



American Beauty College Campus Security and Title IX Policy

This institution is required to publish and distribute an annual security report by October 1 to all enrolled students and all employees. Notice of the availability of the report is provided to all prospective students and employees. The report contains crime statistics and various policy statements. These statements accurately reflect how the institution's policies are currently implemented.

POLICY STATEMENTS:

Procedures for Reporting

Any person witnessing some form of criminal action or other emergency should report it to the manager on duty at the academy. The School Director will investigate the incident and report it to the local Police Department if appropriate.

Community members, students, educators, staff, and visitors are encouraged to report all crimes, emergencies, and safety concerns to the School Director in a timely manner.

Timely Warning Reports Regarding the Occurrence of *Clery Act* Crimes

A timely warning will be issued by the School Director when a situation arises that in the judgment of the School Director constitutes an ongoing or continuing threat regarding the occurrence of *Clery Act* crimes. The warning will be issued in the following manner:

- By e-mail to students through their e-mail account
- By e-mail to educators and staff through their personal e-mail account
- By text messages to the educators, staff and students
- Through PIVOT POINT LAB Learning portal

A timely warning will include the reported offense, the location of the reported offense, the date of the reported offense if known, a description of suspects if available, and any other information that would promote safety.

Preparing the Annual Disclosure of Crime Statistics

Each year before the Department of Education reporting website opens for registration, the Compliance Manager requests the crime statistics information from the police and/or sheriff's departments for the geographical jurisdictions in which the schools are located. The information is compiled into the Annual Security Report Statistics section and entered appropriately into the Department's website for each school location. The report is distributed on or before October 1 each year to current students and employees in person and via email at staff meetings and student theory classes and to new students and employees at Orientation sessions that are mandatory for new enrollees before starting class and new hires before starting work in their designated area. These Annual Security Reports are posted on the institution's website at americanbeautycollege.edu

Documenting Crimes and VAWA Violations

Crimes occurring on campus are to be documented in the Campus Crime Log with a brief narrative sent to Compliance. VAWA (Violence Against Women Act) Crimes occurring both on and off campus that are reported must be documented in the Campus Crime Log and have the complaint submitted to the Title IX Deputy to begin investigating the crime incident.



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A crime, emergency, or safety concern may also be reported to the following campus officials:

- School Director – West Covina – Phone (626) 472-7402
- School Director – Palmdale– Phone (661)860-0121
- Crimes, emergencies, and safety concerns at the West Covina campus should also be reported to the West Covina Police Department at (626) 939-8500
- Crimes, emergencies, and safety concerns at the Palmdale campus should also be reported to the Palmdale Sheriff Station at (661) 272-2400

Voluntary and Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action through American Beauty College or the criminal justice system, you may still want to consider making a voluntary, confidential report. With your permission, the School Director can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the school can keep an accurate record of the number of incidents involving students, educators, staff, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for American Beauty College.

Security of and Access to Campus Facilities

American Beauty College operates no on- or off-campus housing facilities.

During business hours, American Beauty College is open to students, parents, employees, prospective students, clients, and guests. All facilities are locked during non-business hours. During these hours, only authorized personnel are permitted on the premises. During non-business hours, access to American Beauty College is by key if issued to an individual. The receptionist, School Director, or supervisor will unlock the premises each morning. Academic and administrative areas on campus are normally locked after business hours unless they are being used for legitimate evening or educational purposes. The night supervisor, instructor and/or receptionist will lockup in the evening at closing time. A valid student ID card or employee name badge is required for campus access after business hours Tuesday through Friday. Areas are secured according to the schedule established by the department responsible for the campus. There will always be two employees closing the facilities in the evening.

Maintenance of Campus Facilities

Throughout the year, maintenance is performed weekly at the schools. The maintenance crew and administrators survey the security issues such as parking lots, landscaping, locks, alarms, lighting, and communications to make necessary changes when needed.

Campus Law Enforcement

American Beauty College does not employ any private security personnel or have a campus police department. The individual academies work with their local law enforcement agency if an issue arises at the school. All incident reports involving students are forwarded to the School Director of each campus for review and potential disciplinary action. If assistance is required from other law enforcement, local fire departments, or other emergency agencies, the School Director will contact the appropriate unit.

No written MOU's are in place with local law enforcement agencies. Assistance is requested on an as-needed basis.

Accurate and Prompt Reporting of all Crimes

Community members, students, educators, staff, and visitors are encouraged to report all crimes,



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emergencies, and safety concerns to the School Director in a timely manner.

Pastoral and Professional Counselors

American Beauty College does not employ any pastoral or professional counselors. If deemed appropriate, students and staff are referred to outside professional agencies. A list of these agencies is available in the Resource Binder kept in the School Director's and/or Student Services office and includes up-to-date online contact information for San Diego and Manhattan health and human services sites.

Programs to inform students and employees about campus security procedures and practices for the prevention of crimes and to encourage students and employees to be responsible for their own security and the security of others

American Beauty College has programs in place to inform students and employees about campus security procedures and practices. During monthly new-student orientation, new employee on-boarding and regular staff meetings as well as periodically in theory classes or student huddles, students and employees are informed about the importance of maintaining secure premises, including the following safety tips:

- Stay alert of your surroundings, wherever you are.
- If you feel uncomfortable in a place, leave right away.
- Keep eyes and ears open, hands free.
- Choose busy streets and avoid going through deserted areas.
- At night, walk in well-lit areas in groups whenever possible.
- Try not to walk or jog alone. Take a friend or walk in groups.
- Avoid carrying large sums of cash.
- When in public spaces, keep valuable items including jewelry, mobile phones and wallets out of sight.
- Avoid returning to campus after dark, or walk in groups to and from buildings.

Staff is also reminded that they can assist in crime prevention by ensuring that all doors are locked at the appropriate times. Also, they must report any suspicious situation to the manager on duty.

Monitoring Criminal Activity at Off-Campus Locations

American Beauty College operates no off-campus housing and does not recognize any off-campus student organizations.

Possession, use and sale of alcoholic beverages and illegal drugs and enforcement of state and federal underage drinking and drug laws

The sale or use of alcohol and illegal drugs are not permitted at the school or its adjacent parking facilities. Anyone observed using illegal drugs and any underage alcoholic consumption should be reported to the School Director and will be referred to local police authorities. The institution has a drug and alcohol prevention program in place as required under Public Law 101-226.

The institution has a Zero Tolerance Policy regarding possession and/or use of drugs or alcohol on school premises or at academy-related events. In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), students shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on school property or as part of any school activity.

Any student who is convicted of the unlawful manufacture, distribution, dispensation, possession, use, or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state, or federal law. The exact penalty assessed depends upon the nature and the severity of the individual offense.

Students who violate the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) are subject to dismissal and/or referral to authorities for prosecution, as appropriate.

Description of Drug or Alcohol Abuse Education Programs



Information regarding drug and alcohol abuse prevention is presented to students and staff annually. Students have access to community resource binders that are maintained in the Student Services Offices at each campus. For the San Diego area schools, the binders show the link to the San Diego Health and Human Services website that provides a list of local agencies that offer professional assistance in the areas of drug and alcohol abuse prevention.

Information regarding the agencies can be accessed from the City of West Covina Community Services Resource guide which can be found at:
<https://www.westcovina.org/>

For the Palmdale Campus these may be accessed here: <https://www.cityoflancafterca.org/>

Because the access is web based, the students are assured that the information is always current.

Disclosure to the complainant, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the respondent of the crime or offense

American Beauty College will, upon written request, disclose to the complainant of a crime of violence (as that term is defined in 18 U.S.C. § 16), the results of any disciplinary proceeding against a student who is a respondent of such crime or offense. If the complainant of such crime or offense is deceased as a result of such crime or offense, the next of kin of such complainant will be treated as the complainant.

Emergency Response and Evacuation Procedures

All Campuses – The Institution has established procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on a campus. These procedures provide for rapid notice to local law enforcement and administration to evaluate and confirm an emergency or dangerous situation and if confirmed, for school administrators to determine the appropriate campus to be notified and the content of the notification.

The school will, without delay, and taking into account the safety of the community, determine the content of emergency/dangerous situation notifications and initiate the notification system, unless

issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a complainant or to contain, respond to, or otherwise mitigate the emergency.

In the event of an emergency and/or fire alarm, occupants must evacuate from the building. As a general guideline, stop working as soon as it is safe to do so and gather personal belongings, such as glasses, keys and purse or handbag. Use the nearest door with an EXIT sign to leave the building. Proceed to your designated assembly area, report for a head count and stay in the area until you receive direction from emergency responders or authorized staff.

Following are the titles of the persons responsible for carrying out the actions/procedures described in the above paragraphs: President, School Director, Human Resources, Local Law Enforcement Officers, Admissions Representatives, Educators, and Administrative Staff.

The dissemination of emergency information to the larger community shall be coordinated by the President and the School Directors in cooperation with local law enforcement agencies.

The School Director is responsible for testing the emergency response and evacuation procedures on at least an annual (calendar year) basis and for documenting such testing. Documentation for each test shall include a description of the exercise, the date, the time, and whether the test was announced or unannounced. Such testing may include a review of procedures by the School Director and local law enforcement officers, meetings with responsible persons to review and walk-through procedures, and tests of communication equipment.



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West Covina Campus – 652 S. Sunset Ave. West Covina, CA 91790 – This campus consists of a two-story building that is part of a Shopping Plaza. Procedures provide for educators/staff on site to evaluate and confirm an emergency or dangerous situation and if confirmed, to verbally provide notice to the campus, local law enforcement, and senior administration. The designated assembly area is the back entrance parking lot.

Palmdale Campus – 641 W. Palmdale Blvd. Suites A-C Palmdale, CA 93551 Broadway, Suite 110, – This campus consists of a one- story building that is part of a shopping plaza. Procedures provide for educators/staff on site to evaluate and confirm an emergency or dangerous situation and if confirmed, to verbally provide notice to the campus, local law enforcement, and senior administration. The designated assembly area is the front Parking Lot.

Missing Student Notification

American Beauty College does not have any on- or off-campus housing facilities.

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

American Beauty College prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as those terms are defined for purposes of the *Clery Act*. Monthly new-student orientation, new employee on-boarding programs and regular staff meetings inform students and employees about the importance of maintaining awareness for the prevention of dating violence, domestic violence, sexual assault and stalking. All supervisors and managers receive mandatory anti-harassment training within six (6) months of becoming a supervisor or manager, and every two (2) years thereafter, that includes information on the prevention and awareness of dating violence, domestic violence, sexual assault and stalking.

Definitions

Federal VAWA Definitions

The following definitions are used for purposes of reporting dating violence, domestic violence, sexual assault and stalking under the *Clery Act* as amended by VAWA.

Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant.

- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition –
 - (A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - (B) Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence – A felony or misdemeanor crime of violence committed –

- (A) By a current or former spouse or intimate partner of the complainant;
- (B) By a person with whom the complainant shares a child in common;
- (C) By a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner;
- (D) By a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- (E) By any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual Assault – An offense that meets the definition of rape, fondling, incest, or statutory rape.

- Rape – The 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 complainant.
- Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent. **Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- (A) Fear for the person’s safety or the safety of others; or
- (B) Suffer substantial emotional distress. For the

purposes of this definition –

- (A) “Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- (B) “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the complainant.
- (C) “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

State Definitions

The following definitions reflect California state law and may be different from the federal definitions above. The federal definitions are used for purposes of reporting crime statistics as mandated by the Clery Act as amended by VAWA. It is important to be aware of state law definitions that govern criminal proceedings.

- **Dating Violence** - Included within the definition of domestic violence as set forth in California Penal Code § 13700.
- **Domestic Violence** - “Domestic violence” means abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, “cohabitant” means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to:
 - (1) sexual relations between the parties while sharing the same living quarters,
 - (2) sharing of income or expenses,
 - (3) joint use or ownership of property,
 - (4) whether the parties hold themselves out as spouses,
 - (5) the continuity of the relationship, and
 - (6) the length of the relationship.
- **“Abuse”** means intentionally or recklessly causing or attempting to cause bodily injury, or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another.
- **Sexual Assault** (Defined under the Clery Act to be an offense that meets the definition of rape, fondling, incest, or statutory rape):
 - **Rape –**
 - (A) Rape is an act of sexual intercourse accomplished with a person not the spouse of the perpetrator, under any of the following circumstances:
 - (1) Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act. Notwithstanding the existence of a conservatorship pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the complainant incapable of giving consent.
 - (2) Where it is accomplished against a person’s will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another.

(3) Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused.

(4) Where a person is at the time unconscious of the nature of the act, and this is known to the accused. As used in this paragraph, “unconscious of the nature of the act” means incapable of resisting because the complainant meets any one of the following conditions:

(A) Was unconscious or asleep.

(B) Was not aware, knowing, perceiving, or cognizant that the act occurred.

(C) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator’s fraud in fact.

(D) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator’s fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.

(5) Where a person submits under the belief that the person committing the act is someone known to the complainant other than the accused, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief.

(6) Where the act is accomplished against the complainant’s will by threatening to retaliate in the future against the complainant or any other person, and there is a reasonable possibility that the perpetrator will execute the threat. As used in this paragraph, “threatening to retaliate” means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death.

(7) Where the act is accomplished against the complainant’s will by threatening to use the authority of a public official to incarcerate, arrest, or deport the complainant or another, and the complainant has a reasonable belief that the perpetrator is a public official. As used in this paragraph, “public official” means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.

(B) As used in this section, “duress” means a direct or implied threat of force, violence, danger, or retribution sufficient to coerce a reasonable person of ordinary susceptibilities to perform an act which otherwise would not have been performed, or acquiesce in an act to which one otherwise would not have submitted. The total circumstances, including the age of the complainant, and his or her relationship to the defendant, are factors to consider in appraising the existence of duress.

(C) As used in this section, “menace” means any threat, declaration, or act which shows an intention to inflict an injury upon another.

• **Sexual Battery (Fondling) –**

(A) Any person who touches an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice, and if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery.

(B) Any person who touches an intimate part of another person who is institutionalized for medical treatment and who is seriously disabled or medically incapacitated, if the touching is against the will of the person touched, and if the touching is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery.

(C) Any person who touches an intimate part of another person for the purpose of sexual arousal, sexual gratification, or sexual abuse, and the complainant is at the time unconscious of the nature of the act because the perpetrator fraudulently represented that the touching served a professional purpose, is guilty of sexual battery.

(D) Any person who, for the purpose of sexual arousal, sexual gratification, or sexual abuse, causes another, against that person’s will while that person is unlawfully restrained either by the accused or an accomplice, or is institutionalized for medical treatment and is seriously disabled or medically incapacitated, to masturbate or touch an intimate part of either of those persons or a third person, is guilty of sexual battery.

(E)

(1) Any person who touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of misdemeanor sexual battery.

(2) As used in this subdivision, “touches” means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the complainant.

(F) As used in subdivisions (a), (b), (c), and (d), “touches” means physical contact with the skin of another person whether accomplished directly or through the clothing of the person committing the offense.

(G) As used in this section, the following terms have the following meanings:

(1) “Intimate part” means the sexual organ, anus, groin, or buttocks of any person, and the breast of a female.

(2) “Sexual battery” does not include the crimes defined in Section 261 or 289.

(3) “Seriously disabled” means a person with severe physical or sensory disabilities.

(4) “Medically incapacitated” means a person who is incapacitated as a result of prescribed sedatives, anesthesia, or other medication.

(5) “Institutionalized” means a person who is located voluntarily or involuntarily in a hospital, medical treatment facility, nursing home, acute care facility, or mental hospital.

(6) “Minor” means a person under 18 years of age.

• **Incest –**

Persons being within the degrees of consanguinity within which marriages are declared by law to be incestuous and void, who intermarry with each other, or who being 14 years of age or older, commit fornication or adultery with each other, are punishable by imprisonment in the state prison.

• **Statutory Rape –**

(A) Unlawful sexual intercourse is an act of sexual intercourse accomplished with a person who is not the spouse of the perpetrator, if the person is a minor. For the purposes of this section, a “minor” is a person under the age of 18 years and an “adult” is a person who is at least 18 years of age.

(B) Any person who engages in an act of unlawful sexual intercourse with a minor who is not more than three years older or three years younger than the perpetrator, is guilty of a misdemeanor.

(C) Any person who engages in an act of unlawful sexual intercourse with a minor who is more than three years younger than the perpetrator is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in a county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170.

(D) Any person 21 years of age or older who engages in an act of unlawful sexual intercourse with a minor who is under 16 years of age is guilty of either a misdemeanor or a felony, and shall

be punished by imprisonment in a county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170 for two, three, or four years.

• **Stalking –**

(A) Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking.

(B) For the purposes of this section, “harasses” means engages in a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, torments, or terrorizes the person, and that serves no legitimate purpose.

(C) For the purposes of this section, “course of conduct” means two or more acts occurring over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of “course of conduct.”

(D) For the purposes of this section, “credible threat” means a verbal or written threat, including that performed through the use of an electronic communication device, or a threat implied by a pattern of conduct or a combination of verbal, written, or electronically communicated statements and conduct, made with the intent to place the person that is the target of the threat in reasonable fear for his or her

safety or the safety of his or her family, and made with the apparent ability to carry out the threat so as to cause the person who is the target of the threat to reasonably fear for his or her safety or the safety of his or her family. It is not necessary to prove that the defendant had the intent to actually carry out the threat. The present incarceration of a person making the threat shall not be a bar to prosecution under this section. Constitutionally protected activity is not included within the meaning of “credible threat.”

(E) For purposes of this section, the term “electronic communication device” includes, but is not limited to, telephones, cellular phones, computers, video recorders, fax machines, or pagers. “Electronic communication” has the same meaning as the term defined in Subsection 12 of Section 2510 of Title 18 of the United States Code.

(F) This section shall not apply to conduct that occurs during labor picketing.

(G) For purposes of this section, “immediate family” means any spouse, parent, child, any person related by consanguinity or affinity within the second degree, or any other person who regularly resides in the household, or who, within the prior six months, regularly resided in the household.

Consent – In reference to sexual activity is defined under California law as the following:

- Positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue in a prosecution; or
- Evidence that the complainant suggested, requested, or otherwise communicated to the defendant that the defendant use a condom or other birth control device, without additional evidence of consent, is not sufficient to constitute consent.

Bystander Intervention Techniques

Bystander intervention is when someone chooses to take action when witnessing an uncomfortable situation. It encompasses 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.

- Interrupt – Ask a question that’s not related to what’s going on. “Excuse me, where’s the bathroom?”
- Distract – Draw attention to something else. “Hey, your car is getting towed!”
- Engage Peers – Involve a friend or someone else around you. “Let’s do something.”
- Alert Authorities – In some situations, authorities may be the best source for help (e.g., Police, campus administrators, party hosts, bar staff, and/or designated drivers).
- Safety First – Keep your safety and the safety of others in mind and let that determine how you respond.

Bystander Intervention is included in the programs provided by American Beauty College.

Risk Reduction and Awareness

American Beauty College offers guest speakers, posters, and/or a variety of events throughout the year to bring about awareness to these issues.

Procedures to follow in the case of alleged dating violence, domestic violence, sexual assault, or stalking, including:

Preserving Evidence

It is important that complainants take steps to preserve and collect evidence; doing so preserves the full range of options available, be it through the academy’s administrative complaint procedures or criminal prosecution. To preserve evidence:

1. do not wash your face or hands
2. do not shower or bathe
3. do not brush your teeth
4. do not change clothes or straighten up the area where the assault took place
5. do not dispose of clothes or other items that were present during the assault, or use the restroom
6. seek a medical exam immediately

If the complainant has already cleaned up from the assault, he/she can still report the crime, as well as seek



medical or counseling treatment.

Reporting

Any person who believes he or she has been the victim of sexual harassment or violence by a student, faculty member, administrator or other school personnel of American Beauty College should report the occurrence to any agent or responsible employee of the academy. An employee may be required only to report the harassment to other school officials who have the responsibility to take appropriate action or to take the appropriate action themselves if they are a designated official.

The complainant has the option to notify proper law enforcement authorities, including local police. The complainant has the option to be assisted by campus authorities in notifying law enforcement authorities if the complainant chooses. The complainant also has the option to decline to notify such authorities.

Rights of Complainants

Victims of dating violence, domestic violence, sexual assault and stalking have the right to choose whether they want to pursue criminal or civil remedies in court and/or administrative remedies through the academy. Complainants also have the right not to pursue a criminal, civil or administrative remedy. When a student or employee complainant reports to the school that they have been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, the school will provide the complainant with a written explanation of their rights or options relating to the following:

- Resources for complainants (including resources in the areas of victim advocacy, counseling, health, mental health, legal assistance, visa and immigration assistance, student financial aid and other areas);
- Non-reporting options;
- Understanding confidentiality versus privacy;
- Law enforcement reporting options, including medical exams and the importance of preserving evidence;
- Civil reporting options and protective orders;
- school reporting options, including the investigative and disciplinary process;
- Academy-issued No Contact Orders; and
- Academy-facilitated interim measures and remedies.

Procedures the Institution Will Follow in Reporting

American Beauty College will protect the confidentiality of complainants and other necessary parties in cases of alleged dating violence, domestic violence, sexual assault, or stalking.

Clery Act Reporting

American Beauty College does not publish the names of complainants or other personally identifiable information regarding complainants in the Daily Crime Log or in the crime statistics that are disclosed in the Annual Security Report. Furthermore, if a Timely Warning is issued on the basis of a report of dating violence, domestic violence, sexual assault or stalking, the name of the complainant and other personally identifiable information about the complainant will be withheld.

Confidentiality for Accommodations or Protective Measures

The school will protect the privacy of everyone involved in a report of sexual violence to the greatest degree possible under applicable law and school policy. Personally identifiable information about the complainant and other necessary parties will be shared only on a need-to-know basis, e.g., to those who are investigating the report or those involved in providing support services to the complainant, including interim measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the school will maintain as confidential any interim measures and remedies provided to the complainant, to the extent that maintaining such confidentiality would not impair the ability of the school to provide interim measures and remedies.

Written Notification Regarding Counseling, Health, Etc.



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American Beauty College will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for complainants, both within the institution and in the community.

Written Notification Regarding Changes to Academics, Living Arrangements, etc. American Beauty College will provide written notification to complainants about options for available assistance in, and how to request changes to academic, living, transportation and working situations or protective measures. The school will make such accommodations or providesuch protective measures if the complainant requests them and if they are reasonably available, regardless of whether the complainant chooses to report the crime to local law enforcement.

Procedures for Disciplinary ActionTypes of Disciplinary Proceedings

If you believe that you have experienced or witnessed harassment or sexual violence, notify your Educator, School Director, Title IX Coordinator, Human Resources or American Beauty College President as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reportingit, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the school is exempt from the prohibitions in this policy. Managers will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to theHuman Resources Department if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individualsinvolved and names of any witnesses. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Title IX Coordinator:

Angelyne Roman– Title IX Coordinator (West Covina Campus)

652 S. Sunset Ave,

West Covina, CA 91790

Email: angelyne.roman@americanbeautycollege.com

Title IX Coordinator:

Jennifer Roman– Title IX Coordinator (Palmdale Campus)

641 W. Palmdale Blvd. Suites A-C

Palmdale, CA 93551

Email: jennifer.roman@americanbeautycollege.com

The school ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the institutions grievance procedures operate. Because complaints can also be filed with an employee’s manager or Human Resources, these employees also receive training on the institutions grievance procedures and any other procedures used for investigating reports of sexual harassment.

In response to all complaints, American Beauty College promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (90) days of receipt of the complaint. The school shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a complainant does not give consent for an investigation, the school will weigh the complainant’s request for confidentiality against the impact on school safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance ofthe complaint be revealed to the person charged with the alleged crime.



Standard of Evidence

The preponderance of the evidence standard will apply to investigations and disciplinary proceedings arising from an allegation of dating violence, domestic violence, sexual assault or stalking, meaning American Beauty College will evaluate whether it is more likely than not that the alleged conduct occurred.

Sanctions

If a student or a staff member is convicted of a sexual offense, domestic violence, dating violence, sexual assault or stalking regardless of whether or not the action took place on the American Beauty College campus, that individual is subject to disciplinary actions by the academy. Any student or staff member may be subject to sanctions leading up to or including termination if convicted of any domestic violence, sex offense, including rape, acquaintance rape, any other forcible or non-forcible sex offenses or stalking.

Protective Measures

During the investigation, American Beauty College will provide interim measures, as necessary, to protect the safety and well being of students and/or employees involved. Examples of temporary and permanent measures to protect the complainant as necessary are:

- No contact order
- Change academic situations as appropriate with minimum burden on the complainant
- Counseling Resources
- Advising
- Health and mental services
- Escort services
- Academic support
- Retake a program or withdraw without penalty

Proceeding Will Accomplish the Following:

American Beauty College will follow a prompt, fair and impartial process from the initial investigation to the final result, conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of the complainants and promotes accountability.

Same Opportunities for Accuser and Accused

Both the accuser and the accused have the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. Neither the accuser nor the accused shall be limited in the choice of advisor or the advisor's presence in any meeting or institutional disciplinary proceeding.

Simultaneous Notification

Both the accuser and the accused will be simultaneously informed in writing of the result of any disciplinary proceeding relating from any allegation of dating violence, domestic violence, sexual assault or stalking; the procedures for appealing the results of the disciplinary proceeding; any change to the results that occurs before the results become final; and when such results become final.

Statement of Complainant's Rights and Options

When a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, American Beauty College will provide the student or employee a written explanation of the student's or employee's rights



and options.

Sex Offender Registration

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Education Rights and Privacy Act of 1974, this institution is required to issue a statement advising the campus community where law enforcement information provided by a State concerning sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice to each institution of higher education in that State at which the person employed, carries a vocation, or is a student.

Registered Sex Offender Database Websites

<https://www.meganslaw.ca.gov/>

California Registered Sex Offender
Database

www.caag.state.ca.us