

ACADEMY OF COSMETOLOGY, BARBERING, AND ESTHETICS

ANNUAL SECURITY REPORT 2023

Academy of Cosmetology, Barbering, and Esthetics

This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off campus buildings or property owned or controlled by Academy of Cosmetology, Barbering, and Esthetics; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the admissions office.

The Annual Disclosure of Crime Statistics:

The admission Office staff at Academy of Cosmetology, Barbering, and Esthetics prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. The full report is located in our administrative office and will be distributed to anyone who may make a request at any time. The students and staff of Academy of Cosmetology, Barbering, and Esthetics will be notified annually of the availability of the updated report via email or memo. This report is prepared in cooperation with the Oklahoma City Police Department. Sources of crime statistics include those reported to the Oklahoma City Police Department and also those reported directly to Academy of Cosmetology, Barbering, and Esthetics. These statistics are also submitted to the Department of Education through their web-based data collection site. All requests for the report can be made emailed to www.acbeautycollege.com or requested in person.

Academy of Cosmetology, Barbering, and Esthetics is an attractive and spacious facility in Oklahoma City, Oklahoma. The facility sets on the busiest intersection in town. The general area is heavily patrolled by the local police department. We feel this helps to deter crime on campus.

Policies and Procedures:

Choosing a post-secondary institution is a major decision for students and their families. Along with the academic, financial, and geographic considerations, the issue of campus safety is a vital concern. In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all post-secondary institutions participating in the Title IV financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data are collected, reported and disseminated to the campus community and are also submitted to ED. The act is intended to provide students and their families, as higher education consumers, with accurate, complete, and timely

information about safety on campus so that they can make informed decisions. The report distributed electronically to the students and staff by October annually.

Procedures for Reporting a Crime or Emergency:

For non-emergencies, please contact Academy of Cosmetology, Barbering, and Esthetics at 405-676-8670 and the Oklahoma City Police Department non-emergency line 405-297-1000. For emergencies only please dial 911 and inform a Academy of Cosmetology, Barbering, and Esthetics staff of the emergency. Any suspicious activity or person seen in the parking areas or loitering and around vehicles, inside the building or outside the building should be reported to either Academy of Cosmetology, Barbering, and Esthetics staff or Oklahoma City Police Department.

Academy of Cosmetology, Barbering, and Esthetics encourages anyone who is a victim or a witness to any crime to report the incident promptly and accurately to the police. Police reports in the state of Oklahoma are public records, and Academy of Cosmetology, Barbering, and Esthetics cannot hold report of crimes in confidence. Crimes should be reported to Academy of Cosmetology, Barbering, and Esthetics to ensure inclusion in the Crime Statistics Report and to aid in providing timely warning and notices to the students, staff and guest when appropriate. Reports that are to be included in the Crime Statistics Report will be made confidential.

All incidents are reviewed by owners of Academy of Cosmetology, Barbering, and Esthetics and potential action will be taken if, after investigation, it is deemed appropriate. Upon receipt of this report Academy of Cosmetology, Barbering, and Esthetics will determine the appropriate response, which could include disciplinary action against the offender(s), notification to the campus community or other public safety alternatives deemed appropriate given the circumstance. If the incident is criminal in nature, local law enforcement agencies will be notified immediately. If the incident is an emergency call 911 immediately. If a sexual assault or rape should occur, staff on the scene, including PCPD, will offer the victim a wide variety of services.

Security and Access Policy:

During business hours, Academy of Cosmetology, Barbering, and Esthetics will be open to students, parents, employees, contractors, clients and invitees. During non-business hours, access to Academy of Cosmetology, Barbering, and Esthetics is only open by key, if issued.

Security cameras are currently present inside and outside the school as well as in the front entranceway. Academy of Cosmetology, Barbering, and Esthetics also has a security system installed. Academy of Cosmetology, Barbering, and Esthetics does not have off campus locations for monitoring and recording from local police.

Crime Preventions & Security Awareness:

A common theme of crime prevention is to encourage students and employees to be aware of their own security and the security of others. The following Safety Tips are distributed to new students at the time of orientation.

1. Do not allow the opportunity for a crime to occur- avoid placing yourself in environments in which it's easier for criminals to commit a personal crime.
2. Always keep your doors and windows locked.
3. If possible, let a friend or roommate know where you are, whom you'll be with, and when you'll be back when going out.
4. Trust your instincts! If you feel uncomfortable about someone near you on the street, in an elevator, or getting off a bus, head for a populated place or yell for help.
5. Use well-lit and busy sidewalks.
6. Avoid walking alone or walking near vacant lots, alleys, construction sites, and wooded areas.
7. Carry a cell phone, whistle, or a personal alarm to alert people that you need help.
8. Lock our car doors and roll up the windows completely, even if you're only running a quick errand. Do not leave valuables in the car in plain sight.
9. If you choose to drink, drink legally and responsibly. Remember that your ability to respond is diminished by over-consumption of alcohol.
10. Stay alert at all times and call the police immediately to report suspicious activity.
11. Never leave personal property left unattended.
12. Put ICE (In Case of Emergency) in your cell phone, along with a name and telephone number of a loved one, to enable emergency services to personally to contact your family in case of an emergency.
13. Listening to loud music or using your cell phone distracts you from being alert to potential safety issues. Unplug yourself and stay tuned in with your immediate environment.
14. Utilize crosswalks at all times obey signal when at an intersection when walking.
15. When driving, be aware of pedestrians and bicyclists and yield to them when required by law.

Campus Law Enforcement and/or Security:

Academy of Cosmetology, Barbering, and Esthetics does employ Campus Security.

Pastoral Counselors and Professional Counselors:

Academy of Cosmetology, Barbering, and Esthetics does not employ any Pastoral or Professional Counselors.

Emergency Testing:

Academy of Cosmetology, Barbering, and Esthetics will test the emergency response and evacuation procedure on an annual basis through performing drills of these procedures. Staff members will be made aware of these tests in advance; however, students will not be notified ahead of time. Students are notified about drill procedures through email and a class about this. Documentation of the description of the test including the date, time began, time ended, and if students and staff were announced will be taken.

Emergency Response and Evacuation;

In the event that significant emergency or dangerous situation were to be confirmed on campus, involving an immediate threat to the health or safety of students or employees, Academy of Cosmetology, Barbering, and Esthetics will immediately notify all students and staff of the emergency or situation. An emergency or dangerous situation will be confirmed by the Director/Campus Security of the school prior to notifying students and staff. Confirmation of such an event will be made after investigation of the situation and determination that an immediate threat is posed. In the situation that such an event arises Academy of Cosmetology, Barbering, and Esthetics Director/Campus Security will initiate the notification of staff and students through verbal and electronic announcements. The content of the notification will depend on the emergency taking place. If the owners are unable to be contacted, all staff members will have the authority to carry out notification to staff and students. Academy of Cosmetology, Barbering, and Esthetics will, without delay, and taking into account the safety of the students and staff, 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 a victim or to contain, respond to or otherwise mitigate the emergency. Evacuation of the school will take place if deemed necessary and beneficial by Director/Campus Security: Staff members will be notified of the decision to evacuate and will be responsible for assisting in the evacuation of all students, clients, and other staff members. Any of the personnel listed above and responsible for confirming an emergency and initiating the notification system. To disseminate information to the larger community emergency information will be disseminated by television, radio, or Academy of Cosmetology, Barbering, and Esthetics social media accounts.

Who to contact:

Anyone with information warranting a timely warning should report circumstances to any of the following personnel:

Chief Executive Officer/Director- Buffy Layman – www.acbebeautycollege.com

Campus Security- Buffy Layman

Timely Warning Procedure:

Personnel at Academy of Cosmetology, Barbering, and Esthetics will issue a timely warning when a report is received of violent crime against a person or particularly threatening crime against property on the campus that represents an ongoing danger to the safety of students, faculty and staff. Timely warning are sequentially numbered, beginning January 1 of each year, and provide details of the crime, a description of the suspect if known, information on whom to contact about the investigation.

When Director/Campus Security at Academy of Cosmetology, Barbering, and Esthetics becomes aware of off-campus crimes investigated by the Oklahoma City Police Department that may present a serious or continuing threat to the campus community, a Timely Warning may be issued. This will be determined by personnel on a case-by-case basis based on the facts of the situation, the possible impact to the campus community, and the information provided by Oklahoma City Police Department. Information included in Timely Warnings:

1. A succinct statement of the incidents
2. Possible connection to previous incidents, if applicable.
3. Physical description of the suspect, if applicable.
4. Photo or composite drawing of the suspect, if available.
5. Date and time the bulletin was released.
6. Other relevant and important information.

The warning will be issued through email, memos, texts or announcement to students, faculty and staff by a member of the administrative personnel listed above. Personnel may also contact the media directly to distribute information about criminal incident in some situations.

Geography:

Campus is defined as any building or property owned or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its educational purpose. The campus includes the facilities located at 9210 S Pennsylvania Oklahoma City, Ok 73159, there are no buildings or properties owned or controlled by campus student organizations which are recognized by this institution. However, public property that is within Academy of Cosmetology, Barbering, and Esthetics campus would include our parking lot, as well as the sidewalks along side and directly in front of the school

Off-Campus Locations and Student Organizations:

Academy of Cosmetology, Barbering, and Esthetics does not own any off-campus locations for student organizations.

Alcoholic Beverages:

The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to school disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. It is also violation of Academy of Cosmetology, Barbering, and Esthetics policy for anyone to consume or possess alcohol in any public or private area of its campus.

Illegal Drugs and Financial Aid:

An important sanction under federal law is that persons convicted of any federal or state offense involving possession of a controlled substance are ineligible to receive any or all federal benefits (e.g., social security, student loans) for up to one year. If the offense involves distribution of a controlled substance, the guilty person could be ineligible for any or all federal benefits for up to 5 years. Any students convicted of possessing or selling illegal drugs while receiving Title IV assistance will be ineligible for FSA funds based on the following chart:

Offense (s)	Possession of Illegal Drugs	Sale of Illegal Drugs
1 st offense	1 year from date of conviction	2 years from date of conviction
2 nd offense	2 years from date of conviction	Indefinite period
3 rd offense	Indefinite period	Indefinite period

Alcohol and Substance Abuse Information:

DRUG AND ALCOHOL ABUSE PREVENTION

PROGRAM

ATTENTION TO ALL STUDENTS AND EMPLOYEES

STANDARDS CONDUCT

The Academy of Cosmetology, Barbering, and Esthetics prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and staff on the property or as part of any Academy of Cosmetology, Barbering, and Esthetics activities. Academy of Cosmetology, Barbering, and Esthetics will immediately contact law enforcement officials to report all unlawful activities.

The health risks of the use of illicit drugs and alcohol abuse require providing education and referral for students and staff. Academy of Cosmetology, Barbering, and Esthetics provides education annually and refers students and staff to local services. Area drug abuse information, counseling and referral and treatment centers information is made available to students or staff members.

Academy of Cosmetology, Barbering, and Esthetics distributes drug and alcohol prevention information to all students and employees annually.

Academy of Cosmetology, Barbering, and Esthetics will expel students and terminate staff involved in unlawful possession, use or distribution of illicit drugs and alcohol. Academy of Cosmetology, Barbering, and Esthetics will refer such cases to the proper authorities for prosecution. Student and staff may be reinstated upon completion of an appropriate rehabilitation program.

As a condition of employment, employees must notify Academy of Cosmetology, Barbering, and Esthetics of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.

There are serious legal sanctions for illegal use of drugs and/or alcohol. There are serious health risks associated with such use. Health risks associated with the use of illicit drugs and

the abuse of alcohol include: impaired mental and physical health, neurological disease/damage, memory violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, gastritis, anemia, liver failure and pancreatic disease, deteriorating relationships, and death.

As a student and/or staff member at Academy of Cosmetology, Barbering, and Esthetics, I understand Academy of Cosmetology, Barbering, and Esthetics's policies as stated above and recognize their impact on my future at the school if I break the law related to drug and/or alcohol use.

Institutional Sanctions

Immediate termination from employment, or in case of a student from school, will be imposed for use, distribution, or possession of illicit drugs and alcohol.

The institution will notify the student or employee in writing if the institution becomes aware of any violation of this policy. The student or employee may request a formal hearing after receiving said notice. Three (3) members from the faculty and staff will comprise the hearing board. If the student or employee fail to request a hearing within 3 business days then immediate termination will take place.

If a student or employee requests a hearing, the owner will notify the student/employee of when the hearing date will take place the student or employee have the right to be present by legal counsel for this purpose. The hearing board will take testimony from all individuals involved in the case.

The institution's administration will then be notified of the owner's decision. In all cases the owner's decision will be final. The institutions administration will then notify the student or employee of the owner's decision. In the party is found to have violated the institution's Drug and Alcohol Prevention Policy, then immediate termination from the school or employment will result.

Legal Sanctions (Federal, State, and Local)

Please see the list below.

Health Risks associated with use and abuse of drugs and alcohol

Please see the list below.

Drug and alcohol counseling/treatment availability

Please see the list below.

Those students or employees in violation of Federal, State, and local laws for use, possession or distribution of controlled substances or alcohol abuse are subject to any of the following sanctions or combination thereof:

1. Prison sentence
2. Probation
3. Monetary penalties
4. Substance abuse programs
5. Suspension of driving privileges
6. Driver's education program
7. Community service

An overview of Federal Sanction is enclosed. The State Sanctions are included in R:964, Section 202 of the Controlled Substance Act.

Resources for Treatment at Locations:

The following is a list of the entities that provide services for alcohol and drug education and help:

- National Domestic Violence Hotline: 800-799-SAFE (7233)
- National Institute on Drug Abuse Hotline: 1-800-662-HELP
- National Institute on Drug Abuse Workplace Helpline: 1-800-843-4971
- National Clearinghouse for Alcohol and Drug information: 1-301-468-2600
- The Center for Substance Abuse Treatment and Referral Hotline 1-800-662-Help
- The Center for Substance Abuse Prevention Helpline 1-800-967-5752

Behavioral Health Services

Red Rock Behavioral Health Services.....	1-405-424-7711
SSM Health Behavioral Health.....	1-405-272-7272
Oklahoma Dept. of Mental Health and Substance abuse mental health line.....	988

Any student who suspects they or someone else may be at risk are invited to seek services that can be of help. Academy of Cosmetology, Barbering, and Esthetics maintains drug and alcohol education information and a list of counseling and support services, including local services, which can be obtained from any staff member.

Vaccination Policy:

Academy of Cosmetology, Barbering, and Esthetics does not have a vaccination requirement.

Weapons:

The possession and/or use of weapons on school property are strictly prohibited. The carrying of a weapon on a college property is a violation of Academy of Cosmetology, Barbering, and

Esthetics policy and state and federal law. Carrying a weapon on campus will result in campus discipline and the offender may be referred to local law enforcement for criminal charges.

Health Risks

Academy of Cosmetology, Barbering, and Esthetics is committed to providing its students and employees a drug and alcohol free workplace and learning environment. Academy of Cosmetology, Barbering, and Esthetics prohibits the unlawful possession, use, manufacture, or distribution of unauthorized drugs and alcohol in the workplace, on the campus, or at any activities. Academy of Cosmetology, Barbering, and Esthetics will provide a safe responsive environment for all students and employees.

Outlined below is a listing of drugs of abuse and their health risks taken from the U.S. Drug Enforcement Administration website.

Alcohol

Alcohol (beer, wine, or liquor) has a high potential for physical and psychological dependence as well as resulting in increased tolerance. Possible effects include impaired memory, slurred speech, drunken behavior, slow onset, vitamin deficiency, and organ damage. Overdose may result in vomiting, respiratory depression, loss of consciousness, and possible death. Withdrawal may include trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, and convulsions.

Females who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. Alcohol use is often related to acquaintance rape and failure to protect oneself from sexually transmitted diseases (STDs). Additionally, alcohol-related accidents are the number one cause of death in the 16-24-year-old age group.

Narcotics (including heroin, morphine, hydrocodone, oxycodone, codeine, and others) have a high potential for both physical and psychological dependence as well as resulting in increased tolerance. The possible effects of using narcotics include euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Overdose may result in shallow breathing, clammy skin, convulsions, coma, and death. Withdrawals may include irritability, tremors, panic, nausea, chills, and sweating.

Other Depressants

Other depressants (including GHB or liquid ecstasy, valium, Xanax, Ambien, and barbiturates) have a potential for both physical and psychological dependence as well as resulting in increased tolerance. The possible side effects include slurred speech, disorientation, appearance of intoxication, and impaired memory. Overdose may result in shallow respiration, clammy skin,

dilated pupils, weak and rapid pulse, coma, and possible death. withdrawal may include anxiety, insomnia tremors, delirium, convulsions, and possible death.

Stimulants

Stimulants (including cocaine, methamphetamine, and methylphenidate) have a possible risk of physical and psychological dependence. Tolerance can develop in all stimulants. The possible side effects include increase alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, and decreased appetite. Overdose may result in agitation, increased body temperature, hallucinations, convulsions, and possible death. Withdrawal may result in apathy, long periods of sleep, irritability, depression, and disorientation.

Hallucinogens

Hallucinogens (including MDMA, LSD, Phencyclidine, and others) are less likely to result in physical dependence, with the exception of phencyclidines and analogs, and vary in terms of psychological dependence, ranging from non to moderate (MDMA) to high (phencyclidine and analogs). Tolerance can develop. Possible side effects include heightened senses, teeth grinding, and dehydration (MDMA and analogs) and hallucinations, altered perception of time and distance in other types of hallucinogens. Overdose may result in increased body temperature and cardiac arrest for MDMA and more intense episodes for LSD. Some hallucinogens may result in muscle aches and depression when in withdrawal (MDMA) or may result in drug seeking behavior.

Cannabis

Cannabis includes marijuana, tetrahydrocannabinol (THC), and hashish or hashish oil. It may result in moderate psychological dependence with THC resulting in physical dependence. Tolerance can develop in all form. Possible effects include euphoria, relaxed inhibitions, increased appetite, and disorientation. Overdose may result in fatigue, paranoia, and possible psychosis. Withdrawal may occasionally result in insomnia, hyperactivity, and decreased appetite.

Crime Prevention and Safety Awareness Programs

Academy of Cosmetology, Barbering, and Esthetics engages in comprehensive educational programming consisting of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees. Crime prevention and security awareness programs and information available from crime prevention specialists and officers include, but are not limited to, new student and employee orientation, campus safety, personal safety, security surveys, theft prevention, robbery prevention techniques and basic assault---date rape prevention. These and other

programs are available upon request and are presented throughout the year to students and employees on campus.

Crime prevention officers address classes or groups in crime prevention. Academy of Cosmetology, Barbering, and Esthetics has developed an annual educational campaign consisting of presentations and the distribution of educational material to new students; participating in and presenting information and materials during new employee orientation; and presenting programs throughout the year.

Academy of Cosmetology, Barbering, and Esthetics definition of Domestic Violence, Dating Violence, Sexual Assault and Stalking

Academy of Cosmetology, Barbering, and Esthetics prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the College community.

Domestic Violence includes actual physical abuse, an attempt to harm another, placing another in fear of imminent, serious, physical harm, or causing another to engage in sexual relations by force, threat of force, or duress.

Examples of behaviors that may constitute domestic violence include the following:

- Hitting, punching, pinching, slapping, or choking someone with whom the person is intimately involved.
- Violating a protective order
- Harming a person's animals or children while in a dating relationship.

Examples of behaviors that may constitute dating violence include the following:

- Taking away a person's cell phone during an argument to prevent the person from calling a friend or the police for help.
- Threatening to do self-harm if another does not do what is said.
- Threatening to physically assault someone the individual is dating if the person does not do what is said.

Sexual Assault includes:

Non-consensual Sexual Intercourse (or attempts to commit the same) defined as any intentional sexual contact with any object or body part that is without consent and/or force. Sexual contact is defined as kissing or touching another's intimate parts. Intimate parts are a person's groin, buttocks, mouth, or breasts.

Non-consensual Sexual Intercourse (or attempts to commit the same) defined as penetration of a person's vagina, anus, or mouth with any object or body part that is without consent and/or by force.

Examples of behaviors that may constitute sexual assault include the following:

- Having sex with a mentally or physically incapacitated person.
- Forcing someone to perform oral sex on you or another
- Touching someone's breasts without consent
- Putting your intimate parts on or in another without consent.

Stalking is when an individual engages in a pattern of conduct or series of acts on more than one occasion directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress or fearfulness for his/her safety or the safety of his/her pets or family members.

Consent & Incapacitation:

To consent means to outwardly express agreement for sexual activity. Consent can be a verbal "yes." It can also be demonstrated non-verbally, with actions that clearly tell the other person that she/he is willingly and freely engaging in sexual contact. Consent cannot be inferred through silence, or lack of resistance. Consent to one activity does not constitute consent to other sexual acts. Past sexual activity does not constitute consent for future acts. If, at any time, consent is uncertain, the initiating party should stop and obtain verbal consent. Consent can be withdrawn at any time.

A person who is incapacitated for purposes of this protocol is one who is not legally able to give consent because they are mentally or physically helpless and may not be aware sexual activity is occurring.

A person is mentally or physically incapacitated when they have consumed alcohol and/or drugs, legal or illegal, voluntarily or involuntarily, and are in a state where a reasonable person would believe that they are unable to make reasonable judgments or render self-care. Incapacitation includes, but is not limited to, being highly intoxicated, passed out, or asleep. When incapacitation occurs due to alcohol or drug use, indicators of incapacitation may include the following:

- Slurred speech
- Bloodshot or unfocused eyes
- Unsteady gait; needing assistance to walk/stand
- Vomiting
- Outrageous or unusual behavior
- Concern expressed by others about the individual
- Expressed memory loss or disorientation

An individual may also be in a state known as a "blackout" where they are also incapacitated and while they may appear to give consent, they do not actually have conscious ability to do so.

Therefore; it is of particular importance that any two people engaging in sexual activity know the others level of intoxication prior to beginning sexual contact. The standard that shall be applied is whether or not a reasonable person would have known, based on the facts and circumstances presented, that the other party was incapacitated and therefore, not capable of legally consenting. As to the accused, being under the influence of alcohol or drugs is never a defense to this protocol and does not excuse sexual misconduct.

Bystander Intervention

Bystander Intervention means safe and positive options that may be carried out by an individual, or individuals, to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective interventions options, and taking action to intervene. Bystander intervention is a philosophy and strategy for prevention of various types of violence, including bullying, sexual harassment, sexual assault, and intimate partner violence. A bystander who witnesses the conditions that perpetuate violence has the choice and power to intervene. Stepping in can stop violence and/or potential injury and can keep someone from becoming a victim. Interventions don't have to be dramatic but can be asking a friend to leave a party with you, redirecting a conversation, or interrupting an incident. Bystander intervention includes walking a classmate to his/her car after class, not leaving an overly intoxicated person in a bar/party alone, not leaving an unconscious person alone, intervening when someone is being degraded or emotionally abused, and calling police when a potentially violent situation is unfolding. Positive bystander behavior plays a powerful role in creating an environment free from sexual violence.

Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are okay.

- Confront people who seclude, hit on, attempt to make out with, or have sex with people who are incapacitated
- Speak up when someone discusses plans to take sexual advantage of another person
- Believe someone who discloses sexual assault, abusive behavior or experience with stalking
- Refer people to resources listed in this document for support in health, counseling or with legal assistance

Risk Reduction

Risk Reduction is defined as options designed to decrease perpetration and bystander inaction, increase empowerment for victims in order to promote safety and help individuals and communities address conditions that facilitate violence. While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk

of being assaulted. To reduce one's risk of sexual assault or harassment, strategies below were taken from Rape, Abuse, & Incest National Network, www.rainn.org.

Avoid dangerous situations by doing the following:

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

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking

Academy of Cosmetology, Barbering, and Esthetics engages in comprehensive, intentional, and integrated educational programming, initiatives, strategies and campaigns intended to prevent domestic violence, dating violence, sexual assault and stalking that:

- a) are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs and informed by research or assessed for value, effectiveness, or outcome; and
- b) consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- a. identify domestic violence, dating violence, sexual assault, and stalking as prohibited conduct;
- b. define what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. define what behavior and actions constitute consent to sexual activity in the State of Oklahoma
- d. provide safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of

- domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- e. provides information in risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.

Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking Occurs

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at any local hospital in the victim's city of residence or location of the incident. Time is a critical factor for evidence collection and preservation. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College adjudicators/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with campus administration or other local law enforcement agencies to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

Procedures for Reporting Domestic Violence, Dating Violence, Sexual Assault and Stalking

If you have been the victim of domestic violence, dating violence, sexual assault or stalking, you should report the incident promptly to Director/Campus Security if the victim so desires. Other campus personnel such as faculty and staff may assist in reporting the sexual assault, domestic violence, dating violence and stalking to the Police Department. If the assault occurred outside of the College, the local police department where the assault occurred should be called and may be reached by dialing 911. The College will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence or stalking, and will apply appropriate disciplinary procedures to those who violate this policy.

Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking is Reported

Academy of Cosmetology, Barbering, and Esthetics has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as academic and working accommodations, if reasonably available. Academy of Cosmetology, Barbering, and Esthetics will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to Academy of Cosmetology, Barbering, and Esthetics or local law enforcement. Students and employees should contact Director/Campus Security.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the College will follow as well as a statement of the standard of evidence that will be used during any disciplinary hearing on campus arising from such a report:

Procedures for Student Violations of Academy of Cosmetology, Barbering, and Esthetics Sexual Misconduct Protocol		
Procedure institution will follow for Sexual Assault	Evidentiary Standard	Sanctions
1. Depending on when reported (immediate vs. delayed report), institution will provide complainant with access to medical care. 2. Institution will assess immediate safety needs of complainant. 3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department. 4. Institution will provide complainant with referrals to	The preponderance of the evidence standard.	<ul style="list-style-type: none">❖ Warning or Reprimand❖ Disciplinary Probation❖ Disciplinary Suspension❖ Disciplinary Expulsion <p>(*Defined by the Disciplinary Action Section of the Student Handbook)</p>

<p>on-and off-campus mental health providers.</p> <p>5. Institution will assess need to implement interim or long-term protective measures such as changes in class schedule, “No Contact” directive between both parties.</p> <p>6. Institution will provide a “No Trespass” directive to accused party, if deemed appropriate.</p> <p>7. Institution will provide written instructions on how to apply for a protective order.</p> <p>8. Institution will provide a copy of the Sexual Misconduct Protocol to complainant and inform the complainant regarding time frames for inquiry, investigation and resolution.</p> <p>9. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.</p> <p>10. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.</p>		
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Procedure institution will follow for Stalking	Evidentiary Standard	Sanctions
<p>1. Institution will assess immediate safety needs of complainant.</p> <p>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.</p> <p>3. Institution will provide written instructions on how to apply for a protective order.</p> <p>4. Institution will provide written information to complainant on how to preserve evidence.</p> <p>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.</p> <p>6. Institution will provide a "No Trespass" directive to accused party, if deemed appropriate.</p>	<p>The preponderance of the evidence standard.</p>	<ul style="list-style-type: none"> ❖ Warning or Reprimand ❖ Disciplinary Probation ❖ Disciplinary Suspension ❖ Disciplinary Expulsion <p>(*Defined by the Disciplinary Action Section of the Student Handbook)</p>

Procedure institution will follow for Dating Violence	Evidentiary Standard	Sanctions
<p>1. Institution will assess immediate safety needs of complainant.</p> <p>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.</p> <p>3. Institution will provide written instructions on how to apply for a protective order.</p> <p>4. Institution will provide written information to complainant on how to preserve evidence.</p> <p>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.</p> <p>6. Institution will provide a "No Trespass" directive to accused party, if deemed appropriate.</p>	<p>The preponderance of the evidence standard.</p>	<ul style="list-style-type: none"> ❖ Warning or Reprimand ❖ Disciplinary Probation ❖ Disciplinary Suspension ❖ Disciplinary Expulsion <p>(*Defined by the Disciplinary Action Section of the Student Handbook)</p>

Procedure institution will follow for Domestic Violence	Evidentiary Standard	Sanctions
<p>1. Institution will assess immediate safety needs of complainant.</p> <p>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.</p> <p>3. Institution will provide written instructions on how to apply for a protective order.</p> <p>4. Institution will provide written information to complainant on how to preserve evidence.</p> <p>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.</p> <p>6. Institution will provide a "No Trespass" directive to accused party, if deemed appropriate.</p>	<p>The preponderance of the evidence standard.</p>	<ul style="list-style-type: none"> ❖ Warning or Reprimand ❖ Disciplinary Probation ❖ Disciplinary Suspension ❖ Disciplinary Expulsion <p>(*Defined by the Disciplinary Action Section of the Student Handbook)</p>

Procedures for Employee Violations of Academy of Cosmetology, Barbering, and Esthetics Sexual Misconduct Protocol		
Procedure institution will follow for Sexual Assault	Evidentiary Standard	Sanctions
<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs. delayed report), institution will provide complainant with access to medical care. 2. Institution will assess immediate safety needs of complainant. 3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department. 4. Institution will provide complainant with referrals to on- and off-campus mental health providers. 5. Institution will assess need to implement interim or long-term protective measures, such as changes in class schedule, "No Contact" directive between both parties. 6. Institution will provide a "No Trespass" directive to accused party, if deemed appropriate. 7. Institution will provide written instructions on how to apply for a protective order. 8. Institution will provide a copy of the Sexual Misconduct Protocol to complainant and inform the complainant regarding time 	The preponderance of the evidence standard.	Appropriate disciplinary action, including and up to termination of employment.

<p>frames for inquiry, investigation and resolution.</p> <p>9. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.</p> <p>10. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.</p>		
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Procedure institution will follow for Stalking	Evidentiary Standard	Sanctions
<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant. 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department. 3. Institution will provide written instructions on how to apply for a protective order. 4. Institution will provide written information to complainant on how to preserve evidence. 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. Institution will provide a "No Trespass" directive to accused party, if deemed appropriate. 	<p>The preponderance of the evidence standard.</p>	<p>Appropriate disciplinary action, including and up to termination of employment.</p>

Procedure institution will follow for Dating Violence	Evidentiary Standard	Sanctions
<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant. 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department. 3. Institution will provide written instructions on how to apply for a protective order. 4. Institution will provide written information to complainant on how to preserve evidence. 5. Institution will assess need to implement interim or long---term protective measures to protect the complainant, if appropriate. 6. Institution will provide a "No Trespass" directive to accused party, if deemed appropriate. 	<p>The preponderance of the evidence standard.</p>	<p>Appropriate disciplinary action, including and up to termination of employment.</p>

Procedure institution will follow for Domestic Violence	Evidentiary Standard	Sanctions
<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant. 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department. 3. Institution will provide written instructions on how to apply for a protective order. 4. Institution will provide written information to complainant on how to preserve evidence. 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. Institution will provide a "No Trespass" directive to accused party, if deemed appropriate. 	<p>The preponderance of the evidence standard.</p>	<p>Appropriate disciplinary action, including and up to termination of employment.</p>

Assistance for Victims: Rights and Options

Regardless of whether a victim elects to pursue a criminal complaint, or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options.

Such information will include:

- The procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- Information about how the institution will protect the confidentiality of victims and other necessary parties;
- A statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- A statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- An explanation of the procedures for institutional disciplinary actions.

Student Code of Conduct Special Provisions for Sexual Misconduct and Other Sensitive Issues

1. **Advisor/Advocate:** All student parties to sexual misconduct complaints have the right to an advisor/advocate from the community to assist and support in connection with grievance proceedings. Academy of Cosmetology, Barbering, and Esthetics does not disallow any advisor, but does prohibit any advisor from speaking during any meeting or grievance procedure.
2. **Sexual History/Character:** All parties to a complaint have a right not to face questions or discussion of their sexual history or character unless the administrative officer decides that such information is highly relevant to determining whether the policy has been violated.
3. **Right to Know Outcome and Sanctions:** The complainant and the accused party both have the right to know the outcome and sanctions.
4. **Right to Be Informed of Complainant's and Respondent's Review (Appeal) Status:** The parties will be informed by the Director/Campus Security or his designee if any of the parties to the complaint requests an appeal.
5. **Right to Appeal:** A complainant or respondent has the right to appeal. A student shall be informed of his/her right to file a complaint with the United States Department of Education, Office of Civil Rights.
6. **Right to be Informed of Policy:** Information regarding this protocol and any accompanying procedures shall be distributed annually to College employees and students in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in major College publications. Copies of the policy and procedures shall be readily available at the College's administrative offices.
7. **Right to not be Dissuaded from Participating in Law Enforcement Processes:** Academy of Cosmetology, Barbering, and Esthetics encourages any victim of a crime, especially sexual assault, stalking, domestic or dating violence, to file a report with the appropriate law

enforcement department. A complainant has the right to file said report before they alert Academy of Cosmetology, Barbering, and Esthetics of the allegation of sexual misconduct or after they have participated in an on-campus administrative process. The College would never dissuade a victim from seeking remedies from the criminal justice system. Director/Campus Security can assist any victim with contacting the appropriate law enforcement agency should they require such assistance.

Academy of Cosmetology, Barbering, and Esthetics's Responsibilities for Orders of Protection

Academy of Cosmetology, Barbering, and Esthetics complies with Oklahoma law in recognizing emergency protective orders and protective orders by arresting violators of protective orders. Any person who obtains an order of protection from a recognized court of law in the State of Oklahoma should provide a copy to Academy of Cosmetology, Barbering, and Esthetics Director/Campus Security. A complainant may then meet with Director/Campus Security to develop a Safety Action Plan, which is a plan for Director/Campus Security and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to, escorts, special parking arrangements, changing classroom location, etc. Protection from abuse orders may be available through the county attorney, a private attorney or through a legal aid service program. The application must be filed in the county in which you or the offender lives. There are no minimum time limits to establish residency and protective orders are available in every county in Oklahoma.

Academy of Cosmetology, Barbering, and Esthetics's No Contact Orders

If the accused individual is a member of Academy of Cosmetology, Barbering, and Esthetics community, an institutional no contact letter/order may be issued if deemed appropriate or at the request of the victim or accused. This will prohibit communication, verbally, in writing, through technology or third parties, between the parties. If the College receives a report that such an institutional no contact order has been violated, the College will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

Confidentiality

To the greatest extent possible, the College shall respect the privacy of the complainant, persons against whom a report is filed and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law. Academy of Cosmetology, Barbering, and Esthetics will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence or stalking to the fullest extent of the law. Victims may request that directory information on file be removed from public sources by request from the Admissions and Records office.

Different people on campus have different reporting responsibilities and different abilities to maintain your confidentiality, depending on their roles at the College. Victims should be aware

of confidentiality and mandatory reporting, in order to make informed choices, when consulting campus resources. On campus, some resources may maintain your complete confidentiality, offering you options and advice without any obligation to tell anyone, unless you want them to. Other resources are expressly there for you to report crimes and policy violations, and they will take action when you report your victimization to them.

Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The College does not publish the name of crime victims nor house identifiable information regarding victims in the campus police department's Daily Crime Log or online. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

Adjudication of Violations

The College's disciplinary process includes a prompt, fair and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the College's policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 30-45 College business days of the report. However, each proceeding allows for extensions of time frames for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
2. The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
4. The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be advised by an advisor/representative of their choice at any stage of the process and to be accompanied by that advisor/representative to any related meeting or proceeding. The College will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceedings.
5. The accuser and the accused will be notified simultaneously, in writing, of the any initial, interim and final decision of any disciplinary proceeding; and

6. Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final, as well as of the final result once the appeal is resolved.

Notification to Victims of Crimes of Violence

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

EMERGENCY PROCEDURES

Fire Evacuation Procedure:

In case of fire in the school itself, or in any building that the school is connected to, school faculty will notify all students and clients. Instructor will direct students and clients out of the building through the nearest exit in an **orderly** and **calm manner**. The receptionist, or whoever is aware of the fire, will call the fire department (911).

Advise all clients that you are not sure of the emergency but need to evacuate the building. Assure all clients that their needs will be taken care of when faculty secures the safety of all students and clients.

All students should take their client, and help other students and clients if need be, and proceed to the nearest exit. Students, clients and faculty will meet at the sidewalk at the southeast corner of the parking lot. It is imperative that all students and clients go to this location so faculty can do a head count to make sure everyone has made it out of the building.

Once all students and clients are accounted for, the needs of the clients will be addressed.

IN THE EVENT OF EXTREME WEATHER CONDITIONS:

Academy of Cosmetology, Barbering, and Esthetics will be closed in the event of extreme weather conditions. Students will refer to the local new informer and read the online posting on the College's social media outlets, as well as receive a notification through the appropriate messaging application.

Sex Offenses and Offenders Policy:

Sex Offenses:

A sex offense is described as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Procedures for what you should do if you have been raped:

1. If you are a victim of a sexual assault, your first priority should be to get to a safe place.
2. Victims are strongly encouraged to report the incident to the local police.
3. Seek emergency medical care.
4. The victim should not change clothes or bathe before going to a hospital in order to preserve physical evidence that may be needed for investigation and prosecution.

5. If the victim is reluctant to contact the police initially, she/he should still seek treatment at a hospital to preserve evidence and address any health concerns. Then medical attention should be obtained.
6. Contact Director/Campus Security at Academy of Cosmetology, Barbering, and Esthetics to report the incident. Personnel at Academy of Cosmetology, Barbering, and Esthetics will assist the student in notifying the local police if the student(s) requests assistance.

Academy of Cosmetology, Barbering, and Esthetics educates the student community about sexual assaults and date rape through (ASR) annually by October 1. The Oklahoma City Police Department offers sexual assault education and information programs to Academy of Cosmetology, Barbering, and Esthetics students and employees upon request.

The Oklahoma City Police Department strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Academy of Cosmetology, Barbering, and Esthetics Staff member. Filing a report with Academy of Cosmetology, Barbering, and Esthetics Director/Campus Security will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions for PCPD officers. Filing a report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests at no expense to the victim
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention. When a sexual assault victim contacts the Oklahoma City Police Department, the Police Sex Crimes Unit will be notified as well. Academy of Cosmetology, Barbering, and Esthetics Director/Campus Security will also be notified. The victim of a sexual assault investigation will be pursued through the criminal justice system. Academy of Cosmetology, Barbering, and Esthetics does not offer on-campus counseling for victims of sex offenses. However, there are a variety of off-campus services available, such as:

RAINN – Rape, Abuse & Incest National Network Hotline 800-656-4673

Changes available at Academy of Cosmetology, Barbering, and Esthetics for Victims:

Personnel at Academy of Cosmetology, Barbering, and Esthetics can assist the victim with issues including, but not limited to, class schedule changes and withdrawal procedures. If the reporting student provides credible evidence that the accused student presents a continuing danger to a person or property or poses an ongoing threat of disrupting the academic process, the personnel at

Academy of Cosmetology, Barbering, and Esthetics may take interim disciplinary action against the accused student as appropriate.

Rights of the Accused and Accuser:

Report domestic violence, dating violence, sexual assault or stalking, to campus security. Any student or employee who wishes to file a disciplinary complaint may do so by contacting personnel at Academy of Cosmetology, Barbering, and Esthetics regardless of whether law enforcement or criminal justice authorities choose to prosecute an act involving a Academy of Cosmetology, Barbering, and Esthetics student or employee, disciplinary action may be imposed through a campus disciplinary proceeding.

During such a disciplinary proceeding, the accuser and the accused are entitled to the same opportunities to have others present. Disciplinary sanctions may be imposed on students or employees who commit a sexual offense on campus or in connection with Academy of Cosmetology, Barbering, and Esthetics activities.

Possible sanctions to be imposed following the final determination of disciplinary procedures include suspension or expulsion from Academy of Cosmetology, Barbering, and Esthetics or termination of employment. The accuser and the accused will be informed of the outcome of any disciplinary proceedings brought alleging sexual misconduct.

Disclosures to an alleged victim:

Academy of Cosmetology, Barbering, and Esthetics, upon written request, will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged 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.

Sexual Offender Registration:

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies to provide Academy of Cosmetology, Barbering, and Esthetics of sex offenders residing in and near the school's location. In addition, a list of all registered sex offenders in Oklahoma is available from the State of Oklahoma Department of Corrections at sors.doc.state.ok.us/svor . The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. This statement is provided in compliance with the Campus Sex Crimes

Missing Student Notification: Our school does not provide on-campus housing; therefore, in accordance with Department of Education and HEOA Sec 488(g) amended HEA Sec. 485 (20 U.S.C. 1092): added HEA Sec. 485(j), we do not have a Missing Person Notification Policy.

Statistics from Local Law Enforcement Agencies:

Academy of Cosmetology, Barbering, and Esthetics will make a good-faith effort to collect crime statistics for all Clery Act crimes committed in the included geographic locations from the Oklahoma City Police Department. Academy of Cosmetology, Barbering, and Esthetics will contact the Oklahoma City Police Department via letter, email, or in person, requesting crime statistics.

Academy of Cosmetology, Barbering, and Esthetics

Campus Security Report

For Staff and Students:

Crime Statistics

The following criminal offenses were reported to Academy of Cosmetology, Barbering, and Esthetics, or the local police, as having occurred on campus:

CRIME	2022	2021	2020
MURDER	0	0	0
RAPE, PRIOR TO 8/1/2019	0	0	0
SEXUAL OFFENSE (FORCIBLE)	0	0	0
SEXUAL OFFENSE (NON-FORCIBLE)	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLE THEFT	0	0	0
HATE CRIMES	0	0	0

Hate Crimes are described as ones that manifest evidence of prejudice based on race, religion, sexual orientation, or ethnicity, as prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534)

In addition to the above crimes, the following numbers of arrests were made during 2020-2022 for these specific violations:

CAUSE OF ARREST	2022	2021	2020
LIQUOR-LAW VIOLATIONS	0	0	0
DRUG-ABUSE VIOLATIONS	0	0	0
WEAPONS POSSESSIONS	0	0	0