

STYLEMASTERS COLLEGE OF HAIR DESIGN

Annual Security Report

2016

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ANNUAL SECURITY REPORT

PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

Stylemasters College of Hair Design (SCHD) publishes this report to inform the SCHD community about campus security policies, and initiatives to prevent and respond to crime and emergencies, and the occurrence of crime on campus. This report complies with the Jeanne Clery Disclosure of campus Security and Crime Statistics Act and uses information maintained by the local and state law enforcement agencies, information provided by the SCHD Campus Security Officer and other campus security authorities.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased, or controlled by SCHD. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol, and other drugs.

SCHD distributes a notice of the availability of this Annual Security and Fire Safety Report by October 1 of each year to every member of the SCHD Community, including prospective students and employees. You may obtain a paper copy of this report by contacting the Administrative Office at (360) 636-2720 or online at stylemasters.edu.

Safety, Number One Priority

SCHD takes great pride in their community here in Longview, WA, where there are many advantages for students, faculty, and staff. This community is a great place to live, learn, work and study. With that in mind, SCHD has taken progressive measures to create and maintain a reasonably safe environment on campus.

Though SCHD is progressive with its policies, programs, and education, it is up to each of us to live with a sense of awareness and use reasonable judgment when studying, working, or visiting the college.

Working Relationship with Local, State, and Federal Law Enforcement Agencies

SCHD maintains a cooperative relationship with the Longview Police Department and other local, state and federal law enforcement agencies.

Crimes Involving Student Organizations at Off-Campus Locations

SCHD relies on its close working relationships with local law enforcement agencies to receive information about incidents involving SCHD students and recognized student organizations, on and off campus. In coordination with local law enforcement agencies, SCHD will actively investigate certain crimes occurring on or near campus. If SCHD learns of criminal activity involving students or student organizations, it will coordinate with the appropriate external law enforcement agency.

Reporting Crimes and Other Emergencies

SCHD has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate college officials. Regardless of how and where you

decide to report these incidents, it is critical for the safety of the entire SCHD campus community that you immediately report all incidents so that the police can investigate the situation and determine if follow-up actions are required, including issuing a crime alert or emergency notification.

Voluntary, Confidential Reporting

If crimes are never reported, little can be done to help other members of the community from also becoming victims. The College encourages community members to report crimes promptly and to participate in and support crime prevention efforts. The college community will be much safer when all community members participate in safety and security initiatives.

If you are a victim of a crime or want to report a crime in which you are aware of, but do not want to pursue action within the college or criminal justice system, you should consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able to file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personal information confidential, while taking steps to ensure your safety and the safety of others. Confidential reports allow the college to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security and Fire Safety Report. In limited circumstances, the College may not be able to assure confidentiality and will inform you in those cases. Anyone may call the Campus Security Officer at (360)636-2720 to report concerning information. Callers may remain anonymous.

Reporting to Campus Security Office

All members of the college community are encouraged to report all crimes and other emergencies to the Campus Security Office in a timely manner. Although many resources are available, a Campus Security Officer should be notified of any crime, whether or not an investigation continues, to assure the College can assess any and all security concerns and inform the community if there is a significant threat to the college community.

Reporting to other Campus Security Authorities

SCHD encourages all campus community members to promptly report all crimes and other emergencies directly to the Campus Security Office at (360)636-2720 or 911. We recognize that some persons may prefer to report to other individuals or college offices. The Clery Act recognizes certain college officials and offices as “Campus Security Authorities (CSA).” The act defines these individuals as “officials of an institution who have significant responsibility for student and campus activities, including, but not limited to student discipline. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

While the college has identified several CSA’s, SCHD has officially designated the following offices as places where campus community members should report crimes:

<i>Official Campus Security Officer</i>	<i>Office Address</i>	<i>Phone Number</i>
Lisa Kayser, CEO	1224 Commerce Ave. Longview, WA 98632	360-261-7009

Jamie West, CFO	1224 Commerce Ave. Longview, WA 98632	360-261-7004
John S. Chilson, President	1339 Commerce Ave. #110	360-751-0498

Pastoral and Professional Counselors

SCHD does not employ any pastoral or professional counselors.

TIMELY WARNING REPORTS- CRIME ALERTS

In an effort to provide timely notice to the campus community in the event of a Clery Act crime that may pose a serious or ongoing threat to members of the community, the Campus Security Officer may issue “crime alerts.” The Campus Security Officer will generally issue crime alerts for the following crimes: arson; aggravated assault; criminal homicide; robbery; burglary; sexual assaults; and hate crimes. The Campus Security Office will post these warnings through a variety of ways, including but not limited to posters, emails, and media. The purpose of these crime alerts is to notify the campus community of the incident and to provide information that may enable the community to take steps to protect themselves from similar incidents. The College will issue crime alerts whenever the following occurs: (1) a crime is committed; (2) the perpetrator has not been apprehended; and (3) there is a substantial risk to the physical safety of other members of the campus community because of this crime. Such crimes include, but are not limited to: (1) Clery Act crimes that are reported to any Campus Security Authority or the local police; or (2) the College determines that the incident represents an ongoing threat to the campus community.

Additionally, the Campus Security Officer may, in some circumstances, issue crime alerts when there is a pattern of crimes against persons or property at the SCHD campus. The Campus Security Officer will generally make this determination, if a crime alert is required. However, in emergency situations, any police supervisor may authorize a crime alert. For incidents involving off-campus crimes, the College may issue a crime alert if the crime occurred in a location used and frequented by the college’s population.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency Management at Stylemasters College of Hair Design

In the event of an emergency requiring evacuation, SCHD staff, students and public are to follow the evacuation procedures posted. The College maintains the highest levels of cooperation, integration, and mutual aid with local, state, and federal agencies to ensure public safety.

Drills, Exercise, and Training

Annually, the College conducts an emergency management exercise to test emergency procedures. The scenarios for these exercises change from year to year. These drills are announced, and documented in the Daily Crime/Fire Log.

Emergency Notification

SCHD is committed to ensuring the campus community receives timely, accurate and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community member. SCHD will contact and coordinate with local law agencies and public media.

Confirming the Existence of a Significant Emergency or Dangerous Situation

Campus first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, the College will become aware of these situations when they are reported to a Campus Security Officer.

Once the Campus Security Office confirms that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, they may issue an emergency notification.

The College's authorized representatives will immediately initiate all or some portions of the college's emergency notification system. If, in the professional judgment of the Campus Security Office, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the College may elect to delay issuing an emergency notification. As soon as the condition that may compromise response becomes critical, the College will issue the emergency notification to the campus community.

Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification:

College and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notifications with determining what segment or segments of the college community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (i.e., the building, adjacent buildings, or surrounding area) will receive the emergency notification first. The College may issue subsequent notifications to a wider group of community members. The College will also post applicable messages about the dangerous condition on the college website to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety. If the emergency affects a significant portion of the entire campus, College officials will distribute the notification to the entire campus community.

SECURITY OF AND ACCESS TO COLLEGE CAMPUS

SCHD campus, academic buildings and administrative buildings are open from 8:00 a.m. until 4:30 p.m., Monday through Friday. Academic buildings are scheduled to be open on weekends only as needed. Individual classrooms and laboratories are limited to those defined as "in session" enrollees. Likewise, access to most premises are limited to those enrolled in the program or otherwise authorized persons. Community members are encouraged to promptly report any security concerns, such as locking mechanisms, lighting or landscaping to the Campus Security Office at 360-636-2720.

Personal Safety

Despite law enforcement's efforts, serious crimes do occur on campuses. It is important to report any suspicious incidents to police and always remain alert and vigilant.

One of the more serious crimes that too often is unreported is sexual assault. Often, sexual assault is very difficult for victims to report for a number of very complex reasons. The following information is provided to assist those who may have been victims of sexual assault or who may have a friend who has been sexually assaulted.

There are many guidelines to help you be more alert and aware of a situation to prevent such serious crimes, including:

- Know your surroundings
- Be alert
- Call for help
- Report any suspicious activity/persons immediately

STYLEMASTERS COLLEGE OF HAIR DESIGN'S RESPONSE TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING

SCHD does not discriminate on the basis of sex in its educational programs and sexual harassment nor tolerate sexual violence, which is a type of sex discrimination.. Other acts can also be forms of sex-based discrimination and are also prohibited whether gender based or not and include dating violence, domestic violence and stalking. As a result, SCHD issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct: educational programs and procedures that address sexual assault domestic violence, dating violence, and stalking, whether the incident occurs on or off campus, and how these events are reported to a campus security officer. In this context, the SCHD prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all member of the SCHD community.

Our Commitment to Addressing Sexual Assault/Rape, Domestic Violence, Dating Violence, and Stalking.

SCHD does not tolerate sexual misconduct or abuse, such as sexual assault, rape, or any other forms of nonconsensual sexual activity. Sexual misconduct in any form violates the Student code of conduct, SCHD policies and may violate federal and state laws. Violations are subject to disciplinary sanctions through the Campus Security office

What is consent?

Consent must be informed, freely given and mutual. If coercion, intimidation, threats or physical force are used there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact nature or extent of the sexual situation there is not consent: this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. Inducement of incapacitation of another with the intent to affect the ability

of an individual to consent or refuse to consent to sexual contact almost always, if not always, negates consent. Silence does not necessarily constitute consent. Whether a person has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

Defining Sexual Assault/Rape, Domestic Violence, Dating Violence, and stalking

Sexual Assault: Sexual assault occurs when a person engages in sexual intercourse or deviate sexual intercourse with a complainant without the victim's effective consent.

Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Includes either Male or Female Victims or Offenders. Includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity, (e.g., due to the influence of drugs or alcohol or because of age).reflects the various forms of sexual penetration understood to be Rape.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. Abuse is defined as the occurrence of one or more of the following acts between family or household members, sexual or intimate partners or persons who share biological parenthood:

- 1) Attempting to cause or intentionally, knowingly or recklessly causing bodily injury, serious bodily injury, rape involuntary deviate sexual intercourse, sexual assault, statutory sexual assault, aggravated indecent assault, indecent assault or incest with or without a deadly weapon.
- 2) Placing another in reasonable fear of imminent serious bodily injury.
- 3) The infliction of false imprisonment.
- 4) Physically or sexually abusing minor children.
- 5) Knowingly engaging in a course of conduct or repeatedly committing acts toward another person, including following the person, without proper authority, under circumstances which place the person in reasonable fear of bodily injury. The definition of this paragraph applies only to proceedings commenced under this title and is inapplicable to any criminal prosecutions commenced.

Dating Violence: Means violence committed by a person –(a) who is or has been in a social relationship of a romantic or intimate nature with the victim: and (b) where the existence of such a relationship will be determined based on a consideration of the following factors:

- The length of the relationship
- The type of the relationship
- 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 (a) fear for his or her safety or the safety of others: or (b) suffer substantial emotional distress. A person commits the crime of stalking when the person either:

- 1) Engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person: or
- 2) Engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate of communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

What to do if you have been the victim of sexual assault, dating violence, domestic violence or stalking

After an incident of sexual assault, it is important to seek medical attention as soon as possible. It is important that victims of sexual assault not bathe, douche, smoke, change clothing or clean the bed/line/area where they were assaulted if the offense occurred within the past 96 hours so that evidence, as may be necessary to the proof of criminal activity, may be preserved. In circumstances of sexual assault if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, stalking and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to SCHD campus security or investigators/police. Although SCHD strongly encourages all member of its community to report violations of this policy to law enforcement, it is the victims choice whether or not to make such a report, and victims have the right to decline involvement with the police whether a victim reports the crime to the police, or not, if the alleged offender is a member the SCHD community, the victim has a right proceed to SCHD discipline against the offender

To criminally report an incident involving a sexual assault, domestic violence stalking and dating violence, contact he SCHD Campus Security Office. The College will assist any victim with notifying local police if they so desire. A victim of domestic violence, dating violence sexual assault or stalking who proceeds through the criminal process has the following rights:

- To receive information concerning available services for victims
- To be notified of certain significant actions and proceedings pertaining to your case
- To be accompanied at all public criminal proceedings by a victim advocate, family member or another person
- In cases involving personal injury crimes, burglary and crimes relating to driving under the influence which involved bodily injury, the victim may offer prior comment on a the potential reduction or dropping any charge of change of a plea
- To offer prior comment on the sentencing of a defendant to include the submission a written and or oral victim impact statement.
- To be restored to the extent possible to the pre-crime economic status through restitution compensation and the return of property.

If personal injury results from the incident, and the offender is sentenced to a state correctional facility, the victim has the opportunity provide prior comment on and to receive state post sentencing release decision and to be provided immediate notice of escape of the offender

If personal injury occurs from the incident and the offender is sentenced to a local correctional facility, the victim has the right to receive notice of release of the offender and to be provided with immediate notice of the escape of the offender.

Moreover, to the extent of the victim's cooperation and consent, SCHD offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal university investigation may be offered changes to academic schedules. Additionally, in most cases and consistent with other federal law, personal identifiable information about the victim will be treated confidential and shared with persons with a specific need to know who are investigating the complaint or delivering resources or support services to the complainant.

Risk reduction, warning signs of abusive behavior and future attacks.

No victim is EVER to blame for being assaulted or abused. Unfortunately, studies show that a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warnings signs of abusive behavior and how to reduce the risk of a potential attack.

Warning Signs of Abusive Behavior

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

- 1) Being afraid of your partner
- 2) Constantly watching what you say to avoid a "blow up"
- 3) Feelings of low self-worth and helplessness about your relationship
- 4) Feeling isolated from family or friends because of your relationship
- 5) Hiding bruises or other injuries from family or friends.
- 6) Being prevented from working, studying, going home, and or using technology including your cell phone
- 7) Being monitored by your partner at home, work or school
- 8) Being forced to do things you don't want to do

Help reduce your risk and avoid potential attacks

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

- 1) Get help by contacting the appropriate authorities
- 2) Learn how to look for red flags in relationships so you can learn to avoid some of those characteristics in future partners
- 3) Consider making a report with campus Security Office and for a no contact directive from the college to prevent future contact
- 4) Consider getting a protection from abuse order or not contact order form a local judge or magisterial justice
- 5) Learn more about what behavior constitute dating and domestic violence, understand it is not your fault, and talk with friend and family member about ways you can be supported.
- 6) Trust your instincts if something doesn't feel right in a relations, speak up or end it.

Sexual Assault Prevention

- Be aware of rape drugs
- Try not to leave your drink unattended
- Only drink from un-opened container or from drinks you have watched being made and poured
- Avoid group drink like punch bowls
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle
- If you feel extremely tired or drink for no apparent reason, you may be been drugged. Find your friends and ask them to leave with you as soon as possible.
- If you suspect you have been drugged, go to a hospital and ask to be tested.
- Keep track of how many drinks you have had
- Try to come and leave with a group of people you trust
- Avoid giving out your personal information if someone asks for your number, take his her number instead

The following information provides steps to follow should a sexual assault occur:

- Get to a safe place as soon as possible!
- Try to preserve all physical evidence-the victim should not bathe, shower, brush teeth, douche, use the toilet, or change clothing until she (he) has a medical exam. Contact a close friend or relative, if available, who can provide support and accompany the victim to the medial exam and/or police department.
- Get medical attention as soon as possible- an exam may reveal the presence of physical injury that the victim is unaware of. Following a sexual assault, antibiotics are typically given at the time of the exam to help prevent the victim from acquiring certain sexually transmitted diseases. Emergency contraceptive pills are offered to all victims at the time of the exam (if the victim presents themselves within 120 hours) to help prevent pregnancy from occurring as a result of the rape. If the victim reports memory loss, loss of consciousness or other circumstances suspicious for a drug-facilitated assault, a urine test

may be done if the victim presents themselves within 96 hours. Some “date rape” drugs, however are only detectable in the urine for six to eight hours after ingestion.

- Contact the police. Sexual assault is a crime, it is vital to report it. It is important to remember that reporting a crime is not the same as prosecuting the crime. The decision to prosecute may be made at another time. Final decision to prosecute is determined by the designated legal authority.
- Consider talking to a counselor. Seeing a counselor may be important in helping the victim understand her/his feelings and begin the process of recovery.

COMMITMENT TO ADDRESSING SEXUAL ASSAULT/ RAPE

SCHD does not tolerate sexual misconduct or abuse, such as sexual assault, rape, or any other forms of nonconsensual sexual activity. Sexual misconduct in any form violates SCHD’s Student Code of Conduct and may violate federal and state laws. Violations of this policy are subject to disciplinary sanctions through the Campus Security Office.

If you or someone you know is the victim of a sexual assault, the victim has several rights, including:

- The right to report the incident to the Campus Security Office, police, or designated local authorities. The College will assist victims in notifying either the College Campus Security Officer or local police. Filing a police report does not mean the victim must pursue criminal charges. The victim maintains his or her rights throughout the process. In addition to the campus services listed below, several community service organizations can provide counseling, connecting victims to these services.
- Children’s Justice & Advocacy Center (CJAC)
Advocacy, referrals, and education, (www.CowlitzCountyCJAC.com)
- Crime Victim Advocacy Program
Intervention, individual, medical and legal advocacy. (888) 425-1176
- Division of Children and Family Services
(800) 281-2372 (800) 562-5624
- Emergency Support Shelter
(www.esshelter.com)
- Longview Police Department
(360) 442-5800
- Kelso Police Department
(360) 423-1270
- Washington Council for Prevention of Child Abuse and Neglect (WCPCAN)
(www.wcpcan.wa.gov)

If a victim of a sexual assault or relationship violence incident feels it necessary, the Director of Education and other administrative staff at the College will assist the individual with making class schedule changes, as long as they are reasonably available.

SCHD’S DISCIPLINARY PROCEDURES IN SEXUAL ASSAULT INCIDENTS INCLUDING DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSALUT, OR STALKING

While these definitions are clear, victims often have difficulty reporting a sexual assault for numerous reasons, such as knowing the perpetrator, fear of retaliation, fear of parents knowing about the incident, or fear of getting into trouble with law enforcement. Despite these concerns, it is vital to report such incidents in order to get help.

If you have been sexually assaulted, several options are available for reporting the incident. You may wish first to discuss the problem privately with a counselor. The Campus Security Office Staff are always available to assist a victim with getting the support she/he requests. The College's student conduct process is designed to afford a complainant (the person who is making a charge) and a respondent (the person who is answering a charge) a fair, prompt, and appropriate resolution. This process is designed to help people who need support as they address an incident.

In determining whether the alleged conduct constitutes sexual harassment or assault, the full context in which the alleged incident occurred must be considered. In any case, both the accuser and the accused are entitled to the same opportunities to have others present during any disciplinary proceeding. Both the accuser and the accused will be informed of the outcome of any proceeding.

During any sexual assault complaint investigation and resolution process, the College has a range of sanctions available. Those sanctions may range from probation to expulsion from the College depending upon the nature and circumstances of the specific incident.

Sexual misconduct and relationship violence, in any form, violates the Student Code of Conduct and may violate federal and state laws. Violations of this policy are also subject to disciplinary sanctions, through the Campus Security Office.

Reports or complaints alleging sexual assault, domestic violence, dating violence, and stalking are processed on the basis of the status of the alleged perpetrator (respondent). Reports or complaint alleging discrimination or harassment by a student will be processed by the Campus Security Office. Confidential reports can be made through the Campus Security Office.

The President of the College has designated as a Deputy Title IX Officer for the College by the Title IX coordinator. As such all incidents involving an alleged violation of Title IX involving students should be forwarded to the Campus Security Office. When received by the Campus the Office, the information will be reviewed and the level of investigation, accommodation, and/or remedial measures already implemented as well as the potential need for a timely warning will be assessed. The Title IX Coordinator will also ensure that accommodations, resources, rights and options are addressed with the complainant.

At any time, when a complainant expresses an interest in exploring options within the Campus Security Office, the process will begin with communication with the complainant. This conversation will most often be held with the Campus Security Officer and Title IX Coordinator. And will occur in a prompt and timely fashion.

Possible outcomes of this initial discussion include the following:

- 1) The incident is documented, but no further action is determined to be necessary by the Title IX Coordinator and Campus Security Officer. Appropriate accommodation to the complainant and appropriate remedial measures will still be applied; or

- 2) Complainant wishes for the SCHD to proceed with an initial investigation to include contact with the respondent. The complainant will be eligible for appropriate accommodations, and appropriate remedial measures will be applied. The complainant will also be informed that if at any point in the future the complainant wishes for formal action, the complainant can request it at that time. A timeline for next steps will be reviewed, and when appropriate, additional meetings scheduled; or
- 3) The complainant request that SCHD proceed with the formal SCHD conduct process..... The complainant will be eligible for appropriate remedial measures will be considered. Additional information necessary to proceed with the formal process will be obtained. A timeline for next steps will be reviewed and when appropriate, additional meetings scheduled.

In any of the three outcomes listed above, appropriate documentation will be completed submission to the Title IX Coordinator.

There may be cases which the information probed requires that action be taken irrespective of the desires of the complainant and in such cases the SCHD will take that action In those cases, every effort will be made to explain to the complainant the rationale for moving forward and the relevant procedures and timelines, and to keep them abreast of the process. At no time, however, will the complainant be compelled to participate in the process.

Initial Investigation

When an initial investigation is pursued, SCHD staff will contact the respondent to schedule a meeting. In that meeting Campus Security Staff will review the following:

- 1) Rights of the respondent
- 2) The allegations
- 3) The respondent's perspective on the allegations
- 4) Actions requested by the complainant, if any and
- 5) Actions recommended by SCHD
- 6) If, following the discussion, the respondent agrees to honor the complainant's and SCHD's requests, and the SCHD believes the complainant's request are reasonable and appropriate steps will be taken to complete those actions in a prompt and timely manner. The complainant will be notified of the respondent's agreement and appropriate documentation will be completed for submission to the Title IX Coordinator and

Formal Student Conduct Process

When cases involving domestic violence, dating violence, sexual assault, or stalking are reported and a formal conduct process is initiated, SCHD will provide a prompt, fair, and impartial investigation and resolution.

If it is determined that it is appropriate and necessary, a formal investigation process prior to the determination of charges and sanctions will occur. When a formal investigation process is initiated, the assigned investigator will attempt to interview all parties who have substantial information to share about the allegations and will attempt to gather all available documentation. An investigative packet containing the information received and collected will be compiled.

If, after factual investigation, charges are assigned and the respondent accepts responsibility, both the respondent and complainant have the opportunity to request a sanction review. If the respondent contests the charges, the matter will be forwarded to a hearing. The standard of evidence in a hearing is a more likely than not, a preponderance standards. In a hearing, both parties may question all witnesses, but only through the hearing chair.

The respondent and complainant may each be assisted by an advisor. Advisor is defined as any person selected by the respondent of complainant to assist and accompany them throughout the process. The Advisor, upon request of either party, may (1) accompany the party in any disciplinary proceeding, (2) advise the party in the preparation and presentation of sharing of information and (3) advise the party in the preparation of any appeals or sanction review. The advisor shall not perform any function in the process other than advising the party and may not make a presentation or represent the party. The parties are expected to ask and respond to questions on their own behalf, without representation by their advisor. The advisor may consult with their advisee quietly or in writing, or outside during breaks, but may not speak on behalf of the advisee. Delays in the conduct process will not normally be allowed due to scheduling conflicts with advisors.

Each party will be allowed to submit a statement of facts prior to the hearing that will be added to the hearing packet.

Each party will also be allowed to submit an impact statement that will be reviewed by SCHD should the repo indent be found responsible for violating the Code of Conduct.

Both the respondent and the complainant will be notified simultaneously of the hearing outcome once the written outcome has been submitted to the hearing chair.

If suspension or expulsion is either assigned or was within range for the charges, both the complainant and the respondent will have the opportunity to file an appeal.

At the conclusion of any appeal process, both the complainant and the respondent will be notified simultaneously, in writing, of the outcome of the process.

The campus Security officer will be responsible for investigating reports of sexual assault, domestic violence, dating and stalking and making factual finding, applying a preponderance of the evidence standard, with respect to whether a policy violation occurred. Following the fact finding and investigative process, the Campus Security Officer will prepare a written report with findings and remedial recommendations. The investigation will be complete within 60 days, and the report of finding will be simultaneously provided to the accused and the accuser, and in appropriate circumstance, may be provided to the immediate superior of the accused. Along with the report of findings, both parties will be provided the opportunity attend or participate in a disciplinary meeting which will occur after the investigative report is finalized. Both the accused and the accuser have the right to have advisor of their choice present at this disciplinary meeting. Following the disciplinary meeting both the accused and the accuser will receive simultaneous notice of the final disciplinary sanctions. Both the accused and the accuser may appeal the final disciplinary sanctions.

Possible sanctions or protective measures SCHED may impose following a final determination of an institutional procedure.

Following a final determination an institutional procedure regarding domestic violence, dating violence, sexual assault or stalking, SCHED may impose the following sanctions or protective measures:

- Sanctions up to and including expulsion from SCHED
- Change in course assignments
- Mandated Psychological Evaluation and/Counseling
- Mandated Education

Protecting the confidentiality of victims

All members of SCHED will comply with the provisions of the Family Education Rights to Privacy Act. Personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. SCHED does not publish the name of crime victims nor identifiable information regarding victims in the campus police departments Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by completing a request to withhold directory information form posted at the Campus Security.

BURDEN OF PROOF

As noted, the standard of evidence for determining whether a violation occurred, specifically when investigating alleged domestic violence, dating violence sexual assault, and stalking, is “preponderance of evidence.”

Awareness Programs: any program designed to bring awareness to issue

Bystander Intervention: can play a significant role in a comprehensive approach to sexual violence prevention, by de-escalating violent incidents.

Risk Reduction: the techniques and programs utilized to minimize and prevent crimes.

SEXUAL ASSAULT PREVENTION EDUCATION PROGRAMS

SCHED currently coordinates with the local Emergency Support Shelter by cooperatively providing with Local County and state government agencies, bi-annual educational programs on a variety of topics, including sexual assault. Please see list of resources above.

SEX OFFENDER REGISTRATION- CAMPUS SEX CRIMES PREVENTION ACT

Megan’s Law

Members of the general public may request community notification fliers for information concerning sexually violent predators in a particular community by visiting the chief law enforcement officer in that community. This information is also available at www.doc.wa.gov/offenderinfo/

CAMPUS SECURITY POLICIES: PREVENTION AND SAFETY AWARENESS PROGRAMS

In addition to the many programs in which the College may assist you in locating, the College has established a number of policies and procedures related to ensuring a reasonably safe campus community. These policies include:

WEAPONS POLICY

The possession, carrying, and use of weapons, ammunition, or explosives is prohibited on SCHD owned or controlled property. The only exception to this policy is for authorized law enforcement officers or others, specifically authorized by the College.

SUBSTANCE ABUSE POLICY

The College is committed to providing a safe and productive workplace for its students and employees. In keeping with this commitment, the following rules regarding alcohol and drug use have been established. These rules are enforced during the college's hours of operation, while on college premises, or elsewhere on college business and includes the following:

- The manufacture, distribution, possession, sale, or purchase of controlled substances.
- Being under the influence of or impaired by drugs (legal or illegal), alcohol, or controlled substances.
- So there is no question about what else these rules signify, please note the following definitions:
- College Premises: All institutionally owned or leased property.
- Controlled substance: Any substance listed in Schedules IV of Section 202 of the Controlled Substance Act, as amended.
- Drug: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.
- Drug paraphernalia: Equipment, product, or material that is used or intended for use in concealing a drug's (legal or illegal) presence.

The use of alcohol and smoking products on college premises is strictly prohibited. Tobacco or electronic smoking devices are not permitted within 25 feet from any college outside entrance. Students are required to follow all policies and procedures related to time allocations for break periods.

WASHINGTON CRIME VICTIM RIGHTS

Your Rights as a Crime Victim:

As a victim of crime, you have rights. Also, you can expect to receive information, practical and emotional support, and be able to participate in the criminal justice process. These standards were created to make sure that you are treated with dignity and respect at all times, regardless of your gender, age, marital status, race, ethnic origin, sexual orientation, disability, or religion.

You have the right to be told:

- About basic services available to you in your county
- About certain court events, including information on bail, escape of offender, release of an offender
- About the details of the final disposition of a case in which you have the right to receive all notices regarding the arrested offender
- Information about restitution and assistance with compensation
- Accompaniment to all criminal proceedings by family members, a victim advocate, or support person

STUDENT CONDUCT

SCHD is committed to promoting a safe, orderly, and civil campus community and to encourage and inspire students to become good citizens by engaging in personal responsibility, ethical decision making, and in demonstrating respect for the rights and safety of others.

THE STUDENT CODE OF CONDUCT

SCHD's "Code of Conduct" articulates the behavioral standards and the equitable procedures employed by the College to respond to allegations of student misconduct.

The code of conduct for students is administered on all properties of SCHD and may also address off-campus student misconduct when a student's behavior affects College interests.

Students who are found responsible for violations may be subject to sanctions including warnings, probations, suspension or expulsion from the College.

SCHD's staff may also assign developmental and educational interventions designed to promote greater awareness and improved decision making for students and to further deter future misconduct.

In instances where there is reasonable cause to believe a student is an immediate threat to the safety of himself/herself, the general public, property, or is an immediate threat to disrupt essential campus operations, the office of Campus Security may assign an interim suspension and/or other actions, designed to protect the health and safety of the community and members therein.

PARENTAL NOTIFICATION POLICY

SCHD reserves the right to report student discipline information to the parents or legal guardians of students.

Federal legislation authorizes SCHD to disclose disciplinary records concerning violations of the College's rules and regulations governing the use or possession of alcohol or controlled substances that involve students who are under the age of 21, regardless of whether the student is a dependent.

SCHD may also report non-alcohol or drug-related incidents to parents or legal guardians of dependent student as defined by Internal Revenue Service and USDOE rules.

MISSING STUDENT POLICY

The Higher Education Opportunity Act of 2008 (effective August 14, 2008) requires any institution participating in a Title IV Federal Student Financial Aid program that maintains on-campus housing facilities to establish a missing student notification policy and related procedures. SCHD does not have on-campus housing facilities.

DAILY CRIME AND FIRE LOG

SCHD maintains a combined daily crime and fire log of all incidents reported to them. This log identifies the type, locations, and time of each criminal incident reported to the Campus Security Office. Upon request, a copy of the Daily Crime and Fire Log is available for viewing, within a forty-eight hour request notification.

CRIME PREVENTION AND SAFETY AWARENESS PROGRAMS

In effort to promote safety awareness, SCHD maintains a strong working relationship with the local community. This relationship includes a variety of safety and security programs and services and crime prevention programs which are offered by local, county and state agencies at the College. If you or your organization would like to request a specific program, please contact the Campus Security Office. You can request a list of available crime prevention and safety awareness programs available throughout the community at the Campus Security Office.

STYLEMASTERS COLLEGE OF HAIR DESIGN'S POLICIES GOVERNING ALCOHOL AND OTHER DRUGS

ALCOHOL POLICY

The possession and/or consumption of alcohol beverages is prohibited on all SCHD owned property. Any student who violates this policy is subject to disciplinary action including sanctions as outlined in the Student Code of Conduct in addition to any penalties resulting from violating local, state, and or federal law. Disciplinary sanctions may include: Disciplinary Warning, Disciplinary Probation, Suspension, or Expulsion from the college. By law, the local police department and the college are required to notify parents or guardians of all underage-drinking violations. SCHD has a zero-tolerance policy associated with students consuming alcohol under the age of 21. Not only is this against the Washington State Law, it is also a violation of SCHD's student code of conduct.

POSSESSION OF OTHER DRUGS

In Washington, the penalties for being convicted of possession of a controlled substance such as heroin, cocaine, methamphetamines, prescriptions, ecstasy, and LSD vary by type of substance and quantity of the substance possessed. Charges also vary by first, second and subsequent offenses. Charges may include jail time, fines, drug counseling, and suspension of driver's license.

POSSESSION OF DRUG PARAPHERNALIA

It is also unlawful to possess drug paraphernalia that is used for packaging, manufacturing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of the controlled Substances, Device and Cosmetic Act of 1972.

DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS

SCHD makes every attempt to coordinate with local, state, and federal governmental agencies for providing education on a variety of topics, including drug and alcohol abuse. You may request a list of drug and alcohol prevention programs available throughout the community at the Campus Security Office.

ANNUAL DISCLOSURE OF CRIME STATISTICS

While the SCHD campus is a reasonably safe environment, crimes do occur. In addition to the Clery Act crime statistics, other common crimes that occur on campus are outlined below.

THEFT

Theft is not a common occurrence at SCHD. However many open classrooms and laboratories provide thieves with effortless opportunities. It is important to be very vigilant when it comes to suspicious persons. Never leave items and valuables lying around unsecured. Doors should be locked at all times. The following is a list of suggestions to help you not fall victim to theft.

- Keep doors to trolley carts locked when not in use.
- Don't provide unauthorized access to persons in buildings or classrooms.
- Do not keep large amounts of money with you.
- Lock all valuables, money, jewelry, and checkbooks in a lock box or locked drawer.
- Don't leave laptop computers or textbooks unattended in labs or classrooms, even if it is for a short period of time.
- Don't lend credit cards or identification cards to anyone.
- Report loitering persons or suspicious persons to CSA'S immediately; don't take any chances.

IDENTITY THEFT

Identity theft is a crime in which someone wrongfully obtains and uses another person's personal information in some way that involves fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account, and credit card information.

Persons involved in identity theft often use computers or other forms of media to assist them. You can take measures to prevent this from happening to you:

- Do not give anyone your personal information unless there is a legitimate reason to trust them.
- Never give your credit card information, date of birth, or other information over the telephone, unless you can confirm the person receiving that information.
- Complete a credit check frequently to assure there is no suspicious activity.

- Examine financial information often to ensure all transactions are authorized for.
- Use security software and install firewalls on computers.

CLERY ACT CRIMES

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires colleges and universities across the United States to disclose information about crime on and around their campuses. SCHD maintains a close relationship with all local police departments to ensure that crimes reported that involve SCHD are brought to the attention of the SCHD's Campus Security Office and the police department.

The College collects crime statistics disclosed in the charts through a number of methods. Police dispatchers and officers enter all reports of crime incidents made directly to the department through an integrated computer aided-dispatch systems/records management system. After an officer enters the report in the system, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. The department periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only). In addition to the crime data that SCHD maintains, the following statistics also include crimes that are reported to various Campus Security Authorities, as defined in this report. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the subcategories on liquor laws, drug laws, and weapons offenses represent the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.

DEFINITIONS OF REPORTABLE CRIMES

Murder/Manslaughter-defined as the willful killing of one human being by another.

Negligent Manslaughter-defined as the killing of another person through gross negligence.

Forcible sex offenses-defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Including: forcible rape, forcible sodomy, sexual assault with an object, forcible fondling.

Non-forcible sex offense-unlawful, non-forcible sexual inter-course, incest and statutory rape.

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

Aggravated Assault-defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon of by means likely to produce death or great bodily harm.

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

Motor Vehicle Theft- theft or attempted theft of a motor vehicle.

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

Hate Crimes-includes all of the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of prejudice listed below, plus the following crimes.

Larceny/Theft-includes pocket picking, purse snatching, shop-lifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

Simple Assault-unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Intimidation-to unlawfully place another person in reasonable fear of bodily harm through the use of any conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism to Property (except arson)- to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Awareness Programs: any program designed to bring awareness to issues.

Bystander Intervention: can play a significant role in a comprehensive approach to sexual violence prevention, by de-escalating violent incidents.

Risk Reduction: the techniques and programs utilized to minimize and prevent crimes.

Proceeding: an act or course of action, the institution of a legal action any step taken in a legal action.

Result: a consequence, effect, or outcome of something.

CATEGORIES OF PREJUDICE

Race- a preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.

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

Religion- a preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence/nonexistence of supreme being(s).

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

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

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

CRIME STATISTICS: CLERY DATA REPORTED TO CAMPUS SECURITY

The following Annual Security Report provides crime statistics for selected crimes that have been reported to local police agencies or to Campus Security Authorities. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. This report complies with 20 U.S. code Section 1092 (f).

OFFENSES	2014 On-Campus	2014 Public Property	2015 On-Campus	2015 Public Property	2016 On-Campus	2016 Public Property
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0
Sex Offenses - Non Forcible	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
ARRESTS						
Weapons	0	0	0	0	0	0

Drugs	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0
REFERRALS						
Weapons	0	0	0	0	0	0
Drugs	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0
HATE CRIMES						
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses-Forcible	0	0	0	0	0	0
Sex Offenses - Non-Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0

ANNUAL FIRE SAFETY

The Higher Education Opportunity Act enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an Annual Fire Safety Report that contains information about campus fire safety practices and standards of the institution. Although SCHD has no on-campus housing facilities the College takes fire safety very seriously and continues to enhance a program to the college community through education, prevention and fire safety. Educational programs are presented throughout the year to faculty, staff, and students so they are aware of fire safety rules and practices. These programs include identification and prevention of fire hazards, actual building evacuation procedures and drills, specific occupant response to fire emergencies, and hands-on use of fire extinguishers.

SCHD has emergency evacuation plans and conducts fire drills during the school year to allow student, staff and clients to become familiar with and practice their evacuation skills.

The College takes pride in being a leader in ensuring the safety of students, faculty, staff, and visitors. Automatic sprinkler systems and fire alarm systems are engineered building features that help provide for a fire-safe environment. SCHD is equipped with automatic sprinkler systems, smoke detectors, and building fire alarm systems that provide early detection and warning of a possible fire emergency. Additionally, all staff are trained with hands-on use of fire extinguishers and emergency procedures in the event of a fire.

SCHD maintains and annually tests all fire alarms and automatic fire suppression systems in accordance with the National Fire Protection Association Standards to ensure system readiness and proper system operation in the event of a fire emergency.

EVACUATION PROCEDURES

SCHD provides students and staff with fire evacuation procedures and conducts fire drills quarterly. Students are informed of the following procedures. If you discover a fire on campus:

Immediately activate the fire alarm system. The fire alarm monitoring system will dispatch the fire department and will sound an evacuation alarm initiating the evacuation from the building.

- Call 911 from a safe location to report the fire and to give as much information as possible.
- Upon activation of the fire alarm system, everyone shall immediately leave the building.
- Feel the door, if it is hot, do not open it.
- If the door is cool, crouch low and open the door slowly. Close the door quickly if smoke is present.
- If the hallway is smoke-free or there is a light smoke condition, proceed to the nearest exit. If a light smoke condition present stay below the smoke (crouch or crawl).
- Leave the building and meet at your designated evacuation meeting site.
- Never use elevators during a fire evacuation.

FIRE DRILLS AND RELATED PRACTICES

Fire drills are conducted during the school year to allow students to become familiar with building alarm systems and practice their evacuation skills. The drills are coordinated and conducted by the Campus Security Office. All people inside SCHD during the drill are required to evacuate the building.

Prohibitions on Portable Electrical Appliances, Smoking, and Open Flames

All on- campus facilities prohibit the following activities and items.

1. Smoking is not permitted in any SCHD building.
2. The presence or use of candles, incense burners, oil lamps, and other open-flame devices is not permitted in any SCHD building.
3. Individuals shall not obstruct or tamper with fire safety equipment (e.g., sprinklers, fire alarms, fire extinguishers).
4. The possession or use of fireworks, explosives, incinerating devices are strictly prohibited on all SCHD property.
5. All practitioner implement that reach a pre-combustible temperature degree stage must be turned off when not in use or placed in or on an approved noncombustible shielded device.

If you are trapped in a room:

1. Place material (e.g., clothing rug) at base of door to prevent smoke from entering the room.

2. Open or safely break a window, wave a piece of material and yell to attract the attention of people outside.
3. Call 911 and report your location.
4. Stay low; breathe fresh air near windows.
5. Await rescue.

Fire Safety Education and Training Programs for Students, Faculty, and Staff

SCHD in coordination with local fire departments provides annual training to students and staff.

Topics addressed during this training include:

1. Fire prevention at SCHD
2. What to do in the event of a fire
3. Evacuation planning
4. How to report a fire or other emergency
5. How SCHD's fire safety systems operate
6. How to properly use Fire Extinguishers

Other general safety and fire safety information is available to students, faculty, and staff on the Washington Environmental Health, Safety and Toxicology website at www.doh.wa.gov

In conclusion, the College would like to re-iterate that safety at Stylemasters College of Hair Design, (SCHD) is a top priority in ensuring that all students, staff and general public can engage in productive learning in the safest environment possible.