. To raise any concern involving bias or conflict of interest by the Title IX Coordinator, or to report misconduct committed by the Title IX Coordinator, contact Wade College President Harry Davros (hdavros@wadecollege.edu). Concerns of bias or a potential conflict of interest or reports of misconduct committed by any other Title IX Team member should be raised with the Title IX Coordinator.

The Title IX Coordinator will be informed of all reports or formal complaints of violations of this policy, and will oversee response to ensure compliance with Title IX and the 2013 Amendments to the Violence Against Women Act (VAWA). The Sexual Misconduct/Title IX Coordinator's responsibilities include (but are not limited to):

- Communicating with all members of the college community regarding Title IX and VAWA, and providing information about how individuals may access their rights;
- Reviewing applicable college policies to ensure institutional compliance with Title IX and VAWA;
- Monitoring the college's administration of its own applicable policies, including this policy and the Sexual Misconduct Policy and all related record keeping, timeframes, and other procedural requirements;
- Conducting training regarding Title IX, VAWA, and prohibited conduct defined in this policy and related policies; and
- Responding to any report or formal complaint regarding conduct that violates this policy. For any report of which the college has actual knowledge (and any formal complaint), the Title IX Coordinator shall oversee and implement the explanation and provision of any supportive measures. For any formal complaint, the college Title IX Coordinator oversees the investigation and resolution



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of such alleged misconduct, directs the provision of any additional supportive measures, and monitors the administration of any related appeal.

The college may substitute a trained designee to carry out certain responsibilities in compliance with Title IX regulations.

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

Tara Valure
Director of Academic and Student Affairs
8350 North Central Expressway
Suite M2200
Dallas, Texas 75207
tvalure@wadecollege.edu
(214) 637-3530

The Title IX Liaisons/Investigators' contact information is as follows:

Lisa Hoover
Vice-President of Compliance and Finance
lhoover@wadecollege.edu
(214) 637-3530

Jennifer Magee
Vice-President of Student Affairs
jmagee@wadecollege.edu
(214) 637-3530

The Wade College Confidential Resources' contact information is as follows:

Tara Valure
Director of Academic and Student Affairs
tvalure@wadecollege.edu
(214) 637-3530

Zachary Tresp
Associate Director of Academic and Student Affairs
ztresp@wadecollege.edu
(214) 637-3530

Wade College provides the contact information of the Title IX Coordinator and other members of the Title IX team through policy manuals and institution-wide virtual training to students, faculty, staff, applicants for admission, and applicants for employment.



PROHIBITED CONDUCT

This policy addresses Title IX Sexual Harassment, which encompasses all of the prohibited conduct described below that occurs on the basis of sex and meets all of the following requirements:

- Occurs within the United States; and
- Occurs within the college's education program or activity, meaning a) locations, events, or circumstances over which the college exercises substantial control over both the respondent and the context in which the Title IX Sexual Harassment occurs, and b) any building owned or controlled by a student organization that is officially recognized by the college; and
- At the time of filing a formal complaint, a complainant is participating in or attempting to participate in the education program or activity at the college.

Allegations of sexual misconduct that do not fall under this policy because they do not constitute prohibited conduct as defined in this section may constitute violations of the Wade College Sexual and Gender-Based Harassment Policy.

In determining whether alleged conduct violates this policy, the college will consider the totality of the facts and circumstances involved in the incident, including the nature of the alleged conduct and the context in which it occurred. Any of the prohibited conduct defined in this policy can be committed by individuals of any gender, and it can occur between individuals of the same gender or different genders. It can occur between strangers or acquaintances, as well as people involved in intimate or sexual relationships.

The prohibited behaviors listed below are serious offenses and will result in college discipline. Prohibited conduct involving force, duress, or inducement of incapacitation, or where the perpetrator has deliberately taken advantage of another individual's state of incapacitation, will be deemed especially egregious and may result in expulsion or termination of employment. The respondent's consumption of alcohol or the use of illegal substances does not constitute a mitigating circumstance when it contributes to a violation under this policy.

Prohibited behaviors are:

- **Quid Pro Quo Sexual Harassment:** An employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct;
- **Title IX Sexual Harassment:** Unwelcome sexual conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the college's education program or activity;
- **Sexual Assault:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault can occur between individuals of the same or different sexes and/or genders. This includes the following:
 - **Rape:** The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
 - **Sodomy:** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
 - **Sexual Assault with an Object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
 - **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
 - **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or
 - **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

- **Domestic Violence:** A felony or misdemeanor crime of violence committed: (a) by a current or former spouse or intimate partner of the victim; (b) by an individual with whom the victim shares a child in common; (c) by an individual who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (d) by an individual similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the felony or misdemeanor crime of violence occurred; (e) by any other individual against an adult or youth victim who is protected from that individual's acts under the domestic or family violence laws of the jurisdiction in which the felony or misdemeanor crime of violence occurred. For purposes of this policy, an intimate partner is defined as an individual with whom one has or had a short- or long-term relationship that provides romantic and/or physical intimacy or emotional dependence. Intimate relationships can occur between individuals of the same gender or different genders and may include (but are not limited to) marriages, civil unions, dating relationships, "hook-up" relationships, relationships in which partners are characterized as "girlfriends" or "boyfriends," and relationships between individuals with a child in common.
- **Dating Violence:** Violence committed by an individual who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting individual's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the individuals involved in the relationship. This includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
- **Stalking:** Engaging in a course of conduct directed at a specific individual that would cause a reasonable person to: (a) fear for the individual's safety or the safety of others; or (b) suffer substantial emotional distress. For the purposes of the Stalking definition: *Course of conduct* means two or more acts, including acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about an individual, or interferes with an individual's property. *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim. *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- **Retaliation under this policy:** No individual may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by this policy or because an individual has made a report or formal complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The college retains the right to charge an individual for making a materially false statement in bad faith during the course of an investigation, proceeding, or hearing under this policy, but will not conclude that any individual has made a materially false statement in bad faith solely based on the determination regarding responsibility. Complaints alleging retaliation under this Title IX Sexual Harassment policy, including for the exercise of rights under this policy, must be filed in accordance with this policy and will be addressed promptly and equitably. Where the individual allegedly retaliating is not affiliated with the college and not otherwise subject to its policies, the college will process the complaint and take appropriate measures. Notwithstanding the above, the exercise of rights protected under the First Amendment does not constitute retaliation prohibited under this policy; and charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation; provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

For purposes of this policy, consent is defined as follows:

- **Consent and Incapacitation.** The college considers consent as a voluntary, informed, un-coerced agreement through words or actions freely given, which could be reasonably interpreted as a willingness to participate in mutually agreed-upon sexual acts. Consensual sexual activity happens when each partner willingly and affirmatively chooses to participate.

Indications that consent is not present include: when physical force is used or there is a reasonable belief of the threat of physical force; when duress is present; when one individual overcomes the physical limitations of another individual; and when an individual is incapable of making an intentional decision to participate in a sexual act, which could include instances in which the individual is in a state of incapacitation.

Important points regarding consent include:

- Consent to one act does not constitute consent to another act.
- Consent on a prior occasion does not constitute consent on a subsequent occasion.



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- The existence of a prior or current relationship does not, in itself, constitute consent.
- Consent can be withdrawn or modified at any time.
- Consent is not implicit in an individual's manner of dress.
- Accepting a meal, a gift, or an invitation for a date does not imply or constitute consent.
- Silence, passivity, or lack of resistance does not necessarily constitute consent.
- Initiation by someone who a reasonable person knows or should have known to be deemed incapacitated is not consent.

For purposes of this policy, **incapacitation** (or incapacity) is the state in which an individual's perception or judgment is so impaired that the individual lacks the cognitive capacity to make or act on conscious decisions. The use of drugs or alcohol can cause incapacitation. An individual who is incapacitated is unable to consent to a sexual activity. Engaging in sexual activity with an individual who is incapacitated (and therefore unable to consent), where an individual knows or ought reasonably to have understood that the individual is incapacitated, constitutes Title IX Sexual Harassment as defined by this policy.

TITLE IX GEOGRAPHY AND JURISDICTION

This policy applies to sexual or gender-based harassment that is committed by students, faculty, staff, or third parties, when the misconduct occurs (1) on Wade College campus property including the main campus, any non-campus building or property, or public property immediately surrounding the institution, or (2) off campus if the conduct was in connection with a college-sponsored program or activity.

On-Campus: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building or Property: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

FORMAL GRIEVANCE PROCESS FOR SEXUAL HARASSMENT ALLEGATIONS

It is the policy of Wade College to conduct investigations of all sexual assault, dating violence, domestic violence, and stalking complaints reported to them with sensitivity, compassion, patience, and respect for the victim. The Title IX Coordinator and Title IX Investigator are available to receive and investigate reports of sexual assault, dating violence, domestic violence, and stalking; assist a victim in securing medical attention; assist local law enforcement with investigations conduct Title IX investigations; and inform the victim of legal and administrative options both on and off campus. Criminal investigations are conducted by local law enforcement in accordance with guidelines established by the Texas Penal Code, Code of Criminal Procedure and the Dallas County District Attorney's Office. Law enforcement will help victims understand the process of obtaining protection orders, no contact orders, restraining orders, or similar lawful orders issued by the courts or the institution.

The procedures below apply to all qualifying allegations of sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined above) and other sex-based offenses involving students, staff, administrators, or faculty members. All other allegations of misconduct not covered by this policy will be addressed through procedures described in the Sexual and Gender-Based Harassment Policies and Procedures.



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MAKING A REPORT/COMPLAINT

Individuals who witness, are subjected to, or are informed about incidents of sexual assault, dating violence, domestic violence, stalking, or any form of sexual harassment also have the option of filing a complaint to a designated college official, including the Title IX Coordinator. Students may also notify the college through the Sexual Misconduct Report form located on the college website at https://www.wadecollege.edu/forms/sexual_misconduct_report. This form may be used to report sexual misconduct relating the Wade College, its campus, students, or employees. This form is not a substitute for reporting criminal activity to the proper authorities. Anonymous reporting is allowed but may affect the college's ability to fully investigate reported incidents.

If the victim does not want to pursue action with Wade College's system or the criminal justice system, the student still may want to consider making a confidential report. With the student's permission, the Title IX Coordinator can file a report on the details of the incident without revealing the student's identity. The purpose of the confidential report is to comply with the student's wish to keep the matter confidential, while taking steps to ensure the safety of the student and that of others.

INITIAL ASSESSMENT

Following receipt of a Report or a Complaint of an alleged violation of this Policy, the Title IX Coordinator will engage in a brief initial assessment to determine reasonable cause, whether any of the requirements for mandatory dismissal are present, and potential supportive measures. This an initial assessment is typically conducted within one to five business days. Additionally, this assessment will include contacting the Parties to offer supportive measures and determine if the Complainant wishes to make a Formal Complaint.

If the Complainant does not want to make a Formal Complaint but requests a supportive response, the Title IX Coordinator works with the Complainant to identify their wishes, assesses the request, and implements accordingly. No Formal Grievance Process is initiated, though the Complainant can elect to initiate a Formal Complaint later, if desired.

If the Complainant submits a Formal Complaint, the Title IX Coordinator will determine if the misconduct alleged falls within the scope of Title IX. If it does, the Title IX Coordinator will initiate the Formal Grievance Process. If it does not, the Title IX Coordinator determines that Title IX does not apply (and will "dismiss" that aspect of the Complaint, if any), assesses which policies may apply, which resolution process is applicable, and will refer the matter accordingly. Please note that dismissing a Complaint under Title IX is procedural, and does not limit the college's authority to address a Complaint with another appropriate college policy (including the Sexual and Gender-Based Harassment Policy) and process. Where Complaints are referred to other college processes, the Parties will be notified.

DISMISSAL OF FORMAL COMPLAINT

Dismissal requirements are mandated by the 2020 Title IX Final Regulations, 34 CFR §106.45. The college must dismiss a Formal Complaint if, at any time during the investigation or hearing, it is determined that:

- 1) The conduct alleged in the Formal Complaint would not constitute sexual harassment as defined in the Policy, even if proved; and/or
- 2) The conduct did not occur in an educational program or activity controlled by the college (including buildings or property controlled by recognized student organizations), and/or
- 3) The college does not have control of the Respondent; and/or
- 4) The conduct did not occur against a person in the United States; and/or
- 5) At the time of filing a Formal Complaint, a Complainant is not participating in or attempting to participate in the Education Program or Activity of the college.

Wade College may dismiss a Formal Complaint or any allegations therein if, at any time during the investigation or hearing:

- 1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein; or
- 2) The Respondent is no longer enrolled in or employed by the college; or
- 3) Specific circumstances prevent the college from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.



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Upon any dismissal, mandatory or discretionary, the college will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the Parties. The determination regarding dismissal becomes final either on the date that the parties are provided with the written determination of the result of an appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. Once final, a complainant cannot file a formal complaint under this policy concerning the same alleged conduct.

If appropriate, the college's Title IX Coordinator may refer the matter to the Sexual and Gender-Based Harassment process or to another office for review; or, if the Title IX Coordinator deems the formal complaint appropriate for the informal resolution process, upon the consent of both parties, the Title IX Coordinator may instead refer the matter to the informal resolution process,

RIGHT TO AN ADVISER

Both Parties involved in a formal complaint must each have an Advisor present with them at a hearing to conduct cross-examination. Parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available. 'Eligible' means the Advisor does not have institutionally conflicting roles, such as being a Title IX administrator who has an active role in the matter, or a supervisor who must monitor and implement sanctions. 'Available' means the Party cannot insist on an Advisor who simply doesn't have inclination or time to fulfill the role.

Choosing an Advisor who is also a witness in the process is permitted but creates potential for bias and conflict-of-interest. A Party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the Hearing Decision-maker.

If a Party does not have an Advisor for a hearing, the college will appoint a trained Advisor for the limited purpose of conducting any questioning of the other Party and witnesses.

A Party who wishes to have a college-appointed Advisor conduct cross-examination on their behalf must notify the Title IX Coordinator at least five (5) business days before the hearing.

In addition to the hearing, at which an Advisor is required, the Parties have the opportunity to be accompanied to any other related meeting or proceeding by an individual of their choice for support, advice, and/or consultation. This individual may be, but is not required to be, the Advisor selected to conduct cross-examination at the hearing.

CONFIDENTIALITY

Wade College encourages victims of sexual harassment to talk to somebody about what happened – so victims can get the support they need, and so the college can respond appropriately. Different employees on campus have different abilities to maintain a victim's confidentiality.

Certain campus professionals are designated Confidential Resources. Information shared with Confidential Resources (including information about whether an individual has received services) will be disclosed to the college Title IX Coordinator or any other individual only with the individual's express written permission, unless there is an imminent threat of serious harm to the individual or to others, or a legal obligation to reveal such information (e.g., if there is suspected abuse or neglect of a minor). This allows individuals to explore their options in a non-pressured environment while they make informed decisions. An individual who is not prepared to make a report or formal complaint, or who may be unsure how to label what happened, but still seeks information and support, is strongly encouraged to contact a Confidential Resource.

The Wade College Confidential Resource(s) are:

Tara Valure
Director of Academic and Student Affairs
tvalure@wadecollege.edu
(214) 637-3530

Zachary Tresp
Associate Director of Academic and Student Affairs
ztresp@wadecollege.edu
(214) 637-3530

Please note: Senate Bill 212 (SB 212) was signed into state law during the 2019 Texas legislative session and is in full effect as of January 1, 2020. The law addresses reporting requirements for incidents of sexual harassment, sexual assault, dating violence, or stalking. Under SB 212, employees who have been designated by the university as confidential or private employees are **only** required to report the type of incident. Students can talk to confidential employees about a Title IX related matter with assurance that confidential employees may not reveal the student's identity or other identifying information unless there is imminent threat of serious harm to the individual or others.

PRIVACY

The term "privacy" refers to the discretion that will be exercised by the college in the course of any investigation or grievance processes under this policy. In all proceedings under this policy, the college will take into consideration the privacy of the parties to the extent possible.

In cases involving students, the Title IX Coordinator may notify select college employees of the existence of the report and/or formal complaint for the purpose of overseeing compliance with this policy and addressing any concerns related to educational life. While not bound by confidentiality, these individuals will be discreet and will respect the privacy of those involved in the process.

In accordance with federal regulations, the college will keep confidential the identity of any individual who has made a report or formal complaint under this policy, including any complainant, any individual who has been reported to be the perpetrator, any respondent, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA), or as required by law, or to carry out the purposes of conducting any investigation or hearing under this policy.

Any additional disclosure by the college of information related to the report or formal complaint may be made if consistent with FERPA or the Title IX requirements.

While complainants, respondents, and witnesses involved in the grievance process under this policy are strongly encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation, complainants and respondents are not restricted from discussing the allegations under investigation.

Medical, psychological, and similar treatment records are privileged and confidential documents that cannot be accessed or used for a grievance process under this policy without the relevant party's voluntary, written consent.

RESPONSIBLE EMPLOYEES

A "responsible employee" is a college employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the college to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A responsible employee must report to the Title IX Coordinator all relevant details about the alleged sexual violence shared by the victim and that the college will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the college's response to the report. A responsible



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employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement. The following categories of employees are the college's responsible employees: faculty and administrative staff. Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the college will consider the request, but cannot guarantee that the college will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim's request for confidentiality. Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the college to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual violence. The college encourages victims to talk to someone identified in one or more of these groups.

Senate Bill 212 (SB 212) was signed into state law during the 2019 Texas legislative session and is in full effect as of January 1, 2020. The law addresses reporting requirements for incidents of sexual harassment, sexual assault, dating violence, or stalking.

- As of January 1, 2020 all employees who witness or receive information about sexual harassment, sexual assault, dating violence and stalking that involve a current student or employee must promptly report the incident to the University's Title IX Coordinator. Reports can be made by phone (214-637-3530), email (tvalure@wadecollege.edu), or online.
- Reports to the Title IX Coordinator must include all relevant information that is known about the incident.
- Student employees are encouraged, but not required, to report under SB 212. However, if a student employee is designated as a responsible employee, they are still required to report under Title IX and their responsible employee duties.
- Retaliation against persons who make a good faith report is prohibited.
- An employee who does not report an incident or who makes a false report can be charged with a criminal offense (Class B or Class A Misdemeanor). If an employee fails to make a required report or makes a false report, the law requires that the employee be terminated.

INVESTIGATIONS, DISCIPLINARY ACTION, AND SANCTIONS

Upon learning of possible sexual violence involving a student, regardless of whether the victim chooses to report the incident to law enforcement, Wade College will take immediate action to investigate or otherwise determine what happened. Such action may include, but is not limited to, speaking with the alleged victim, the alleged perpetrator, and other potential witness(es) as appropriate and reviewing other evidence if available. The standard of evidence that will be used is preponderance of the evidence. This is a burden of proof in which it is determined to be more likely than not, or at least 51% certain, that the violation has in fact occurred.

If Wade College determines that sexual violence may have occurred, the institution will take steps proactively designed to promptly and effectively end the sexual violence or the threat of sexual violence, prevent its recurrence, and address its effects regardless of whether the alleged actions are subject to criminal investigation.

On-campus disciplinary procedures against students will be in accordance with Wade College's Code of Conduct Policy and Disciplinary Due Process Procedures contained in the *Wade College Student Handbook*. The Title IX Coordinator will conduct the disciplinary proceeding and will receive training related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be simultaneously informed, in writing, of the outcome of any campus disciplinary proceeding as well as any procedures for appeal. For this purpose, the outcome of a disciplinary proceeding means only Wade College's final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused controls. Sanctions, which may be imposed following a final determination of any disciplinary proceeding, including rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension, or dismissal.



SUPPORTIVE MEASURES FOR COMPLAINANTS AND RESPONDENTS

Upon receipt of a report or formal complaint of a violation of this policy, the Title IX Coordinator will contact the complainant to discuss the availability of supportive measures (available with or without filing a formal complaint), and explain to the complainant the process for filing a complaint. The college – after consulting with the complainant or the complainant’s counselor or advocate – will determine which measures are appropriate and reasonable to ensure the complainant’s safety and equal access to educational programs and activities. The college will also consider supportive measures, where appropriate and available, for the respondent.

These supportive measures are designed to restore or preserve equal access to the college’s educational programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties and the broader college community, or deter sexual harassment. While a supportive measure may impose some restrictions on a party, it will not unreasonably burden them.

- Counseling
- Academic accommodations including extension of deadlines or other course-related adjustments.
- Assistance in arranging for alternative college class schedules
- A “No Contact” directive pending the outcome of an investigation. Such a directive serves as notice to both parties that they must not have verbal, electronic, written, or third-party communication with one another
- Providing an escort to ensure that the student can move safely between school programs and activities
- Leaves of absence
- Increased security on campus
- Assistance identifying an advocate to help secure additional resources or assistance including off-campus and community advocacy, support, and services

Requests for supportive measures may be made by or on behalf of the complainant or respondent to any college official, including the Title IX Coordinator. The Title IX Coordinator is responsible for ensuring the implementation of supportive measures and coordinating the college’s response with the appropriate offices on campus.

All individuals are encouraged to report concerns about the failure of another to abide by any restrictions imposed by a supportive measure. The college will take immediate action to enforce a previously implemented measure and disciplinary sanctions can be imposed for failing to abide by a college-imposed measure.

EMERGENCY REMOVAL

In connection with this policy, whether or not a grievance process is underway, the college may summarily remove an individual from an education program or activity on an emergency basis, after undertaking an individualized safety and risk analysis, and upon the determination that the individual poses an immediate threat to the physical health or safety of any student or other individual (including themselves, the respondent, the complainant, or any other individual). In these situations, the college will provide the individual with notice and an opportunity to challenge the decision immediately following the removal.

INFORMAL RESOLUTION PROCESS

Subject to the consent of the parties and the approval of the Title IX Coordinator, the college permits informal resolution processes in cases in which a formal complaint has been filed with the Title IX Coordinator. The informal resolution process is available in matters involving a student complainant and a student respondent as well as in matters involving a faculty/staff complainant and a faculty/staff respondent. The informal resolution process is not available in matters involving a student and an employee.

The informal resolution process is a voluntary, remedies-based process designed to provide parties with an option to resolve disputes with peers in a forum that is separate from the formal grievance processes under the Title IX policy. The purpose of the informal resolution process is to address the conduct which has been reported by the complainant, and place the parties in a position to continue their academic pursuits in a safe, respectful, and productive educational and working environment. Under this process, there will be no disciplinary action taken against a respondent, and the resolution will not appear on the respondent’s disciplinary record.



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The college may facilitate the informal resolution process prior to conducting a hearing. Before the informal resolution process is used, both parties must provide voluntary, written consent to the informal resolution process and must receive written notice disclosing: the allegations, the requirements of the informal resolution process (including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations), and any outcomes resulting from participating in the informal resolution process (including the records that will be maintained or could be shared). At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process through formal grievance proceedings.

Wade College will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of Title IX Sexual Harassment, and will not require, encourage, or discourage the parties from participating in the informal resolution process. The option for an informal resolution process must be preceded by a formal complaint filing.

FORMAL GRIEVANCE PROCEEDINGS

Wade College is committed to providing a prompt and impartial investigation and adjudication of all formal complaints alleging violations of this Title IX policy. During the grievance process, both parties (complainant and respondent) have equal rights to participate. The respondent is presumed to be not responsible for the alleged conduct unless and until a determination is made through conclusion of the grievance proceedings.

CONFLICT OF INTEREST

All individuals who have responsibilities in administering the grievance process under this policy must be free of any conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent and will be trained as provided by federal regulations. Parties will be notified at the appropriate junctures of the identities of the individuals serving as investigators, Hearing Panel members, and Appeal Panel members. A party who has concerns that one or more of the individuals performing one of the aforementioned roles has conflicting interest or is biased must report those concerns to the Title IX Coordinator with a brief explanation of the basis for the conflict or bias concern. The Title IX Coordinator will assess the allegations of conflict or bias to determine whether or not the identified individual(s) can fulfill their duties in an impartial way. If the facts and circumstances support the claim of conflict or bias, the pertinent individual(s) will not participate in the case.

RESPONSIBILITY TO REVIEW REPORTS

In the interest of campus safety, the Title IX Coordinator may review reports of violations of this policy even absent the filing of a formal complaint, or if a formal complaint has been withdrawn. The Title IX Coordinator may need to themselves file a formal complaint and proceed with an investigation even if a complainant specifically requests that the matter not be pursued. In such a circumstance, the Title IX Coordinator will take into account the complainant's articulated concerns, the best interests of the Wade College community, fair treatment of all individuals involved, and the college's obligations under Title IX.

ADVISERS

Throughout the grievance process, each party may have an adviser of their choice; parties may change their adviser at any time during the grievance process. An adviser is an individual (from within or outside the college community) chosen by a complainant or a respondent to provide guidance during the grievance process.

The adviser may attend any interview or meeting connected with the grievance process, but the adviser may not actively participate in interviews and may not serve as a proxy for the party. The adviser may attend the hearing and may conduct cross-examination of the other party and any witnesses at the hearing; otherwise, the adviser may not actively participate in the hearing.

If a party does not have an adviser present at the hearing to conduct cross examination, the college will provide an adviser selected by the college to conduct cross-examination of the other party and/or any witnesses.

Any individual who serves as an adviser is expected to make themselves available for meetings and interviews throughout the investigation process, as well as the hearing, as scheduled by the college.



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ENSURING TIMELY PROCEEDINGS

The college will seek to complete the investigation and adjudication within ninety (90) business days after the investigators' first interview of the complainant.

There may be circumstances that require the extension of time frames for extenuating circumstances. Time frames may be extended to ensure the integrity and completeness of the investigation or adjudication, comply with a request by external law enforcement, accommodate the absence of a party, adviser, or witness, or for other legitimate reasons, including the complexity of the investigation and the severity and extent of the alleged misconduct. The college will notify the parties in writing of any extension of the time frames for good cause, and the reason for the extension.

INVESTIGATION AND COLLECTION OF EVIDENCE

If the Title IX Coordinator has determined, following an initial assessment, that an investigation is appropriate, the college Title IX Coordinator will refer the matter for investigation to a panel of investigators, typically comprised of two individuals.

The parties will be informed in writing of the initiation of the investigation. The written information shall include:

- The identities of the parties, if known.
- A concise summary of the alleged conduct at issue (including when and where it occurred, if known).
- Notice of the allegations potentially constituting Title IX Sexual Harassment.
- A statement that the respondent is presumed not responsible and that a determination regarding responsibility is made at the conclusion of the grievance process.
- A statement informing the parties that they may have an adviser of their choice, who may be, but is not required to be, an attorney.
- A statement informing the parties that they may request to inspect and review evidence.
- A statement informing the parties that knowingly making false statements or knowingly submitting false information during the grievance process may constitute a violation of college policy.
- Information regarding the applicable grievance procedures, including the informal resolution process.

The investigators are responsible for gathering relevant evidence from each party to the extent reasonably possible. Each party will be given an equal opportunity to suggest witnesses; provide other relevant information, such as documents, communications, photographs, and other evidence; and suggest questions to be posed to the other party or witnesses. Parties and witnesses are expected to provide all available relevant evidence to the investigators during the investigation.

The investigators will provide to a party written notice of the date, time, location, participants, and purpose of all investigative interviews to which they are invited or expected, with sufficient time for the party to prepare to participate.

Parties and witnesses will be interviewed separately and will be interviewed by the panel of investigators. The investigators will record all interviews, or notes of the interviews will be taken by the investigators. Any other recording of interviews is prohibited.

In general, a party's medical and counseling records are confidential. The investigators will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the investigators obtain that party's voluntary, written consent to do so.

INITIAL AND FINAL INVESTIGATIVE REPORT

After each party has been interviewed and had the opportunity to identify witnesses and other potentially relevant information and evidence, and the investigators have completed any witness interviews and any gathering of evidence, the investigators will prepare a report outlining all collected evidence that is directly related to the allegations raised in the formal complaint. The case file may include, as applicable, transcripts or summaries of party and witness interviews and other collected documents and evidence. The



investigators will provide the investigative report, redacted of personally identifiable information in accordance with privacy regulations, to each party and their adviser in electronic form or hard copy.

Within ten (10) business days of receipt, each party may submit a written response, which may include a request that the investigators collect additional evidence. The investigators will pursue any additional investigative steps as needed. The parties and their advisers will be provided with each party's written responses as well as any additional information collected by the investigators, in electronic format or hard copy.

Following their review of the parties' responses (if any) to the initial report, the investigators will compile a final written investigative report that summarizes all relevant evidence to be provided to both parties and their advisors ten business days prior to the hearing. Parties who wish to provide a written response to this final investigative report must submit their response no later than five business days prior to the hearing – a copy of which will be provided to all parties and advisors.

HEARING PANEL

A panel of three individuals will hear every case. One of the individuals on the Hearing Panel will be external (e.g., a former judge or an attorney) and shall serve as the Presiding Hearing Panelist ("Presiding Hearing Panelist"), and two of the individuals on the Hearing Panel will be members of the Wade College community.

The Presiding Hearing Panelist will have absolute discretion with respect to administering the hearing. The Presiding Hearing Panelist will decide whether evidence and witnesses are relevant or irrelevant, with the understanding that the introduction of relevant evidence and witnesses will always be permitted. The Presiding Hearing Panelist will be responsible for maintaining an orderly, fair, and respectful hearing and will have broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding the offending individual, including a party, witness, or adviser.

Prior to the hearing, the Hearing Panel will be provided with the case file, investigative report, and any responses to the investigative report. All members of the Hearing Panel shall review the case file (including the parties' responses), ask questions during the hearing as they deem appropriate, and participate in the deliberations leading to the Presiding Hearing Panelist's adjudication.

All parties will be notified of the time, date, and method of delivery of the hearing at least five business days prior to the hearing.

Parties will be required to identify witnesses to be called at the hearing, as well as to provide a brief written explanation of the information each witness would be asked to provide, such that the Presiding Hearing Panelist can determine their relevance. The Presiding Hearing Panelist has the discretion to exclude from the hearing evidence/witnesses/questions deemed irrelevant.

Information will be provided to each of the parties and their advisers to explain the hearing protocol.

PREPONDERANCE OF THE EVIDENCE

The standard of proof under this policy is preponderance of the evidence. A finding of responsibility by a preponderance of the evidence means that it is more likely than not, based on all the relevant evidence and reasonable inferences from the evidence, that the respondent violated this policy.

HEARING FORMAT, PROCEDURE, AND CROSS EXAMINATION

In all proceedings under this policy, including at the hearing, the complainant, the respondent, and the witnesses and other individuals sharing information are expected to provide truthful information.

If the complainant, the respondent, or a witness informs the college that they will not attend the hearing (or will refuse to be cross-examined), the hearing may proceed, as determined by the Title IX Coordinator. The Hearing Panel may not, however: (a) rely on any statement or information provided by that non-participating individual in reaching a determination regarding responsibility; or (b) draw any adverse inference in reaching a determination regarding responsibility based solely on the individual's absence from the hearing (or their refusal to be cross-examined).

Each party may make requests related to the format or the nature of their participation in the hearing. Such requests may include that parties be located in separate locations with technology enabling the Hearing Panel and the parties to simultaneously see and hear the party answering questions. Hearings may be conducted in person or by video conference or any other means of communications by which all individuals participating are able to see and hear each other.

While the hearing is not intended to be a repeat of the investigation, the parties will be provided with an equal opportunity for their advisers to conduct cross examination of the other party and/or of relevant witnesses. Typical hearings may include opening remarks, questions posed by the Hearing Panel members to either/both parties and/or witnesses, and cross-examination by either party's adviser.

The parties' advisers will have the opportunity to cross examine the other party (and witnesses, if any). This cross examination must be conducted directly, orally, and in real time by the party's adviser and never by a party personally. Only relevant cross examination questions may be asked of a party or witness. The Presiding Hearing Panelist will determine whether the question is relevant and explain any decision to exclude a question as not relevant.

Other college administrators may attend the hearing at the request of or with the prior approval of the Presiding Hearing Panelist, but the parties will be notified in advance of anyone else who will be in attendance.

RECORD OF HEARING

The college shall create an official record in the form of a recording or transcript of any live (or remote) hearing and make it available to the parties for inspection and review. Any other record of the hearing or any other recording is prohibited.

HEARING PANEL REPORT

Following the hearing, the Hearing Panel will consider all of the relevant evidence and deliberate regarding responsibility. The Presiding Hearing Panelist shall make a determination, by a preponderance of the evidence, whether the respondent has violated the policy. The Presiding Hearing Panelist shall write a written determination, which will contain: (1) the allegations potentially constituting Title IX sexual harassment; (2) a description of the procedural steps taken from the receipt of the formal complaint through the determination (including any notifications to the parties, interviews with parties and witnesses, site visits (if any), methods used to gather other information, and the hearing); (3) findings of fact supporting the determination; (4) conclusions regarding the application of this policy to the facts; (5) a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility (i.e., whether a policy violation occurred), any disciplinary sanctions imposed if there has been a finding of responsibility, and whether any remedies designed to restore or preserve equal access to the college's education program or activity or working environment will be implemented; and (6) relevant appeal information for the parties.

Both parties and advisors will simultaneously be provided with the written report via electronic format.

DISCIPLINARY SANCTIONS

If a party is found to have violated this policy, before finalizing the written determination, the Presiding Hearing Panelist will refer the matter to the appropriate college official(s) to determine sanctions and remedies. Sanctions being imposed will be included in the written determination.

- If an **undergraduate student** is found responsible for violating the policy, the President will determine sanctions and remedies in accordance with applicable college policy and in consultation with appropriate college administrators. If the President is unavailable, an appropriately trained college official will serve as the substitute. Should the President propose a sanction of suspension or dismissal, the President will issue a recommendation, in accordance with applicable college policy. Any sanctions and/or recommendations of sanctions will be subject to appeal under this policy.
- If a **faculty member** is found responsible, the President will determine sanctions and remedies in accordance with applicable college policy and in consultation with appropriate college administrators. If the President is unavailable, an appropriately trained college official will serve as the substitute. Should the President propose a sanction of suspension or dismissal, the President will issue a recommendation, in accordance with applicable college policy. Any sanctions and/or recommendations of sanctions will be subject to appeal under this policy.

- If a **staff member** is found responsible, the President will determine sanctions and remedies in accordance with applicable college policy and in consultation with appropriate college administrators. If the President is unavailable, an appropriately trained college official will serve as the substitute. Should the President propose a sanction of suspension or dismissal, the President will issue a recommendation, in accordance with applicable college policy. Any sanctions and/or recommendations of sanctions will be subject to appeal under this policy.

Appeal Process

Appeals under this policy will be heard by an appeal panel (“Appeal Panel”) comprised of three individuals. At least one of the individuals on the Appeal Panel will be external (e.g., a former judge or an attorney) and shall serve as the chair of the Appeal Panel (“Appeal Chair”), and two of the individuals shall be college administrators or faculty members. The Appeal Panel shall decide appeals by majority vote.

Both parties have equal rights to an impartial appeal at the following junctures: (1) Upon the dismissal of a formal complaint or any allegations therein, or (2) upon receiving the Presiding Hearing Panelist’s written report regarding responsibility and, when applicable, sanction and remedies.

Appeals may be submitted on the following bases: (1) procedural irregularity that affected the outcome of the matter; (2) new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made which could affect the outcome of the matter; (3) the college Title IX Coordinator or their staff, investigator(s), any member of the Hearing Panel, or Sanction Officer had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; and/or (4) the sanctions (or recommended sanctions) are not commensurate with the violation.

To appeal, a party must electronically submit a written appeal statement to the associate secretary of the college within five (5) business days of receipt of the written determination or dismissal. The appeal shall consist of a written statement, outlining and substantiating the basis for appeal. The non-appealing party will be provided with a copy of the appealing party’s written statement and may submit a written response, within five (5) business days of receipt, which will be provided to the non-appeal party and their adviser.

In deciding an appeal, the Appeal Panel may consider the hearing panel report, investigative report and any responses and/or written appeals by both parties.

Both parties and their advisers will simultaneously be provided (via electronic format) with the written decision describing the result of the appeal and the rationale for the result.

- If the Appeal Panel finds that the earlier decision should stand, the parties will be so informed and the Title IX process is concluded.
- If the Appeal Panel finds that there was procedural irregularity that affected the outcome of the matter, the matter will be remanded to the Presiding Hearing Panelist to determine appropriate further action.
- If the Appeal Panel finds that new evidence is available which was not reasonably available at the time of the determination regarding responsibility or dismissal, and such evidence could alter the outcome of the matter, the matter will be remanded to the Presiding Hearing Panelist for appropriate further action.
- If the Appeal Panel finds that the college Title IX Coordinator or their staff, investigator(s), member of the Hearing Panel, or Sanction Officer had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter, the Appeal Panel will take appropriate measures to address and remediate the impact of the bias or conflict consistent with the general procedures of this policy.
- If the Appeal Panel finds that the sanctions (or recommended sanctions) are not commensurate with the violation, the matter will be remanded to the Sanction Officer for reconsideration.

The Appeal Panel will seek to complete the appeal review within twenty (20) business days of receipt of the appealing party’s written statement.

Unless further proceedings are necessary, the determination regarding responsibility becomes final either on the date that the parties are provided with the written determination of the result of an appeal if an appeal is filed (at which point the Title IX Sexual Harassment grievance process is concluded), or if an appeal is not filed, the date on which an appeal would no longer be considered timely (at which point the Title IX Sexual Harassment grievance process is concluded).

TRAINING AND OUTREACH

The college will provide training to those individuals with responsibilities under this policy, including the college Title IX Coordinator, investigators, Hearing Panel members, Appeal Panel members, and any individual who facilitates the informal resolution process. Such training will cover the definition of Title IX Sexual Harassment, the scope of the college's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes under this policy, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The college will ensure that Hearing Panel members receive training on any technology to be used at a hearing and on issues of relevance of questions and evidence, including questions and evidence about the irrelevancy of complainant's sexual predisposition or prior sexual behavior. The college will ensure that investigators receive training on issues of relevance in order to create an investigative report that fairly summarizes relevant evidence. These training materials are publicly available on the Title IX section of the college's Health and Safety website and will be made available for in-person review upon request.

Wade College promotes student health and safety for all students. The Office of the Title IX Coordinator coordinates a college-wide mandatory training for all students, staff, and faculty to focus on education, and prevention efforts for the Wade College community. The online course for students, *Voices for Change*, from Get Inclusive develops a shared language around terms related to domestic/dating violence, sexual assault, stalking, and consent; familiarizes students with the college's policies and procedures; highlights the warning signs of such behavior; and empowers students to advocate for themselves and others. Faculty and Staff training familiarizes all college employees with the Clery Act, Title IX, and the responsibilities of appropriately identifying and reporting instances of sexual and gender-based harassment.

In 2022-2023 academic year, training includes, but is not limited to the following:

- Title IX Compliance and Sexual Harassment/Violence Prevention Training for Faculty, Staff, and Administration via (https://app.getinclusive.com/register_course?code=MERIDIANS-BF-171).
- Voices for Change Training for students from Get Inclusive (https://app.getinclusive.com/register_course?code=WADE_VFC_COMP18).
- Title IX & VAWA Annual Training from DL Training Solutions via DeLuca Law LLC (<http://www.delucalawllc.com/training.html>).
- Title IX Training Series from Thompson Coburn LLP (<https://www.thompsoncoburn.com/title-ix-training-series-materials>).

The Wade College Annual Security Report and Safety Plan, the Wade College Title IX Policy and Procedures manual, and the Wade College Sexual and Gender-Based Harassment Policies and Procedures manual details the college's policies and procedures regarding sexual assault, dating violence, domestic violence, and stalking. The Wade College Sexual and Gender-Based Harassment Policies and Procedures manual also covers harassment and bullying. A list of local resources for victim support and education is included. This information may be located in Appendix A and Appendix B of the Wade College Annual Security Report and Safety Plan. For more information on the security report and safety plan, please contact the Office of the President at hdavros@wadecollege.edu.

RECORD RETENTION

Wade College will maintain for a period of seven years records of the following:

- Each Title IX Sexual Harassment grievance process conducted under this policy, including any determination regarding responsibility and any audio or audiovisual recording or transcript from a hearing, any disciplinary sanction imposed on the respondent, and remedies provided to the complainant in order to restore or preserve access to educational program or activity;
- Any appeal and appeal result;
- Any informal resolution and the result;



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- All materials used to train college Title IX Coordinators, investigators, and other participants in the formal resolution process, and any individual who facilitates the informal resolution process with regard to Title IX Sexual Harassment;
- Records of any actions, including any supportive measures, taken in response to a report or formal complaint of Title IX Sexual Harassment. The college will document the manner in which its response was not deliberately indifferent, and that measures taken were designed to restore or preserve equal access to the College’s educational and working program or activity. In any instance in which the supportive measures are not provided, the college will document the reasons why such a response was not clearly unreasonable in regard to known circumstances.

COMMUNITY RESOURCES

Rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

Dallas Area Rape Crisis Center, www.dallasrapecrisis.org, 4210 Junius St, Dallas, Texas	972.641.7273
Community Council of Greater Dallas	214-379-4357
The Assistance Center of Collin County	972-422-1850
<u>Crisis Lines (24 Hours)</u>	
Adapt Community Solutions (mobile crisis)	866-260-8000
Suicide and Crisis Center	214-828-1000
Child Protective Services Hotline	800-252-5400
Rape Crisis Center of Collin County	800-866-7273
Domestic Violence National Help Line	800-799-7233
CONTACT Crisis Line	972-233-2233
Mental Health Substance Abuse Services NorthSTAR Enrollment	800-964-2777
North Texas Behavioral Health Authority	214-366-9407
<u>General Assistance</u>	
Mental Health America of Greater Dallas	214-871-2420
National Alliance on Mental Illness (NAMI Dallas)	214-341-7133
Greater Dallas Council on Alcohol and Drug Abuse	214-522-8600
Victims Outreach	214-358-5173
Disability Rights Texas	214-630-0916

Written notification to students and employees about their rights and options regarding existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community will be provided.

Procedures for Reporting Dating Violence, Domestic Violence, Sexual Assault, or Stalking to Law Enforcement Authorities

Victims of sexual assault, dating violence, domestic violence, or stalking have the option of notifying on-campus and local law enforcement authorities. Victims are notified of their right to report the incident to the local police department immediately, but victims also have the right to decline to notify such authorities. Below is a list of local law enforcement agencies. Reports can be filed with the agency where the incident occurred.

Dallas Police Department (emergency)	911
Dallas Police Department (to file a report)	214-744-4444
Garland Police Department (emergency)	911
Garland Police Department (non-emergency)	972-485-4840
Arlington Police Department (emergency)	911
Arlington Police Department (non-emergency)	817-274-4444
Plano Police Department (emergency)	911
Plano Police Department (non-emergency)	972-424-5678
Mesquite Police Department (emergency)	911



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Mesquite Police Department (non-emergency)	972-216-6759
Richardson Police Department (emergency)	911
Richardson Police Department (non-emergency)	972-744-4800
Irving Police Department (emergency)	911
Irving Police Department (non-emergency)	972-273-1010

Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- Do not shower, bathe, or destroy any of the clothing you were wearing at the time of the attack. It is important that evidence be preserved for proof of a criminal offense.
- Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risk of pregnancy and venereal disease. (A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)
- Call someone to be with you; you should not be alone.

It is also recommended that victims call the Rape Crisis Hotline at 972.641.7273. It is open 24 hours a day and its counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, Wade College staff will assist her/him in notifying law enforcement authorities. If the victim needs additional counseling services beyond those identified below, Wade College will assist in identifying off-campus counseling or mental health services.

SEX OFFENDERS REGISTRY

The *Campus Sex Crimes Prevention Act* is a federal law enacted on October 28, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus.

This act amends the *Family Educational Rights and Privacy Act of 1974* to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

Information about registered sex offenders may be found on the Texas Department of Public Safety webpage at <https://publicsite.dps.texas.gov/SexOffenderRegistry/map/load?mapReqId=1&channel=p-SexOffenderJs&address=Goldthwaite%2C+TX%2C+USA>.

**WADE COLLEGE
2025 ANNUAL SECURITY REPORT**

I. ANNUAL CRIME STATISTICS 2025-	On-Campus										Non-Campus Buildings and Property*										Public Property**									
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2025	2026	2027	2028	2029	2030	2031	2032	2033	2025	2026	2027	2028	2029	2030	2031	2032	2033			
Murder/Non-negligent manslaughter	0																													
Negligent manslaughter	0																													
Sex offenses - Forcible	0																													
Sex offenses - Non-forcible	0																													
Robbery	0																													
Aggravated assault	0																													
Motor vehicle theft	1																													
Arson	0																													

II. ANNUAL HATE CRIME STATISTICS 2025-	On-Campus										Non-Campus Buildings and Property*										Public Property**									
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2025	2026	2027	2028	2029	2030	2031	2032	2033	2025	2026	2027	2028	2029	2030	2031	2032	2033			
Murder/Non-negligent manslaughter	0																													
Negligent manslaughter	0																													
Sex offenses - Forcible	0																													
Sex offenses - Non-forcible	0																													
Robbery	0																													
Aggravated assault	0																													
Burglary	0																													
Motor vehicle theft	0																													
Arson	0																													
Simple Assault	0																													
Larceny-theft	0																													
Intimidation	0																													
Destruction/damage/vandalism of property	0																													

III. ARREST STATISTICS 2025-	On-Campus										Non-Campus Buildings and Property*										Public Property**									
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2025	2026	2027	2028	2029	2030	2031	2032	2033	2025	2026	2027	2028	2029	2030	2031	2032	2033			
Illegal weapons possession	0																													
Drug law violations	0																													
Liquor law violations	0																													

IV. DISCIPLINARY ACTION STATISTICS 2025-	0										Non-Campus Buildings and Property*										Public Property**									
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2025	2026	2027	2028	2029	2030	2031	2032	2033	2025	2026	2027	2028	2029	2030	2031	2032	2033			
Illegal weapons possession	0																													
Drug law violations	0																													
Liquor law violations	0																													

V. VAMA OFFENSES 2025-	On-Campus										Non-Campus Buildings and Property*										Public Property**									
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2025	2026	2027	2028	2029	2030	2031	2032	2033	2025	2026	2027	2028	2029	2030	2031	2032	2033			
Domestic violence	0																													
Dating violence	0																													
Stalking	0																													

* As of September 2011, Wade College neither owned nor controlled any non-campus buildings and/or property.

** Includes areas immediately adjacent to The Gild located at 8350 North Cental Expressway, Dallas, Texas 75206.