

## Campus Security Disclosure/ Annual Security Report (ASR)

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This Campus Security Disclosure / Annual Security Report (ASR) is given to the student prior to contract signing. All staff members receive a copy prior to hiring. The purpose of the ASR is to inform prospective students, currently attending students and staff of the past three calendar years crime statistics so they are aware of the environmental safety of The Academy. The source(s) of crime statistics are derived by written request (how) Battle Creek Police Department and from the Campus Crime Log. The ASR report is prepared by Arthur Whitt, Compliance Officer/Campus Security Authority. The last page of this document is the acknowledgment signature page for each student / staff member to sign. Currently enrolled students and staff members in the building will receive an updated copy of this Disclosure / ASR with the Annual Notice, no later than October 1 each year. The updated copy will include the three most recently completed calendar years crime statistics. Updates will be received by paper copy or electronic email. The terms “staff”, “employee” and “school personnel” are interchangeable in this document.

**Campus Security Act Information Disclosure** - Under the Crime Awareness Campus Security Act of 1990, we are required to provide you with the following safety information about our campus. The Salon Professional Academy hereinafter known also as “The Academy” is committed to providing a violence-free campus.

### General Information

- The Salon Professional Academy is committed to providing safety to all of its students, staff, and student salon training area guests.
- Violence, including, but not limited to: intimidation, sexual harassment/ sexual assault / misconduct, bullying or implied threat of violence is not tolerated at The Academy.
- No weapons (concealed or visible) are allowed in The Salon Professional Academy parking lots or Academy building(s).
- The Salon Professional Academy prohibits any retaliation against anyone who in good faith reports any violations of this policy.
- If you suspect or see unusual threatening behavior, report it immediately to the Title IX Coordinator / Compliance Officer / or another staff member.
- The Title IX Coordinator for The Academy is Dr. Opal Murphy-Hicks, contact information 1416 W. Columbia Ave, Battle Creek MI 49015, 269-962-4400, dromurphy@tspabattlecreek.com. The Compliance Officer/ Campus Security Authority for The Academy is Author Whitt, contact information 1416 W. Columbia Ave, Battle Creek MI 49015, 269-962-4400, awhitt@tspabattlecreek.com.
  - The Title IX Coordinator is the designated person students and employees should report criminal offenses for the purpose of making timely warning reports and annual statistical disclosure.
- When both Clery Act and Title IX crimes are in question, The Academy will meet the regulations of both laws.
- Title IX is mandated by the Office of Civil Rights and includes any and all unwelcomed sexual violence.
  - The Academy does not discriminate on the basis of sex in the education programs or activities it operates and that it is required by Title IX not to discriminate in such a manner.
  - Questions regarding Title IX may be referred to The Academy’s Title IX Coordinator or to the Office of Civil Rights.
- When The Academy becomes aware of a Title IX situation, The Academy will investigate and will not delay, even if a police investigation is involved.

- The Academy will take reasonable, prompt, equitable, and necessary steps to end the sexual violence and / or eliminate a hostile environment.
  - Necessary steps may include, but may not be limited to: stopping the violence, disciplining and measures to prevent reoccurrence,
- All investigation information will be documented and will be contained in the student's file.
- The procedures for a Clery Act, Title IX or accreditation grievance are contained in the Student Handbook under the Complaint / Grievance Policy and Procedures section.
- If there is an imminent threat or harm **call 911 immediately**.
- For the purposes of timely warning reports and statistics disclosures, if an occurrence of crime happens to you or your property or if there is an emergency occurring on campus report it to the Title IX Coordinator / Compliance Officer / or another staff member immediately.
  - A Timely Warning will be issued for all imminent threat situations.
  - Assessment of the situation will include next steps of action.
    - See Timely Warning Policy located within this document.
  - If there is an immediate threat occurring to the health or safety of students, staff or student salon training area guests on campus or Clery geography perimeters, The Academy will follow its Emergency Notification Procedures and will provide adequate follow-up information to the community as needed.
  - The Title IX Coordinator / Compliance Officer / or another staff member may assist the student or guest in reporting the crime to the local police or other appropriate security force.
  - If the incident is a sexual offense, procedures will follow the "**Sexual Assault and Misconduct**" section of this document.
  - If the occurrence of crime represents one of the Crime Statistics listed on the following pages, this Campus Security Disclosure / ASR will be updated by the administrative personnel responsible for this document immediately upon receipt of the crime information.
    - The crime(s) will be included in the yearly Campus Crime Report and Campus Security Disclosures / ASR for the year in which the crime was reported to the Title IX Coordinator / Compliance Officer / or another staff member.
    - The newly updated Campus Security Disclosure will be circulated to all staff, enrolled students and prospective students.
- The Academy provides a copy of the Campus Security Disclosure / Annual Security Report (ASR) to all incoming students and newly hired staff.
- The Academy will provide current students and staff members with a copy of this updated Campus Security Disclosure / ASR at the beginning of each new calendar year.
  - This update will include the previous calendar year statistics to comply with the Department of Education's Consumer Reporting requirement of the most recent three (3) completed calendar years.
  - Statistics will be gathered from the local police and compiled in this Disclosure.
    - The Academy staff member responsible for updating this document makes a good faith effort to collect all crime data from the local Police Department as well as collects all data for any on-campus crime and updates the Campus Security Disclosure annually, at a minimum. The exception being if a crime is committed on campus, the Disclosure is updated immediately and distributed.
  - These same statistics will be entered on the Campus Crime Report due in October of each year.
  - All students and staff will be notified in the event of any changes, revisions, or updates made to this document during the year.
- **If a student wishes to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, contact Li Jin in the Financial office 269.962-4400. Ext.1023.**
- The facilities are open Tuesday through Saturday according to assigned class/student salon training

area schedules.

- The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner.
- Only educators, owners and The Academy's cleaning service have keys to the building thus preventing internal crimes to as great an extent as possible.
- All campus maintenance occurs during daytime hours when staff is present to monitor safety procedures.
- We encourage students and employees to be responsible for their own security and the security of others.
- The Academy provides annual programs to inform students and employees about campus security safety procedures and practices.
  - A description of the campus security procedure / practices program is as follows:
- The crime statistics in this report cover an area of West Columbia Ave, Battle Creek, and include any incidents on campus at the physical location of The Academy 1416 West Columbia Ave, Battle Creek, MI 49015, including The Academy parking lot, adjacent sidewalks and streets. It does not contain noncampus crime statistics since it does not own or control properties used in direct support of, or in relation to The Academy's educational purposes that would be frequently used by students within a one-hundred-foot radius, such as parks and property not within the same reasonably contiguous geographic area of The Academy.



### Disclosure / Reporting of Statistics

- The procedures for preparing the Annual Security Report / Campus Security Disclosure include collecting information from the Battle Creek Police Department and the reporting of any crime or attempted crime to Academy officials.
- The Campus Security Report / ASR is prepared by Dr. Opal Murphy-Hicks.
- The Annual Security Report contains information related to Academy-wide policies and procedures involving security, safety, and criminal activities.
- The crime statistics below are reported in accordance with the FBI's Uniform Crime Reporting (UCR) Handbook when not in conflict with the Clery Act and relevant Clery Act federal law.
  - The information below reflects the number of on campus and public, off campus occurrences reported of **both attempted and completed crimes**, using the Clery geography statistics reported each year, for the three most recently completed calendar years.
  - The following categories do not include identification of the victim or the accused.
    - All confidential accommodations or protective measures provided to the victim, to that extent, will not impair The Academy's ability to provide those accommodations as only

administrative staff affected by the changes to accommodate will be made aware of the situation.

- If two crimes are committed in the same incident, both crimes will be counted in The Academy’s statistics according to the Hierarchy Rule in the “Summary Reporting System User Manual”.
- Statistics are categorized as either **On-Campus** (core main campus location), **Public** (adjacent sidewalks, streets and parking lots surrounding the campus) and **Non-campus** as described above.
- The Academy does not offer on campus housing.
  - extent, will not impair The Academy’s ability to provide those accommodations as only administrative staff affected by the changes to accommodate will be made aware of the situation.
- If two crimes are committed in the same incident, both crimes will be counted in The Academy’s statistics according to the Hierarchy Rule in the “Summary Reporting System User Manual”.
- Statistics are categorized as either **On-Campus** (core main campus location), **Public** (adjacent sidewalks, streets and parking lots surrounding the campus) and **Non-campus** as described above.
- The Academy does not offer on campus housing.

**Occurrences in:**

<b>On-Campus</b>			<b>Public</b>			<b>Non-campus</b>		
2020	2021	2022	2020	2021	2022	2020	2021	2022

**Criminal Offenses – Primary Crimes** (As defined by FBI’s UCR Program, “Summary Reporting System User Manual”, (SRS))

• Criminal Homicide:								
○ Murder and non-negligent manslaughter	0	0	0	0	0	0	0	0
○ Manslaughter by negligence	0	0	0	0	0	0	0	0
• Sexual Assault / Sex Offenses: (As defined by the FBI’s UCR Program, “National Incident-Based Reporting System User Manual”, (NIBRS))								
○ Rape	0	0	0	0	0	0	0	0
○ Fondling	0	0	0	0	0	0	0	0
○ Incest	0	0	0	0	0	0	0	0
○ Statutory Rape	0	0	0	0	0	0	0	0
• Robbery	0	0	0	0	0	0	0	0
• Aggravated Assault	0	0	0	0	0	0	0	0
• Motor Vehicle Theft	0	0	0	0	0	0	0	0
• Arson	0	0	0	0	0	0	0	0
• Burglary	0	0	0	0	0	0	0	0

**Arrests and referrals for disciplinary actions, per revised FBI definitions, including**

• Weapons; Carrying and Possessing	0	0	0	0	0	0	0	0
• Liquor Law Violations	0	0	0	0	0	0	0	0
• Drug Abuse Violations	0	0	0	0	0	0	0	0
• Persons who were referred to campus disciplinary action								
• Weapons; Carrying and Possessing Etc. Law	0	0	0	0	0	0	0	0
• Liquor Law Violations	0	0	0	0	0	0	0	0
• Drug Abuse Violations	0	0	0	0	0	0	0	0

**Hate Crimes**

Reported statistics under **Criminal Offenses** by category of prejudice-hate crime or bias. (A Criminal Offense that is motivated by a Hate Crime must be counted in both sections):

## On Campus Hate Crimes 2020-2022

<b>2022</b>	<u>Race "real and perceived"</u>	<u>Religion</u>	<u>Sexual Orientation</u>	<u>Gender</u>	<u>Gender Identity</u>	<u>Disability</u>	<u>Ethnicity</u>	<u>National Origin</u>
• Murder and non-negligent manslaughter	0	0	0	0	0	0	0	0
• Rape	0	0	0	0	0	0	0	0
• Fondling	0	0	0	0	0	0	0	0
• Incest	0	0	0	0	0	0	0	0
• Statutory rape	0	0	0	0	0	0	0	0
• Robbery	0	0	0	0	0	0	0	0
• Motor vehicle theft (not theft from a vehicle)	0	0	0	0	0	0	0	0
• Arson, destruction, Damage or vandalism	0	0	0	0	0	0	0	0
• Simple assault	0	0	0	0	0	0	0	0
• Larceny-theft	0	0	0	0	0	0	0	0
• Intimidation	0	0	0	0	0	0	0	0
• Any other crime involving bodily injury	0	0	0	0	0	0	0	0

<b>2021</b>	<u>Race "real and perceived"</u>	<u>Religion</u>	<u>Sexual Orientation</u>	<u>Gender</u>	<u>Gender Identity</u>	<u>Disability</u>	<u>Ethnicity</u>	<u>National Origin</u>
• Murder and non-negligent manslaughter	0	0	0	0	0	0	0	0
• Rape	0	0	0	0	0	0	0	0
• Fondling	0	0	0	0	0	0	0	0
• Incest	0	0	0	0	0	0	0	0
• Statutory rape	0	0	0	0	0	0	0	0
• Robbery	0	0	0	0	0	0	0	0
• Motor vehicle theft (not theft from a vehicle)	0	0	0	0	0	0	0	0
• Arson. Destruction, damage or vandalism	0	0	0	0	0	0	0	0
• Simple assault	0	0	0	0	0	0	0	0
• Larceny-theft	0	0	0	0	0	0	0	0
• Intimidation	0	0	0	0	0	0	0	0
• Any other crime involving bodily injury	0	0	0	0	0	0	0	0

<b>2020</b>	<u>Race "real and perceived"</u>	<u>Religion</u>	<u>Sexual Orientation</u>	<u>Gender</u>	<u>Gender Identity</u>	<u>Disability</u>	<u>Ethnicity</u>	<u>National Origin</u>
• Murder and non-negligent manslaughter	0	0	0	0	0	0	0	0
• Rape	0	0	0	0	0	0	0	0
• Fondling	0	0	0	0	0	0	0	0
• Incest	0	0	0	0	0	0	0	0
• Statutory rape	0	0	0	0	0	0	0	0
• Robbery	0	0	0	0	0	0	0	0
• Motor vehicle theft (not theft from a vehicle)	0	0	0	0	0	0	0	0
• Arson, destruction, damage or vandalism	0	0	0	0	0	0	0	0
• Simple assault	0	0	0	0	0	0	0	0
• Larceny-theft	0	0	0	0	0	0	0	0
• Intimidation	0	0	0	0	0	0	0	0
• Any other crime involving bodily injury	0	0	0	0	0	0	0	0

### Public Hate Crimes 2020-2022

<b>2022</b>	<u>Race "real and perceived"</u>	<u>Religion</u>	<u>Sexual Orientation</u>	<u>Gender</u>	<u>Gender Identity</u>	<u>Disability</u>	<u>Ethnicity</u>	<u>National Origin</u>
• Murder and non-negligent manslaughter	0	0	0	0	0	0	0	0
• Rape	0	0	0	0	0	0	0	0
• Fondling	0	0	0	0	0	0	0	0
• Incest	0	0	0	0	0	0	0	0
• Statutory rape	0	0	0	0	0	0	0	0
• Robbery	0	0	0	0	0	0	0	0
• Motor vehicle theft (not theft from a vehicle)	0	0	0	0	0	0	0	0
• Arson, destruction, damage or vandalism	0	0	0	0	0	0	0	0
• Simple assault	0	0	0	0	0	0	0	0
• Larceny-theft	0	0	0	0	0	0	0	0
• Intimidation	0	0	0	0	0	0	0	0

• Any other crime involving bodily injury	0	0	0	0	0	0	0	0
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<b>2021</b>	<u>Race "real and perceived"</u>	<u>Religion</u>	<u>Sexual Orientation</u>	<u>Gender</u>	<u>Gender Identity</u>	<u>Disability</u>	<u>Ethnicity</u>	<u>National Origin</u>
• Murder and non-negligent manslaughter	0	0	0	0	0	0	0	0
• Rape	0	0	0	0	0	0	0	0
• Fondling	0	0	0	0	0	0	0	0
• Incest	0	0	0	0	0	0	0	0
• Statutory rape	0	0	0	0	0	0	0	0
• Robbery	0	0	0	0	0	0	0	0
• Motor vehicle theft (not theft from a vehicle)	0	0	0	0	0	0	0	0
• Arson, destruction, damage or vandalism	0	0	0	0	0	0	0	0
• Simple assault	0	0	0	0	0	0	0	0
• Larceny-theft	0	0	0	0	0	0	0	0
• Intimidation	0	0	0	0	0	0	0	0
• Any other crime involving bodily injury	0	0	0	0	0	0	0	0

<b>2020</b>	<u>Race "real and perceived"</u>	<u>Religion</u>	<u>Sexual Orientation</u>	<u>Gender</u>	<u>Gender Identity</u>	<u>Disability</u>	<u>Ethnicity</u>	<u>National Origin</u>
• Murder and non-negligent manslaughter	0	0	0	0	0	0	0	0
• Rape	0	0	0	0	0	0	0	0
• Fondling	0	0	0	0	0	0	0	0
• Incest	0	0	0	0	0	0	0	0
• Statutory rape	0	0	0	0	0	0	0	0
• Robbery	0	0	0	0	0	0	0	0
• Motor vehicle theft (not theft from a vehicle)	0	0	0	0	0	0	0	0
• Arson, destruction, damage or vandalism	0	0	0	0	0	0	0	0

• Simple assault	0	0	0	0	0	0	0	0
• Larceny-theft	0	0	0	0	0	0	0	0
• Intimidation	0	0	0	0	0	0	0	0
• Any other crime involving bodily injury	0	0	0	0	0	0	0	0

**Violence Against Women Act (VAWA) (Sexual Assault is included under “Criminal Offenses-Primary Crimes”**

**Occurrences in:**

	<b>On-Campus</b>			<b>Public</b>			<b>Non-campus</b>		
	2020	2021	2022	2020	2021	2022	2020	2021	2022
• Domestic Violence	0	0	0	0	0	0	0	0	0
• Dating Violence	0	0	0	0	0	0	0	0	0
• Stalking	0	0	0	0	0	0	0	0	0

If applicable, the number and category of any above crimes that were considered “unfounded” as described later in this document, are as follows: 0 or N/A.

**Confidentiality:** The Academy ensures all personally identifiable information is not included when it completes the publicly available crime record keeping for the purposes of Clery Act reporting by utilizing the following procedures:

**Crime statistics in any of the above categories may not include the identification of the victim or the person accused of committing the crime.**

- Although The Academy does not employ outside campus security officers, The Salon Professional Academy has a working relationship with the local police / law enforcement agencies who are able to support and provide services promptly in the event of an incident.
- The Academy encourages accurate and prompt reporting of all crimes to local law enforcement agencies when the victim elects to or is unable to report an incident.

**Timely Warnings**

The Academy will issue a **timely warning** about Clery Act crimes, listed above, which pose a serious or ongoing threat to students, employees or student salon training area guests. The Academy will provide the timely warning in a manner that is most likely to reach all members of the campus community. Timely warnings are limited to those crimes an institution is required to report and include in its Annual Security Report (ASR). There are differences in what constitutes a timely warning and an emergency notification; however, both systems are in place to safeguard Academy students, staff and student salon training area guests.

- As soon as The Academy Title IX Coordinator / Compliance Officer becomes aware of a crime, all students, employees and student salon training area guests will be notified in the timeliest manner possible including but not limited to: verbal notice, using Emergency Codes; text message; email; Facebook social media; Emergency Blog in the event of a website homepage failure, emergencytspabattlecree.com); and / or posting a notice on doors.
  - Note: The Salon Professional Academy is not required to provide timely warning with respect to crimes reported to a pastoral or professional counselor.

**Timely Warning Policy**

The Salon Professional Academy regards campus crime and the timely warning of a crime as a serious matter. **The goal of a timely warning is to alert staff, students and student salon training area guests of certain crimes that represent a threat to students, employees, and /or student salon training area guests and to aid in the prevention of further similar crimes.** The intent of the warning is to enable people to protect themselves regarding a criminal incident, thus a timely warning is critical and will be issued as soon as pertinent information is available while withholding the name(s) of any victims as confidential. Even if all the



facts are not readily available, The Salon Professional Academy will issue a warning and when additional information becomes available, a follow up of the situation will be issued.

- A timely warning will be issued for any Clery Act Crime outlined in the Campus Crime Annual Report that is reported to local police agencies and is considered by The Academy to represent a serious or continuing threat to students, staff or student salon training area guests.
- A timely warning will be issued for any situation that is considered to represent a serious crime or threat to students, student salon training area guests, or staff.
- These timely warnings are not limited to violent crimes or crimes against persons but could also include threats to property.
  - Examples could include, but not limited to, a rash of car burglaries or a number of incidents involving the possession of date rape drugs or a local kidnapping situation.
  - The information regarding the crime that triggered the timely warning will be included in the timely warning notification.
- Notification will be provided in a timely manner to students, staff, and salon area guests or community neighbors if necessary, of an impending threat or occurring emergency situation.
- Notification will be delivered in a verbal form for those persons in attendance in the building.
- Notification to those students, staff and / or student salon training area guests not in the building may be distributed by email / text / Facebook / Emergency Blog in the event of a website homepage failure, (emergencytspayourcity.com) / or by posting a notice on the front and / or back door of The Academy depending on the determined effective method of distribution related to the seriousness of the crime.
- All timely warnings will be posted on the website [www.tspabattlecreek.com](http://www.tspabattlecreek.com), Facebook message board page and voice mail recorded message. Timely warnings will not be issued for crimes reported to a pastoral or professional counselor.
- Every “timely warning” situation will be evaluated on a case-by case basis.
  - Decision will be based on:
    - The nature of the crime
    - The continuing danger to the campus community
    - The possible risk of compromising law enforcement efforts
- If there is an immediate threat to the health or safety of students or staff, occurring on campus, The Academy will follow its emergency notification procedures.

### Missing Students

- The Salon Professional Academy does not have any off-campus locations and therefore all monitoring and recording of any criminal activity is conducted at the campus location of 1416 West Columbia Avenue, Battle Creek, MI 49015.
- The Salon Professional Academy does not offer on-campus housing therefore; does not have a Missing Student Policy but does implement a **Missing Student Procedure**.

### Missing Student Procedure

- **To report a missing student, contact, the Title IX Coordinator Dr. Opal Murphy-Hicks at 269-719-1016 or 269-962-4400.**
- A missing student is defined as a student who no-calls / no-shows for class or is a student who does not return from an approved Leave of Absence.
- The Academy does not provide on campus housing for students therefore is not required to establish official notification procedures for a missing student.
- In the event The Academy determines a student is missing, the below **Procedures** will be taken to initiate contact with the missing student.
  - If no contact is established with the student after fourteen (14) calendar days, this policy will be applied to define the date of determination for an unofficial withdrawal notification.

### Procedural Process:

- Student attendance at The Academy is tracked on a daily basis by using the ISGUS time and attendance system.
- The time clock is used to determine attendance records for all students and to alert staff of student absences.
- The Academy staff makes every effort to contact a missing student if the student has made no attempt to contact The Academy to report an absence.
- If the student fails to report an absence, Academy officials reference the student's voluntary contact information from the Enrollment Application to initiate contact which may include but are not limited to:
  - Calling the student's cell phone number
  - Calling the emergency contact person(s) references / or parental contact information
  - Attempting to contact the student via email or text messaging
- In the event The Academy is unsuccessful in making contact with the student over fourteen (14) calendar days, The Academy will start the unofficial withdrawal proceedings.
- The date of determination will be the date The Academy determines a student is withdrawing whether by official or unofficial notification.
- The withdrawal date will be the student's last date of attendance in The Academy and will be used in the refund calculation(s).
- If a student was on an official LOA and did not return from the LOA on the agreed scheduled day, The Academy will attempt to contact the student.
  - If The Academy is unsuccessful in their attempt, The Academy will start the withdrawal procedures.

### Drug Free Campus

- The Salon Professional Academy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and staff on The Academy premises or as part of any Academy activities.
- The compliance with this *Drug Free Campus* section is mandatory for all students and all staff.
- The Academy has adopted a policy that includes the expectation that Academy students will comply with federal, state, and local laws, including those relating to alcoholic beverages, narcotics and other drugs.
- The Salon Professional Academy reviews its Drug Prevention Policy and effectiveness of sanctions imposed every **two** years during the Biennial Drug Review.
  - If changes are identified, they will be implemented during a staff meeting and all students will be informed in writing of the recent necessary changes for Alcohol and other Drug Abuse and Violence Prevention.
  - Newly enrolled students will receive this information during the orientation process.
  - If a new staff member joins after the annual distribution, all drug related material will be given as part of the new hire program.
- The Academy will impose sanctions for violation of standards of conduct.
  - The Academy will terminate any student or staff member involved in unlawful possession, use or distribution of illicit drugs and alcohol on Academy premises.
  - The Academy will refer such cases to the proper authorities for prosecution.
    - A student or staff member may be reinstated upon completion of an appropriate drug rehabilitation program.
- In some cases, conviction of drug-related offenses could result in the student's ineligibility of Title IV funding or other forms of financial assistance.

- If an arrest for drug or alcohol related incidences occurs off site, the student/staff member is urged to inform The Academy so the Title IX Coordinator / Compliance Officer may assist with providing resources to aid the student/staff member.
- As a condition of employment, employees must notify the owners of any criminal drug statute conviction for a violation occurring in the workplace **no later than five days** after such conviction.
- Academy policy supports and enforces state underage drinking and illicit drug laws.
- The Academy will make available, upon request, to the U. S. Department of Education and to the public, information distributed to students and staff regarding the results of the biennial review of The Academy's program that:
  - Determines the effectiveness of the program and implements needed changes;
  - Determines the number of drug and alcohol-related violations and fatalities that occur on The Academy property or as part of The Academy's school related activities and are presorted to Academy officials;
  - Determines the number and type of sanctions that are imposed and;
  - Ensures that sanctions are consistently enforced.
- All students receive the results of the biennial review during a monthly student celebration.
  - To ensure all students will receive a copy, students who are absent on the day of student celebration will be handed a copy by their team coach upon the student's return.
    - Team coaches will take an attendance role call during this student celebration to determine missing students.
- The Biennial Review distribution for staff is conducted annually during a staff meeting.
  - Absent staff members will be given a copy upon their return.
  - If new staff member joins after the annual distribution, all drug and alcohol related material will be given as part of the new hire program.

### **Drug and Alcohol Abuse Prevention**

- The Academy will immediately contact law enforcement officials to report all unlawful activities.
- The health risks of the use of illicit drugs and alcohol include:
  - Health risks associated with the use of illicit drugs and the abuse of alcohol include: impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death.
- The Academy provides drug and alcohol-abuse prevention education (including but may not be limited to: health, legal and social consequences of drug and alcohol use and providing techniques to resist peer pressure to use illicit drugs or alcohol) and distribution of materials annually, which refers students and staff to local services.
  - Description of the drug and alcohol prevention program is as follows:  
The drug and alcohol prevention program would begin with training from local Battle Creek Police department by providing the students information on what is considered to be drug and alcohol issues. This would include a how to identify drug and alcohol problems before they get out of hand. Upon identifying drug and alcohol issues, the measures taken to help students to move beyond having being identified as having a drug or alcohol problem would start with a One-on-one person-centered planning based on a shared decision-making process that will help identify his/her personal goals to recovery. A decision-making process in choosing the best program that will lead to a healthy recovery within a culture suited for individual growth. A step-by-step referral introduction in understanding different programs and how they approach the difficulties of emotional pressure of submitting and committing recovery.

- The area drug abuse, counseling, referral, treatment and rehabilitation center information below is available to all students or staff members.
  - Summit Pointe 3630 Capital Avenue, Battle Creek, MI 49015 (269)966.1460
  - Alano Club of Battle Creek, 1125 West Territorial Road, Battle Creek, MI 49015 (269) 660.3288
  - A Forever Recovery 216 St. Mary’s Lake Road, Battle Creek, MI 49017 (877) 757.0748
- The Academy may also be required to meet local, state federal and judicial drug abuse rulings.
  - All local, state, federal and judicial requirements, if applicable, are located in the *Consumer Information* given to the student with The Academy documents.

**Federal Drug Trafficking Penalties / Health Risks of Drug Abuse**

- A Federal Drug Trafficking Penalties Handout is provided as an attachment in the Student Handbook.

Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 – 4999 gms mixture	<b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual  <b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	5 kgs or more mixture	<b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture	100 gm or more pure or 1 kg or more mixture		
<b>PENALTIES</b>				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<b>First Offense:</b> Not more that 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.  <b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual		
Flunitrazepam (Schedule IV)	1 gm or more			

Other Schedule III drugs	Any amount	<b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
Flunitrazepam (Schedule IV)	30 to 999 mgs	<b>Second Offense:</b> Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual
All other Schedule IV drugs	Any amount	<b>First Offense:</b> Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
Flunitrazepam (Schedule IV)	Less than 30 mgs	<b>Second Offense:</b> Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
All Schedule V drugs	Any amount	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. <b>Second Offense:</b> Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

**Sexual Assault and Misconduct (Including Title IX and Violence Against Women Act (VAWA))  
Sexual Harassment as defined by Title IX**

**When VAWA crimes also include at least one of the next two bullet points in the Sexual Harassment definition, this policy should be followed. If not, The Salon Professional Academy will use the compliant and investigation process as described in the VAWA section per the third bullet point.**

**Sexual Harassment** is defined as conduct on the basis of sex that satisfies on or more of the following:

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the school's education program or activity;
- An employee of the school conditioning the provision of aid, benefit or service of the school on an individual's participation in unwelcome sexual conduct; or
- Sexual assault, dating violence, domestic violence or stalking as those terms are defined in VAWA (Violence Against Women's Act), as defined in the Campus Security Policy/Annual Security Report in the student Catalog. If the VAWA incident does not apply to first two points, they do not constitute a sexual harassment claim. Instead, they should follow the Campus Security Policy complaint and investigation procedure.

**Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

**Respondent** means an individual who is alleged to be reported as the perpetrator of conduct that could constitute sexual harassment.

**Consent** is an affirmative decision to engage in mutually agreed upon sexual activity and is given by clear words or actions. Consent may not be inferred from silence, passivity or lack of resistance alone.

**The Salon Professional Academy will respond to sexual harassment in the following instances:**

- Actual Knowledge of the alleged sexual harassment with or without a formal complaint to the Title IX Coordinator, Dr. Opal Murphy-Hicks in person or by other means. Please contact the Title IX Coordinator in person, at 269-962-4400 or [titleixcoordinator@tspacity.com](mailto:titleixcoordinator@tspacity.com). Any staff member that has actual knowledge of an alleged incident should also report it immediately to the Title IX Coordinator.
- The alleged incident took place in an educational program of the school or activity sanctioned by the school. (The incident must also take place within the United States.)

**The Salon Professional Academy will respond to sexual harassment promptly and deliberately indifferent in fairness to the complainant and respondent.**

- Supportive measures will be offered to the complainant and respondent by following a grievance/complaint process before imposing any disciplinary sanctions against the respondent.
  - The Title IX Coordinator will contact the complainant promptly to discuss supportive measures.
  - Complainant may, at his/her own wishes, file a formal complaint.
  - Title IX Coordinator will explain the formal complaint process.
    - The complaint/grievance policy can also be found in the student Catalog.

**Supportive measures may contain:**

- Removal of a respondent (applies to employee or student respondents) on an emergency basis if the school undertakes an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or individuals arising from the allegations. In this instance, the respondent will be given notice and opportunity to challenge the decision immediately.
  - Supportive measures include non-disciplinary, non-punitive individualized services offered when appropriate and reasonably available, without fee or charge to the complainant or respondent before or after filing the complaint.
  - Supportive measures are designed to restore or preserve equal access without unreasonable burdening the other party, including measures designed to protect the safety of all parties or the school's educational environment, or deter sexual harassment.
  - Examples of supportive measures are, but not inclusive to, counseling services, modifications to work or class schedules, leaves of absence or mutual restrictions on contact between both parties.
  - Supportive measures must maintain confidentiality for both parties as long as the confidentiality does not impair the ability of the school to provide the supportive measures.

**Filing a Formal Complaints**

- To file a formal complaint, please refer to the complaint/grievance policy located in the Catalog.
- Filing a formal complaint can be done by filling out the Complaint/Grievance form, which can be signed by the complainant or may be filed by mail or email containing the complainant's physical or digital signature.
- If a Title IX Coordinator signs a formal complaint and is not the complainant, it must apply to Title IX requirements.
- Complainant must be participating or attempting to participate in an educational program or activity of the school.

**Formal Complaint Process**

- Resolutions will be evaluated by a trained Title IX Coordinator. Any investigators or adjudicators are trained annually.
- Complainants and respondents will be treated equally.
- Evaluate evidence objectively. There will be a presumption of innocence for the respondent.
  - Determination of responsibility is made at the conclusion of the complaint process.
- Perform a hearing, which may include separating each party to separate areas in a live virtual setting utilizing technology to see and hear each other's testimony.
- Complaints will be addressed within 10 days. Both complainant and respondent will receive written notice of a live hearing for all formal complaints. The written notice will provide the following:
  - Formal complaint process and any informal resolution option, if any.
  - Detailed statement of allegations including identities of parties, if known, conduct allegedly constituting sexual harassment and the date and location of the alleged incident, if known.
  - An advisor of each of the complainant and respondent of their choice may inspect evidence, whether or not it will be used in the determination of the complaint. This may or may not be an

attorney. If the complainant or respondent does not have an advisor, the school will appoint one for them.

- The school may also restrict advisor participation as long as the restriction applies equally.
- Sufficient time will be allowed to prepare a response to the complaint before an initial interview.
- If the detailed statement is updated for any reason, the school will provide an updated statement to the complainant or respondent.
- Should multiple complaints permit consolidation of the complaints, all parties will be notified. This may occur if the complaint is against more than one respondent or if there is more than one complainant for one or more respondents. It may also occur when the complainant and respondent file complaints against the other.
- Prior to issuing an investigative report, all parties will have a minimum of 10 days to examine the evidence and issue a written response.
- An investigative report will then be submitted to all parties for review and written response at a minimum of 10 days prior to a hearing or other determination.

### **Informal Resolution of Formal Complaint**

- Student and employee are not required to an informal resolution.
- Informal resolutions apply only to formal complaints and will not be offered otherwise.
- Prior to reaching a final determination, the school may facilitate an informal resolution that does not involve a full investigation and adjudication, which provides all parties written notice of the allegations, requirements of the information resolution process, circumstances that preclude the parties from resuming a formal complaint arising from the same facts and any other consequences of participating in the informal resolution process as well as records that may be shared.
- Prior to beginning an informal resolution process, all parties must provide written consent.
- An information resolution is not available in the event an employee sexually harassed a student.
- Any party may withdraw from the process prior to agreeing to a resolution at which time the formal complaint process would resume.

### **Reasons for Dismissal of Complaints**

- A formal complaint *must* be dismissed if it does not meet the definition under Title IX:
  - Does not constitute sexual harassment even if proven;
  - Did not occur in the school's education program or activity; or
  - Did not occur in the United States.
    - Dismissal does not preclude action under another provision of the school's code of conduct or campus security policy, if applicable.
- Optional dismissals of a formal complaint for sexual harassment occur if, at any time:
  - Complainant notifies the Title IX Coordinator in writing that he or she would like to withdraw;
  - Respondent is no longer enrolled or employed by the school; or
  - Specific circumstances prevent the school from gathering sufficient evidence to reach a determination.
    - If an optional dismissal is determined, the complainant and respondent will promptly and simultaneously be notified.

### **Investigation Process**

- Ensure burden of proof and burden of gathering evidence lies on the school.
- All parties will have equal opportunity to present facts as well as expert witnesses, and other inculpatory or exculpatory evidence.
- Refrains from restricting parties' ability to discuss the allegations or to gather and present relevant evidence.

- Provides notice, to a party whose participation is invited or expected, written notice of the date, time, location, participants and purpose of all hearings, investigative interviews or other meetings with sufficient time for the party to prepare to participate.
- Issue an investigative report that summarized the evidence.

### **Confidentiality**

- The Salon Professional Academy keeps the identity of any individual who has made a report or complaint of any form of prohibited sexual discrimination including any reporter, complainant, respondent or witness, except:
  - As may be permitted by FERPA (policy found in the school Catalog);
  - Or as required by law; or
  - To carry out the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

### **Hearing Process**

- The Salon Professional Academy will include a live hearing for all formal complaints.
- The Title IX Coordinator may not oversee proceedings of the hearing. Instead, an adjudicator will be assigned to determine official decision over the hearing.
- All parties will participate in live hearings, whether physically present or, at the school's discretion, parties may appear virtually, with technology provided to see and hear each other.
- The hearing will either be recorded in an audio or audiovisual capacity or by transcript that all parties may inspect and review.
- Each party will have an opportunity to cross-examine the other party and any witnesses.
  - Cross-Examination at the live hearing will be conducted directly, orally and in real time by the party's advisor and not by the party personally. (If the party does not have an advisor, the school will provide one at no charge.) The advisor may or may be an attorney.
    - Only relevant cross-examination questions, including those regarding credibility, may be asked of a party or witness. The adjudicator must determine the question's relevance prior to the party or witness answering the question. If a question is deemed non-relevant, the adjudicator will provide explanation.
    - Questions and evidence regarding the complainant's sexual predisposition or prior sexual behavior are not relevant unless they are offered to prove that someone other than the respondent committed the alleged conduct or if they concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
    - If a party or witness does not allow for cross-examination at the live hearing, the adjudicator may not rely on any statement of that party or witness in making a determination of responsibility. This will not solely affect the determination, however.

### **Written Determination following the Hearing**

- A written determination will be made within 60 days of the hearing simultaneously to all parties and will be based on a preponderance of evidence.
- The determination will include and identification of the allegation, procedural steps from the time the complaint was received through the final determination, including any notifications to all parties, interviews with parties and witnesses, site visit, methods to gather evident as well as the hearing itself.
- The determination will also detail finding of facts for the determination.
- In conclusion, the determination will include how it applies to the Sexual Harassment poly including reasons for the result for each allegation, determination of responsibility, disciplinary sanctions for the respondent and whether or not, and how, equal access to the school is restored.
- A written determination may be appealed by either party within 30 days.



- An appeal may be granted if it finds a procedural irregularity, new evidence that was not reasonably available at the time of the determination that would affect the outcome or conflict of interest by the adjudicator, investigator or Title IX Coordinator.
- If an appeal is filed, both parties will be informed in writing by a trained appeal officer that is not the adjudicator, investigator or Title IX Coordinator.
  - Both parties will be given reasonable and equitable opportunity to respond to the appeal in support or challenge of the outcome.
- Written decision will be issued simultaneously to both parties regarding the appeal.
- Written determination becomes final either on the date the appeal is no longer considered timely or in the event an appeal is filed, the date that the school provide the parties with written a written appeal determination.

### **Retaliation**

- Retaliation is prohibited once a determination has been made. The school or any other person may not intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has filed a complaint, testified, assisted or participated or refused to participate in any manner of an investigation, proceeding or hearing.
  - The school may, however, charge an individual with a code of conduct violation if the individual made a materially false statement in bad faith during a Title IX proceeding.

### **Recordkeeping**

- All sexual harassment complaints will be maintained for 7 years and will include:
  - Records of any actions, including supportive measures, taken in response to a report of a formal complaint;
  - The basis for the school's conclusion that its response was deliberately indifferent;
  - Documentation that the school took measure designed to restore or preserve equal access;
  - The reasons if supportive measures were not implemented in the known circumstances.
  - If there was adjudication, records must also include:
    - Determination regarding responsibility
    - Audio or audiovisual recording or transcript
    - Disciplinary sanctions imposed on the respondent
    - Remedies provided to complainant
    - Any appeal as well as the result, if applicable.
    - Any informal resolution and the result, if applicable.

### **Violence Against Women Act (VAWA) – When not classified as Sexual Harassment under Title IX**

There are four primary categories of sexual assault: Dating Violence; Domestic Violence; Sexual Assault and Stalking. The primary definition for each of these categories is as follows:

- **Dating Violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with a victim.
  - A social relationship is defined as a relationship of a romantic or intimate nature and is based upon the reporting party or third party statements taking into consideration the length of the relationship, the type of the relationship and the frequency of the relationship.
- **Domestic Violence** is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner; a person with whom the victim shares a child in common; a person cohabitating or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse under the domestic and family violence laws of the jurisdiction in which the crime of violence occurred; or any other person against an adult or youth victim who is protected from that person's acts under the domestic and family violence laws of the jurisdiction in which the crime of

violence occurred. Domestic violence can be a single event or a pattern of behavior that includes, but is not limited to, sexual, or physical abuse.

- **Sexual Assault** is defined as an offense that meets the definition of rape, sodomy, sexual assault with an object, fondling, incest, or statutory rape as used in the FBI's UCR program included in Appendix A of Subpart D or Part 668.
- **Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or safety of others or suffer substantial emotional distress. Course of conduct is defined as engaging in two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. A reasonable person is defined as someone reasonable under similar circumstances and with similar identities to the victim. Substantial emotional distress is defined as significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.
- Definitions of the following sexual misconduct / VAWA related offenses are according to local jurisdiction governing The Salon Professional Academy, 1416 West Columbia Avenue, Battle Creek, MI and are as follows:
  - **Domestic Violence** is defined as: a pattern of learned behavior in which one person uses physical, sexual, and emotional abuse to control another person. Domestic violence is not a family matter. It is a crime, and it is in Michigan. The Michigan State Police Uniform Crime Report tells us there were 54,258 reported victims and 30 reported murders related to domestic violence in 2004. Domestic violence is a misdemeanor punishable by up to 93 days in jail and/or a \$500 fine.

Under Michigan law, a person has a domestic relationship if any of the following apply:

- Spouse or former spouse
  - Dating relationship or former dating relationship
  - Child in common
  - Resident or former resident of the same household
- **Dating Violence** is defined as: Dating violence is a pattern of assaultive and controlling behaviors that one person uses against another in order to gain or maintain power and control in the relationship. The abuser intentionally behaves in ways that cause fear, degradation and humiliation to control the other person. Forms of abuse can be physical, sexual, emotional and psychological.
  - **Sexual Assault** is defined as: Sexual assault (often known as rape) is forcing or coercing an individual to engage in any non-consensual sexual contact or sexual penetration. In Michigan, the law regarding sexual assault is called the Criminal Sexual Conduct Act. It is gender neutral and includes marital, stranger, date, acquaintance, and child sexual assault.
  - **Stalking** is defined as: a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.
- The Academy prohibits all sexual misconduct and related VAWA offenses: crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in the final regulations of VAWA or the definitions of these terms in the applicable jurisdiction.

#### **Consent as defined by local jurisdiction in reference to sexual activity:**

- The affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Consent cannot be given by an individual who is asleep, or mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason; or is under duress,

threat, coercion, or force, or inferred under circumstances in which consent is not clear, including but not limited to the absence of “no” or “stop” or the existence of a prior or current relationship or sexual activity.

#### **Bystander Intervention as defined by local jurisdiction:**

- Safe and positive steps a bystander may take to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against another person could include, but is not limited to:
  - Understanding institutional structures and cultural conditions that facilitate violence; Information about recognizing situations of potential harm, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action, such as reporting incidents to appropriate authorities, information on how to recognize warning signs of abusive behavior in order to mitigate the likelihood of perpetration, victimization, or bystander inaction.
- *The Academy defines the following based on the local jurisdiction in which The Academy is located:*
  - *Awareness programs are defined as: Programs designed to provide students with the basic tools needed to recognize and help prevent sexual assault, harassment, domestic violence and bullying.*
  - *Bystander Intervention is defined as: a philosophy and strategy for prevention of various types of violence, including bullying, sexual harassment, sexual assault, and intimate partner violence.*
  - *Ongoing prevention and awareness campaigns are defined as: Programs provided by The Academy to promote awareness and intervention.*
  - *Primary prevention programs are defined as: Programs designed to provide students with the basic tools needed to recognize and help prevent sexual assault, harassment, domestic violence and bullying.*
  - *Risk Reduction is defined as: options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence*
  - The Academy will ensure proper implementation of Awareness programs, Bystander intervention, Ongoing prevention and awareness campaigns, Primary prevention programs and Risk reduction is handled according to the definitions outlined in 34 CFR 668.46(j)(2)(i)-(v).

#### **Warning Signs of Abusive Behavior**

- Information regarding risk reduction by recognizing warning signs of abusive behavior can be found at: [http://www.michigan.gov/msp/0,4643,7-123-1878\\_1711-10257--,00.html](http://www.michigan.gov/msp/0,4643,7-123-1878_1711-10257--,00.html)

#### **Rape**

- The definition of “Rape” as defined by the FBI UCR Summary Reporting Systems is as follows: “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.”

#### **Unfounded Crime Data**

- The number of “unfounded” crime data that is withheld from The Academy’s crime statistics during the most recent three years will be reported to the Department through its annual security reporting (Campus Crime Report).
  - Institutions may only exclude a reported crime from its upcoming annual security report or remove a reported crime from its previously reported statistics only after a full investigation. Only sworn or commissioned law enforcement personnel (this does not include a district attorney who is sworn or commissioned) can make a formal determination that the report was false or baseless when made and that the crime report was therefore “unfounded”. Crime reports can be properly determined to be false only if the evidence from the complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner. Crime reports can only be determined to be baseless if the

allegations reported did not meet the elements of the offense or were improperly classified as crimes in the first place.

- A case cannot be designate “unfounded” if:
  - No investigation was conducted or the investigation was not completed
  - Merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation.
  - Recovery of stolen property.
  - Low value of stolen property.
  - Refusal of victim to cooperate with law enforcement.
  - The prosecution or the failure to make an arrest.
  - The findings of a coroner, court, jury (either grand or petit) or prosecutor do not “unfound” crime reports of offenses or attempts as listed in this Disclosure / ASR.
- If a crime is not included in the Clery Act statistics because it was “unfounded”, The Academy will still maintain accurate documentation of reported crime and the basis for “unfounding” the crime.
  - Documentation must demonstrate that the determination to “unfound” the crime was based on the results of the law enforcement investigation and evidence.
- In conclusion, all reports of crimes must be included in the statistics and applicable crime reports, except in the rare case that crime report is “unfounded”.

#### **Sexual Offense**

- If a sexual misconduct / sexual offense has occurred, please notify the Title IX Coordinator / Compliance Officer as soon as possible.
- The Salon Professional Academy will do everything possible to assist in this serious matter.
- Rights, Disciplinary procedures, sanctions, protective measures and grievance procedures are outlined below.

#### **Rights of the Victim / Accused:**

- When a student or employee reports to The Academy Title IX Coordinator / Compliance Officer that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, The Academy will provide the student or employee a written explanation of the student’s or employee’s rights and options.
  - Under Title IX requirements, if an offense that happens off campus is reported to school personnel and this offense affects the student’s education, The Academy will take action and follow through with an investigation.
  - Criminal proceedings do not negate The Academy from performing an investigation under Title IX.
  - Interim measures that will be taken during an investigation include, but may not be limited to:

Provide a safeguard for victims through local service providers.

Offer an LOA if deemed necessary, based on facts / circumstances and as determined by the discretion of the Owner/Title IX Coordinator. Goal of proceeding is resolution and help victims maintain a safe and healthy environment.

Including, have the local Battle Creek Police Department be a part of measures taken to help with investigation as well as preventative methods.

- Safeguarding the victim and accused identity is a priority.
- Written notification regarding the following will be provided to the victim regardless of whether the victim chooses to report the crime to local law enforcement:
  - Local counseling agencies, including but not limited to, health, mental health, victim advocacy, and / or legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within The Academy and in the community.

- Area counselor / facilities that counsel victims regarding sexual assault / mental health include:
  - *Sexual Assault Services of Calhoun County, Battle Creek, MI – (269) 245-3925*
  - *YWCA Domestic and Sexual Assault Program, Kalamazoo, MI – (269) 345-5595*
  - *Summit Pointe, Battle Creek, MI – (269) 966-1460*
- The Academy will provide written notification regarding options for and available assistance in, changing academic schedules (i.e., allowing the victim to take a leave of absence or enroll in a later program, etc. if the change is requested by the victim and the change is reasonably available), living arrangements, transportation, or protective measures if requested by the victim and such accommodations are reasonably available.
- National Hotlines available to counsel sexually assaulted students such as but not limited to:
  - *National Sexual Assault Hotline at 1-800-656-4673*
  - *Love is Respect Hotline at 1-866-331-9474*
  - *National Domestic Violence Hotline at 1-800-799-7233*
- Time is of the essence for evidence collection and preservation.
  - Ideally, a victim of a sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam.
- The preservation of evidence is of the utmost importance to assist in proving the alleged criminal offense or obtaining a protective order; therefore, all evidence will be protected and forthcoming during an investigation.
- Alleged offenses can be reported to any of the administrative / educational staff within The Academy if the Title IX Coordinator / Compliance Officer is not readily available.
  - If a student feels more comfortable with a particular staff member, the student has the right to report the alleged offense to the staff member of their choice.
- The victim has the right to decline Academy assistance, but upon request, a staff member will assist in notifying local law enforcement agencies.
- The victim has the right to contact or decline local law enforcement notification.
- If applicable, the rights of the victim and The Academy's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court will be followed.
  - The aforementioned will be performed to the best of The Academy's ability in order to protect its involved student(s) and / or employee(s).
- Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to judgment from others.
- If a sex offense happens where both the accused and the accuser attend The Salon Professional Academy, the accused and the accuser are entitled to the same opportunity to have others present during an Academy disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
- The accused and accuser are given timely notice of meetings at which one or the other or both may be present.
- The accuser, the accused, and appropriate officials will be given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings.
- Both the accuser and the accused shall be simultaneously informed, in writing, of:
  - The outcome of The Academy disciplinary proceeding and sanctions imposed against the accused.
  - The Academy will allow the accused / accuser to appeal the result of The Academy disciplinary proceedings.
  - Any change in the results that occur prior to the time the results become final.

- When the results become final.
- Appeal proceedings are as follows:
  - Appeals will be reviewed on a case-by-case basis.
  - Appeal must be provided in writing to owner(s) of The Academy within 10 business days of the date the final outcome was delivered to the student.
  - Owners will review the student's appeal and will respond to the appeal within 14 business days.
  - All appeal determinations are final.
- The appeal decision and all appeal related documents will be placed in the student's file.

### **Disciplinary Procedures**

- Procedures for Academy disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking are included in the chart below.
- The Academy disciplinary proceedings are identified as all activities related to non-criminal resolution of an institutional disciplinary complaint including but not limited to, fact-finding investigations, formal or informal meetings and hearings.
- Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to provide to a victim.
- The student or employee may file a disciplinary complaint by: submitting a verbal or written complaint/statement to a staff member or the director within 5 days of incident.
- The Academy will follow the below criterion to determine which type of disciplinary proceeding to implement based on the circumstances of an allegation of:
  - Dating Violence: Chancellor's Procedures for Implementation of Policy 311-A: Section VIII. Determination and Sanctions (A) Student Respondents 2. Disciplinary Action, To the extent permitted by law, the complainant and respondent will be notified, simultaneously and in writing, of: 1. The RCA's determination; 2. The disciplinary sanctions, if any, to be imposed; and 3. The VSC's procedures for complainants and respondents to appeal the determination and disciplinary sanctions. The notification will include the rationale for the determination and for any sanctions. A copy of the RCA's determination shall be sent to the Title IX Coordinator and to VSC's general counsel.
  - Domestic Violence: Chancellor's Procedures for Implementation of Policy 311-A: Section VIII. Determination and Sanctions (A) Student Respondents 2. Disciplinary Action, To the extent permitted by law, the complainant and respondent will be notified, simultaneously and in writing, of: 1. The RCA's determination; 2. The disciplinary sanctions, if any, to be imposed; and 3. The VSC's procedures for complainants and respondents to appeal the determination and disciplinary sanctions. The notification will include the rationale for the determination and for any sanctions. A copy of the RCA's determination shall be sent to the Title IX Coordinator and to VSC's general counsel.
  - Sexual Assault: Section VIII. Determination and Sanctions (A) Student Respondents 2. Disciplinary Action, To the extent permitted by law, the complainant and respondent will be notified, simultaneously and in writing, of: 1. The RCA's determination; 2. The disciplinary sanctions, if any, to be imposed; and 3. The VSC's procedures for complainants and respondents to appeal the determination and disciplinary sanctions. The notification will include the rationale for the determination and for any sanctions. A copy of the RCA's determination shall be sent to the Title IX Coordinator and to VSC's general counsel.
  - Stalking: Section VIII. Determination and Sanctions (A) Student Respondents 2. Disciplinary Action, To the extent permitted by law, the complainant and respondent will be notified, simultaneously and in writing, of: 1. The RCA's determination; 2. The disciplinary sanctions, if any, to be imposed; and 3. The VSC's procedures for complainants and respondents to appeal the determination and disciplinary sanctions.

The notification will include the rationale for the determination and for any sanctions. A copy of the RCA's determination shall be sent to the Title IX Coordinator and to VSC's general counsel.

- The standard of evidence that will be used during The Academy conduct proceeding arising from the report will include: Witness and Evidence, investigator will interview the complainant, respondent, and any witnesses separately. The findings and recommendations will be reached by applying the preponderance of evidence standard, i.e., whether it is more likely than not that the policy was violated.

<b>Type of Disciplinary Proceeding</b>	<b>Steps Used for Disciplinary Proceeding</b>	<b>Anticipated Timeline to Resolution</b>	<b>Decision Making Process for each Type of Disciplinary Proceeding</b>
Sexual Assault	A written request for an internal disciplinary proceeding will be given to involved parties. Parties involved will be questioned separately during this internal disciplinary hearing in accordance with this policy. Parties involved may be removed from premises or given an LOA if deemed necessary, based on facts / circumstances and as determined by the discretion of the Owner/Title IX Coordinator. Goal of proceeding is resolution and not an escalation of the situation that was a precursor to this hearing. Local authorities may be notified, if necessary, based on facts and circumstances present and / or by the victim / accused request.	60 calendar days or less	Information will be gathered throughout the internal disciplinary proceeding(s) and structure of proceeding(s) will follow the general guidelines as outlined within this policy. As a result, each party's statement / information / facts / evidence will be reviewed and considered before a decision is made by the Owner / Title IX Coordinator / Operations Director.
Domestic Violence	A written request for an internal disciplinary proceeding will be given to involved parties. Parties involved will be questioned separately during this internal disciplinary hearing in accordance with this policy. Parties involved may be removed from premises or given an LOA if deemed necessary, based on facts / circumstances and as determined by the discretion of the Owner/Title IX Coordinator. Goal of proceeding is resolution and not an	60 calendar days or less	Information will be gathered throughout the internal disciplinary proceeding(s) and structure of proceeding(s) will follow the general guidelines as outlined within this

	<p>escalation of the situation that was a precursor to this hearing. Local authorities may be notified, if necessary, based on facts and circumstances present and / or by the victim / accused request.</p>		<p>policy. As a result, each party's statement / information / facts / evidence will be reviewed and considered before a decision is made by the Owner / Title IX Coordinator / Operations Director.</p>
Dating Violence	<p>A written request for an internal disciplinary proceeding will be given to involved parties. Parties involved will be questioned separately during this internal disciplinary hearing in accordance with this policy. Parties involved may be removed from premises or given an LOA if deemed necessary, based on facts / circumstances and as determined by the discretion of the Owner/Title IX Coordinator. Goal of proceeding is resolution and not an escalation of the situation that was a precursor to this hearing. Local authorities may be notified, if necessary, based on facts and circumstances present and / or by the victim / accused request.</p>	60 calendar days or less	<p>Information will be gathered throughout the internal disciplinary proceeding(s) and structure of proceeding(s) will follow the general guidelines as outlined within this policy. As a result, each party's statement / information / facts / evidence will be reviewed and considered before a decision is made by the Owner / Title IX Coordinator / Operations Director.</p>
Bullying/Cyber Bullying	<p>A written request for an internal disciplinary proceeding will be given to involved parties. Parties involved will be questioned separately during this internal disciplinary hearing in accordance with this policy. Parties involved may be removed from premises or given an LOA if deemed necessary, based on facts /</p>	60 calendar days or less	<p>Information will be gathered throughout the internal disciplinary proceeding(s) and structure of proceeding(s) will</p>



	<p>circumstances and as determined by the discretion of the Owner/Title IX Coordinator. Goal of proceeding is resolution and not an escalation of the situation that was a precursor to this hearing. Local authorities may be notified, if necessary, based on facts and circumstances present and / or by the victim / accused request.</p>		<p>follow the general guidelines as outlined within this policy. As a result, each party's statement / information / facts / evidence will be reviewed and considered before a decision is made by the Owner / Title IX Coordinator / Operations Director.</p>
<p>Stalking/Cyber Stalking</p>	<p>A written request for an internal disciplinary proceeding will be given to involved parties. Parties involved will be questioned separately during this internal disciplinary hearing in accordance with this policy. Parties involved may be removed from premises or given an LOA if deemed necessary, based on facts / circumstances and as determined by the discretion of the Owner/Title IX Coordinator. Goal of proceeding is resolution and not an escalation of the situation that was a precursor to this hearing. Local authorities may be notified, if necessary, based on facts and circumstances present and / or by the victim / accused request.</p>	<p>60 calendar days or less</p>	<p>Information will be gathered throughout the internal disciplinary proceeding(s) and structure of proceeding(s) will follow the general guidelines as outlined within this policy. As a result, each party's statement / information / facts / evidence will be reviewed and considered before a decision is made by the Owner / Title IX Coordinator / Operations Director.</p>

- The Academy will provide a fair, and an impartial investigation and proceeding.
- Disciplinary proceedings, if applicable, will follow with the ultimate goal of a final consequence / result.

- The Academy will, upon written request, disclose to the alleged victim of a crime of violence or non-forcible sex offense, the report on the results of any disciplinary proceeding conducted against a student who is the alleged perpetrator.
  - The Academy will disclose results, upon written request, to a victim's next of kin in cases where the crime resulted in the victim's death.
- The Academy will allow for an extension of timeframes for good cause with written notice to the accuser and the accused regarding the delay and the reason for the delay.
- "Proceeding" is defined as an orderly process in which participants or their representatives are able to present evidence in support of their claims and to argue in favor of particular interpretations of the law in which a fact finder makes a determination of the factual and legal issues.
- "Result" is defined as the final consequence of a sequence (ordered list) of actions or events expressed qualitatively or quantitatively. Possible results include advantage, disadvantage, gain, injury, loss, value and victory. There may be a range of possible outcomes associated with an event depending on the point of view, historical distance or relevance. Reaching no result can mean that actions are inefficient, ineffective, meaningless or flawed.
- No retaliating, intimidating, threatening, coercing, or otherwise discriminatory actions by any employee or officer against any individual for exercising their rights or responsibilities regarding sexual misconduct / assault will be tolerated.
- Safeguarding the identity of the victim and the accused will be ensured by the following Academy procedures: Only parties immediately involved will be part of any disciplinary proceeding and will take place when The Academy is not in session. All documentation will be kept locked in the Director of Operations office.
- The investigation will be conducted by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking regarding how to conduct an investigation and impartial hearing process that protects the safety of victims and promotes accountability.
- Officials who conduct the proceedings may not have a conflict of interest or bias for or against the accuser or the accused.
- All proceedings are conducted with consistency and are transparent to the accuser and the accused.
- The Academy anticipated timeline for the decision-making process and disciplinary proceedings would be no later than 60 days.

### **Sanctions**

- Sanctions that may be imposed following the result of The Academy disciplinary proceedings for an allegation of any sexual offense include but may not be limited to:
  - A dismissal from The Academy following a final determination of said proceedings surrounding sexual assault / misconduct or any Title IX / VAWA related offenses, including but not limited to, rape, acquaintance rape, or other forcible or non-forcible sex offenses, dating violence, domestic violence, sexual assault or stalking.

### **Protective Measures**

- The range of protective measures offered to a student or employee following an allegation of dating violence, domestic violence, sexual assault, or stalking includes but may not be limited to:
  - Placing an effected student on a Leave of Absence if requested and/or necessary
  - Making changes to an affected students schedule if requested and/or necessary
  - Assisting a student in obtaining outside counseling services
  - Local court mandates
  - Information collected will be held private

## Grievance / Complaint Policy and Procedure

- Any person who files a grievance regarding Clery Act / Title IX regulations must follow The Academy's Complaint / Grievance Policy found in the Student Handbook.
- The grievance must be made in writing and contain all relevant names and dates and a brief description of the basis of the complaint.
- The Title IX Coordinator will be responsible for addressing the complaint.

## Additional VAWA Information

- **Compliance with VAWA provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C.1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).**
- The Academy will notify proper authorities regarding any reasonable suspicion of an Academy student being a victim of sex trafficking.
- The Academy will recommend culturally appropriate victim services / shelters to assist women in the event of a domestic violence, dating violence, sexual assault, or stalking, including electronic stalking.
  - If a minor or a person with a legally appointed guardian is permitted by law to receive victim services without the parent's or guardians consent, the minor or person with a guardian may release information without additional consent.

## Information for Crime Victims about Disciplinary Proceedings

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

## Primary Prevention Programs

- Primary prevention and awareness programs provided by The Academy will include the statements: *The Academy prohibits the crimes of dating violence, domestic violence, sexual assault, and staking, as those terms are defined in the final VAWA regulations; the definitions of these terms in the applicable jurisdiction; the definition of "consent", in reference to sexual activity, in the applicable jurisdiction; a description of safe and positive options for bystander intervention information on risk reduction; and information on The Academy's policies and procedures after a sex offense occurs.*
- Primary Prevention Program is defined as programming, initiatives and strategies informed by research or assessed for value, effectiveness or outcome that are intended to stop dating violence, domestic violence, sexual assault and stalking before they occur, through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourages safe bystander intervention and social norms in health and safe directions.
- The Primary Prevention Program(s) focus on changing the social norms and stereotypes that create conditions in which sexual violence occurs, are tailored and inclusive to the student body and staff community, use a range of strategies throughout The Academy to convey the Primary Prevention Program requirements and are sustainable over time.
- An annual educational program designed for the prevention of crime and to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking for the purposes of primary prevention and awareness for incoming students, new employees, current students and current employees includes:
  - A description of the primary prevention program must be placed here and must meet requirements in 34 CFR 668.46(j)(1):
- The program is videoed so all new students and staff may have access to this preventative education.
- If a student or staff member wishes to learn more about the prevention of sexual assault, contact the

local Police Department at 269-966-3322.

- Individuals wishing to learn additional information about registered sex offenders may go to <http://www.mipsor.state.mi.us> or check website information for the City of Battle Creek website.
- The program is recorded so all new students and staff may have access to this preventative education.
- If a student or staff member wishes to learn more about the prevention of sexual assault, contact the local Police Department at 911.
- Individuals wishing to learn additional information about registered sex offenders may go to [https://www.michigan.gov/msp/0,4643,7-123-1878\\_24961---,00.html](https://www.michigan.gov/msp/0,4643,7-123-1878_24961---,00.html) or check website information for the City of Battle Creek.

### **Ongoing Prevention Awareness Programs**

- *The Academy will provide ongoing prevention and awareness campaigns for their students and staff that is concurrent with the primary prevention and awareness programs presented to staff and students from outside entities.*
- The purpose of the ongoing prevention campaigns is to increase understanding of topics relevant to and skills for addressing: dating violence, domestic violence, sexual assault and stalking. These programs are tailored to meet the needs of staff and students so they are culturally relevant.
- **An Emergency Procedures binder is found in The Academy Admissions Office and at the Student Salon Training Area front desk.**

### **Emergency Response / Procedures / Evacuation**

**An Emergency Procedures binder is found in The Academy Admissions Office and at the Student Salon Training Area front desk.**

### **Emergency Phone Numbers**

- Immediate Help (Fire, Police, Rescue Squad) - 9-1-1
- The Salon Spa Academy Battle Creek Administrative Offices – 269-962-4400
- Battle Creek Police Department - 269-966-3322
- Battle Creek Fire Department 269-966-3519

### **Emergency Notification**

- If a dangerous or emergency situation has been confirmed on campus involving a direct threat to the health and safety of students, student salon training area guests or employees, immediately notify Academy officials of this unforeseen circumstance that calls for immediate action.
- The Academy will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist the victim or to contain, respond to, or otherwise mitigate the emergency.
- Emergency procedures will be followed if an immediate threat to the health or safety of students or employees occurs on campus.
- Updates relevant to community safety will be released as information becomes available.
- Every educator, administrative staff, and front desk personnel have received training on how to handle a pending emergency.

### **Emergency Situation(s)**

- All staff members have been trained in the Emergency Codes. **Codes for an Emergency Situation include:**

**Code RED:** A lock down situation has occurred. Staff and students are to remain calm and do not leave the classroom. A lock down situation has occurred. This may be due to a situation with a guest, student staff or if there is a hostage, criminal or terrorist threat / situation.

**Code YELLOW:** Indicates a need to evacuate the classroom immediately and exit through a front or back entrance to the student parking lot. Exit will be identified with CODE announcement.

**Tornado Warning:** Indicates an inclement weather situation (i.e. tornado warning) and no one is allowed to leave the building until further directives have been given. All students and staff must report to their safe zones as defined in their drills.

Instructions for each code below:

**“CODE RED”** announced by an administrator:

- Everyone in a classroom, lounge, office, or restroom is to stay where they are.
- Anyone in the Student Salon Training Area and Front Desk area should move to the nearest closet, classroom or office.
- Students and educators should assist guests in moving to these areas as well.
- Anyone in the hallways should move to the nearest classroom immediately.
- Anyone in the restrooms should move to a stall, lock the stall door and stand on the toilet.

Educators are to:

- Lock the classroom door.
- Place students against the wall so the intruder cannot see them looking into the door.
- Turn out lights and computer monitors.
- Keep students quiet.

Remain in safe areas until directed by law enforcement or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm. Law enforcement officers and administrators will have keys to open the doors for further directives. An administrator will signal all personnel when the lockdown has been lifted. If an evacuation occurs, all persons will be directed by law enforcement officers or administrators to a safe location.

Once evacuated from the building, educators should take roll to account for all students. Front desk should attempt to account for guests and notify authorities if someone cannot be located. Administrators and educators will keep in communication by cell phones.

Incident Management:

- Current floor plans will be available for local authorities.
- Security tapes of the building will be available for administrators and local authorities.
- When applicable, the Academy will post the time class will resume on outside doors / Emergency Blog.

**“CODE YELLOW”** announced by an administrator:

- Everyone in a classroom, lounge, office, restroom, Student Salon Training Area, and Front Desk are to calmly proceed to the nearest safe exit.
- Students and educators should calmly assist guests in moving to the nearest safe exit.
- Front Desk Director/Staff will obtain roll call book/binder and Student Salon guest roster that is located on the wall behind the reception desk.

- All staff, students, and guests are to assemble in the student parking lot located to the north of The Academy building between 24th Street and 25th Street.
- Front Desk Director/Staff will notify appropriate authorities.
- Once evacuated from the building, educators should take roll to account for all students.
- Front desk should attempt to account for guests and notify authorities if someone cannot be located.
- Administrators and educators will keep in communication by cell phones.
- All staff, students, and guests will remain in the student parking lot unless released by staff member.
- An administrator will signal all personnel when The Academy building is cleared for reentry.

#### Incident Management:

- Current floor plans will be available for local authorities.
- Security tapes of the building will be available for administrators and local authorities.
- When applicable, the Academy will post the time class will resume on outside doors / Emergency Blog.

#### **“Tornado Warning”** announced by an administrator:

- Everyone in a classroom, lounge, office, or restroom is to move towards designated inclement weather safety zones.
- Students and educators should assist guests in moving to these areas as well.

#### Inclement weather safety zones include:

- Restrooms
- Laundry room
- Interior closets
- Interior hallways with no windows
- Interior office/classroom with no windows

Front Desk Director/Staff will obtain roll call book/binder and Student Salon guest roster that is located on the wall behind the reception desk. Remain in inclement weather safety zone areas until directed by law enforcement or an administrator to move or evacuate.

If a student is uncomfortable with staying in the facility during a watch or warning they must notify a staff member and they are taking the risk upon themselves to leave the building and may lose hours for leaving early.

An administrator will signal all personnel when the inclement weather has passed. If an evacuation occurs, all persons will be directed by law enforcement officers or administrators to a safe location. Once evacuated from the building, educators should take roll to account for all students. Front desk should attempt to account for guests and notify authorities if someone cannot be located. Administrators and educators will keep in communication by cell phones.

#### **Incident Management:**

- Current floor plans will be available for local authorities.
- Security tapes of the building will be available for administrators and local authorities.
- When applicable, the Academy will post the time class will resume on outside doors / Facebook.

**Code Red:** A lock down situation has occurred. Staff and students are to remain calm and do not leave the classroom.

**Code Blue:** Indicates a need to evacuate the classroom immediately and exit through a front entrance only.

**Code Yellow:** Indicates a need to evacuate through the back entrance only.

**Code White:** Indicates a dangerous situation has occurred outside the building and no one is allowed to leave the building.

**Code Orange:** A hostage, criminal or terrorist threat / situation

### **Lock Down Procedures**

- Procedures to follow include but are not limited to:
  - Staff are to follow protocol for CODE RED procedures identified above.

### **Emergency Response Procedures**

- Procedures to follow include but are not limited to:
  - Confirm there is a significant emergency or threat
  - At the time of an urgent unanticipated event, staff members without delay, will assess the situation to determine the extent of the emergency.
- Without delay will:
  - Contact authorities, 9-1-1
  - Determine appropriate code for the emergency
  - Assist any victim(s)
  - Respond and / or contain the emergency at hand
  - Diffuse the dangerous situation if possible
  - Determine course of action in order to protect entire Academy population
    - Account for the safety of all students, student salon training area guests, and other staff
    - Roll call will be taken as soon as reasonably possible to ensure all students and staff have been accounted for at the time of the emergency.
  - Begin the notification process
    - Will determine the content of the notification and initiate the notification system unless initiating the notification system will, in professional judgment of Academy staff, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate an emergency
  - Academy staff will determine appropriate segments of The Academy community to receive a notification
  - Student salon training area guests will be notified by verbal communication and these guests are the responsibility of every student and staff member
- **Command Decision Team (CDT).**
  - **The responsible members of the CDT consist of:**
    - **Owner**
    - **Operations Director**
    - **Title IX Coordinator**
    - **Financial Aid Administrator**
    - **Admissions Director**
    - **Educators**
    - **Front Desk Support Staff**

### **Initiation of the Notification System**

- The CDT will identify who should be notified and determine the extent of the emergency and enact appropriate means of notification by but not limited to:
  - Fire alarms to alert the campus community
  - Emergency Code alerts
  - Telephone
  - Email / Social Media / Emergency Blog

- Text messages
- Posting written notices as more specific information becomes available.
- Disseminating emergency information to the city / larger community, when applicable
  - Procedures for disseminating information is as follows:
    -
- The CDT will determine the extent of information that needs to be released to the public and will disseminate information to staff, students, and student salon training area guests / public as appropriate while protecting the victim(s) identity.
- The verbal/written communication will include:
  - Type of emergency
  - Steps to be taken for the emergency situation

### **Emergency Procedures**

- Testing of emergency procedures will take place annually and is scheduled by the Owner / Operations Director.
- Staff will be alerted to the scheduled date(s), however; the students will be unaware until the actual emergency test occurs to ensure proper evaluation of emergency procedures.
- Owners and staff will evaluate the testing results and implement improvements needed to secure the safety of all concerned.
- The testing exercise will be documented including a description of the exercise, the date, time and whether it was announced or unannounced.
  - The Academy will publish the emergency response and evacuation procedures in conjunction with at least one test per calendar year.

### **Emergency Procedures Due to Criminal or Terrorists Threats**

- Upon receipt of information pertaining to a criminal or terrorist threat during business hours, the person receiving the information should notify a staff member(s) of the impending or occurring emergency.
- Response
  - Immediate assessment of situation to determine response needed to address the threat at hand.
  - Trained staff members will respond to the situation using Emergency Codes if necessary.
  - Conduct risk assessment of vulnerability of all areas of the building including classrooms.
  - Contact civil authorities to determine appropriate action.
    - All telephones have local law authorities programed into the system.
  - Advise students to take shelter in pre-defined areas, based on threat and safety of students
    - Possible evacuation of entire campus for a length of time to be determined based on the situation at hand.
- Incident Management
  - Have current facility maps available for local authorities
    - A copy is kept readily available off sight
  - Video tape of Academy recording of all areas of the building for hostage situations
    - Readily accessible at an off-sight location
- When applicable, The Academy will post the time class will resume on outside doors / Emergency Blog.

### **Emergency Procedures Due to Hurricanes:**

- When a **hurricane watch** is issued from the National Weather Service, The Academy alerts the students of a pending hurricane in the area and advises the students of possible cancellation of classes.
- When a **hurricane warning** is issued from the National Weather Service, The Academy offices are closed and classes are cancelled.



- Once the hurricane threat has diminished, email / text notification will be sent to students when classes will resume.

### **Tornado Warning**

- When a tornado warning is issued:
  - A tornado has actually been sighted
  - Or has been indicated by radar
  - Public warning will come over the radio.

### **Tornado Warning Procedure**

- DO NOT leave the building
- Move away from the perimeter and exterior of the building
- Locate a posted SEVERE WEATHER SHELTER AREA sign. If you do not have time to locate:
  - Go to an inner hallway or a smaller inner room such as a bathroom or closet
  - Vacate any exterior rooms and close the doors to those rooms.
  - Stay away from windows.
  - Take shelter under tables, if possible.
  - Avoid places with wide-span roofs and windows such as the student salon training area
  - Go to the center of the room.
  - Sit down and cover your head.
  - Make every effort to remain calm and encourage those around you to do likewise.
  - Remain in the shelter location until instructed to return to your previous activities.

### **Earthquake Procedures**

- Drop to the floor to prevent falling.
- Make yourself the smallest target possible, protecting your head, neck and chest by taking cover, if available, under a desk, table, or near an interior wall and hold on if possible.
- Cover your head with your hands and arms.
- When shaking stops, assess damage / injuries.
- Be attentive for possible aftershocks.
- When safe, use the buddy system to evacuate the building by suggested routes or routes from an emergency evacuation map pending exit routes are clear.
- Cover your head while evacuating.
- Move directly away from the building during exiting.

### **Security Plan**

- All staff members and students are knowledgeable of defined plan
- Staff members and students have clearly defined roles
- Practiced unannounced drills
  - Fire
  - Intrusions
  - School Shootings
  - Terrorist Attacks
  - Hostage situation
  - Earthquake
  - Tornado
  - Hurricane

### **In A Fire Emergency**

If you smell smoke or see fire, report it immediately to an Academy staff member. A staff member will then give an emergency warning. Do not panic. Proceed as follows:

- Students in the student salon training area exit single file out the front doors. If you have a guest at the time, the guest is your responsibility.
- After exiting The Academy, proceed safely away from the building.
- Support staff at front desk will help guest in reception area out the front doors.
- Proceed to safety away from the building.
- Students in the classrooms, student lounge, conference room, and spa area should exit through the nearest door, single file.
- Locate and join the students and guests from the student salon training area.
- Familiarize yourself with your evacuation route and the location of all emergency and regular exits.
- The evacuation route illustration is found in the student's lounge.
- **VIOLATION OF FIRE SAFETY RULES PUTS LIVES IN JEOPARDY. TAMPERING WITH FIRE ALARMS OR FIRE EQUIPMENT CAN RESULT IN FINES AND POSSIBLE INCARCERATION ACCORDING TO MICHIGAN STATE LAWS.**

### **Drills**

- Drills will be practiced 3 times and require your most serious cooperation and consideration. All exits must be in working condition and unobstructed.
- There will be one announced drill annually and one unannounced drill annually.
- The Academy will publicize its emergency response and evacuation procedures in conjunction with at least one test per calendar year.
- The Academy documents a description of the drill, (date, time and whether it was announced or unannounced) and evaluates all drills and records the results in writing and conducts an evaluation of improvements needed.

### **In case of serious accident or illness:**

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

### **Power Failure:**

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

1. On this final page of the Campus Security Disclosure / Annual Security Report I, \_\_\_\_\_ (print name) acknowledge that I have received and read The Campus Security Disclosure / Annual Security Report (ASR) information from The Salon Professional Academy (hereinafter known as “The Academy”) 14146 West Columbia Avenue, Battle Creek, MI 49015. I understand if I have any questions regarding this information, I can follow up with The Academy Title IX Coordinator / Compliance Officer / Campus Security Authority, Dr. Opal Murphy-Hicks (269) 719 1016 [titleixcoordinator@tspabattlecreek.com](mailto:titleixcoordinator@tspabattlecreek.com).

My signature below indicates that I have received a copy of this document at the time of my enrollment, during contract signing procedure, and that I understand I will receive an update to this document no later than October 1 for each year that I am enrolled (or for staff members, employed) at The Academy. This document is updated per the footer below with the date of \_\_\_\_\_ (month) \_\_\_\_\_ (year). I acknowledge that this original signed copy is being placed in my student file. I understand I can request a paper copy for my records.

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Student / Staff Signature

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Date