

City Pointe Beauty Academy

Campus Safety & Security and Nondiscrimination & Violence Against Women Disclosures

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Campus Safety and Security Disclosure & Nondiscrimination and Violence Against Women

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INTRODUCTION

AN OVERVIEW OF Campus Safety and Security Reporting

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial and geographic considerations, the issue of campus safety is a vital concern. In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in HEA’s Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the Clery Act. On Aug. 14, 2008, the Higher Education Opportunity Act or HEOA (Public Law 110-315) reauthorized and expanded the Higher Education Act of 1965, as amended. HEOA amended the Clery Act and created additional safety- and security-related requirements for institutions.

GEOGRAPHY

City Pointe Beauty Academy, here in after known as, “The Academy”, facilities are in operation Monday through Saturday. The Academy may also be used for educational purposes outside of the regular business hours to hold classes for licensed professionals in cosmetology, esthetic, manicuring, and/or for groups securing the facilities through the owner. Keys to the academy are held only by the owners, facilitators and appointed CDT Members, which helps to prevent internal crimes to an extent. At The Academy we highly encourage staff and students to be responsible for your own security and the security of others.

The Academy does not have any off-campus locations and therefore all monitoring and recording of any criminal activity is conducted at the campus location of 2710 Old Lebanon Road, Nashville TN 37214. The crime statistics in this report cover an area on 2710 Old Lebanon Road, Nashville TN 37214, and include any incidents on campus at the physical location of the The Academy (2710 Old Lebanon Road.), Including the The Academy parking lot, adjacent sidewalks and streets.

CRIME STATISTICS

Campus Security Act Information Disclosure - Under the Crime Awareness Campus Security Act of 1990, we are required to provide you with the following safety information about our campus. The Academy is committed to providing a violence-free campus.

Student disclosure of Annual Crime Statistics - As stated in the above definition, The Academy agrees to comply and provide all staff and students a copy of the campus security report at the beginning of each calendar year and to all prospective students’ enrolling at The Academy. The report will include the previous calendar year statistics to comply with the consumer-reporting requirement of the most recent 3 completed calendar years.

Statistics will be gathered from the Police Department/daily crime logs and compiled in the disclosure. These same statistics will be entered into our annual security report and entered on the Web-based data collection prior to October 1 of each year.

CAMPUS SECURITY AUTHORITIES

Darlene Harper, TITLE IX Coordinator of The Academy is responsible the Campus Safety and Security Compliance.

Office Responsible:	Darlene Harper, Title IX Coordinator
Area Information is Located:	www.citypointebeauty.com / paper copy upon request
Date Document was Last Updated:	2/28/19
Date Policies and Procedures Updated:	9/28/19

Command Decision Team, (CDT) are responsible CDT Members consisting of:

The Academy’s owner/s Financial Aid Director Admissions Personnel Administrative Assistants Educators Front Desk Support Staff

CDT Team Leader:
 Darlene Harper, Title IX Coordinator
 Ms. Darcy Golden, Lead Educator
 | O. (417) 673-8828

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Emergency Phone Numbers:

Webb City Police	911
Webb City Police Non-Emergency	(417) 673-1911
Webb City Fire Department	(417) 673-2254

Mental Health agencies:

Ozark Center	(417) 347-7600

Hospitals:

Mercy Hospital	(417) 781-2727
Freeman Hospital	(417) 347-1111
Freeman Urgent Care (Webb City)	(417) 347-2273

State government offices related to emergency management (hazards)

FEMA, regional office (Region VII)	(816) 283-7061
U.S. Department of Homeland Security (DHS)	(573) 522-3007
American Red Cross Joplin, MO	(417) 624-4411
Salvation Army Joplin, MO	(417) 624-4528
United Way	(417) 624-0153

DRUG FREE CAMPUS

The Academy reviews the Drug Prevention Policy and its effectiveness annually. If changes are necessary, staff will be notified at the next staff meeting. The new policy will be presented in written form to all students and will be implemented from that point forward.

- The Academy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by staff and students on the property or as part of any Academy activities.
- In some cases, conviction of drug-related offenses could result in the student's ineligibility of Title IV funding or other forms of financial assistance.
- The Academy will expel students and terminate staff involved in unlawful possession, use or distribution of illicit drugs and alcohol on The Academy premises and will refer such cases to the proper authorities for prosecution.
 - Staff and students may be reinstated upon completion of an appropriate rehabilitation program.
- If an arrest for drug or alcohol related incidences occurs off site, the student/staff is required to inform The Academy so The Academy can assist with providing resources to aid the student/staff member.
- As a condition of employment, staff must notify The Academy of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- The Academy policy supports and enforces state underage drinking and illicit drug laws.
- The Biennial Review method of distribution for newly enrolling students is during the orientation process.
- The Biennial Review method of distribution for all current students is handing out a copy in the class.
 - To ensure all students will receive a copy, students who are absent on the day of distribution will be handed a copy by their facilitator upon the student's return.
- The facilitator will take an attendance role call during class to determine missing students.
- The Biennial Review distribution for staff is annually during a staff meeting. Absent CDT Members will be given a copy upon their return.
 - If new staff joins after the annual distribution, all drug related material will be given as part of the new hire program.

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Drug and Alcohol Abuse Prevention

The Academy will immediately contact law enforcement officials to report all unlawful activity. The health risks of illicit drugs and alcohol abuse requires The Academy to provide education and referrals for staff and students. The Academy provides education and distribution of materials annually and refers staff and students to local services.

Health risks associated with the use of illicit drugs and the abuse of alcohol include:

- Impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death.

Federal Drug Trafficking Penalties

The full Drug and Alcohol Policy / Abuse / Prevention information can be found in this document.

The Federal Drug Trafficking Penalties are as follows:

Criminal homicide, forcible and non-forcible sex offenses, robbery, aggravated assault, simple assault, intimidation, vandalism, burglary, motor vehicle theft, larceny-theft, destruction, damage, or vandalism to property, arson, hate crimes including crimes involving bodily injury reported to Webb City Police Department agencies that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability, arrests for violations of liquor and drug law violations, and illegal weapons possession, and persons not arrested but referred for disciplinary action for liquor, drug, and weapons law violations.

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.	Cocaine mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture	Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Fentanyl 400 grams or more mixture	Second Offense: Not less than 20 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LS 10 grams Or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	

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Substance/Quantity	Penalty
Any Amount Of Other Schedule I & II Substances	<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>
Any Drug Product Containing Gamma Hydroxybutyric Acid	<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p>
Flunitrazepam (Schedule IV) 1 Gram	<p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>
Any Amount Of Other Schedule III Drugs	<p>First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p>Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>
Any Amount Of All Schedule V Drugs	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
<p>Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants</p>	<p>First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p>Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
<p>Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants</p>	<p>First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p>Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
<p>Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants</p>	<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other</p>

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Hashish More than 10 kilograms	than an individual.
Hashish Oil More than 1 kilogram	Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 51 to 49 marijuana plants	First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.
Hashish 10 kilograms or less	Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish Oil 1 kilogram or less	

Sex Offenses will now fall under VAWA please see separate documentation

Please contact the Webb City Police Department to report any sex offenses immediately. Please contact The Academy Title IX Coordinator as soon as possible. The seriousness of this offense makes it vital to preserve evidence for proof of the criminal offense. The Academy will provide assistance in any way possible.

Information on counseling or referrals centers is released to staff and students upon request.

If a sex offense happens where both the accused and the accuser attend The Academy, both the accuser and the accused:

- Are entitled to the same opportunities to have others present during a disciplinary proceeding and
- Will be informed of The Academy's final determination of any The Academy disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused and
- The dismissal that may occur following a final determination of said proceedings regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.
- The Academy will work with students to change a student's academic situation (i.e., allowing the student to take a leave of absence, allowing the student to enroll in a later program, etc.) If the change is requested by the victim and the change is reasonably available.

The Academy will provide programs on line regarding sexual assault prevention. If students or staff wishes to learn more about the prevention of sexual assault, contact the Police Department.

Individuals wishing to learn additional information about registered sex offenders may check website information for Webb City and the surrounding area www.city-data.com (sex offenders-Missouri-Joplin)

Information for Crime Victims about Disciplinary Proceedings

Information will be disclosed upon written request, to any alleged victim of any crime of violence or non-forcible sex offense, the results of any disciplinary proceedings conducted by The Academy against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided upon request, to the next of kin of the alleged victim.

STATISTICS FROM LOCAL LAW ENFORCEMENT AGENCIES

The Academy does not employ security officers, but does have a direct working relationship with the Webb City Police Department. The Webb City Police Department provides prompt service and is able to support The Academy with any crime issues. We encourage accurate and prompt reporting of all crimes to the Webb City Police Department. If for inclusion in the annual disclosure of crime statistics a student would like to report a crime on a voluntary, confidential basis they can do so through the CDT.

Annually, The Academy collects and reviews crime statistics from:

- The Academy's Crime Log
- Webb City Police Department

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Uniform Crime Reports

The Uniform Crime Reporting (UCR) Program has been the starting place for law enforcement executives, students of criminal justice, researchers, members of the media, and the public at large seeking information on crime in the nation.

The program was conceived in 1929 by the International Association of Chiefs of Police to meet the need for reliable uniform crime statistics for the nation. In 1930, the FBI was tasked with collecting, publishing, and archiving those statistics.

FBI- Federal Bureau of Investigation <http://www.fbi.gov>

Missouri State Highway Patrol <http://www.mshp.dps.missouri.gov>

THE DAILY CRIME LOG

The Academy updates and keeps the Daily Crime Log in the Emergency Procedures and Evacuation Binder. The binder is kept in the Financial Aid Office for all CDT members and the public to access. The CDT team maintains the log.

The report at a minimum denotes the nature of the crime, date and time when the crime occurred, the general location of the crime and the disposition of the complaint, if known.

Disposition is defined as, "pending", "judicial", "referral" or "criminal arrest". Sample:

CITY POINTE BEAUTY ACADEMY							
CRIME REPORT LOG							
DATE/TIME REPORTED	DATE/TIME OCCURRED	GENERAL LOCATION	PERSON REPORTING	PERSON REPORTED TO	INCIDENT/NATURE OF THE CRIME	DISPOSITION	CASE NUMBER

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Prior to Preparing For an Emergency

Emergency Kit:

The Academy does not supply the complete "BASIC EMERGENCY KIT" as listed below: While we have most of the items, we do not store food or water.

Make a communication plan:

The Academy communicates through verbal communications; intercom broadcast system, cell phones, emails and text, social media, and signage to deliver emergency messages. If necessary a member of the CDT will notify the radio and local television stations to confirm significant emergency or dangerous situations involving immediate threats, to the health or safety of staff and students occurring on the campus.

Basic Emergency Kit

A basic emergency supply kit could include the following recommended items:

- Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- Food, at least a three-day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- First aid kit
- Whistle to signal for help
- Dust mask to help filter contaminated air. Plastic sheeting and duct tape to create a shelter
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Local maps
- Cell phone with chargers, inverter or solar charger

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EVACUATION GUIDELINES

There may be conditions under which you will decide to get away or there may be situations when you are ordered to leave.

Follow these guidelines for evacuation

- If you have a car, keep a full tank of gas in it if an evacuation seems likely.
- Keep a half tank of gas in it at all times in case of an unexpected need to evacuate. Gas stations may be closed during emergencies and unable to pump gas during power outages.
- Become familiar with alternate routes and other means of transportation out of your area.
- Leave early enough to avoid being trapped by severe weather.
- Follow recommended evacuation routes. Do not take shortcuts; they may be blocked.
- Be alert for road hazards such as washed-out roads or bridges and downed power lines.
- Do not drive into flooded areas.
- If you do not have a car, plan how you will leave if you have to. Make arrangements with family, friends or your local government.

If Time Allows

- Call or email your family.
- Secure The Academy by closing and locking doors.
- Unplug electrical equipment such as radios, televisions and small appliances. Leave freezers and you are instructed to do so, shut off water, gas and electricity before leaving.
- Leave a note telling others when you left and where you are going.
- Wear sturdy shoes and clothing that provides some protection such as long pants, long-sleeved shirts and a cap.

In Case Of Serious Accident or Illness

- Call 9-1-1
- Do not move sick or injured person(s).
- Be careful to avoid personal contact with any body fluids such as blood, vomit, or saliva.
- Stay with the victim and reassure her/him that help is on the way.

Power Failure

- Remain calm
- Do not move
- Await instructions from CDT
- If instructed to evacuate, use designated emergency exits ONLY.

EMERGENCY NOTIFICATION

An emergency notification is an immediate notification of an unforeseen combination of circumstances that calls for immediate action. The staff has received training on how to handle a pending emergency and trained in the following Emergency Code.

Codes for an Emergency Situation

- **Code Lock Down:** A lock down situation has occurred. Staff, students and guests are to remain calm and do not leave the academy.
- **Code Evacuate Front:** Indicates a need to evacuate the academy immediately and exit through a front entrance only.
- **Code Evacuate Back:** Indicates a need to evacuate through the back entrance only.
- **Code Dangerous:** Indicates a dangerous situation has occurred outside the academy and no one is allowed to leave the academy.
- **Code Hostage:** A hostage, criminal or terrorist threat / situation

Emergency Response Procedures

At the time of an urgent unanticipated event, CDT Members will assess the situation to determine the significance of an emergency. Without delay, the CDT will take into account the safety of its staff, students, guests and community neighbors.

- The CDT will identify/determine the extent of the emergency and enact appropriate means of notifications.
- The CDT will respond by assisting any victims(s), respond to/or contain the emergency at hand and diffuse the dangerous situation if possible

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- The CDT will determine the extent of information that needs to be released and will disseminate to staff, students, and guests / public as appropriate.
- In the event of a dangerous situation and without delay, the CDT will assess the situation and will contact authorities or determine the course of action in order to protect the entire academy population.
- CDT will determine means of notification through but not limited to verbal communications, intercom broadcast system, cell phones, emails and text, social media and signage to deliver emergency messages. If necessary a member of the CDT will notify the radio and local television stations.
- The verbal/written communication will include the type or types of emergency and steps for the emergency situation.

The Academy will provide the Fire Department and the Police Department with a floor plan of the building. The administration will also notify these agencies of any new construction, long-term functions or any other events which may affect routing or access to the campus. In addition to floor plans, the Police Department, Fire Department, and other local emergency officials are encouraged to tour and walk through the campus regularly.

At least annually during student training, the staff will conduct an announced or unannounced test. The test(s) are documented by dates, times, and whether the exercise was announced or unannounced. The results are publicized in the Emergency & Safety Book. The testing reminds staff and students of procedures necessary for the security, safety and crime prevention on and off campuses.

Annually the Webb City Police Department will speak on practicing safety for staff and students members. Staff and students complete a tour the academy, locating fire extinguishers and exits. They are informed of what to do in case of an emergency.

Roll call will be taken as soon as reasonably possible to ensure all staff and students have been accounted for at the time of the emergency.

Emergency Preparedness and Support

Joplin area list of housing resources: Homeless Shelters, Supportive Housing, Halfway Housing, Transitional Housing, Day Shelters, Low Income Housing, Residential Alcohol and Drug Treatment Centers. Shelter Listings is dedicated to serving the homeless and low-income. We have listed out the shelters and low cost housing services we have in Joplin area below. This list has homeless shelters, halfway houses, affordable housing, etc. The database includes emergency shelters, homeless shelters, day shelters, transitional housing, shared housing, residential drug and alcohol rehabilitation programs and permanent affordable housing.

Shelter and services for men:

Watered Gardens | 531 Kentucky Ave. | Joplin MO 64801 | (417) 623-6030

Shelter and services for women:

Watered Gardens | 531 Kentucky Ave. | Joplin MO 64801 | (417) 623-6030

TYPES OF SHELTERS AND SERVICE INFORMATION (*shelter listings.org*.)

Day Shelters supplement homeless and low-income people when the shelter their staying in only offers shelter on an overnight basis. Case management is often provided and sometimes there are laundry and shower facilities. Meals and basic hygiene may also be offered. Almost all day shelters provide their services free of charge. Any emergency or homeless shelter that allows clients to stay during the day is also classified under this category.

Emergency Homeless Shelters both provide short-term relief for the homeless & low-income. Usually there is a maximum stay of 3 months or less. Many of these shelters ask their clients to leave during the day. Meals and other supportive services are often offered. 3 times out of 5 these shelters offer their services free of charge.

Halfway Housing helps transition individuals and families from shelters or homelessness to permanent housing. Length of stay is usually anywhere from 6 months to 2 years. Residents are often required to pay at least 30% of their income toward program fees. Sometimes the money they pay in fees is returned to them when they leave. Any emergency or homeless shelter that allows their clients to stay more than 6 months is also classified under this category.

Permanent Affordable Housing is a long-term solution for housing. Residents are often allowed to stay as long as they remain in the low-income bracket but are sometimes limited 3 - 5 years. Residents pay no more than 30% of their income towards rent. Emergency shelters, homeless shelters and transitional housing programs that allow their clients to stay without a maximum stay are also classified under this category.

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Drug and Alcohol Rehab programs are intended to treat alcohol and/or drug dependency. The cost of participating in one of these programs and the method of treatment range significantly in price. The database operated on this website only includes residential rehab programs (not outpatient programs). We also provide Access to Recovery (ATR) Grant programs for substance abuse treatment.

Supportive Housing Programs that provide an alternative living arrangement for individuals who, because of age, disability, substance abuse, mental illness, chronic homelessness or other circumstances, are unable to live independently without care, supervision and/or support to help them in the activities of daily living; or who need access to case management, housing support, vocational employment and other services to transition to independent living.

Shared Housing Programs helps bring low-income persons together and helps prevent homelessness by providing affordable housing options. This service is good for families, disabled persons, and others wanted more companionship. Shelterlistings.org finds these shared housing locations and lists them throughout our website.

Rooming House or Boarding House A rooming house is a building in which renters occupy single rooms and share kitchens, bathrooms, and common areas. The location may be a converted single-family home, a converted hotel, or a purpose built structure. Rooming houses are low cost housing and may have as few as three rooms for rent, or more than a hundred. The same goes for boarding houses. We list these types of residences throughout *shelterlistings.org*.

Transitional Housing is affordable low cost supportive housing designed to provide housing and appropriate support services to persons who are homeless or who are close to homelessness. The transition is to help them be more self-sufficient to move towards independent living on their own. Services provided at transitional housing facilities vary, from substance abuse treatment, to psychological assistance; job training, domestic violence assistance, etc. The assistance provided varies, but it is generally affordable and low cost housing. Read the descriptions of each of the transitional living locations for more detailed information.

SAFETY PROCEDURES

- First Aid: A first aid kit is located in the dispensary and the educators' office.
- Fainting: Do not move the person; call 911. Give facts as much as possible. Keep calm and notify other CDT Members for help, if necessary. Make the person comfortable.
- Cut finger: Educator should immediately check the wound to see how deep the cut is. Small cuts should be washed, dried, and then covered with a bandage. Bandages and first aid kits are kept in the dispensary and the educators' office.
- Cuts requiring stitches: If possible, a staff member should take the student to the doctor.

Dangerous Situations, Alerting Staff, Students, Guests and/or Neighbors

Are brought to the attention of Command Decision Team (CDT) and if confirmed, will alert staff and students by announcing, emailing, text and /or a written notification that will be posted in a conspicuous area, directing them to either a safe location and or the City County Health Department. Once the dangerous situation is diminished, an announcement, email, text and/ or a written notification will be posted or sent to students when classes will resume.

EXTREME WEATHER CONDITIONS PROCEDURES

Are issued from the Local Weather Service, The Academy offices are closed and classes are cancelled. Once the weather conditions are diminished, the CDT will alert the staff and students when classes will resume.

Winter Storms and Extreme Cold

Before

To prepare for a winter storm you should do the following:

- Before winter approaches, add the following supplies to your automobile.
 - Sand to improve traction.
 - Snow shovels and other snow removal equipment.
 - Sufficient heating fuel
 - Adequate clothing and blankets to keep you warm.

During

The Academy will notify students and staff via Facebook of any Academy closure or change of regular schedule. If the winter storm and extreme cold happens while staff, students and guests are in attendance, the following will apply:

- Stay indoors during the storm.

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- Walk carefully on snowy, icy, walkways.
- Drive with caution
- Let someone know your destination, your route, and when you expect to arrive.

After

- If The Academy loses power or heat for more than a few hours or if you do not have adequate supplies to stay warm in the academy, you may want to go to a designated public shelter if you can get there safely. Text SHELTER + your ZIP code to 43362 (4FEMA) to find the nearest shelter in your area (e.g., SHELTER64801)
- Take precautions when traveling to the shelter. Dress warmly in layers; wear boots, mittens, and a hat.
- Continue to protect yourself from frostbite and hypothermia by wearing warm, loose-fitting, lightweight clothing in several layers. Stay indoors, if possible.

Thunderstorms and Lightning Procedures

To prepare for a thunderstorm, you should do the following:

Before

- Get inside the academy, or an automobile although you may be injured if lightning strikes your car, you are much safer inside a vehicle than outside.
- Rubber-soled shoes and rubber tires provide NO protection from lightning.
- Unplug any electronic equipment well before the storm arrives.

During

If thunderstorm and lightning are occurring in your area, you should:

- Avoid contact with corded phones and devices including those plugged into electric for recharging. Cordless and wireless phones not connected to wall outlets are OK to use.
- Avoid contact with electrical equipment or cords.
- Unplug appliances and other electrical items such as computers and turn off air conditioners. Power surges from lightning can cause serious damage.
- Avoid contact with plumbing.
- Do not wash your hands and do not do laundry. Plumbing and bathroom fixtures can conduct electricity.
- Stay away from windows and doors.
- Do not lie on concrete floors and do not lean against concrete walls.
- Take shelter in a sturdy building.
- Avoid contact with *anything metal—motorcycles and bicycles.*

If lightning strikes you or someone you know, call 9-1-1 for medical assistance as soon as possible. The following are things you should check when you attempt to give aid to a victim of lightning:

- **Breathing** - if breathing has stopped, begin mouth-to-mouth resuscitation.
- **Heartbeat** - if the heart has stopped, administer CPR.
- **Pulse** - if the victim has a pulse and is breathing, look for other possible injuries. Check for burns where the lightning entered and left the body. Also be alert for nervous system damage, broken bones and loss of hearing and eyesight.
- After
- Never drive through a flooded roadway.
- Stay away from downed power lines and report them immediately

Tornado's

Tornado Watch-Conditions are right to have a tornado. Maintain a close look out for changes in the sky and stay tuned to local weather stations.

Tornado Warning: This means there is an actual tornado reported or radar indicates one could develop within a few minutes. Seek shelter quickly.

City Pointe Beauty Academy

During a Tornado:

- Basements, inner rooms of a building, and storm cellars provide the best protection.
- Stay away from exterior walls, windows, and doors. Stay in the center of the room.
- If you are in your car do NOT try and outrun the tornado because it can switch direction and can cover lots of ground quickly.
- Get out of vehicle and go into a strong building if possible. If not, lie flat in a ditch or low area and cover your head.
- Do **NOT** go under overpasses, wind speeds actually increase under them and can suck you out!
- Listen to radio or watch TV so you can be alerted about your current situation.

PLAN FOR A PANDEMIC

Get involved in your community as it works to prepare for influenza pandemic.

Limit the Spread of Germs and Prevent Infection

- Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
- If possible, stay home.
- Cover your mouth and nose with a tissue when coughing or sneezing.
- Washing your hands often will help protect you from germs.
- Avoid touching your eyes, nose or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

UTILITY SHUT OFF

Natural Gas

Natural gas leaks and explosions are responsible for a significant number of fires following disasters. It is vital that all staff know how to shut off natural gas.

Because there are different gas shut-off procedures for different gas meter configurations, it is important to contact your local gas company for any guidance on preparations and response regarding gas service to The Academy.

If you smell gas or hear a blowing or hissing noise, get everyone out quickly. Turn off the gas if you can, and call the gas company.

Caution: If you turn off the gas for any reason, a qualified professional must turn it back on. NEVER attempt to turn the gas back on yourself.

Water

Water quickly becomes a precious resource following many disasters. It is vital that all staff learn how to shut off the water.

Locate the shut-off valve for the water line that enters The Academy and label this valve with a tag for easy identification.

The effects of gravity may drain the water in your hot water heater and toilet tanks unless you trap it in the academy by shutting off the main house valve. (This is not the street valve in the cement box at the curb – the street valve is extremely difficult to turn and requires a special tool.)

Electricity

Electrical sparks have the potential of igniting natural gas if it is leaking. It is wise to teach all responsible staff where and how to shut off the electricity.

Locate you electrical circuit box. For your safety, always shut off all the individual circuits before shutting off the main circuit.

FIRE PROCEDURE

If you smell smoke or see fire, report it immediately to a facilitator.

Proceed as follows:

- Students exit in single file out the closest doors. If you have a guest at the time, the guest is your responsibility.
- After exiting The Academy, proceed immediately to the vacant parking lot in the front of the building, located on the north side of the building behind Culvers across from the Academy.
- Support staff at front desk will help guest in reception area out the front doors.

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- Familiarize yourself with the Academy evacuation route and the location of all emergency and regular exits.
- The evacuation route illustration is found next to the fire extinguisher in the student's lounge, laundry room and salon area.

VIOLATION OF FIRE SAFETY RULES PUTS LIVES IN JEOPARDY. TAMPERING WITH FIRE ALARMS OR FIRE EQUIPMENT CAN RESULT IN FINES AND POSSIBLE INCARCERATION ACCORDING TO TN STATE LAWS

FLOOD

Before

Even if you feel you live in a community with a low risk of flooding, remember that anywhere it rains, it can flood. Just because you haven't experienced a flood in the past, doesn't mean you won't in the future. Flood risk isn't just based on history; it's also based on a number of factors including rainfall, topography, flood-control measures, river-flow and tidal-surge data, and changes due to new construction and development.

To prepare for a flood, you should:

- "Check valves" are installed in the sinks to prevent water from backing up into the drains.

During

If a flood is likely in your area, you should:

- Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to evacuate.

If you must prepare to evacuate, you should do the following:

- Secure The Academy
- Turn off utilities at the main switches or valves if instructed to do so.
- Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water. If you have to leave The Academy, remember these evacuation tips:
- Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
- Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground, when water is not moving or not more than a few inches deep. You and the vehicle can be swept away quickly. If your vehicle is trapped in rapidly moving water, stay in the vehicle. If the water is rising inside the vehicle, seek refuge on the roof.
- Do not camp or park your vehicle along streams, rivers or creeks, particularly during threatening conditions.

After

Although floodwaters may be down in some areas, many dangers still exist. Here are some things to remember in the days ahead:

- Use local alerts and warning systems to get information and expert informed advice as soon as available.
- Avoid moving water.
- Stay away from damaged areas unless your assistance has been specifically requested by police, fire or relief organization.
- Emergency workers will be assisting people in flooded areas. You can help them by staying off the roads and out of the way.
- Play it safe. Additional flooding or flash floods can occur. Listen for local warnings and information. If your car stalls in rapidly rising waters, get out immediately and climb to higher ground.
- Return home only when authorities indicate it is safe.
- Roads may still be closed because they have been damaged or are covered by water. Barricades have been placed for your protection. If you come upon a barricade or a flooded road, go another way.
- If you must walk or drive in areas that have been flooded.
 - Stay on firm ground. Moving water only 6 inches deep can sweep you off your feet. Standing water may be electrically charged from underground or downed power lines.
 - Flooding may have caused familiar places to change. Floodwaters often erode roads and walkways. Flood debris may hide animals and broken bottles, and it's also slippery. Avoid walking or driving through it.
- Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.

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- Stay out of any building if it is surrounded by floodwaters.
- Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations.

EARTHQUAKE

Before

Every attempt to secure shelves, heavy objects, mirrors, and electronic such as computers and printers.

During

Drop, cover and hold on. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If indoors

- **DROP** to your hands and knees.
- **COVER** your head and neck with your arms. This position protects you from falling and provides some protection for vital organs. Because moving can put you in danger from the debris in your path, only move if you need to get away from the danger of falling objects. If you can move safely, crawl for additional cover under a sturdy desk or table. If there is low furniture, or an interior wall or corner nearby and the path is clear these may also provide some additional cover. Stay away from glass, windows, outside doors and walls and anything that could fall, such as lighting fixtures or furniture.
- **HOLD ON** to any sturdy shelter until the shaking stops.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- **DO NOT** get in a doorway as this does not provide protection from falling or flying objects and you likely will not be able to remain standing.
- Stay inside until the shaking stops and it is safe to go outside. Do not exit the academy during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the academy or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you.
- Use a whistle if one is available. Shout only as a last resort.
- Shouting can cause you to inhale dangerous amounts of dust.

After

When the Shaking Stops

- When the shaking stops, look around to make sure it is safe to move and there is a safe way out through the debris. Then exit The Academy.
- Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake. Drop, Cover, and Hold On whenever you feel shaking.
- Check for injuries and provide assistance if you have training. Assist with rescues if you can do this safely.
- Look for and extinguish small fires. Fire is the most common hazard after an earthquake. Never use a lighter or matches near damaged areas.
- Use the telephone only for emergency calls.
- Go to a designated public shelter if your home had been damaged and is no longer safe. Text SHELTER + your ZIP code to 43362 (4FEMA) to find the nearest shelter in your area (example: shelter 12345).
- Stay away from damaged areas. Stay away unless police, fire, or relief organizations have specifically requested your assistance. Return home only when authorities say it is safe.
- Be careful when driving after an earthquake and anticipate traffic light outages.
- After it is determined that it's safe to return, your safety should be your primary priority as you begin clean up and recovery.
- Leave the area if you smell gas or fumes from other chemicals.
- Inspect utilities. (Follow the Utility Shut Off)

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BOMB THREATS

Most bomb threat is received by phone. Bomb threats are serious until proven otherwise. Staff and students are to, but remain calm and obtain as much information as possible and write it down.

IF A BOMB THREAT IS RECEIVED BY PHONE

- Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
- Listen carefully. Be polite and show interest.

Try to keep the caller talking to learn more information.

- If possible, write a note to a staff member or student to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- If your phone has a display, copy the number and/or letters on the window display.
- Write down as much detail as you can remember. Try to get exact words.
- Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS (Federal Protective Services) immediately with information and await instructions.

IF A BOMB THREAT IS RECEIVED BY HANDWRITTEN NOTE

- Call 9-1-1
- Handle note as minimally as possible

IF A BOMB THREAT IS RECEIVED BY EMAIL

- Call 911
- Do not delete the message.

SIGNS OF A SUSPICIOUS PACKAGE

- No return address • poorly handwritten • Excessive postage • Misspelled words • Stains • Incorrect titles
- Strange odor • Foreign postage • Strange sounds • Restrictive notes • Unexpected delivery

DO NOT

- Use cell phones; radio signals have the potential to detonate a bomb.
- Evacuate the academy until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

Bomb Threat Call Procedures and Checklist *Who to Contact (select one)*

- Follow your local guidelines
- Federal Protective Service (FPS) Police 1-877-4-FPS-411 (1-877-437-7411) • 911

Ask Caller

When asking the caller the following, take notes on anything, you might forget and include questions:

- Where is the bomb located? (Building/Floor/Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes/ No
- Why?
- What is your name?

Information about Caller

Exact Words of Threat

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points: Take any notes that may aid in the investigation.

EXPLOSION

Before

The following are things you can do to protect yourself, in the event of an explosion.

- Knowing your community's warning systems and disaster plans, including evacuation routes.

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During

- Get under a sturdy table.
- Exit the academy as quickly as possible. Stay low if there is smoke. Do not stop to retrieve personal possessions or make phone calls.
- Check for fire and other hazards.
- Once you are out, attempt to meet at designated areas.
- Move away from sidewalks or streets to be used by emergency officials or others still exiting the academy.
- Tap on a pipe or wall so rescuers can hear where you are.
- If possible, use a whistle to signal rescuers.
- Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.
- Avoid unnecessary movement so you don't kick up dust.
- Cover your nose and mouth with anything you have on hand.

After

As we learned from the events of September 11, 2001, the following things can happen after a terrorist attack:

- There can be significant numbers of casualties and/or damage to buildings and the infrastructure. So employers need up-to-date information about any medical needs you may have and on how to contact your designated beneficiaries.
- Heavy law enforcement involvement at local, state and federal levels follows a terrorist attack due to the event's criminal nature.
- Health and mental health resources in the affected communities can be strained to their limits, maybe even overwhelmed.
- Extensive media coverage, strong public fear and international implications and consequences can continue for a prolonged period.
- The academy may be closed.
- The academy may have to evacuate, avoiding blocked roads for your safety.
- Clean up may take many months.

TERRORIST ATTACKS

The Academy does not want to dismiss or diminish the possibility of terrorism; however, we believe the risk is low in relationship to Threat/Hazards.

Based on:

- Small staff, less than 15
- Small student body, less than 100
- Building has no significant interest or location
- Building is on one level
- Building does not store or contains hazardous chemicals
- No luggage is stored or kept on premises
- No underground parking

Criminal or Terrorists Threats Procedures

Upon receipt of information pertaining to a criminal or terrorist threat during business hours, the person receiving the information should notify a staff member(s) of the impending or occurring emergency.

- *Response*
 - Immediate assessment of situation to determine response needed to address the threat at hand.
 - Trained CDT Members will respond to the situation using Emergency Codes if necessary.
 - Conduct risk assessment of vulnerability of all areas of the academy including classrooms.
 - Contact civil authorities to determine appropriate action.
 - Advise students to take shelter in pre-defined areas, based on threat and safety of students.
 - Possible evacuation of entire campus for a length of time to be determined based on the situation at hand.
- Incident Management
 - Have current facility maps available for local authorities
 - Copy keep readily available off sight

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- Video tape of Academy recording all areas of the academy for hostage situations
 - Readily accessible at an off-sight location
- *When applicable, The Academy will post the time class will resume on outside doors.*

SAFETY AND SECURITY THREAT POLICY

Purpose

- To outline steps for City Pointe Beauty Academy staff to take, if there is a reported threat to a student, employee, or guest of the Academy, or the Academy in general, from an individual(s) outside the Academy.
- To also provide direction for the staff to follow, should an armed intruder enter the Academy and threaten and/or become violent with staff, students or guest

Procedure

- Work with your local law enforcement agency(s) to assist you in putting together a plan that is specific for your Academy, including inviting law enforcement into the Academy to become familiar with the layout of the building.
- Threats of violence from persons outside the Academy can occur for a variety of reasons. The following are examples of some of the more common situations that may pose a threat from someone outside the Academy, as well as some basic guidelines for you to follow in the event these situations may arise:

TAKE ALL THREATS SERIOUSLY!

1. Domestic Situation (disgruntled ex-spouse, boyfriend/girlfriend, etc.)
 - a. Encourage all staff, through in-service training, to report to the Title IX Coordinator and their supervisor any real or potential threats, or concerns regarding possible violent actions from spouses, ex-spouses, significant others, etc.
 - b. Gather as much information about the situation as possible from the employee, including a description of the individual (current photo is ideal), vehicle they may be driving (including license plate, if possible), any outstanding restraining/protection orders.
 - c. Gather members of the Academy's Threat Assessment Team, and inform them of the situation. Share information including descriptions of individual, vehicle, etc. Make plans to "lockdown" the Academy, and contact police immediately if the person is seen on the property or in the immediate area.
2. Disgruntled former employees/resident family members, etc.
 - a. If a direct threat of violence is made towards the Academy, Academy staff or students, or guest, contact the police.
 - b. Assemble the Academy's Threat Assessment Team at earliest possible convenience to discuss the situation, and plan for lockdown of the Academy if necessary. The Academy may wish to consider seeking an Order of Protection or Restraining Order against the person(s) making threats, and will need to go through the court system, or law enforcement to do that. Law enforcement or the court system can advise as to that process.
 - a. **IF THE PERSON MAKING THE THREAT IS SEEN ON THE CAMPUS OR IN THE IMMEDIATE AREA,** contact law enforcement (911) and begin lockdown procedure for the Academy, immediately, by first announcing **"THREAT OUTSIDE LOCKDOWN"** over the paging system (repeating announcement several times). "Threat Outside Lockdown" means that the threatening person has not yet entered the building, and the Academy must take IMMEDIATE action to lock all means of entry into the building.
 - 1) All entrances will be locked and no one is allowed to leave until the "ALL CLEAR" is given by law enforcement, the Title IX Coordinator, administrator/director or lead educator.
 - 2) Clear hallways and keep everyone away from doors and windows.
 - 3) Be prepared to move to an inner room that can be properly secured.

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3. ARMED INTRUDER/ACTIVE SHOOTER

If this extremely dangerous situation develops or appears to be developing:

TAKE ACTION IMMEDIATELY:

- a. Do not confront or attempt to reason with the individual.
- b. Announce over paging system the code word/location of the situation. **“THREAT INSIDE LOCKDOWN/DINING ROOM”** repeat announcement several times, giving the location of the intruder, if known. “Threat Inside Lockdown” means that there is already someone in the building attempting to cause harm. DO NOT lock exterior doors as this will impede law enforcement when they arrive on the scene.
- c. **RUN:** If a safe passage is available, leave the area immediately, to a pre-designated location well away from the building, assisting any students and guest, if possible. Dial 911 as soon as possible. Be prepared to give as many details of the situation as you can to the dispatcher, such as how many perpetrators, location of the person(s) and their description, types of weapons being used, any hostages/casualties, etc.
- d. **HIDE:** If you are unable to safely leave the building, attempt to seek shelter in a nearby room, that is capable of being locked from the inside, assisting students and guest, if possible. If the door does not have a lock, attempt to barricade the door with furniture, etc., and remain very quiet. Shut off TVs and radios and set cell phones on vibrate/muted. TRY NOT TO hide under a desk or anywhere else that may impede your ability to move about or escape if necessary, unless there is nowhere else to go. Hiding under desks has proven to be ineffective.
- e. Remain quiet and hidden, until authorities give an **“ALL CLEAR.”**
- f. **Fight:** If none of the above options are available to you, and you are directly faced with the shooter/intruder, as a last resort, FIGHT BACK! Chairs, coffee cups, staplers, cellphones, pictures, chairs, etc., can be used as weapons, in an attempt to “take out” the shooter/intruder and defend yourself.

ALL staff should be trained on this procedure, just as with all emergency procedures, during initial orientation and at least annually thereafter. It is recommended that at least one annual drill be performed with all staff regarding this procedure.

EMERGENCY MANAGEMENT RISK				
PROBABILITY	HIGH	<i>Extreme Weather Thunderstorms/lightening</i>		<i>Tornado</i>
	MEDIUM		<i>Utility Pandemic</i>	
	LOW		<i>Fire</i>	<i>Flood Earthquake Bomb Explosion Terrorist</i>
		LOW	MEDIUM	HIGH
	SEVERITY			

TIMELY WARNING

In the event that a situation arises, either on or off campus, that, in the judgment of the Command Decision Team (CDT), constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the academy by, verbal communications, cell phones, emails and text, social media and signage to staff, students and guests. Anyone with information warranting a timely warning should report the circumstances to the CDT, by phone (417) 673 -8828 or in person at The Academy 501 South Madison St., Webb City, MO 64870.

The Academy is not required to provide timely warning with respect to crimes reported to a pastor or professional counselor

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POLICIES

Policy: Preparation of Disclosure of Crime Statistics

Darlene Harper, Title IX Coordinator and a member of the CDT, prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at www.citypointebeauty.com. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus. Local law enforcement provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Webb City Police Department and Command Decision Team. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. The Academy accepts information on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, written notification is made to all enrolled students that provides the web site to access this report. Staff receives similar notification at our staff meetings and Professional Development meetings. All prospective staff, potential students may obtain copies of the report at City Pointe Beauty Academy 501 South Madison St., Webb City, MO 64870 Office or by calling (417) 673-8828.

Policy: How to Report Criminal Offenses

To report a crime on or off campus:

Contact the Webb City Police Department at (417) 673-1911 (non-emergencies), dial 9-1-1- (emergencies only). Additionally you may report a crime to the following areas:

THE ACADEMY'S COMMAND DECISION TEAM (CDT)	
School Coordinator's Office	(417) 673-8828
Financial Aid Office	(417) 673-8828
Admissions Office	(417) 673-8828
Educator's Office	(417) 673-8828
Front Desk	(417) 673-8828

Policy: Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within The Academy or the criminal justice system, you may still want to consider making a confidential report. With your permission, the CDT can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, The Academy can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. The Academy prohibits any retaliation against anyone who in good faith reports any violations of the campus security policy.

Policy: Limited Voluntary Confidential Reporting

The Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to CDT campus security authorities as identified below. Confidential reports of crime may also be made to Nashville Crime Stoppers at (615) 742-7463 or NashvilleCrimeStoppers.com

Statement: Institution That Has a Memorandum of Understanding, (MOU)

The Academy recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of the academy. All persons on the campus are subject to these laws and rules at all times. While The Academy is private property, and Constitutional protections apply, law enforcement officers may enter the campus to conduct business as needed. Additionally, the officers are invited to patrol the campus to assist CDT in deterring crime. All law enforcement agencies are asked to call the Financial Aid Office prior to entering The Academy. CDT is recognized by the Webb City Police Department. CDT enjoys an especially good relationship with the Webb City Police. The response time of the police department to campus averages less than two minutes for emergency calls. The exercise of that authority is described in a "memorandum of understanding" (MOU) between the Webb City

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Police and CDT that outlines which law enforcement agency will have jurisdiction over which types of offenses.

As noted in the introduction and the emergency policies, the Webb City Police Department is notified of all serious crime on campus, and is immediately notified of major crimes via the telephone. The Academy relies on the telephone to contact the county emergency dispatch center for fire and emergency medical needs. All victims are offered an opportunity to report crimes to the Webb City Police. Annually, The Academy receives an email report of all crimes committed on the campus from the Police Department.

Policy: Encouragement of Accurate and Prompt Crime Reporting

Staff, students, and guests are encouraged to report all crimes and public safety related incidents to The Academy in a timely manner. To report a crime or emergency on The Academy, call the CDT **Team Leader**: Ms. Darcy Golden | O. (417) 673-8828

CDT will investigate a report when it is deemed appropriate.

If assistance is required from the Webb City Police Department or the Fire Department, CDT will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including CDT, will offer the victim a wide variety of services.

Policy: Counselors and Confidential Crime Reporting

All reports will be investigated. The Academy does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to The Academy CDT leader for review.

Policy: Security Awareness Programs for Staff and students

Prior to course start, orientation is held. Students are informed that The Academy does not have campus police. Students are informed about crime awareness on the academy and in surrounding neighborhoods. Similar information is presented to new CDT Members. A common theme of all awareness and crime prevention programs is to encourage staff and students to be aware of their responsibility for their own security and the security of others.

Policy: Crime Prevention Programs for Staff and students

Crime Prevention Programs on personal safety and theft prevention are discussed at orientation. To enhance personal safety, and especially after dark, walk with friends or colleagues from The Academy to your destination.

Policy: Addressing Alcoholic Beverages

The possession, sale or the furnishing of alcohol in the salon is prohibited. The Academy has been designated “Drug free” and under no circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Webb City Police Department. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Academy Alcohol Policy for anyone to consume or possess alcohol in any public or private area of the academy. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the Webb City Police.

Policy: Illegal Drug Possession

The Academy has been designated “Drug free” and under no circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Webb City Police Department. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment.

Policy: Substance Abuse Education

The Academy has developed a contact list to prevent the illicit use of drugs and the abuse of alcohol by staff and students. The list provides services related to drug use and abuse including dissemination of informational materials, educational programs and counseling services.

Policy: Campus Safety

All reported incidents are reviewed and applicable information is collected and presented to the proper authority. In order to ensure that our campus remains safe, it is important for members of the campus to report this information in a timely manner. Any suspicious activity should be considered a reasonable suspicion and reported. (Examples of suspicious activities include seeing an unescorted guest in an unapproved area, doors propped open, or unauthorized individuals using campus equipment or offices.) If it seems a situation appears abnormal to you in any way, report it. The Academy does not have specific policies or procedures for confidential crime reporting, but crimes can be reported

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confidentially to the local authorities by simply requesting that the complaint be made anonymously.

Bullying or implied threat, intimidation, sexual harassment and violence will not be tolerated at The Academy. Weapons of any kind are not permitted on campus; this includes the academy building and surrounding parking lot.

ANNUAL SECURITY REPORT

The Academy published and distributes an annual security report by Oct. 1 to all enrolled students and all staff.

Crime Statistics

Crime Categories – On Campus	Calendar Year Statistics		
	2015	2016	2017
Criminal Homicide:			
Murder & Non-negligent manslaughter	0	0	0
a. Negligent manslaughter	0	0	0
Sex Offenses:			
Forcible sex offenses	0	0	0
Non-forcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Larceny-Theft	0	0	0
Destruction, damage or vandalism to property	0	0	0
Any other crime involving bodily injury	0	0	0
Arson	0	0	0
Liquor/Drug/Illegal Weapons Violations:	0	0	0
Arrests for liquor violations, drug law violations, and illegal weapons possession			
Persons not included above who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possessions	0	0	0
Hate Crimes:			
Race	0	0	0
Gender	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Crime Categories – Off Campus (Public Property)	Calendar Year Statistics		
	2014	2015	2016
Criminal Homicide:			
Murder & Non-negligent manslaughter	0	0	0
a. Negligent manslaughter	0	0	0

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Sex Offenses:			
Forcible sex offenses	0	0	0
Non-forcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Larceny-Theft	0	0	0
Destruction, damage or vandalism to property	0	0	0
Any other crime involving bodily injury	0	0	0
Arson	0	0	0
Liquor/Drug/Illegal Weapons Violations:			
Arrests for liquor violations, drug law violations, and illegal weapons possession	0	0	0
Persons not included above who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possessions	0	0	0
Hate Crimes:			
Race	0	0	0
Gender	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
Domestic Violence	0	0	1
Dating Violence	0	0	0
Stalking	0	0	0

CRIME DEFINITIONS

The definitions listed below are taken from the Federal Bureau of Investigation's Uniform Crime Reporting Handbook, and are used to classify the criminal offenses listed in the statistics.

Criminal Homicide – Murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.

Criminal Homicide – negligent manslaughter: The killing of another person through gross negligence.

Forcible Sex Offenses: Any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent. Reported sexual offenses may include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.

Non-Forcible Sex Offenses: Unlawful, non-forcible sexual intercourse. Reported offense may include incest and statutory rape.

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 making the victim fearful.

Aggravated Assault/Battery: An unlawful attack by one person upon another for the purpose of inflicting severe or substantial bodily injury. This type of assault may be accompanied by the use of a weapon or other means likely to produce death or great bodily harm.

Simple Assault/Battery: All assaults and attempted assaults which are not of an aggravated nature and do not result in serious injury to the victim.

Burglary: The unlawful entry of a structure to commit a felony or theft.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

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Destruction, Damage Or Vandalism To Property: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

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

Liquor Law Violation: The violation of laws or ordinances prohibiting manufacturing, selling, transporting, furnishing, or 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.

Drug Law Violation: Violation of state and local laws relating to unlawfully possessing, selling, using, growing, manufacturing and making narcotic drugs.

Weapon Law Violation: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacturing, 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.

Hate Crimes: Any of the crimes listed here which manifest evidence of prejudice based on race, religion, sexual orientation, ethnicity, disability and gender.

Larceny-Theft: The unlawful taking and carrying away of someone else's personal property with the intent to deprive the possessor of it permanently.

Intimidation: Coercing or inhibiting through the use of fear.

Physical Abuse: Hitting, slapping, shoving, grabbing, pinching, biting, hair pulling, etc. are types of physical abuse. This type of abuse also includes denying a partner medical care or forcing alcohol and/or drug use upon him or her.

Sexual Abuse: Coercing or attempting to coerce any sexual contact or behavior without consent. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.

Emotional Abuse: Undermining an individual's sense of self-worth and/or self-esteem is abusive. This may include, but is not limited to constant criticism, diminishing one's abilities, name-calling, or damaging one's relationship with his or her children.

Economic Abuse: Is defined as making or attempting to make an individual financially dependent by maintaining total control over financial resources, withholding one's access to money, or forbidding one's attendance at academy or employment.

Psychological Abuse: Elements of psychological abuse include - but are not limited to - causing fear by intimidation; threatening physical harm to self, partner, children, or partner's family or friends; destruction of pets and property; and forcing isolation from family, friends, or academy and/or work.

REPORT TO ED VIA THE WEB BASED COLLECTION

The Academy submits crime statistics from the annual security report to ED via an annual Web-based data collection. The Academy does not have more than one institution, does not have on-campus student housing and therefore does not report fire statistics or missing student notification procedure.

MISSING STUDENT NOTIFICATION PROCEDURE

The Academy does not have campus housing. Therefore we do not have a missing student notification procedure.

PERSONAL IDENTIFIABLE INFORMATION (PII)

Organizations should identify all PII residing in their environment.

PII is —any information about an individual maintained by an agency, including:

- 1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records;
- 2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information. PII Examples of PII include, but are not limited to:
 - a) Name, such as full name, maiden name, mother's maiden name, or alias

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- b) Personal identification number, such as social security number (SSN), passport number, driver’s license number, taxpayer identification number, or financial account or credit card number
- c) Address information, such as street address or email address
- d) Personal characteristics, including photographic image (especially of face or other identifying characteristic), fingerprints, handwriting, or other biometric data (e.g., retina scan, voice signature, facial geometry)

VIOLENCE AGAINST WOMEN ACT (VAWA)

In 1994 Congress passed the Violence Against Women Act (VAWA) in recognition of the severity of crimes associated with domestic violence, sexual assault, and stalking. This Act emerged from the efforts of a broad, grassroots coalition of advocates and survivors who informed the work of Congress. In the two decades prior to VAWA, a movement had grown within the United States to respond appropriately to violent crimes against women. Rape crisis centers and women’s shelters were established in localities, and state and local laws had changed. However, the progress had been uneven around the country. VAWA was borne out of the need for a national solution. This Act enhances the investigation and prosecution of violent crimes against women.

Domestic violence can happen to anyone regardless of race, age, sexual orientation, religion, or gender. Domestic violence affects people of all socioeconomic backgrounds and education levels. Domestic violence occurs in both opposite-sex and same-sex relationships and can happen to intimate partners who are married, living together, or dating. Domestic violence not only affects those who are abused, but also has a substantial effect on family members, friends, co-workers, other witnesses, and the community at large. Children, who grow up witnessing domestic violence, are among those seriously affected by this crime. Frequent exposure to violence in the home not only predisposes children to numerous social and physical problems, but also teaches them that violence is a normal way of life - therefore, increasing their risk of becoming society's next generation of victims and abusers.

The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

“Domestic violence” means a “felony or misdemeanor crime of violence committed by-

- A current or former spouse or intimate partner of the victim
- A person with whom the victim shares a child in common
- A person who is cohabitating with or has cohabitated with the victims as a spouse or intimate partner
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA), or
- 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.”

“Dating violence”: means “violence committed by a person-Who is or has been in a social relationship of a romantic or intimate nature with the victim; and Where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship.”

“Stalking”: means engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress

HOTLINES	
National Domestic Violence Hotline	1-800-799-SAFE (7233)
National Sexual Assault Hotline	1-800-656-HOPE (4673)
National Teen Dating Abuse Helpline	1-866-331-9474

Darlene Harper the Title IX Coordinator as a good-faith effort has documented training for Violence Against Women Reauthorization Act of 2013 (VAWA). On September the Academy staff gave written notice of the Campus Security Disclosure and the website location of the disclosure for review.

Nondiscrimination & Violence Against Women Disclosures

Darlene Harper, Title IX Coordinator
darleneh@citypointebeauty.com

Title IX

City Pointe Beauty Academy does not discriminate on the basis of sex in its education programs or activities and is committed to ensuring an educational environment free of sexual harassment, including sexual violence, and to full compliance with Title IX of the Education Amendments Act of 1972 and other federal and state laws governing such conduct.

The following individual has been designated as the Title IX Coordinator by City Pointe Beauty Academy to handle inquiries regarding City Pointe Beauty Academy Title IX policies, including receiving and responding to information about any incident of sex discrimination:

Darlene Harper
Title IX Coordinator
501 South Madison
Webb City, MO 64870
417-673-8828
darleneh@citypointebeauty.com

Information regarding sexual discrimination, including sexual harassment or sexual violence, may also be reported by anyone to: U.S. Department, Office for Civil Rights by email at ocr@ed.gov or at the addresses provided at the following website: <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

“Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly as a term or condition of an evaluation of a student’s academic performance, term or condition of participation in student activities or in other events or activities sanctioned by City Pointe Beauty Academy;
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions or other decisions about participation in student activities or other events or activities sanctioned by City Pointe Beauty Academy; or
- such conduct otherwise has the purpose or effect of threatening an individual’s academic performance; or creating an intimidating, hostile or offensive educational environment.

Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, promise of reward for sexual favors. Students, faculty or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive.

However, failure to comply with this provision does not defeat the Institute’s obligation to investigate the incident and take appropriate steps if sexual harassment has occurred.

Sexual violence includes, among other conduct, domestic violence, dating violence, sexual assault, and stalking. These acts will not be tolerated at City Pointe Beauty Academy as such acts are inappropriate and create an environment contrary to the goals and mission of City Pointe Beauty Academy. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

It is the responsibility of all persons within City Pointe Beauty Academy community to work to ensure an educational environment free from sex discrimination. Violations of this policy may be grounds for disciplinary action under City Pointe Beauty Academy policies and procedures.

All students and staff of City Pointe Beauty Academy are expected to report incidents of sexual discrimination (including sexual harassment or sexual violence) to the Title IX Coordinator.

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ANTI-HARASSMENT AND DISCRIMINATION POLICY

City Pointe Beauty Academy is committed to providing a work and school environment free of unlawful harassment, misconduct or discrimination. Every member of City Pointe Beauty Academy community is aware that the school is strongly opposed to sexual misconduct and state and federal laws prohibit that such behavior.

In furtherance of this commitment, all employees are expected to take a Sexual Harassment and Prevention Training every year. City Pointe Beauty Academy's policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the School prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and City Pointe Beauty Academy has jurisdiction over Title IX complaints.

City Pointe Beauty Academy's anti-harassment policy applies to all persons involved in the operation of City Pointe Beauty Academy and prohibits unlawful harassment by any employee of City Pointe Beauty Academy, as well as students, customers, vendors or anyone who does business with City Pointe Beauty Academy. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom City Pointe Beauty Academy does business engages in unlawful harassment or discrimination, City Pointe Beauty Academy will take appropriate corrective action.

As part of City Pointe Beauty Academy's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to City Pointe Beauty Academy community through publications, City Pointe Beauty Academy website (citypointebeauty.com), new employee orientations, student orientations, and other appropriate channels of communication. City Pointe Beauty Academy provides training to key staff members to enable City Pointe Beauty Academy to handle any allegations of sexual harassment or sexual violence promptly and effectively. City Pointe Beauty Academy will Respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

PROHIBITED CONDUCT

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- ii. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- iii. it creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender---based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

REPORTING OF CRIMES AND ANNUAL SECURITY REPORTS

Campus safety and security are important issues at City Pointe Beauty Academy. Our goal is to provide students with a safe environment in which to learn and keep students, parents, and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime statistics Act or Clery Act requires institutions of higher education to record and report certain information about campus safety, including the number of incidents of certain crimes on or near campus, some of which constitute sexual misconduct under this policy.

Each year City Pointe Beauty Academy prepares this report to comply with the Clery Act. The full text of this

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report can be located on the schools website at www.citypointebeauty.com. This report is prepared in cooperation with the local law enforcement agencies in Webb City, MO/Jasper County. Each year notification is made to all enrolled students and employees. Copies of the report may also be obtained in person from the Financial Aid Office or by calling 417-673-8828.

Education Programs to Promote Awareness of Domestic Violence, Dating Violence, Sexual Assault and Stalking

City Pointe Beauty Academy educates the incoming and current student and employee community about sexual violence, violence prevention and all relevant City Pointe Beauty Academy policies and procedures during all orientations held for new and current students upon the onset of a class and at least annually. In addition, City Pointe Beauty Academy conducts new and current employee training on these topics at least annually. The Title IX Coordinator is responsible for training all City Pointe Beauty Academy current students and employees about City Pointe Beauty Academy policies regarding sexual violence and for conducting the new student and employee training.

The new and current employee and student training sessions include:

- a statement that City Pointe Beauty Academy prohibits crimes of dating violence, domestic violence, sexual assault and stalking;
- the definitions of those crimes under federal and state law;
- the definition of consent, in reference to sexual activity, if available under state law;
- a description of safe and positive options for bystander intervention;
- Information on risk reduction;
- Information contained City Pointe Beauty Academy policies and procedures related to preventing, reporting and responding to sexual offenses, including disciplinary procedures and victim rights; and
- a description of City Pointe Beauty Academy's ongoing prevention and awareness campaigns for students and employees.

1. **Sexual Assault Center Crisis and Support Line** **800-879-1999**

2. **Professional Beauty Association/CUT IT OUT®**

15825 N. 71st Street, Ste. 100

Scottsdale. AZ 85254

COMPLAINT/GRIEVANCE PROCEDURE

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, supervisor, Responsible Employee or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with City Pointe Beauty Academy is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student--related complaints and to the owner of City Pointe Beauty Academy if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

All complaints involving a student will be referred to the campus's Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

REPORTING REQUIREMENTS

Victims of sexual misconduct should be aware that City Pointe Beauty Academy administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. City Pointe Beauty Academy will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. City Pointe Beauty Academy reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Title IX Coordinator:

Darlene Harper Title IX Coordinator
City Pointe Beauty Academy
501 South Madison St.
Webb City, MO 64870
417-673-8828 darleneh@citypointebeauty.com

Responsible Employees:

Sherry Porter – Owner and Director of Education sherry@citypointebeauty.com
Justin Porter – Financial Aid Director justin@citypointebeauty.com
Megan James– Admissions admissions@citypointebeauty.com
Darcy Golden – Lead Educator– dgolden@citypointebeauty.com
Amanda Lansford – alansford@citypointebeauty.com
Kenya Storm – kenyas@citypointebeauty.com
Katheryn Richards – katherynr@citypointebeauty.com

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City Pointe Beauty Academy ensures that its employee(s) designated to serve as Title IX Coordinator and Responsible Employees have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how City Pointe Beauty Academy's grievance procedures operate. Because complaints can also be filed with an employee's supervisor or the school owner, these employees also receive training on City Pointe Beauty Academy's grievance procedures and any other procedures used for investigating reports of sexual harassment.

SEXUAL VIOLENCE: VICTIM PROCEDURES

If you are victim of sexual violence, including sexual violence, dating violence, domestic violence or stalking, your first priority should be to get to a place of safety. You should then obtain any necessary medical treatment. Information about the alleged offense should be provided to the Institute's Title IX Coordinator as soon as possible. Time is a critical factor for evidence collection and preservation.

City Pointe Beauty Academy strongly advocates that a victim of sexual violence report the incident to police in a timely manner (911 or 417-673-1911) and, if requested to do so by the victim, City Pointe Beauty Academy's Title IX coordinator will assist the victim in contacting the police. Filing a police report will not obligate the victim to prosecute; no will it subject the victim to scrutiny or judgmental opinions from officers. The victim has the right at all times to decline to notify police of the incident.

Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution or establishing a no contact order, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a victim contacts the Police Department, the local police sex crimes Unit will be notified as well. The victim may choose for the investigation to be pursued through the criminal justice system. The Title IX Coordinator will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available through the Rape and Sexual Abuse Center and the Victim Intervention Program of the local Police Department.

VICTIM SUPPORT SERVICES

Once the Title IX Coordinator receives a report of sexual violence, the Title IX Coordinator will provide the individual making the report with written information regarding existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims, both on campus and in the community.

Missouri Sexual Assault Resources www.aardvarc.org

Lafayette House (abused women resource center)

1809 Connor

417-782-1772

Joplin, MO 64804

800-416-1772

- a. information on counseling, health, mental health, victim advocacy, legal assistance services, immigration assistance, student financial aid and other services available to the victim at the Institute or in the community;
- b. information on the right to report the incident to local police and the fact that the Institute procedure and criminal proceeding may occur simultaneously; and
- c. options to facilitate changes to transportation, working, academic and/or living situations, or additional protective measures, if requested, while the investigation is pending, even if the victim chooses not to report the crime to police.

PROTECTION OF CONFIDENTIALITY OF VICTIM OF SEXUAL VIOLENCE

There are no pastoral or professional counselors on campus. Confidential crisis, mental health and victim resource hotline numbers are posted on campus as well as listed in the Student Catalog should students need to contact these agencies. Victims of sexual violence reported to the Title IX Coordinator will be provided with information regarding local rape crisis centers and other counseling services.

Reports about sexual violence or other crimes to City Pointe Beauty Academy Title IX Coordinator may be provided informally and in confidence to the Title IX Coordinator who will make every attempt to maintain privacy of the information in accordance with your request and Family Educational Rights and Privacy Act of 1974 (FERPA) regulations unless City Pointe Beauty Academy is under an obligation to disclose your identity to protect the safety of others. You

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will be informed if City Pointe Beauty Academy cannot maintain the requested confidentiality of the information. City Pointe Beauty Academy strongly encourages persons who are victims of sexual violence who do not want to report the incident to police or file a complaint using City Pointe Beauty Academy's institutional procedures to report the incident to the Title IX Coordinator voluntarily and on a confidential basis solely to permit the inclusion of that information in City Pointe Beauty Academy annual crime statistics. With such information, City Pointe Beauty Academy can keep an accurate record of the number of similar incidents, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. City Pointe Beauty Academy will make best efforts to maintain the privacy of that information and to comply with FERPA.

City Pointe Beauty Academy is required to, and will, keep the identity of victims of sexual violence private in any public report of Clery Act crimes. Reporting to the institution will also enable the victim to receive protective measures. At the victim's request, City Pointe Beauty Academy will maintain as confidential any protective measures provided to the victim, to the extent that making such information confidential does not impair the ability of the institution to provide those protective measures. The institution will inform the victim, if providing a protective measure may reveal the identity of the victim.

City Pointe Beauty Academy encourages reporting of sexual violence to the police. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Police reports are public records under state law, and therefore City Pointe Beauty Academy cannot guarantee the absolute confidentiality of reports of crime obtained from police records but will make every effort to maintain the confidentiality of such information to the greatest extent permitted by law.

THIRD PARTY AND ANONYMOUS REPORTING

In cases where sexual misconduct is reported to the Title IX Coordinator by someone other than the complainant (by an instructor, classmate, friend) the Title IX Coordinator will promptly notify the complainant that a report has been received. All policy and procedures will apply in the same manner as if the complainant had made the initial report. The Title IX Coordinator will make every effort to meet with the complainant to discuss available options and resources. Reports from an anonymous source will be treated in similar fashion.

BYSTANDER INTERVENTION

Active bystanders take the initiative to help someone who may be targeted for sexual assault. They do this in ways that are intended to avoid verbal or physical conflict. Active bystanders also take the initiative to help friends who are not thinking clearly from becoming offenders of crime. Intervention does not mean that you directly intervene to stop a crime in progress, rather these steps are "early intervention" before a crime begins to occur. There are three important components to consider before taking action that we refer to as the ABC's.

- A Access** for safety. Ensure that all parties are safe and whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority.
- B Be** with others. If it is safe to intervene, you are likely to have a great influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends that you know well.
- C Care** for the person. Ask if the target of unwanted sexual advance/attention is okay. Does he/she need medical care? Ask if someone they trust can help them get safely home.

Information on Bystander Intervention was provided by Department of Defense Sexual Assault Prevention and Response office.

COORDINATION WITH DRUG FREE SCHOOL POLICY

Students may be reluctant to report instances of sexual misconduct because they fear being disciplined pursuant to City Pointe Beauty Academy's alcohol or drug policies. City Pointe Beauty Academy encourages student to report all instances of sexual misconduct and will take into consideration the importance of reporting sexual misconduct in addressing the violations of the schools alcohol and drug policies. This means that whenever possible City Pointe Beauty Academy will respond educationally rather than punitively to student alcohol or drug policy violations associated with reported sexual misconduct.

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INVESTIGATION OF COMPLAINTS

In response to all complaints, City Pointe Beauty Academy promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. City Pointe Beauty Academy shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, City Pointe Beauty Academy will weigh the student's request for confidentiality against the impact on City Pointe Beauty Academy safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning City Pointe Beauty Academy will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, City Pointe Beauty Academy will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If City Pointe Beauty Academy determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and City Pointe Beauty Academy will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by City Pointe Beauty Academy to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student--- related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from City Pointe Beauty Academy's disciplinary process. To the extent that an employee or contract worker is not satisfied with City Pointe Beauty Academy's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

INTERIM MEASURES

Within 24 hours of a Title IX Coordinator receiving a report of sexual violence, the Title IX Coordinator will provide written notification to the victim about options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

RETALIATION PROHIBITED

City Pointe Beauty Academy will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your supervisor, City Pointe Beauty Academy owner or the Title IX Coordinator.

REPORTING REQUIREMENTS

Victims of sexual misconduct should be aware that City Pointe Beauty Academy administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. City Pointe Beauty Academy will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. City Pointe Beauty Academy reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

RIGHTS AND OPTIONS OF VICTIMS OF SEXUAL VIOLENCE

Within 24 hours of a Title IX Coordinator receiving a report of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options. That notice will contain the following information: This document outlines your rights under Title IX. You may have additional rights under other federal and state laws. Title IX of the Education Amendments of 1972 prohibits sex discrimination—which includes sexual violence—in educational programs and activities. All public and private schools, school districts, colleges and universities receiving federal funds must comply with Title IX. If you have experienced sexual violence, here are some things you should know about your Title IX rights:

City Pointe Beauty Academy Must Respond Promptly and Effectively to Sexual Violence

- You have the right to report the incident to your school, have your school investigate what happened, and have your complaint resolved promptly and equitably.

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- You have the right to choose to report an incident of sexual violence to campus or local law enforcement. But a criminal investigation does not relieve your school of its duty under Title IX to respond promptly and effectively.
- Your school must adopt and publish procedures for resolving complaints of sex discrimination, including sexual violence. Your school may use student disciplinary procedures, but any procedures for sexual violence complaints must afford you a prompt and equitable resolution.
- Your school should ensure that you are aware of your Title IX rights and any available resources, such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and legal assistance.
- Your school must designate a Title IX coordinator and make sure all students and employees know how to contact him or her. The Title IX coordinator should also be available to meet with you.
- All students are protected by Title IX, regardless of whether they have a disability, are international or undocumented, and regardless of their sexual orientation and gender identity.

City Pointe Beauty Academy Must Provide Interim Measures as Necessary

- Your school must protect you as necessary, even before it completes its investigation. Your school should start doing this promptly once the incident is reported.
- Once you tell your school about an incident of sexual violence, you have the right to receive some immediate help, such as changing classes, dorms or transportation. When taking these measures your school should minimize the burden on you.
- You have the right to report any retaliation by school, employees, the alleged perpetrator, and other students, and your school should take strong responsive action if it occurs.

City Pointe Beauty Academy Make Known Where You Can Find Confidential Support Services

- Your school should clearly identify where you can go to talk to someone confidentially and who can provide services like advocacy, counseling, or academic support. Some people, such as counselors or victim advocates, can talk to you in confidence without triggering a school's investigation. Because different employees have different reporting obligations when they find out about sexual violence involving students, your school should
- Even if you do not specifically ask for confidentiality, your school should only disclose information to individuals who are responsible for handling the school's response to sexual violence. Your school should consult with you about how to best protect your safety and privacy.

City Pointe Beauty Academy Must Conduct an Adequate, Reliable and Impartial Investigation

- You have the right to be notified of the timeframes for all major stages of the investigation.
- You have the right to present witnesses and evidence.
- If the alleged perpetrator is allowed to have a lawyer, you have the right to have one too.
- Your school must resolve your complaint based on what they think is more likely than not to have happened (*this is called a preponderance-of-the-evidence standard of proof*).
- Your school cannot use a higher standard of proof.
- You have the right to be notified in writing of the outcome of your complaint and any appeal, including any sanctions that directly relate to you.
- If your school provides for an appeal process, it must be equally available for both parties.
- You have the right to have any proceedings documented, which may include written findings of fact, transcripts, or audio recordings.
- You have the right not to "work it out" with the alleged perpetrator in mediation. Mediation is not appropriate in cases involving sexual assault.

City Pointe Beauty Academy Must Provide Remedies as Necessary

- If an investigation reveals that sexual violence created a hostile environment, your school must take prompt and effective steps reasonably calculated to end the sexual violence, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.
- Appropriate remedies will generally include disciplinary action against the perpetrator, but may also include remedies to help you get your education back on track (like academic support, retaking a class without penalty, and counseling). These remedies are in addition to any interim measures you received.
- Your school may also have to provide remedies for the broader student population (such as training) or change its services or policies to prevent such incidents from repeating.
- If you want to learn more about your rights, or if you believe that your school is violating federal law, you may contact the U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or (800) 421-

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3481 or ocr@ed.gov. If you wish to fill out a complaint form online, you may do so at <http://www.ed.gov/ocr/com>

Procedures for disciplinary action in cases of sexual violence

City Pointe Beauty Academy Title IX Coordinator has primary responsibility for receiving, evaluating and investigating allegations of sexual violence, including alleged domestic violence, dating violence, sexual assault and stalking. The Title IX Coordinator is responsible for informing City Pointe Beauty Academy Owner within 24 hours after receiving a sexual violence report for purposes of maintaining accurate Clery Act crime statistics. The Title IX Coordinator has primary responsibility for ensuring that any disciplinary proceeding involving an allegation of sexual violence is conducted promptly, fairly and impartially and in accordance with these and other related institutional procedures.

Once the Title IX Coordinator receives a report of sexual violence, the following steps will be followed:

1. The Title IX Coordinator will immediately assess whether the information in the report warrants a timely warning and, if so, will contact City Pointe Beauty Academy Owner immediately to execute that procedure in accordance with the institution's timely warning procedures. The Title IX Coordinator will immediately inform the victim of his/her right to "interim measures" during the pendency of an investigation of the alleged sexual violence, including obtaining an order of protection, a no contact order, restraining order or similar lawful order from the police or the institution; City Pointe Beauty Academy's obligation to protect the identity of the victim in any Clery Act report or in other publicly available recordkeeping and to keep any interim measures provided to the victim confidential to the extent maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measure.
2. The Title IX Coordinator will, within 24 hours of receipt of the report, provide the individual making the report of an alleged sex offense with:
 - a. *copy of these procedures;*
 - b. *information on counseling, health, mental health, victim advocacy, illegal assistance services, immigration assistance, student financial aid and any other services available to the victim at City Pointe Beauty Academy or in the community;*
 - c. *information on the victim's right to report the incident to local police and the fact that City Pointe Beauty Academy institutional investigation and disciplinary procedure and criminal proceeding may occur simultaneously; and*
 - d. *options to facilitate changes to transportation, working, academic and/or living situations, or additional protective measures, if requested, while the investigation is pending, even if the victim chooses not to report the crime to police.*
3. The Title IX Coordinator will investigate the incident by interviewing: the individual filing the report, the accused, City Pointe Beauty Academy employees, witnesses and others as necessary to gather facts about the alleged incident. Other employees may assist the Title IX Coordinator after determining that such employees do not have a conflict of interest and have received training in Title IX and VAWA.
4. The Title IX Coordinator will ensure that all individuals involved in the disciplinary procedure apply a "preponderance of the evidence" standard when evaluating sexual violence reports. City Pointe Beauty Academy does not provide for a formal hearing process but a support person of choice, including an attorney, may assist both parties.
5. In all cases, the Title IX Coordinator will maintain regular communications with both the accuser and accused and provide both parties with equal opportunity to provide information, witness statements, evidence, and other information that may be necessary for City Pointe Beauty Academy to fully evaluate the alleged offense.
6. The Title IX Coordinator will, barring extenuating circumstance, complete the investigation and make a determination regarding any necessary discipline of accused and remedies to accuser within 60 days of the date that the report is first received by the Title IX Coordinator.
7. The Title IX Coordinator will inform both parties of its final determination. City Pointe Beauty Academy does not provide for an appeal of final determinations.
8. The sanctions that may be imposed by City Pointe Beauty Academy following a determination that dating violence, domestic violence, sexual assault or stalking occurred include, but are not limited to, counseling, education, changes in academic or living arrangements, no contact orders, suspension or expulsion of a student or termination of employment.
9. Both the accuser and accused shall be simultaneously informed in writing of:
 - a. the outcome of any disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault or stalking,
 - b. the institution's procedures for the accused and victim to appeal the results of the institutional

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- disciplinary proceeding (if any such appeal rights become available),
 - c. any change to the results that occurs prior to the time that such results become final; and
 - d. when such results become final.
10. The Title IX Coordinator will determine if the incident is indicative of systemic issue related to the sexual violence and, if so, work with City Pointe Beauty Academy employees, including City Pointe Beauty Academy Owner, to recommend changes to City Pointe Beauty Academy policies, procedures or training to prevent re-occurrence.

City Pointe Beauty Academy requires the Title IX Coordinator and all employees involved in the investigation and disciplinary process to receive training at least annually on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Sanctions and Protective Measures.

Following a final determination of City Pointe Beauty Academy's institutional disciplinary proceeding regarding domestic violence, dating violence, sexual assault or stalking, City Pointe Beauty Academy may impose the following sanctions on the perpetrator and protective measures for the complainant:

1) Sanctions

Sanctions that may be imposed by City Pointe Beauty Academy include, but are not limited to: written warning;

- mandatory counseling;
- mandatory education and training;
- no contact orders;
- changes in academic, working or living arrangements;
- revocation of certain campus privileges;
- suspension or
- expulsion

City Pointe Beauty Academy has flexibility in the type and range of sanctions to impose on the perpetrator depending on the severity of the incident, but has a process in place to ensure that sanctions imposed are consistent with sanctions imposed in past incidents of similar conduct and are not imposed unequally based on gender or gender identity.

2) Protective Measures

Protective measures that the school may utilize to protect the complainant include, but are not limited to:

- an order of protection, a no contact order, restraining order or similar lawful order from the institution;
- changes to transportation, working, academic and/or living situations;
- providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred;
- providing an escort to ensure that the complainant can move safely between classes and activities;
- ensuring the complainant and perpetrator do not share classes or extracurricular activities;
- providing comprehensive, holistic victim services including medical, counseling and academic support services, such as tutoring; or
- Arranging for the complainant to have extra time to complete or re---take a class or withdraw from a class without an academic or financial penalty.

When determining what protective measures to establish, City Pointe Beauty Academy will consider a number of factors including the specific needs and requests expressed by the complainant; the age of the students involved; the severity or pervasiveness of the conduct; any continuing effects on the complainant; whether the complainant and alleged perpetrator share the same residence hall, dining hall, class, transportation, or job location; and whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

Voluntary Resolution

Voluntary resolution, when selected by the complainant and deemed appropriate by the Title IX Coordinator, is a path designed to eliminate the conduct at issue, prevent its recurrence and remedy its effects in a manner that meets the expressed preference of the complainant and the safety and welfare of City Pointe Beauty Academy community. Voluntary resolution is not appropriate for all forms of conduct under the policy.

City Pointe Beauty Academy retains the discretion to determine, when selected by the complainant, which cases are appropriate for voluntary resolution. If a complainant requests voluntary resolution and the Title IX Coordinator

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concludes that voluntary resolution is appropriate, then the Title IX Coordinator will take the appropriate action by imposing remedies designed to maximize the complainants access to all employment, educational and extracurricular opportunities and benefits at the school and to eliminate the potential hostile environment. A complainant may request and decide to pursue voluntary resolution at any time. In those cases in which the voluntary resolution involves either the notification to or participation by the respondent, it is the respondent's decision whether to accept voluntary resolution.

Voluntary resolution may include: conducting targeted or broad based educational programming or training relevant individuals or groups; providing increased monitoring, supervision or security at locations or activities where the misconduct occurred; facilitating a meeting with the respondent with the complainant present (in cases that do not involve sexual assault); and any other remedy that can be tailored to the involved individuals to achieve the goals of the Policy. In some forms of voluntary resolution, the remedy imposed will focus on supporting the complainant with no participation or involvement by the respondent. In other forms of voluntary resolution, the respondent may agree to participate. Depending on the type of remedy used, it may be possible for the complainant to maintain anonymity.

Voluntary resolution may also include restorative principles that are designed to allow a respondent to accept responsibility for misconduct and acknowledge harm to the complainant or City Pointe Beauty Academy Community. Restorative models will be used only with the consent of both parties and following a determination by the Title IX Coordinator that the matter is appropriate for restorative approach. City Pointe Beauty Academy will not compel a complainant to engage in mediation, to confront directly the respondent or to participate in any particular form of informal resolution. Mediation even if voluntary is never appropriate in sexual assault case and will not be used in such cases. As the title implies participation in voluntary resolution is a choice and either party can request to end this manner of resolution and pursue an investigation and adjudication at any time, including if voluntary resolution is unsuccessful at resolving the report. Similarly a complainant can request to end an investigation and pursue voluntary resolution at any time.

The time frame for completion of voluntary resolution may vary but City Pointe Beauty Academy will seek to complete the process within 15 days of the complainant's request

RISK REDUCTION

City Pointe Beauty Academy's primary prevention and awareness program includes information on risk reduction. This includes: *Avoiding Dangerous Situations* While you can never completely protect yourself from sexual assault there are some things you can do to help reduce your risk of being assaulted.

- Be aware of your surroundings. Know where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with a purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cash money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings especially if you are walking alone.

SAFETY PLANNING --- Things to think about:

- How to get away if there is an emergency? Be conscious of exits or other escape routes. Think about options for transportation (car, bus, cab...)
- Who can help? Friend and/or family, or support centers in your area.
- Where to go? Options may include a friend's house or relative house or you may consider going to a domestic violence or homeless shelter. You may also go to the police. **IMPORTANT SAFETY NOTE: *If the dangerous situation involves a partner, go to the police or shelter first.***
- What to bring: This may include important papers and documents such as birth certificate, social security card, license, passport, medical records, lease, bills, etc. This will also include house keys, car keys, cash, credit cards, medicine, important numbers and your cell phone with charger. If you are bringing children with you, remember to bring their important papers and legal documents. You can keep all of these things in an emergency bag. You should hide the bag – it is best if it is not in your house or car. If the bag is discovered you can call it a "tornado" or "fire" bag.

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Protecting Your Friends – You have a crucial role to play in keeping your friends safe. No matter what the setting, if you see something that doesn't feel quite right or see someone who might be in trouble, there are some simple things you can do to help out a friend.

- Distract. If you see a friend in a situation that doesn't feel quite right, create a distraction to get your friend to safety. This can be as simple as joining or redirecting the conversation. Suggest to your friend that you leave the party or ask them to walk you home. Try asking questions like: "Do you want to head to the bathroom with me?" or "Do you want to head to another party or grab pizza?"
- Step in. If you see someone who looks uncomfortable or is at risk, step in. If you feel safe, find a way to de-escalate the situation and separate all parties involved. Don't be shy about directly asking the person if they need help or if they feel uncomfortable.
- Enlist others. You don't have to go it alone. Call in friends or other people in the area as reinforcements. To help defuse a dangerous situation and get the at-risk person home safely. There is safety in numbers.
- Keep an eye out. Use your eyes and ears to observe your surroundings. If you see someone who has had too much to drink or could be vulnerable, try to get him or her to a safe place. Enlist Friends to help you. Even if you weren't around when the assault occurred you could still support a friend in the aftermath.

Social Situations - While you can never completely protect yourself from a sexual assault, there are some things you can do to help reduce your risk of being assaulted in social situations.

- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation go with your gut. If you see something suspicious, contact law enforcement immediately.
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink along, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured and carry it yourself. At parties, don't drink from punch bowls or other large common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character get him/her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so
- They can give you the correct tests (you will need a urine test and possible others) Information on Risk reduction was provided by RAINN: Rape, Abuse & Incest National Network; www.rainn.org

DEFINITIONS:

Sexual Harassment is defined as 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 harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

Sexual Violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Rape Sexual penetration (genital, anal, or oral including any intrusion – however slight) into any part of a person's body (with emission of semen not required) and involving one or more of the following elements:

- i. Force coercion
- ii. Victim did not consent
- iii. Victim is unable to give consent

Aggravated rape The offender is armed with a weapon or the victim is made to believe a weapon is present, or inflicts bodily injury or there are multiple offenders

Statutory Rape The victim is at least 13 but less than 18 and the offender is at least 4 years older

Incest Sexual abuse by a family member – the victim's natural parent, child, grandparent, grandchild, uncle, aunt, nephew, niece, stepparent, step child, adoptive child, brother, sister (whole, half or by adoption)

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.

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- i. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- ii. For the purposes of this definition—
 - a. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - b. Dating violence does not include acts covered under the definition of domestic violence.
- iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Dating Violence

An abusive behavior in a romantic relationship, whether same-sex or opposite-sex, to try to gain control or power over the other person. Domestic and dating violence does not discriminate and can happen regardless of race, age, sexual orientation, religion, or gender. The abuse in both domestic and dating violence relationships can be physical, emotional/verbal, sexual, or even economical.

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 a person with whom the victim shares a child in common;
- c) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- d) 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
- e) 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.

Domestic Abuse/Assault

- a) *Domestic abuse victim* means any person who falls within the following categories:
 - a. Adults or minors who are current or former spouses;
 - b. Adults or minors who live together or who have lived together;
 - c. Adults or minors who are dating, or who have dated, or who have, or had, a sexual relationship, but does not include fraternization between two individuals in a business or social context;
 - d. Adults or minors related by blood or adoption;
 - e. Adults or minors who are related or were formerly related by marriage; or
 - f. A person who commits an assault against a domestic abuse victim.

Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- a) Fear for the person's safety or the safety of others; or
- b) Suffer substantial emotional distress. For the purposes of this definition—

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.

Reasonable person means a reasonable person under similar 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.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication). Sexual assault includes rape, fondling, incest, or statutory rape

Sexting An act of sending sexually explicit materials through mobile phones. The word is derived from the combination of two terms sex and texting.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Additional Information. Employees should contact City Pointe Beauty Academy owner for more information or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of

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unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.