

## **ANNUAL SECURITY REPORT – Archer**

### **CAMPUS SECURITY, CRIME AWARENESS, DRUG FREE WORKPLACE GENERAL POLICY**

#### **Identifying On-Campus 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 Cannella School of Hair Design. The school's public property consist of the public sidewalk, street, and opposite sidewalk along all borders of the school. There are no buildings or properties owned or controlled by campus student organizations which are recognized by this institution.

#### **Policy Statement Addressing Preparation of Disclosure of Crime Statistics**

The school is committed to providing students with a safe environment in which to learn and to keep parents and students well-informed about campus security. To that end, and in accordance with the Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares a report for distribution to all students, employees and applicants for enrollment or employment. It is hoped that the institution's comprehensive policy will help combat violence in the workplace and on campus.

By October 1<sup>st</sup> of each year, the school publishes and distributes the annual campus security report to all current students and employees directly by hand delivery, posting on the school's bulletin board, or school's website [http://cannellabeautyschools.com/cbs\\_disclosures.html](http://cannellabeautyschools.com/cbs_disclosures.html). In addition, the report is provided upon request to all prospective students and prospective employees. Such individuals are informed of the report's availability and given the opportunity to request a copy. The complete Campus Security, Crime Awareness and Drug Free Workplace Policy are distributed after its revision each October 1st.

#### **Policy Statement Addressing Security and Access**

During business hours, the school will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all school facilities is by key, if issued, and by admittance via the School Owner. In the case of periods of extended closing, the school will admit only those with prior written approval to all facilities. The school is committed to maintaining a safe and secure environment. Exterior lighting is an important part of this commitment. Motor vehicle parking lots, pedestrian walkways and building exteriors are well-lit. All employees and students are encouraged to report anything which may affect security such as lost keys, defective locks, exterior lighting deficiencies and broken windows immediately to the manager. Facility Operations regularly inspects school facilities, promptly makes repairs affecting safety and security, and responds to reports of potential safety and security hazards such as broken windows and defective locks.

The campus does not employ campus security officials. The security of the campus is the direct responsibility of each employee and the school manager. No such individuals have the authority to make arrests.

#### **Policy Statement Addressing Security Awareness Programs for Students and Employees**

Presentations outline ways to maintain personal safety. Students are told about crime on-campus. Similar information is presented to new employees. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis.

Periodically during the academic year, the police department or other guest speaker present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), drugs, theft, and vandalism, as well as educational sessions on personal safety and campus security.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, and articles posted on bulletin boards.

When time is of the essence, information is released to the school community through security alerts posted prominently throughout campus, emailed, and in-class announcements.

### Policy Statement Addressing Crime Prevention Programs for Students and Employees

The police personnel or guest speakers facilitate programs for students, and new employee orientations providing a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes. The Cannella School of Hair Design does not offer any Defense Training programs.

*Tip:* To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well.

### Policy Statement Addressing the Encouragement of Accurate and Prompt Crime Reporting

Students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents occurring on campus to the school manager in a timely manner. All individuals are also encouraged to promptly report all crimes to appropriate police agencies. The school manager will report all known criminal offenses to local law enforcement authorities upon receiving the report or upon obtaining knowledge of any criminal offense. Report a non-emergency security or public safety related matter to the school manager, or Toni O'Donnell (Director of Business Operations) at (630) 833-2746, ext.107 or Ada Davis (Title IX Coordinator) at (630) 833-2746, ext. 102, Corporate Address: 617 W. North Ave., Villa Park, IL 60181, Email: [cannellaschool@comcast.net](mailto:cannellaschool@comcast.net). To report a crime or emergency call police department at 911 for emergency.

Crimes should be reported to the Title IX Coordinator to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

### Policy Statement Addressing Criminal Activity Off-Campus

There are no buildings or properties owned or controlled by the school's student organizations which are recognized by the institution. There are no off-campus housing facilities.

### Policy Statement Addressing Issuing Timely Warnings

The school will provide timely warning to the campus community of any applicable crimes that have been reported to the school manager or local police agencies that are considered to represent a continuing threat to students and/or employees.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, a copy of the notice will be hand-out to students and staff members, a phone call, texting, or emails will be sent out. Anyone with information warranting a timely warning should report the circumstances to the school manager.

### Policy Statement Addressing Counselors and Confidential Crime Reporting

All reports will be investigated. The school does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the School Disciplinary Committee for review. When a potentially dangerous threat to the School community arises, timely reports or warnings will be issued through e-mail announcements, the posting of flyers at local campuses, in-class announcements, or other appropriate means.

**Statistics Concerning The Number Of Arrests For On-Campus Crimes Of Murder/Non-Negligent Manslaughter, Forcible And Non-Forcible Sex Offenses, Robbery, Aggravated Assault, Burglary, Weapon Possession, Arson, Motor Vehicle Theft And Violations Of Liquor Laws, And Drug Abuse During The Calendar Years 2015, 2016, 2017 Are Listed Below:**

## Criminal Offenses - On campus

Criminal offense	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0







g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Occurrences of Hate crimes

Criminal offense	2015 Total	Category of Bias for crimes reported in 2015							
		Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

## VAWA Offenses - On Campus

Total occurrences On Campus

Crime	2015	2016	2017
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

# VAWA Offenses - Public Property

Total occurrences on Public Property			
Crime	2015	2016	2017
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

# Arrests - On campus

Number of Arrests			
Crime	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	

# Arrests - Public Property

Number of Arrests			
Crime	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

# Disciplinary Actions - On Campus

Number of persons referred for Disciplinary Action			
Crime	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

# Disciplinary Actions - Public Property

Number of persons referred for Disciplinary Action			
Crime	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

# Unfounded Crimes

	Number		
	2015	2016	2017
a. <u>Total unfounded crimes</u>	0	0	0

## Definitions of Awareness Programs, Bystander Intervention, Ongoing Prevention and Awareness Campaigns, Primary Prevention Programs, And Risk Reduction:

- a) Awareness programs are a community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.
- b) Bystander intervention are 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 intervention options, and taking actions to intervene.
- c) Ongoing prevention and awareness campaigns are programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.
- d) Primary prevention programs are programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction.
- e) Risk reduction are options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

## Definitions Of Domestic Violence, Dating Violence, Sexual Assault, Stalking And Consent (In Reference To Sexual Activity):

Domestic Violence is a felony or misdemeanor crime of violence committed. According to Illinois law, police officers must take steps to protect a victim of domestic abuse whenever a “family or household member” has committed any act of “abuse.”

- “Family or Household Member” includes: spouses, former spouses, intimate partner, parents, children, stepchildren, persons who formerly shared the same home, persons who dated or were engaged, regardless of gender, persons who allegedly have a child in common, persons with disabilities and their personal assistants, persons similarly situated to a spouse of the victim or by any other persons against an adult or youth victim 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.
- “Abuse” includes: physical abuse (pushing, hitting, forced sex, not allowing you to leave); harassment (creating a disturbance at your job, repeatedly telephoning, following or watching you, preventing you from seeing your child, threatening to hurt you); making a child or other person watch abuse; forcing you to do something you don’t want to do; and denying a disabled person access to needed care.

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

- 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, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program. It is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Rape, incest, attempted rape and unwanted sexual touch are often called sexual assault. If you have been a victim of sexual assault or sexual abuse, the criminal justice system can help. The Illinois coalition Against Sexual Assault (ICASA) is the statewide network of rape crisis centers working together to end sexual violence. For more information on ICASA or to contact a local rape crisis center please visit: [www.icasa.org](http://www.icasa.org) . Illinois law:

- Focuses on the behavior of the offender, rather than the behavior of the victim.
- Requires serious penalties for crimes against children, older people and people with disabilities.
- Allows a spouse to be charged with sexual assault.
- Says offenders can be male or female and of any age.
- Does not require resistance to prove sexual assault or sexual abuse.
- Criminalizes many kinds of coercive sexual behavior in addition to penetration.

Sex offenses are any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Such as:

- 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 victim.
- Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim 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 is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

For the purposes of this definition:

- 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.
- Reasonable person: means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress: means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking is serious, often violent, and can escalate over time. A stalker can be someone you know well or not at all. Most have dated or been involved with the people they stalk. To learn more about stalking, visit the Stalking Resource Center Web site: [www.victimsofcrime.org/src](http://www.victimsofcrime.org/src). Some thing's stalkers do:

- Repeatedly call you, including hang-ups.
- Follow you and show up wherever you are.

- Send unwanted gifts, letters, texts, or e-mails.
- Damage your home, car, or other property.
- Monitor your phone calls or computer use.
- Use technology, like hidden cameras or global positioning systems (GPS), to track where you go.
- Drive by or hang out at your home, school, or work.
- Threaten to hurt you, your family, friends, or pets.
- Find out about you by using public records or on-line search services, hiring investigators, going through your garbage, or contacting friends, family, neighbors, or co-workers.
- Other actions that control, track, or frighten you.

"Consent" means a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent.

What is an engaged bystander? An engaged bystander is someone who intervenes before, during, or after a situation when they see or hear behaviors that promote sexual violence. Every situation is different and there is no universal response when intervening to prevent sexual violence. Safety is key in deciding when and how to respond to sexual violence. Every person must decide for themselves the safest and most meaningful way to become an engaged bystander. The following are ideas on how one can maintain safety while being an engaged bystander:

- If you witness sexual violence, get support from people around you. You do not have to act alone.
- Practice with friends and family about what you would say and how you would say it.
- When intervening, be respectful, direct, and honest.
- Contact your local sexual assault center to see if they offer resources or training on bystander intervention. Visit <http://www.nsvrc.org/organizations/state-and-territory-coalitions> for coalition contact information.
- If you see or hear something and you do not feel safe, contact the police.

### **Policy Statement Addressing Preventing and Responding to Sex Offenses**

The School educates the student community through Prevention programs, which are to prevent dating violence, domestic violence, sexual assault, and stalking, which are discussed during new student/employee orientation which includes extensive handouts and procedures directed toward personal protection, the prevention of crime, increasing awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. To increase crime awareness and prevention, local law enforcement officers are periodically invited to speak to staff and students.

The only on-campus services available to victims of sex offenses are described in this report. There is no on-campus counseling, mental health or other student services available.

The school does not provide living situations during enrollment. The school will change a victim's academic situation after the alleged sex offense if requested by the victim, and the change is reasonably available.

In the event a sex offense occurs on campus, the accuser has the option to and should take the following steps:

- a) If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety.
- b) Report the offense to school manager in the main office.
- c) Preserve any evidence as may be necessary to prove criminal sexual assault. The victim should refrain from taking a shower, washing hands or changing clothing. The location where the assault occurred should not be disturbed. The victim should get immediate medical assistance.
- d) Request assistance, if desired, from school manager in reporting the crime to local law enforcement agencies.
- e) Report the crime to local law enforcement agencies in a timely manner.
- f) Request a change in the academic situation if desired.
- g) Contact an appropriate agency in the community for counseling or other services that may be needed.

Filing a Written Report of Sexual Offense - A person who has experienced a sexual offense is encouraged to make a report. This report serves as a means of documenting the incident and allows for immediate response by the school, and/or the police. A person who has experienced or thinks they have experienced a sexual offense is encouraged to report such an incident to the police. To make a report please contact school manager or police department (911).

Cannella School of Hair Design is committed to providing and maintaining a healthy learning and working environment for all students, staff and

faculty members. It is important that all students are aware of and protect their right in the school community. Please refer to “Student Disciplinary Action” and “Rights of Individuals Reporting a Complaint”. The Cannella School of Hair Design condemns any form of sexual offense. This document is generally intended to set forth the procedures and disciplinary actions regarding sexual offenses. Furthermore, it specifically sets forth the procedures that are encouraged to be considered by a person who may have experienced a sexual offense.

Cannella School of Hair Design will uniformly and consistently report all criminal sexual offenses occurring on campus and reported to the proper municipal authority.

It is illegal and against the policy of Cannella School of Hair Design for any student, employee, or other person to commit the offense of domestic violence, dating violence, stalking, sexual assault, aggravated sexual assault, sexual abuse, aggravated sexual abuse, against any person while on the premises of the campus. Such illegal and prohibited activities include, but are not limited to, sex offenses which are commonly date rape or acquaintance rape, or which may involve unwanted touching and fondling, whether forcible or nonforcible.

Title IX of the Education Amendments of 1972 is a federal law prohibiting discrimination on the basis of sex in all education programs and activities operated by recipients of federal funds. It states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.” Title IX prohibits all forms of sex discrimination, including gender-based harassment, sexual harassment, and sexual violence. If you want to learn more about your rights, or if you believe that your school is violating federal law, you may contact the U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov).

On campus disciplinary action in cases of alleged sexual assault will be based on findings by the law enforcement agency investigation, facts pertaining to the crime, and other related mitigating circumstances provided that:

- a) the accuser and the accused may have others present during the campus disciplinary proceeding;  
and
- b) both the accuser and the accused shall be informed of the final determination of the disciplinary proceeding and any sanction(s) imposed against the accused.

This process is completely separate from any criminal or civil actions the individual who has been assaulted might pursue. Possible sanctions the school may impose following a final determination regarding rape, acquaintance rape, or other forcible or non-forcible sex offense vary depending upon the final determination and may include but are not limited to one or more of the following: classroom or school transfer; limiting or denying student or employee access to a part or area of a school; awareness training (to help student or employee perpetrators understand the impact of their behavior); mandatory counseling; short-term or long-term suspension; exclusion or expulsion from Cannella School of Hair Design or termination of employment and/or any other action authorized by and consistent with the school disciplinary code.

In order to protect the safety and well-being of its school members, Cannella School of Hair Design reserves the right to immediately impose sanctions upon a student or employee when it, in its sole discretion, feels there is sufficient risk following an allegation of dating violence, domestic violence, sexual assault, or stalking.

### **Policy Statement Addressing Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

Cannella School of Hair Design will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Cannella School of Hair Design will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

### **Policy Statement Addressing 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 Educational Rights and Privacy Act of 1974, the Cannella School of Hair Design is providing a website to the “Illinois Sex Offender Information” and “National Sex Offender Public Registry”. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth of Illinois, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police.

Illinois Compiled Statutes (730 ILCS 152/115 (a) and (b)) mandate that the Illinois State Police ("ISP") establish and maintain a statewide Sex Offender Database, accessible on the Internet, identifying persons who have been convicted of certain sex offenses and/or crimes against children and must register as a Sex Offender.

Persons required to register as Sex Offenders are persons who have been charged of an offense listed in Illinois Compiled Statutes 730 ILCS 150/2(B) when such charge results in one of the following:

- (a) A conviction for the commission of the offense or attempt to commit the offense,
- (b) A finding of not guilty by reason of insanity of committing the offense or attempting to commit the offense, or
- (c) A finding not resulting in an acquittal at a hearing for the alleged commission or attempted commission of the offense.

The Sex Offender Registry was created in response to the Illinois Legislature's determination to facilitate access to publicly available information about persons convicted of sex offenses. ISP has not considered or assessed the specific risk of re-offense with regard to any individual prior to his or her inclusion on this Registry and has made no determination that any individual included in the Registry is currently dangerous. Individuals included on the Registry are included solely by virtue of their conviction record and Illinois state law. The primary purpose of providing this information is to make the information easily available and accessible, not to warn about any specific individuals.

*Anyone who uses this information to commit a criminal act against another person is subject to criminal prosecution.*

The Illinois State Police is responsible for maintaining this registry. Follow the website below to access the Illinois State Police website.

<http://www.isp.state.il.us/>

**The Following Is A List Of Behaviors That May Indicate A Potential Batterer. The Toll Free 24-Hour Crisis Hotline Is 1-800-522-3304. It Is Not The Purpose Of The Listing To Imply That Every Person With Some Of These Attributes Is A Batterer Or Potential Batterer:**

- Jealousy - At the start of the relationship, an abuser will equate jealousy with love. The abuser will question the victim about who the victim talks to, accuse the victim of flirting, or become jealous of time spent with others. The abuser may call the victim frequently during the day, drop by unexpectedly, and refuse to let the victim work, check the car mileage, or ask friends to watch the victim.
- Controlling behavior - In the beginning an abuser will attribute controlling behavior to concern for the victim (for example, the victim's safety or decision-making skills). As this behavior progresses the situation will worsen, and the abuser may assume all control of finances or prevent the victim from coming and going freely.
- Quick involvement - A victim often has known or dated the abuser for a brief period of time before getting engaged or living together. The abuser will pressure the victim to commit to the relationship. A victim may be made to feel guilty for wanting to slow the pace or end the relationship.
- Unrealistic expectations - An abuser expects the victim to meet all of the abuser's needs, to take care of everything emotionally and domestically.
- Isolation - An abuser will attempt to isolate the victim by severing the victim's ties to outside support and resources. The batterer will accuse the victim's friends and family of being "trouble makers." The abuser may block the victim's access to use of a vehicle, work, or telephone service in the home.
- Blames others for problems - An abuser will blame others for all problems or for the abuser's own shortcomings. Someone is always out to get the abuser or is an obstacle to the abuser's achievements. The victim or potential victim will be blamed for almost anything.
- Blames others for feelings - An abuser will use feelings to manipulate the victim. Common phrases to look for: "You're hurting me by not doing what I want." "You control how I feel."
- Hypersensitivity - An abusive person is easily insulted, perceiving the slightest setbacks as personal attacks.
- Cruelty to animals or children - This is a person who punishes animals brutally or is insensitive to their pain. The abuser may expect children to perform beyond their capability (for example whipping a two-year-old for wetting a diaper or teasing children or siblings until they cry).
- "Playful" use of force in sex - This behavior includes restraining partners against their will during sex, acting out fantasies in which the partner is helpless, initiating sex when the partner is asleep, or demanding sex when the partner is ill or tired. The abuser may show little concern for his partner's wishes and will use sulking and anger to manipulate compliance.
- Verbal abuse - This behavior involves saying things that are intended to be cruel and hurtful, cursing or degrading the victim, or putting down the victim's accomplishments.

- Rigid sex roles - The victim, almost always a woman, will be expected to serve. For instance, a male abuser will see women as inferior to men, responsible for menial tasks, stupid, and unable to be a whole person without a relationship.
- Dual personality "Dr. Jekyll and Mr. Hyde" - Explosive behavior and moodiness, which can shift quickly to congeniality, are typical of people who beat their partners.
- Past battering - An abuser will beat any partner if the individual is involved with the abuser long enough for the cycle of abuse to begin. Circumstances do not make a person an abusive personality.
- Threats of violence - This consists of any threat of physical force meant to control the partner. Most people do not threaten their mates but an abuser will excuse this behavior by claiming "everyone talks like that."
- Breaking or striking objects - This behavior is used as punishment (breaking sentimental possessions) or to terrorize the victim into submission.
- Any force during an argument - This may involve an abuser holding down his the victim, physically restraining the victim from leaving, or pushing or shoving. Holding someone back in order to make demands, such as "You will listen to me!" is also a show of force.

## **STUDENT AND STAFF DRUG AND ALCOHOL ABUSE POLICY**

1. Our campus is committed to maintaining a drug-free environment for its students and staff. Our culture, driven by a commitment to excellence in all areas, simply has no room for, and is incompatible with, substance abuse in any form. Accordingly, as a matter of policy, our campus prohibits the following:
  - Reporting to campus under the influence of alcohol or illegal drugs or substances, including illegally obtained prescription drugs.
  - Reporting to campus under the influence of legal prescription or non-prescription drugs, if doing so could impair judgment or motor functions or place persons or property in jeopardy.
  - The illegal use, sale, manufacture, possession, distribution, transfer, purchase, or storage of alcoholic beverages or drugs on campus premises, or in automobiles or any other vehicle parked on campus premises.
2. Any violation of these policies will result in appropriate disciplinary action up to and including expulsion, even for a first offense. Violations of the law also will be referred to the appropriate law enforcement authorities.
3. Any student who is convicted for any drug law violation must notify his or her Campus manager within five days of the conviction. On an individual referral basis, students convicted of any drug law violation or otherwise found to be engaged in substance abuse may be referred to abuse help centers or the services of the National Council on Alcoholism and Drug Abuse for counseling and rehabilitation. If such a referral is made, continued enrollment may be subject to successful completion of any prescribed counseling or treatment program.
4. Separate from any legal requirements, our campus is concerned with the health and well-being of members of our campus community. Students may contact the Campus manager, in confidence, for referrals or information regarding available and appropriate substance abuse counseling, treatment, or rehabilitation programs.
5. Finally, we ask for your help in keeping our campus free of substance abuse. Please notify management if you become aware of any alcohol or drug-related activity in violation of this *Policy*.

## **Legal Sanctions Relating To Substance Abuse**

1. Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. State laws contain a variety of provisions governing the possession, use, and consumption of alcoholic beverages. In every State it is unlawful to sell, furnish or provide alcohol to a person under the age of 21. Also, the possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public generally is illegal. Driving while intoxicated also is illegal, independent of age. State laws also prohibit the unlawful possession, distribution, and use of controlled substances and drugs, as defined in each jurisdiction.
2. In addition to local and state laws, federal laws also prohibit the unlawful possession, distribution, and use of controlled substances and drugs. Among other things, federal laws make it a crime to possess drugs (including in your locker, car, purse, or house), to hold someone else's drugs, or to be in a house where people are using drugs.
3. Members of our campus community should be aware of the serious legal penalties applied for conviction in cases of drug or alcohol abuse. Such convictions can lead to imprisonment, fines, and assigned community service. Also, courts do not lift prison sentences in order for convicted

persons to attend college or continue their jobs. An offense is classified as a misdemeanor or a felony, depending upon the type and the amount of the substance(s) involved. Specific legal sanctions under local, state, and federal laws may include:

- Suspension, revocation, or denial of a driver’s license
  - Property seizure
  - Mandated community service
  - Monetary fines
  - Prison sentence
4. Persons convicted of drug possession under state or federal laws are ineligible for federal grants and loans for up to one year after the first conviction, and five years after the second. A felony conviction for such an offense also can prevent a person from entering many fields of employment or professions. Under federal law, distribution of drugs to persons under 21 is punishable by twice the normal penalty with a mandatory 1 year in prison. Federal laws set substantially higher prison sentences for the manufacture and distribution of drugs if death or serious injury results from the use of the substance.

**Prevention of Substance Abuse and Available Resources**

1. Drug and alcohol abuse education programs are offered by local community agencies. Our campus typically posts information about such education programs in the main Office.
2. While care must be taken to ensure that a person is not wrongly accused of drug use, it is recommended that anyone who notes signs of substance abuse in another student contact the Campus manager. If it is determined by the Campus manager that a student is in need of assistance to overcome a drug problem, he or she may be counseled to seek such assistance. Records of such counseling will remain confidential.
3. Students also may voluntarily contact the Campus manager, in confidence, for referrals or information regarding available and appropriate substance abuse counseling, treatment, and rehabilitation programs. Organizations offering such programs include:
  - The Alcoholism and Drug Abuse Hotline 1-800-ALCOHOL
  - The Cocaine Hotline 1-800-NODRUGS
  - The National Institute on Drug Abuse Treatment Referral Hotline 1-800-662-HELP
  - Al Anon for Families of Alcoholics 1-800- 344-2666

**Health Risks Associated With Substance Abuse**

Alcohol and drugs are toxic substances that affect the mind, body, and spirit. Excessive drinking can cause health risks which include damage to your body organs, impaired physiological responses, mental and emotional disorders, and in very high doses, respiratory depression and death. Drug abuse also is dangerous and can lead to psychosis, convulsions, coma, and death. Continuous use of drugs can lead to organ damage, mental illness, and malnutrition. The chart below sets out in more detail health risks associated with different forms of substance abuse.

<p><b>Alcohol</b></p> <p>Alcohol consumption causes a number of marked changes in behavior. Even small amounts alcohol can significantly impair the judgment, reaction time and coordination needed to safely operate equipment or drive a car. Signs and symptoms of abuse include: dulled mental processes, lack of coordination, slowed reaction time, poor judgment and reduced inhibitions. Low to moderate doses of alcohol increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.</p>
<p><b>Marijuana</b></p> <p>All forms of marijuana have negative physical and mental effects. Research also shows that people do not retain knowledge when they are “high.” Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana also can produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer causing agents than tobacco smoke. Long-term users of marijuana may develop tolerance levels requiring more and more marijuana to achieve the same “high.”</p>
<p><b>Inhalants</b></p>

Inhalants are mood-altering substances that are voluntarily inhaled. Because they are common products, inhalants often are a young person's first attempt at "getting high." Inhaling solvents allows the substance to reach the bloodstream very quickly. The immediate negative effects of inhalants include: nausea, sneezing, coughing, nosebleeds, fatigue, poor coordination and loss of appetite. Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or depressing the central nervous system to the point that breathing stops.

### **Cocaine**

Cocaine is the most potent stimulant of organic origin and the most widely used of the stimulants. Cocaine is a powerfully addictive drug leading to physical and psychological dependence. Signs and symptoms of use include: dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, seizures, anxiety, mood swings and difficulty in concentration. The immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. In addition, cocaine use can lead to death by cardiac arrest or respiratory failure. Chronic use can ulcerate the mucous membrane of the nose. Using contaminated equipment to inject cocaine, or any other substance, can transmit HIV and cause HIV/ AIDS, hepatitis and other diseases.

### **Other Stimulants**

Stimulants are drugs that stimulate the central nervous system and excite bodily activity. Methamphetamine or crank is one of the fastest growing drugs of abuse. These drugs create less intense and less expensive cocaine-like effects in the body. Signs and symptoms of use include: impaired concentration, impaired mental functioning and swings between apathy and alertness. In addition to the physical effects, users report feeling restless, anxious and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure. Also, injection using contaminated needles may result in needle-related diseases such as AIDS and hepatitis.

### **Depressants**

A depressant is a drug that depresses the central nervous system, resulting in sedation and a decrease in bodily activity. Depressants, taken as prescribed by physicians, can be beneficial for the relief of anxiety, irritability, stress and tension. The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause: slurred speech, staggered walk, altered perception, respiratory depression, coma and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. Depressants are known as: barbiturates, downers and tranquilizers, such as Valium, Librium, Equanil, Serax, Tranxene and Zanax.

### **Hallucinogens**

Hallucinogenic drugs distort the senses and often produce hallucinations—experiences that depart from reality. Phencyclidine (PCP) interrupts the function of the neurocortex, the section of the brain that controls the intellect and keeps instincts in check, because the drug blocks pain receptors. Violent PCP episodes may result in self-inflicted injuries. Signs and symptoms of use include: impaired concentration, confusion and agitation, muscle rigidity and profuse sweating. Lysergic acid (LSD), mescaline and psilocybin also are hallucinogens that cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness and tremors. It is common to have a bad psychological reaction to LSD, mescaline and psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects or flashbacks can occur even after use has ceased.

### **Narcotics**

Narcotic analgesics are the most effective compounds used for pain relief. Narcotic analgesics include Opium, Opiates (morphine, codeine, percodan, heroin and dilaudid) and Opioids (synthetic substitutes such as vicodin, darvon, demerol and methadone). Narcotics initially produce a feeling of euphoria that is often followed by: drowsiness, nausea and vomiting, constricted pupils, watery eyes and itching, low and shallow breathing, clammy skin, impaired respiration, convulsions, coma, possible death. Narcotics can be smoked or eaten, injected, taken orally or smoked, inhaled, injected or smoked, such as heroin. Tolerance to narcotics develops rapidly and addiction is likely. The use of contaminated syringes may result in diseases such as HIV/ AIDS, endocarditis and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

## **Announcement for Student E-Mail Sign-up for Emergency Notification**

In the event of an actual emergency the campus community will be notified through phone mail, e-mail, and/or the Cannella School of Hair Design Facebook Web site. Students should take responsibility for regularly checking their e-mail/text message. In order to receive campus-wide e-mail announcements, students must have their e-mail address and phone number registered in the main office.

## **Emergency Response and Evacuation Procedures Statement**

## Emergency Response

School managers are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The institution conducts numerous emergency response exercises each year, such as table top exercises, drills, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the Police, Fire and/or Emergency Medical Service, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures are publicized each year as part of the institution's Clery Act compliance efforts and that information is available on the CSHD web site.

All members of the CSHD Community are notified on an annual basis that they are required to notify the School Manager and/or call the Police Department of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. School manager and/or Police Department has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation.

### Notification to the CSHD Community about an Immediate Threat

In the event of a serious incident that poses an immediate threat to members of the CSHD community, the school has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the CSHD campus community. These methods of communication include network emails, emergency text messages that can be sent to a phone, and/or CSHD Facebook website. The school will post updates during a critical incident on the bulletin boards.

### Safety and Evacuation Policy

Basic Requirements for a Safe Workplace:

- Proper Ventilation: Some fumes can be harmful.
- Proper Use of Flammables: Read labels and always follow precautions.
- Designated Smoking Areas: Never smoke or permit clients to smoke while being served. Avoid other sources of open flames. There is no smoking in the school premises and 15 feet away from all exit doors of the school building.
- Safe Product Storage: Store products in closed containers and prevent spills or leakage. Store in adequately ventilated area and in moderate temperature.
- Protection during application: Follow directions, wear gloves and/or goggles as directed, properly drape client. Apply your professional training.
- Proper Use of First Aid: Keep first aid kit available at front desk.
- Fire Safety: Post and review evacuation procedure during new student orientation.

### Active Shooter Event Quick Reference Guide

An active shooter is an individual actively engaged in killing or attempting to kill people in a populated area.

- Victims are selected at random.
- Event is unpredictable and evolves quickly.
- Knowing what to do can save lives.

In the horrible event that an active shooter makes his or her way into a school, an ALERT: "LOCKDOWN" will be sent via texting or email. This means no student or staff members are to go nearby the school. It is very important that all students and staff members always update their contact information through the main office. The purpose of the ALERT is to inform as many people as possible within the danger zone that a potentially life-threatening situation exists. The goal is to empower as many individuals as possible with the ability to make an informed decision as to their best option to maximize chances of survival.

### Active Shooter Events



When an Active Shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.

You have three options:

### 1 RUN

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Evacuate regardless of whether others agree to follow.
- Help others escape, if possible.
- Do not attempt to move the wounded.
- Prevent others from entering an area where the active shooter may be.
- Keep your hands visible.
- Call 911 when you are safe.

### 2 HIDE

- Hide in an area out of the shooter's view.
- Lock door or block entry to your hiding place.
- Silence your cell phone (including vibrate mode) and remain quiet.

### 3 FIGHT

- Fight as a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with as much physical aggression as possible.
- Improvise weapons or throw items at the active shooter.
- Commit to your actions...your life depends on it.

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove the injured.

Once you have reached a safe location, you likely will be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.

When law enforcement arrives:

- Remain calm and follow instructions.
- Drop items in your hands. (e.g., bags, jackets)
- Raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid quick movements toward officers, such as holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not ask questions when evacuating.

Information to provide to 911 operators:

- Location of the active shooter.
- Number of shooters.
- Physical description of shooters.
- Number and type of weapons shooter has.
- Number of potential victims at location.

## **Bomb Threat Call Procedures**

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the "Telephone Bomb Threat Checklist".

If a bomb threat is received by phone:

- Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- If your phone has a display, copy the number and/or letters on the window display.
- Complete the Telephone Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
- Immediately upon termination of the call, do not hang up, but from a different phone, contact 911 immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call 911
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call 911
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Poorly handwritten
- Excessive postage
- Misspelled words
- Incorrect titles
- Unexpected delivery
- Strange odor
- Foreign postage
- Strange sounds
- Restrictive notes
- Stains

Bomb Threat Evacuations:

If it is determined that an evacuation is necessary, bomb threat evacuations at the school will follow a procedure similar to the one used for fire evacuations.

- Take personal belongings such as purses, briefcases, knapsacks and shopping bags with you so they are not confused with suspicious packages by those conducting a bomb search.
- Know your escape route in advance. Also be prepared to use an alternate exit in case your primary route is obstructed. Pay attention to all alarms and public address system announcements.
- Follow instructions given by staff personnel
- Once outside, move well away from the building, especially away from windows. Proceed to your Evacuation Assembly Location or alternate location if directed to do so by emergency personnel.

## **In The Event Of Being In A Hostage Situation**

Staff and Students Safety Response and Tips

### 1. Response:

In the event a hostage situation occurs, uninvolved staff will:

- Dial 911 and notify the corporate office.
- Evacuate as directed.

### 2. Safety Tips:

If staff/student members are taken hostage, the following tips are provided for guidance:

- Do not antagonize the hostage taker.
- Act cooperatively with hostage taker(s).
- Listen to and observe carefully what the hostage taker says and does.

- Do not attempt to negotiate or argue with a hostage taker.
  - Try to get others to remain calm.
  - Make a concerted effort to relax. Prepare yourself mentally, physically and emotionally for the ordeal.
  - If questioned, keep your answers short. Do not volunteer information or make unnecessary overtures.
  - Think positively. Avoid a sense of despair. Rely on your inner resources. Remember that you are a valuable commodity to your captors.
3. If Staff/Students Are Being Held Hostage And A Rescue Attempt Is Made:
- DO NOT RUN. Drop to the floor and remain still. Make no sudden moves that a tense rescuer may interpret as hostile.
  - Wait for instructions and obey all instructions you are given.
  - Don't be upset if a rescuer is not sure whether you are a hostage taker or hostage. Even if you are handcuffed and searched, do not resist. Wait for the confusion to clear.

### **In The Event Of A Tornado:**

- A. A tornado warning signal is sounded.
- B. Any staff/students outside the building are to return to the school and go to their designated shelter area.
- C. Proceed to predetermined shelter areas.
1. Staff/Students shall line the interior hallways as quickly and safely as possible away from glass and sit with their backs to the interior wall, knees drawn tightly to their chests, face positioned between their knees, and their hands over their necks. Students in wheel chairs are to remain in their chairs with the back of the chair against the interior wall.
  2. Students shall remain quiet to wait for instructions.
  3. Staff members shall remain alert for students who evidence signs of stress or panic, and when necessary, move such students to an area where they will not influence other students and remain with them until the all-clear signal is given.
  4. The school manager shall give the all-clear signal and provide further directions.
- D. Areas to be avoided.
1. Spaces that are opposite doorways or openings into rooms that have windows in the exterior walls, and areas with large roof spaces.
  2. Interior locations that contain glass, such as doors, windows, display cases and the like.
  3. Areas where doors swing. When the storm hits, the doors are likely to swing violently.
  4. Corridor intersections (stay at least ten (10) feet away).

### **In The Event Of A Fire Flame and/or Visible Smoke**

#### Procedures to Follow:

- Remain calm
- Announce - "There is a fire and we need to begin evacuation" as firmly and calmly as possible to those in the immediate areas. Evacuations are automatic when the fire alarm sounds. No one shall remain in the building. Management will determine when to evacuate their buildings in the absence of a Fire Alarm.
- Begin EVACUATION procedures - direct those nearby to leave the building using the safest path to the nearest exit. Be sure any children, elderly, or those with disabilities are helped. Pull manual fire alarm or activate the central station alarm if available.
- Call 911 from the nearest and safest telephone. Provide all information requested by the 911 operator. Do not hang up unless instructed to do so by the 911 operators or if you become endangered.
- Do no attempt to fight the fire unless you have specific fire extinguisher training on small fires.
  - Fire extinguishers are located throughout the Building according to Fire Code.
  - Trained employees should familiarize themselves with fire extinguisher locations in their work environment.
- Do not attempt to enter other areas or to investigate hazardous conditions.
- Report to the designated relocation areas to inform management and emergency responders of what has happened.

## Alarm Conditions

- Upon hearing a building fire alarm or voice command from management or personnel, begin the evacuation procedure.
- Do not attempt to find the cause of the alarm or make phone calls to determine if it is a false alarm.
- The fire alarm shall be inspected and maintained according the local Fire Department requirements.

## Re-Entry

- Do not attempt nor allow others to attempt to re-enter the building unless under specific direction by emergency responders.

## Fire Prevention

- Help prevent fires by maintaining a neat orderly work area free from fire and electrical hazards.
- Store all flammable liquids in a flammable proof storage cabinet.
- Immediately report all hazardous conditions to your instructor or manager.

Use of extinguishers. Install away from potential fire hazards and near an escape route. Follow the instructions. Many work as follow:

- Pull the pin
- Aim the nozzle
- Squeeze the handle
- Sweep from side to side at base until fire goes out.

## In The Event Of A Robbery

Unfortunately, robberies can occur no matter what security measures are in place. Follow our advice on what to do during a robbery:

- Remain calm. Try not to panic, most robberies are over quickly.
- Remember the safety of you, your customers and staff is paramount.
- If there is a hold-up alarm installed activate it but only if it is safe to do so.
- Remember as much detail as possible. Your description of offenders and events will play a vital part in any investigation.

When the incident is over make notes of what you remember, but please do not confer with other witnesses as this may affect your memory.

Some things to look out for that can help in a police investigation:

Suspects: How many were they? How tall and what ages? Any accent, did they use any names? Were there any distinguishing marks, scars or tattoos visible? Look out for clothing and jewelry worn, things they carried e.g. bags, guns, weapons. Try to remember details, branding/logos on clothes; you can even get a description of their footwear if made to lie on the floor.

Actions: What happened and in what order?

Evidence: Remember anything touched or left by the robbers is evidence so do not touch anything touched or left by the offenders. Fingerprints and DNA can lead to successful prosecution.

Accomplices: Look out for accomplices or a vehicle. Any details such as car make or registration details can help.

Escape: Try to see the direction of travel that offenders take and details of a vehicle; make, model, color and registration.

Your safety and the safety of other customers and staff must always come first but these are some simple tips that can help to reduce the loss:

Beware that robbers often return to a venue where they have been successful. Reducing the loss can help to minimize the risk of them returning, as they may feel the reward does not make the risk of the robbery worthwhile.

Remember - cash and stock can be replaced. Your safety and the safety of other staff and customers come first every time. The target in a robbery is cash / stock not people, but this can change if people are perceived as an obstruction. Comply with their instructions, but don't volunteer anything.

### **In The Event With A Problem Student Or Client:**

- If a problem situation arises with a student or a client, the instructor would first be called to resolve the problem.
- If the problem cannot be resolved at that point, the manager will be consulted.
- If a person is out control, the manager has the option of calling local law enforcement to have the person-removed from the school premises.

### **Student Disciplinary Action**

Should disciplinary action against a student become necessary it may be initiated by any of the following members of Cannella School of Hair Designs:

- A Cannella School of Hair Design student, through the school manager, who feels he/she has been adversely affected by another student's actions;
- A faculty member who has reasonable cause to believe a violation of the Rules and Regulations has occurred; or
- Administrative staff members who have reasonable cause to believe a violation of the Rules and Regulations has occurred.

Complaints against student members of the school shall be made in writing by the complainant to the corporate office.

All written notices regarding disciplinary action will be delivered to the referred student personally or via the postal service at his/her last known address.

The CSHD prohibits all forms of discrimination and harassment, as defined below, based on the following protected categories: race, color, national origin, ancestry, religious creed, sex (including sexual harassment and pregnancy), age, genetic information, marital status, sexual orientation, and/or disability (including, but not limited to, mental retardation, past or present history of mental disorder, physical disability or learning disability), or any other basis prohibited by Illinois state and/or federal nondiscrimination laws. The CSHD also prohibits bullying, as defined below.

#### **Protection against Retaliation:**

The school will take appropriate steps to protect students or employees from retaliation, including threats, intimidation, coercion, or discrimination (including harassment) when they report, file a complaint of, or cooperate in an investigation of a violation of the CSHD Policy. Threats or acts of retaliation, whether person-to-person, by electronic means, or through third parties, are serious offenses that will subject the violator to significant disciplinary and other corrective action, including long-term suspension, exclusion or expulsion/termination. False Charges: Any student or employee who knowingly makes false charges or brings a malicious complaint may be subject to any of the disciplinary and/or corrective action(s) detailed above.

#### **Definition of bullying, discrimination, harassment, and retaliation:**

- **Bullying:** Any overt act(s) by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school-sponsored activity, which act(s) are committed more than once against any student during the school year.
- **Discrimination:** Treating a student or group of students less favorably, or interfering with or preventing a student from enjoying the advantages, privileges or courses of study of a school, including in a production or work-based learning site, because of that student's actual or perceived race, color, national origin, ancestry, religious creed, sex (including sexual harassment and pregnancy), age, genetic information, marital status, sexual orientation, and/or disability (including, but not limited to, mental retardation, past or present history of mental disorder, physical disability or learning disability), or any other basis prohibited by Illinois state and/or federal nondiscrimination laws.
- **Harassment:** Unwelcome comments or conduct (oral, written, graphic, electronic or physical relating to an individual's actual or perceived race, color, national origin, ethnicity, religious creed, sex, age, marital status, sexual orientation, age, or disability (i.e., protected status), that is sufficiently severe, pervasive or persistent so as to unreasonably interfere with or limit a student's ability to participate in or benefit from the programs or activities or by creating a hostile, humiliating, intimidating, or offensive educational environment.
- **Retaliation:** Threatening to or retaliating against any other person for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating in an investigation of harassment or discrimination. Retaliation includes threats or acts of retaliation, whether person-to-person, by electronic means, or through third parties. It also includes overt or covert acts of reprisal, interference, restraint, penalty,

discrimination or harassment against an individual or group for exercising rights under the CSHD Policy.

Disciplinary sanctions and corrective actions may include, but are not limited to one or more of the following: a written warning; classroom or school transfer; short-term or long-term suspension; exclusion or expulsion; limiting or denying student access to a part or area of a school; a voluntary apology to the victim; awareness training (to help student perpetrators understand the impact of their behavior); participation in empathy development, cultural diversity, anti-harassment, anti-bullying or intergroup relations programs; mandatory counseling; and/or any other action authorized by and consistent with the school disciplinary code.

Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C.1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

### **CSHD Rights within the Disciplinary Process**

The School Owner or his designee reserves the right to:

- a) Contact, in an emergency situation, a student's parent(s), legal guardian, spouse and/or the person designated as the emergency contact on the school's emergency contact form.
- b) Refer any case involving a violation of criminal or civil law to the proper law enforcement agency.
- c) Pursue disciplinary action against a student on behalf of the school based on reliable information from a member of the Cannella School of Hair Design indicating that a violation of the Rules and Regulations has taken place.
- d) Suspend a student on an interim basis upon findings that the continued presence of the accused does any of the following:
  - constitutes a threat to the safety or well-being of the accused, any other member of the school, or any invited guest;
  - risks destruction of property; or
  - risks disruption of classroom or other campus activities.
- e) A final determination of the charges against any student summarily suspended on an interim basis shall be made through appropriate hearing procedures within 10 class days of such suspension. During this time the accused shall forfeit those school rights and privileges as the School Owner or his designee feels are appropriate. Should it be found that the student did not commit the act(s) for which he/she was suspended, the suspension shall be revoked and the student reinstated immediately.
- f) Take any other action he/she deems appropriate to protect the health, safety and security of school members.

### *Disciplinary Procedures - Extraordinary*

In order to protect the safety and well-being of its school members, Cannella School of Hair Design reserves the right to immediately impose sanctions upon a student when it, in its sole discretion, feels there is sufficient risk to people or property.

### **Students Rights within the Disciplinary Process**

If a student is referred to the formal disciplinary process, he/she is entitled to the following rights as a guarantee of fundamental fairness:

1. An opportunity for a hearing in order to answer charges of alleged misconduct.
2. A written statement of the alleged violations in sufficient enough detail to enable the student to prepare a defense. This statement will be available at least three class days prior to the hearing and should include information on the hearing date, time and location.
3. The right to be accompanied by an advisor of the student's choice. Advisors cannot be students who are involved in the same disciplinary matter being reviewed and must be a current member of the school (faculty, staff, or student).
4. A statement of the possible sanctions that may be imposed.
5. The case will be heard by the School Owner or his/her designee.
6. The right to present witnesses on one's behalf or to question witnesses' statements, whether presented verbally or in writing.
7. The right to ask for clarification of any policies or proceedings prior to beginning the disciplinary hearing process.
8. The right to have reasonable access to file information specific to one's case.
9. The right to a separate hearing when a single incident gives rise to charges against more than one student.
10. The right to speak on one's own behalf.
11. The right to have proceedings and documentation kept confidential. All hearings, proceedings and case information are considered closed and

confidential except to those who have a direct and vested interest in them.

12. The right to a written decision (result) from corporate office within five class days of completion of the last hearing.
13. The right to appeal on prescribed grounds.
14. The right to be notified, in writing, of the outcome of any appeal.

A student's status will not usually be altered until the final outcome of a disciplinary hearing is reached. However, the school reserves the right to take immediate action to reasonably ensure safety and security, including removing or suspending a student or employee from the school on an interim basis pending final determination of any disciplinary action.

### **Rights of Individuals Reporting a Complaint**

In all cases of occurring on property or during any school sponsored or supervised activity, the complainant is fully afforded all of the following rights:

1. The right to file a criminal complaint and a Title IX complaint simultaneously.
2. The right to seek medical treatment, and to report his/her case through the sanction processes noted above and/or the legal system. Complainant also have the right to refuse any and all of the above without reproach from any school personnel.
3. The right to be treated with dignity and seriousness by school personnel.
4. The right to be reasonably free from intimidation and harm.
5. The right to be made aware of existing counseling and other student services available.
6. The right to be notified, in writing if, in sanctioning the accused, a ban prohibiting contact with the complainant.
7. The right to be granted a transfer to another school.
8. The right to present witnesses on one's behalf or to question witnesses' statements, whether presented verbally or in writing.
9. The right to be accompanied by an advisor of the student's choice. Advisors cannot be students who are involved in the same disciplinary matter being reviewed and must be a current member of the school (faculty, staff, or student).
10. The right to speak on one's own behalf.
11. The right to be notified, in writing, of the outcome of any school disciplinary proceeding conducted against the person accused.
12. The accused will not be notified of the individual remedies offered or provided to the complainant.
13. The right to request a review by the School President of the administrative actions taken or not taken. The President shall determine whether the investigation was conducted fairly and in conformity with prescribed procedures, whether the decision reached was based upon substantial information, and whether the sanctions imposed were appropriate for the violation. The President at his/her discretion may require additional school actions.
14. The right to be notified, in writing, of the outcome of any review by the School President.

### **Definitions of Advisor, Proceeding, and Result:**

1. Advisor is any individual who provides the accuser or accused support, guidance, or advice.
2. Proceeding are all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.
3. Result is any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution.

### **Unfounded Crimes:**

The school may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore "unfounded." Only sworn or commissioned law enforcement personnel may "unfound" a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not "unfound" a crime report.

### **Student Grievance Procedure**

The school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final

resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the school. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the school within 60 days of the date that the act which is the subject of the grievance occurred.
2. The student can read their rights either on the "Annual Security Report" handbook (Request a copy at the Main Office) or school's website: [http://cannellabeautyschools.com/cbs\\_disclosures.html](http://cannellabeautyschools.com/cbs_disclosures.html). Please refer to "Student Disciplinary Action" and "Rights of Individuals Reporting a Complaint".
3. The complaint form will be given to the school manager.
4. The complaint will be review by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
5. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to Corporate.
6. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
7. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
8. Students must exhaust the schools internal complaint process before submitting the complaint to the **School's Accrediting Agency**: NACCAS, 3015 Colvin Street, Alexandria, VA 22314, Phone: (703) 600-7600 or **IDFPR Complaint Intake Unit Chicago**: Department of Financial and Professional Regulation, Division of Professional Regulation, Complaint Intake Unit, 100 West Randolph Street, Suite 9-300, Chicago, IL 60601, Phone: 312/814-6910.