

JDA Associates Inc., dba



ACADEMY ^{OF} BEAUTY

PROFESSIONALS

Handbook for Campus
Security, Safety Reporting,
and Policy Manual

800 West Foxwood Drive
Raymore, MO 64083

This report is required by federal law and contains policies, procedures, policy statements and crime statistics for the school.

September 2023

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JDA Associates Inc., dba Academy of Beauty Professionals

Raymore, MO Campus Administration

President & Director of Operations – Dave Kwitek

Admissions Advisor – Grace Robbearts

Director of Financial Aid & Compliance – Matt Wotruba

Title IX Coordinator – Courtney Opitz
(608) 709-5204

Emergency Numbers

Law Enforcement, Fire Department, Ambulance (Emergency)	911
Cass County Sherriff's Office	(816) 380-5200

Availability of Annual Security Report

This manual has been created to inform all student and employees of the Academy of Beauty Professionals about its safety and security procedures and policies. A report is created to comply with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and the Higher Education Opportunity Act (HEOA). This report can also be requested at any time from the Admissions Department. The annual disclosure document is completed each year by contacting the local police department and the building management to compile the statistics used in the report. The safety of students and employees is an important concern of the administration. This document explains this institution's policy regarding crime and accident prevention, public safety, criminal and accident reporting procedures, and fire safety. Read this document carefully and ask if you have any questions.

During orientation for new students and employees, as well as in September of each year, each student and employee is informed of the school's campus security report, procedures, and safety practices. We also review with students and employees they need to be responsible for their own security and safety at all times.

Designated Reporting Locations

The Jeanne Clery Disclosure of campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act (HEOA) require that the Academy of Beauty Professionals report crimes on campus, and campus buildings or properties that meet all of the following criteria: Academy of Beauty Professionals owns or controls them; they are reasonably contiguous to one another; they directly support or relate to the Academy of Beauty Professionals' educational purposes.

Crime & Accident Prevention

The school does not assume liability for any stolen property. Students are responsible for their own textbooks, equipment, and all personal property. Student lockers are provided for students and employees to secure their personal belongings. Do not leave any of your items at school. Vehicles should be properly secured; valuable items stored in a locked trunk, windows rolled up, keys removed, and all doors locked. The institution encourages students and staff not to bring or wear expensive jewelry, money or other valuables to the school or store them in your car. Such items should be left at home in order to reduce the chance of theft.

The school reserves the right to prosecute any student or employee to the full extent of state and United States federal law for any criminal violation committed on the school premises. The school will take into consideration the specifics of any student who may be accused of a crime on a case-by-case basis, which may include suspension or termination from school. Criminal violations may include but may not be limited to the following:

• Murder	• Burglary
• Rape	• Larceny
• Forcible Sex Offenses	• Domestic Violence
• Non-forcible sex offenses	• Dating Violence
• Robbery/Theft	• Stalking
• Simple or Aggravated Assault	
• Unlawful Consumption/possession of alcohol or other controlled/illegal substance(s)	
• Hate crime(s) including; larceny-theft, simple assault, intimidation or vandalism	

Further Preventative Measures Include:

- Students and/or employees shall not be permitted to consume and/or be under the influence of illegal or controlled substances, including alcoholic beverages, during school hours or at school functions.
- Students and/or employees shall not be permitted to have any illegal or otherwise dangerous weapons in their possession or on school property. Such a violation will result in the confiscation of the weapon, possible prosecution, and possible termination from enrollment or employment. Students may not bring firearms into the school even if they possess a concealed carry permit.
- Students and/or employees must keep their property securely locked in the designated areas in order to prevent theft.
- Students and/or employees must park in the designated areas and should always keep their cars securely locked.
- Employees and/or students must not remain alone within the facility after closing without administrative approval. If approval is given, the outside door must remain locked and the employee must not allow any unauthorized individual entrance.
- All employees make certain the offices always remain securely locked.
- Students and/or Employees will report hazardous conditions (i.e. faulty/broken equipment, water leaks, exposed wires, etc.) to the campus manager for immediate attention.
- The institutions manager will handle all hazards with appropriate caution and contact the appropriate agencies if necessary.
- Students and/or Employees should handle all equipment correctly: i.e., within the manufacturer's specifications. The school will not be responsible for accidents caused by the inappropriate or negligent use of any of its equipment.
- Students and/or employees shall not be permitted to use unauthorized equipment. The school will not accept liability for accidents involving such unapproved equipment.

Campus Security

In order to protect employees, students and clients, Academy of Beauty Professionals requires certain procedures to be followed. Academy of Beauty Professionals does not have, nor offer, dormitories or housing options. Security rules and regulations are as follows:

1. Visitors and clients must check in at the reception desk. All visitors and clients are always to be escorted while on campus. Employees are responsible for any visitors they bring to the school.
2. Visitors and clients may be required to submit themselves to a search before entering institutional property. Items being brought onto or removed from the property may be searched.
3. Any instances of non-compliance will be reported to the school manager.

Alcoholic Beverage Possession or Consumption

Academy of Beauty Professionals is designated "Drug Free". At no time is possession, sale, manufacturing, distribution, consumption or being under the influence of alcohol permitted on the institution's property. The possession, sale, manufacturing or distribution of any controlled substance is illegal under both state and federal laws are strictly enforced by the police department and the county sheriff's office. Violators are subject to disciplinary action from Academy of Beauty Professionals and criminal prosecution, fine and/or imprisonment from state and local authorities. It is unlawful to sell, furnish or provide alcohol to a person under the age of twenty-one. The possession of alcohol by anyone under the age of twenty-one in a public place or place open to the public is illegal. It is also a violation of the Academy of Beauty Professional's Policy for anyone to consume, possess or be under the influence of alcohol in any public or private areas of the institution.

Any persons violating alcohol/substance policies or laws may be subject to sanctions by the police department and/or the county sheriff's office.

Illegal Drug Possession or Consumption

At no time is the possession, sale, manufacturing, distribution, consumption, or being under the influence of illegal drugs permitted on the Academy of Beauty Professional's property. The possession, sale, manufacturing or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the police department and the county sheriff's office. Violators are subject to disciplinary action from the institution and criminal prosecution, fine and/or imprisonment from state and local authorities.

Substance Abuse Education

Following the guidelines set forth with the Drug-Free Schools and Communities Act of 1989, the Academy of Beauty Professionals has a contact and resource list with information available to educate our employees, staff and students and prevent the illicit use of illegal drugs and the abuse of alcohol. If you or someone you know has a problem and needs help, there are many resources for getting help for their drug and/or alcohol usage toward having a drug-free lifestyle. To contact an alcohol/drug abuse counselor, please call Toll Free 1-800-780-2294.

Criminal & Accident Reporting Procedures

The Academy of Beauty Professionals does not have individual campus security. All crimes are reported to the local police department for investigation and action. We encourage all students and/or employees to timely report all crimes to Dave Kwitek, President & Director of Operations, who will promptly contact the local authorities to address the issue. Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis. The school will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations and/or protective measures.

1. **Campus Violence (burglary/robbery/larceny)**
 - Contact 911
 - Remain Calm and agreeable
 - Do NOT attempt any heroic measures

- Do NOT attempt to intercede or restrain aggressive individuals.
- Encourage others not to become involved and leave the area.

2. Illness-Injury-Accident

- Contact 911 if the illness or injury is serious or life threatening.
- Notify instructor.
- If the injury/illness is not serious or life-threatening, ask the individual what assistance is needed.

3. General Emergency within Premises

- Notify the campus manager
- The school personnel will evaluate the situation and appropriate steps will be taken

If an emergency exists in which students and staff is in danger, an immediate announcement will be made by the manager who will notify the student body and staff of the steps to follow. Police and/or authorities will be contacted for assistance. The staff will direct you where to go in the event of an emergency in order to ensure your safety. The school will review its evacuation plans and procedures during orientation as well as yearly. The school will also conduct announced emergency evacuation tests annually in order for the staff and students to clearly understand the procedures. Students and staff are expected to be present on these days. Each test will be documented in the school's records as to the date, time, and whether it was an announced or unannounced test.

Emergency Notifications

Depending on the circumstances of the crime, the Academy of Beauty Professionals may also issue an emergency notification. The notification will be announced by the campus manager or administration and will inform the students and employees as soon as they have confirmed a significant emergency or dangerous situation exists, and will:

- Consider the safety of the students and employees
- Determine what information to release
- Begin the notification process including but not limited to: public address announcements, personal notification and texts/emails.

The Academy of Beauty Professionals will not immediately issue a notification for a confirmed emergency or dangerous situation if doing so will compromise efforts to:

- Assist a victim
- Contain the emergency
- Respond to the emergency or
- Otherwise mitigate the emergency

Regulations require, emergency notification methods to be tested for the purpose of assessment and evaluation. Tests are conducted twice a year, once as an announced drill/exercise and once not announced. The tests must:

- Be scheduled
- Contain drills
- Contain exercises
- Contain follow-through activities
- Be designed for assessment of emergency plans and capabilities and
- Be designed for evaluation of emergency plans and capabilities

Emergency Procedures

The Academy of Beauty Professionals is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. An "immediate" threat as used here encompasses an imminent or impending threat. Some examples of significant emergencies or dangerous situations are:

• Fire	• Bomb threat
• Explosion	• Terrorist incident
• Earthquake	• Terrorist incident
• Chemical spill	• Outbreak of serious illness
• Tornado/extreme weather	• Armed intruder
• Gas Leak	• Civil unrest or rioting

In an emergency evacuation the school should proceed as rapidly and safely as possible. The plan accounts for two scenarios of evacuation:

1. In-place evacuation: keeping students and staff in place but securing the location
2. On-site evacuation: movement of students and staff out of the building affected and relocation to another area near the school.

All questions regarding fire drills and emergency evacuation procedures are directed to Dave Kwitek, President and Director of Operations.

Timely Warning for Community

- For community safety, 911 will be dialed to notify of a dangerous situation.

Evacuation Information

- If there is an evacuation alert, *the whistle will blow two times.*
- Use the evacuation plans as directed.
- Evacuate the building using the nearest exit or alternate if nearest exit is blocked.
- Take all personal belongings if time allows.
- Follow directions that were given by instructors.
- If you need assistance because of injury or disability, ask a classmate or instructor to assist you.

Fire-Smoke-Explosion

- Call out what the nature of the emergency.
- Contact 911.
- Evacuate the building through the nearest exit.
- Return only when you are authorized by the Fire Department.

Campus Violence

- Contact 911.
- Do not attempt to intercede or restrain aggressive individuals.
- Encourage others not to become involved and leave the area.

Weather Warnings

- Listen for warning sirens.
- Stay away from windows and exterior doors.
- Follow directions given by your instructors as to where the safest location will be.
 - Raymore (back hallway)
- Do not attempt to weather watch.

Illness-Injury-Accident

- Contact 911 if the illness or injury is serious or life threatening.
- Notify instructor.
- If the injury/illness is not serious or life-threatening, ask the individual what assistance is needed.

Lock Down/Evacuation

- If there is time, the instructors feel it would benefit your safety to remain in the building, *a whistle will blow one time* and you *must* remain in the building.
- Anyone going out of the building will assume personal responsibility.
- If there is an evacuation alert, *the whistle will blow two times*. Use the evacuation plans as directed.

Severe Weather & School Closing Procedures

The school will be closed when snow, icy and other weather conditions make driving hazardous or impossible. All weather closings are based on the judgement of the Director of Operations. Other closing that could occur are heat, air conditioning, water or electrical outages. All closing information will be announced on each location's Facebook page.
Academy of Beauty Professionals-Raymore

If a school closure is warranted after students have arrived, the students will be advised to leave in an orderly and calm manner and to watch for updates on the above-mentioned places.

Students Right to Know Policy

All criminal activity and accidents that occur on the school premises must be reported to the Director of Operations who must keep a confidential file of the circumstances surrounding each incident. The Director of Operations will make the information available to employees and students keeping all personal information confidential. The Director of Operations will use the following procedures for informing students and employees of criminal activity and accidents:

- During monthly meetings between staff members, a general account of any criminal activity will be given
- Each month, a general account of any criminal activity will be posted in the student break room for access. Confidential information will not be available
- A confidential file will be kept, describing each accident and criminal incident in detail. The file will include dates, times, names, extenuating circumstances, and all agencies notified.
- Emphasis will be placed on accident and crime prevention.
- Statistics regarding the incidence of rape, burglary, drug violations, motor vehicle theft, murder and simple or aggravated assaults that occurred within the institution will be available to any and all students and/or employees upon request.

Statistics concerning the number of arrests for on-campus crimes of murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug law violations, illegal weapon possessions, arson, negligent manslaughter and non-negligent manslaughter during three most recent calendar years are listed in this section.

- An incident must meet three conditions to be classified as a burglary; First, there must be evidence of unlawful entry. Both forcible entry and unlawful entry – no force is counted. Second, the unlawful entry must occur within a structure, which is defined as having four walls, a roof and a door. Finally, unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is larceny.
- Referred for disciplinary action is defined as: the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.
- Weapons: Carrying, Possessing, Etc., is defined as: the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
- Drug Abuse Violations are defined as: the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possessions, sale use, growing, manufacturing and making of narcotic drugs.
- Liquor Law Violations are defined as: the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

The institution monitors and records any criminal activity that takes place at a school event off campus by contacting local police. Each of these events is supervised by instructors and staff of the institution.

In accordance with the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. § 14071 (j)), we are notifying you that you can obtain information concerning registered sex offenders by going to www.familywatchdog.us for a list of registered offenders near the school premises.

An institution must report to the Department and disclose in its annual security report statistics the total number of crime reports that were "unfounded" and subsequently withheld from its crime statistics report during each of the three most recent calendar years. Only a sworn or commissioned law enforcement personnel can make a formal determination that a

report is false or baseless. A reported crime cannot be designated “unfounded” if no investigation was conducted or the investigation was not completed nor can a crime report be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation.

Total Criminal Offenses Raymore Campus 2020, 2021 and 2022

No Unfounded Crimes

On Campus	<u>2020</u>	<u>2021</u>	<u>2022</u>	Public Property	<u>2020</u>	<u>2021</u>	<u>2022</u>
Criminal Homicide				Criminal Homicide			
Murder/Non-negligent manslaughter	0	0	0	Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0	Negligent manslaughter	0	0	0
Sexual Assault- Sex offenses				Sexual Assault- Sex offenses			
Rape	0	0	0	Rape	0	0	0
Fondling	0	0	0	Fondling	0	0	0
Incest	0	0	0	Incest	0	0	0
Statutory Rape	0	0	0	Statutory Rape	0	0	0
Robbery	0	0	0	Robbery	0	0	0
Aggravated assault	0	0	0	Aggravated assault	0	0	0
Burglary	0	0	0	Burglary	0	0	0
Motor vehicle theft	0	0	0	Motor vehicle theft	0	0	0
Arson	0	0	0	Arson	0	0	0
Stalking	0	0	0	Stalking	0	0	0

Total Hate Crimes - Any of the above-mentioned Criminal Offenses PLUS

A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrators bias against the victim.

On Campus	<u>2020</u>	<u>2021</u>	<u>2022</u>	Public Property	<u>2020</u>	<u>2021</u>	<u>2022</u>
Simple assault	0	1	0	Simple assault	0	0	0
Aggravated assault	0	0	0	Aggravated assault	0	0	0
Larceny-theft	0	0	0	Larceny-theft	0	0	0
Intimidation	0	1	0	Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0	Destruction/damage/vandalism of property	0	0	0

VAWA Offenses

On Campus	<u>2020</u>	<u>2021</u>	<u>2022</u>	Public Property	<u>2020</u>	<u>2021</u>	<u>2022</u>
Dating Violence	0	0	0	Dating Violence	0	0	0
Domestic Violence	0	0	0	Domestic Violence	0	0	0
Stalking	0	0	0	Stalking	0	0	0

Arrests and Disciplinary Actions

On Campus	<u>2020</u>	<u>2021</u>	<u>2022</u>	Public Property	<u>2020</u>	<u>2021</u>	<u>2022</u>
Weapons; Carrying, Possession, Etc.	0	0	0	Weapons: Carrying, Possessing, Etc.	0	0	0
Drug Abuse Violations	0	0	0	Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0	Liquor Law Violations	0	0	0

Violence Against Women Act

Academy of Beauty Professionals prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking. Training and information is provided to promote awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, as well as outlines options for risk reduction of such offenses occurring, the warning signs of abusive behavior, and how to avoid potential attacks. Please read this carefully and direct questions to Academy of Beauty Professionals Title IX Coordinator, Courtney Opitz.

What is domestic violence?

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

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten blame, hurt, injure, or wound someone.

“Physical abuse” includes sexual abuse and means any of the following: (1) the knowing or reckless use of physical force, confinement, or restraint; (2) knowing, repeated, and unnecessary sleep deprivation; and/or (3) knowing or reckless behavior that creates an immediate risk of physical harm.

“Sexual abuse” sexual abuse is coercing or attempting to coerce any sexual contact or behavior without consent. Consent means that both people in a sexual encounter must agree to it, and either person may decide at any time that he or she no longer consents and wants to stop the activity. Consenting to one behavior does not obligate you to consent to any other behaviors. Consenting on one occasion also does not obligate you to consent on any other occasion. Consenting means only that at this particular time, you would like to engage in this particular sexual behavior. 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 school 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 isolation from family, friends, or school and/or work.

Domestic violence can happen to anyone. It not only affects those who are abused, but also family members, friends, coworkers, other witnesses and community at large. Anyone affected by domestic violence, whether it happened to you or someone you care about can find support by contacting the National Domestic Violence Hotline at 1-800-799-7233

What is 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. This includes rape, fondling, incest, or statutory rape. 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 or drug use).

What is consent?

“Consent” means voluntary, active and clear agreement, communicated by words or actions, to participate in specific sexual activity. Consensual sexual activity happens when each participant willingly chooses to participate. Consenting on one occasion does not obligate you to consent on any other occasion. Consenting means only that at this particular time, you would like to engage in this particular sexual behavior.

A sleeping, unconscious, or incompetent person cannot consent. A person cannot consent to force causing or likely to cause death or grievous bodily harm or to being rendered unconscious. A person cannot consent while under threat or in fear.

In cases where a victim asserts that sexual activity occurred without consent, the standard is whether a sober, reasonable person in the same circumstances as the respondent should have known that the victim did not or could not consent to the sexual activity in question.

Lack of consent may be inferred based on the circumstances of the offense. All the surrounding circumstances are to be considered in determining whether a person gave consent, or whether a person did not resist or ceased to resist only because of another person’s actions.

What is dating violence?

Dating violence means the use or threat of use of physical, mental or emotional abuse, or sexual violence by a person who is in a social relationship of a romantic or intimate nature with the victim.

Anyone affected by dating violence, weather it happened to you or someone you care about, can find support by contacting the National Domestic Violence Hotline at 1-800-799-7233.

What is stalking?

Stalking is a dangerous crime that affects an estimated 6.6 million people each year. Stalking is generally defined as a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking is a pattern of repeated and unwanted attention, harassment contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking can include:

- Repeated, unwanted, intrusive, and frightening communications from the perpetrator by telephone, mail, and/or email.
- Repeatedly leaving or sending the victim unwanted items, presents or flowers.
- Following or waiting for victim at places such as home, school, work, or recreational places.
- Making direct or indirect threats to harm the victim or the victim’s children, relative, friends, or pets.
- Damaging or threatening to damage the victim’s property.
- Harassing the victim through the Internet.
- Posting information or spreading rumors about the victim on the Internet, in a public place, or by word of mouth.
- Obtaining personal information about the victim by accessing public records, using Internet search services, hiring private investigators, going through the victim’s garbage, following the victim, contacting the victim’s friends, family, work, or neighbors etc.

If you feel you are being stalked and are in immediate danger call 911 for assistance.

All crimes are reported to the local police department for investigation and action. The institution encourages all students and employees to report all crimes in a timely manner to the President & Director of Operations, Dave Kwitek, who will promptly contact the local authorities to address the issue.

Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis. If you are a witness to the crime, you must contact 911 for immediate assistance, and if you feel it is safe to intervene on behalf of the

victim, do so in the presence of others, if possible, or call out to the perpetrator that you have contacted the police and indicate that they are on their way; do not put yourself in danger.

If you are a victim of a sexual assault, domestic violence, dating violence, or stalking at this school or off the school premises, your first priority should be to get to a safe place. You should then obtain necessary medical treatment. If you believe that you have experienced or witnessed harassment or sexual violence notify your instructor, supervisor, Human Resources, or the Title IX coordinator as soon as possible.

In the event of a rape or sexual violence on campus:

1. Stay calm, calm the victim; notify the campus manager.
2. Inform the victim of they have the option to notify the appropriate law enforcement authorities and for medical assistance. At the victim's requests, the campus manager will notify the authorities and call 911. The authorities will guide the victim through available options and support the victim.
3. The institution and law enforcement strongly encourage the victim to report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim; and it provide the opportunity for the collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense, so do not disturb the area surrounding the incident.
4. The institution encourages victims to seek professional counseling. If the victim needs to seek professional help after being the victim of a rape, sexual assault, domestic violence, or dating violence you can contact the President & Director of Operations, Dave Kwitek, for guidance to access of professional counselling.
5. If a student or employee is a victim of an alleged sex offense, the student or employee may request a change in schedule, regardless of whether or not the victim chooses to report the crime to authorities. Please notify the Director of Operations.
6. If a student is alleged to have committed a sex offense, the student will have the right to a prompt, fair, and impartial investigation and hearing before the President & Director of Operations (Dave Kwitek) and Title IX Coordinator, (Courtney Opitz) who receive annual training on related to the offenses and how to protect both the safety of the victim and promote accountability. The accused and victim will be allowed to have an advisor of their choice present throughout the proceedings. Academy of Beauty Professionals may establish restrictions to which the advisor may participate as long as they apply equally to both parties. The preponderance of the evidence standard will apply to investigations, meaning Academy of Beauty Professionals will evaluate whether it is more likely than not that the alleged conduct occurred. Remedies for student-related claims may include, but are not limited to, and order to stay away, suspension or expulsion
7. Both parties will receive written notice of the outcome of the complaint, the opportunity for appeal, and the notification of the outcome of any appeal before the results become final and when the results of the proceedings become final.
8. During the investigation, Academy of Beauty Professional will provide interim measures, as necessary, to protect the safety and well-being of students and/or employees involved.
9. The school will protect the confidentiality of the victim in accordance with the law. In addition, the Director of Operations will maintain all records of the incident. All accommodations or protective measures provided to the victim will remain confidential to the extent that maintaining such confidentiality will not impair the ability of the institution to provide the accommodations or protective measures. Only staff members who need to know will be apprised of the information. The school is required to publish each year's statistics for certain crimes that are reported to the school authorities or local police agencies, including incidents of sexual assault, domestic violence, dating violence, and stalking. The report only includes incidents and not the names or identifiable information.

Reportable Criminal Offenses

Criminal homicide-These offenses are separated into two categories:

1. Murder and Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another.
2. Negligent Manslaughter: the killing of another person through gross negligence (the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another).

Sex Offenses- These are separated into two categories:

1. Forcible: 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. There are four types of Forcible Sex Offenses:
 - a. *Forcible Rape*: carnal knowledge of a person, forcibly and/or against that person's will; nor not forcibly or against the person's will where the victim is incapable of giving consent because of a temporary or permanent mental or physical incapacity (or because of youth). This includes forcible rape of both males and females.
 - b. *Forcible Sodomy*: oral or anal sexual intercourse with 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 because of youth or temporary or permanent mental or physical incapacity.
 - c. *Sexual Assault With an Object*: the use of an object or instrument to unlawfully penetrate, however slightly, either genital or anal opening of the body of 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 because of youth or temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia.
 - d. *Forcible Fondling*: the touching of the private body parts of another person for the purpose of sexual gratification, 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 because of youth or temporary or permanent mental or physical incapacity.
2. Non-Forcible: unlawful, non-forcible sexual intercourse. There are two types of non-forcible sex offenses:
 - a. *Incest*: non-forcible sexual intercourse with a person who is under the statutory age of consent.
 - b. *Statutory Rape*: non-forcible sexual intercourse with a person who is under the statutory age of consent.

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

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

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

Motor Vehicle Theft: the 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.

The Hierarchy Rule: When counting multiple offenses, you must use the FBI's UCR Hierarchy Rule. This rule requires you to count only the most serious offense when more than one offense was committed during a single incident. A single incident means that the offenses were committed at the same time and place. That is, the time interval between the offenses and the distance between the locations where they occurred were insignificant. Beginning with the most serious offense, the follow list shows the hierarchy for Clery Act reporting:

- Murder and Non-negligent Manslaughter
- Negligent Manslaughter

- Forcible Sex Offenses
- Non-forcible Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arrests
- Referrals for Disciplinary Action

Hate Crimes

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias (a preformed negative opinion or attitude toward a group of persons based on race, gender, religion, disability, sexual orientation or ethnicity/national origin).

Although there are many possible categories of bias, under Clery, only the following six categories are reported:

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of human kind.
- **Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity (e.g., bias against transgender or gender nonconforming individuals).
- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, Atheists etc.).
- **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 (e.g., gays, lesbians, heterosexuals).
- **Ethnicity/National Origin:** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics etc.).
- **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.

Hate crimes can be any of the previously mentioned criminal offenses and also include the following:

- **Larceny-Theft:** the unlawful taking, carrying leading, or riding away of property from the possession or constructive possession (the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing) of another.
- **Simple Assault:** unlawful physical attack by one person upon another where neither the offender nor the victim displays a weapon, the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation:** to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property:** to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or person having custody or control of it.

The school is committed to providing a work and school environment freed of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take our mandatory sexual harassment and prevention training upon starting with the school and generally every year thereafter.

Any student or employee who reports to the school that he or she has been the victim of one of the previously listed offenses, whether the offense occurred on or off campus, shall be provided with an explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of the Violence Against Women Act (VAWA). All designated staff will review the Campus Safety and Security Reporting Training each year to stay abreast of changes to the regulations. The training can be accessed at:

https://www2.ed.gov/campus-crime/HTML/cc_off/Contents.html

U.S. Department of Education, Office of Postsecondary Education, *The handbook for Campus Safety and Security Reporting*, Washington, D.C., 2016.

<https://www2.ed.gov/admins/lead/safety/campus.html>

Court orders of protection, “no contact” orders, restraining orders

A victim may have the right to obtain an order of protection, a “no contact” order, a restraining order or a similar lawful order issued by a criminal, civil or tribal court. Academy of Beauty Professionals does not directly issue an order of protection, a “no contact” order, a restraining order or any similar lawful order but does uphold any of these court orders and safety of the students and staff to the utmost importance. Any court orders of protection, “no contact” orders or restraining orders should be reported to the campus manager. More information can be requested by contacting, Dave Kwitek, President & Director of Operations.

Professional Assistance

If at any time a student feels the need, the student can request referral or if an instructor feels that a student should be referred to a professional agency, the instructor should submit the student's name to one of the following staff: Dave Kwitek or Courtney Opitz. This is held in the strictest of confidence. One of the above staff will provide the student with a list of appropriate agencies.

You may contact the above staff to assist you in the following ways:

- If you are unsure of where to turn for help.
- If you have questions regarding the Academy of Beauty Professionals' Policy on Harassment, Discrimination, and Sexual Misconduct.
- If you have questions regarding Title IX.
- If you are seeking information regarding or the implementation of interim protective measures and accommodations related to a sexual misconduct matter.
- If you have a complaint or question regarding staff, student body, or other academic appointees engaging in harassment, discrimination, sexual misconduct, dating violence, domestic violence, stalking, or retaliation.
- If you need information regarding campus accessibility and accommodations for individuals with disabilities.

WHAT IS 211?

The Universal UNITED WAY **211** referral number, is an overall assistance bank of local agencies and support operations.

Types of Referrals Offered by 211 211 provides callers with information about and referrals to social services for every day needs and in times of crisis. For example, 2-1-1 can offer access to the following types of services:

- Basic Human Needs Resources – including food and clothing, shelters, housing, utility assistance.
- Disaster Response and Recovery – works with the emergency management team during a disaster to offer support and place for dissemination of information.
- Mental Health and Health Resources – including counseling, support groups, drug and alcohol treatment,

health insurance programs, Medicaid and Medicare, maternal health resources, health insurance programs for children, medical information lines, clinics, and hospitals.

- Employment Supports – including job training, employment services, transportation assistance and education programs.
- Older Adults and Persons with Disabilities – including adult day care, community meals, respite care, home health care, transportation and homemaker services.
- Children, Youth and Family Support – including child care, after school programs, educational programs for low income families, family resource centers, and recreation programs, mentoring, tutoring and protective services.
- Volunteer Opportunities and Donations – Individuals who wish to donate time, goods or money to community organizations can find this information by dialing 211.

Voluntary and Confidential Reporting

If you are a victim of a crime and do not want to pursue action with the Academy of Beauty Professionals or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Operations can file a report detailing the incident without revealing your identity. The purpose of a confidential report is to comply with your desire to keep the matter confidential, while taking steps to insure the future safety of yourself and others. With such information, Academy of Beauty Professionals can keep an accurate record of the number of incidents involving students, faculty and staff, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the students and staff of the Academy of Beauty Professionals of potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the Academy of Beauty Professionals.

Accurate and Prompt Crime Reporting

Academy of Beauty Professionals' students, faculty, staff and clients are encouraged to report all crimes and public safety incidents and/or concerns to the Director of Operations and the local police in a timely fashion. Only by the prompt reporting of the crime and the subsequent action taken by appropriate authorities will issues be quickly investigated and resolutions effected. The process of making an accurate and prompt reports the students, faculty, staff and clients help to insure increased safety for all. To report a crime, an emergency, non-emergency security or public safety related matter at the Academy of Beauty Professionals-Raymore, call the institution at (816) 652-2120.

Under Clery, a crime is "reported" when it is brought to the attention of a CSA or local law enforcement personnel by a victim, witness, other third part or even the offender. It doesn't matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the institution. If a CSA receives the crime information and believes it was provided in good faith, he or she should forward the crime report to the local police.

- In "good faith" means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information.

What you must disclose, therefore, are statistics from reports of alleged criminal incidents. It is not necessary for the crime to have been investigated by the police or a CSA, nor must a finding of guilt or responsibility be made to disclose the statistic. If your institution is in doubt as to whether a crime has been reported, rely on the judgment of law enforcement professionals.

Timely Warnings

For any Clery Act crime on or off campus that, in the judgment of the Academy of Beauty Professionals represents an ongoing threat to the safety of students or employees; a campus-wide "timely warning" will be issued by the campus manager. The warning will be issued through all available means of mass communication including: public address announcements and personal notification. Anyone with information warranting a timely warning should report the circumstances to the Director of Operations.

The Clery Act does not require confidential reporting of crimes. Although personally identifiable information is generally precluded from disclosure, such information may be released in an emergency situation.

FERPA does not preclude an institution's compliance with the timely warning provision of the campus security regulations. FERPA recognizes that information can in case of an emergency, be released without consent when needed to protect the health and safety of others.

Fire and Safety Reporting

As part of the U.S. Department of Education's reporting requirements, we are required to notify our student body of any fires that have occurred on our campus. Should you have any questions regarding our statistics or policies, please see Dave Kwitek, President & Director of Operations, for assistance.

A copy of our fire safety report is provided to the U.S. Department of Education yearly and to our students at the time of enrollment and by October 1st of each year.

The school does not have on-campus housing; therefore, we do not have fire statistics to report for student housing.

Fire Reports-Raymore Campus	2020	2021	2022
Unintentional Fire	0	0	0
Intentional Fire	0	0	0
Undetermined Fire	0	0	0
Injuries resulting in treatment at a medical facility	0	0	0
Deaths related to fire	0	0	0
Value of property damaged caused by fire	0	0	0

In the event of a fire:

1. All occupants proceed to the nearest available exit in an orderly, calm manner.
2. Leave all personal belongings behind
3. Assist the elderly, handicapped, and children to the nearest exit.
4. Do not attempt to contain the fire. Evacuate immediately and leave containment to trained professionals.
5. Once outside, stand in a group at a safe distance from the building. Instructors will take a count to ensure everyone has exited.
6. The campus manager will call fire officials or delegate it to 1 person.
7. When reporting the fire to the officials:
 - Indicate name and location of the institution
 - Indicate your name
 - Indicate possible injuries (need for paramedics)
 - Indicate the suspected cause: i.e., electrical, chemical, gas, etc.
 - Remain calm

The institution holds four fire drills during the calendar year. The schools fire safety procedures and exit plans are reviewed during student orientation. Emergency evacuation plans are posted throughout the school and are reviewed with students and staff.

The school is a non-smoking facility. Students at no time should have an open flame within the school premises. The use for portable electrical appliances are limited to appliances used in the practice of cosmetology and cosmetology-related services and are to be used only after training has been provided by the instructional staff and under instructional supervision.

If a fire should occur, please pull the fire alarm and inform the nearest staff member who in turn will notify the campus manager or assistant campus manager. The administrator will call 911 to alert the fire department. The school has an effective plan for the implementation of fire safety and evaluates it yearly. At this time, the institution has no plans to make any changes to its policy or procedure.

Prevention and Awareness Efforts

The prevention and awareness of criminal activity is an ongoing effort at Academy of Beauty Professionals. The administrators attend conferences and training yearly to stay informed of any changes to the Clery Act or Title IX regulations. There is also open communication with the local police departments and county sheriff's office to insure the security of our students and employees. The administrators of Academy of Beauty Professionals will continue to make crime prevention and awareness a priority.