

## **Campus Safety and Security Report**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires institutions of higher education, both public and private, to disclose information about crime on and around their campuses. Institutions are required to report specific information each year regarding the safety and security of their campus. The Clery Act designates areas to be included as "Clery Act Geography":

- On campus
- On public property bordering campus; and
- In non-campus areas leased or otherwise controlled by the educational institution

In compliance with the student Right-To-Know and the Campus Security Act, Ohio State School of Cosmetology and The Spa School has prepared this information on crime awareness and campus security for all students and employees, and applicant for enrollment or employment.

### **Safety and Security Report**

Ensuring the safety and security of our institutions is a critical priority for Ohio State School of Cosmetology and The Spa School. In recognition of this fact and in keeping with applicable federal requirements, Ohio State School of Cosmetology and The Spa School publishes each year this Safety and Security Report, available to all enrolled students , prospective students and employees, by December 31, 2020 (usually available by October 1<sup>st</sup> each year; extended this year due to COVID-19. Notice is sent to each student and staff via email of the availability of the Safety and Security Report . This report includes statistics for the previous three years concerning reported crimes that occurred on campus, property owned or controlled by our schools and public areas adjacent to and accessible from our schools. The required information is listed by location and can be accessed at <http://nces.ed.gov/collegenavigator/>. Although this information is available electronically, a hard copy may be obtained through our Administrative Office.

### **Policies and Information Relating to Campus Safety and Security**

I. Campus policies regarding procedures for reporting criminal actions or other emergencies occurring on campus.

- A. Student or employees witnessing or involved in any kind of criminal action or emergency on campus shall report this action to their Instructor or Program Manager. If the Instructor or the Program Manager is unavailable, then report to the Campus Director.
- B. All such reports shall be given to the Campus Director who will take actions as necessary. This includes, but is not limited to:
  - (1) Calling emergency services as required
  - (2) Reports to the local authorities or jurisdiction
  - (3) Referral of student or employee to agencies to receive necessary assistance.
  - (4) Collecting and maintaining a file of all such reports.



## II. Policies concerning security and access to campus facilities.

- A. The campus area is accessible only during normal business hours. Responsible management personnel will be available on campus during all normal business hours to ensure timely reaction to any and all incidents reported.
- B. Ohio State School of Cosmetology and The Spa School does not own or control any housing, but all students and employees are advised to check with apartment managers and or local law enforcement agencies as to residence security. Maintenance of campus facilities is considered to be of the highest Priority. All campus facilities will be maintained in a manner to ensure a safe and secure workplace.

## III. Policies concerning campus law enforcement.

- A. Ohio State School of Cosmetology and The Spa School campus law enforcement is enforced by local law enforcement agencies.
- B. Students or employees who witness or are involved in any kind of criminal action or emergency and do not report the crime or emergency promptly may be subject to termination from enrollment or employment.

IV. An orientation is held with new students and employees to inform them about campus security procedures and practices, and to encourage them to be responsible for their own security and the security of others. Instructors and the Administrative Staff will continue to remind students and employees of their need to remain security conscious throughout their enrollment or employment.

V. Ohio State School of Cosmetology and The Spa School has a policy to inform students and employees about crime prevention and is a one on one Instructor to Student, Supervisor to employee communication and the need to be security conscious.

VI. Statistics concerning the occurrence on campus from January 1, 2017 to December 31, 2019 of the following criminal offenses, reported to campus security authorities or local police agencies are listed on the following four (4) pages

:

**Ohio State School of Cosmetology, 6077 Gender Rd, Canal Winchester, OH 43110**

**Annual Jeanne Clery Crime Statistics Report**

**January 1 - December 31, 2019**

**Report Date: December 31, 2020**

<b>Crimes</b>	<b>On-Campus Property</b>			<b>Non-Campus Property</b>			<b>Public Property</b>		
<b>Criminal Homicide</b>	2019	2018	2017	2019	2018	2017	2019	2018	2017
<i>Murder/Non-Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0
<i>Manslaughter by Negligence</i>	0	0	0	0	0	0	0	0	0
<b>Sex Offenses</b>	2019	2018	2017	2019	2018	2017	2019	2018	2017
<i>Rape</i>	0	0	0	0	0	0	0	0	0
<i>Fondling</i>	0	0	0	0	0	0	0	0	0
<i>Incest</i>	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0
	2019	2018	2017	2019	2018	2017	2019	2018	2017
<b>Robbery</b>	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>	No hate crimes were reported for 2017, 2018 and 2019.								
<b>VAWA – Campus Save Act Campus Sexual Violence Incidents</b>	2019	2018	2017	2019	2018	2017	2019	2018	2017
<i>Dating Violence</i>	0	0	0	0	0	0	0	0	0
<i>Domestic Violence</i>	0	0	0	0	0	0	0	0	0
<i>Stalking</i>	0	0	0	0	0	0	0	0	0
<b>Illegal Weapons Violation</b>	2019	2018	2017	2019	2018	2017	2019	2018	2017
<i>Arrests</i>	0	0	0	0	0	0	0	0	0
<i>Disciplinary Referrals</i>	0	0	0	0	0	0	0	0	0
<b>Drug Violations</b>	2019	2018	2017	2019	2018	2017	2019	2018	2017
<i>Arrests</i>	0	0	0	0	0	0	0	0	0
<i>Disciplinary Referrals</i>	0	0	0	0	0	0	0	0	0
<b>Liquor Law Violations</b>	2019	2018	2017	2019	2018	2017	2019	2018	2017
<i>Arrests</i>	0	0	0	0	0	0	0	0	0
<i>Disciplinary Referrals</i>	0	0	0	0	0	0	0	0	0

This chart includes offenses that were reported to Ohio State School of Cosmetology officials who have significant responsibility for student and campus activities. These offenses are compiled using the UCR Handbook for reporting procedures in accordance with the provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Ohio State School of Cosmetology does not have on-campus housing.

**The Spa School, 5050 N. High St, Columbus, OH 43214**

**Annual Jeanne Clery Crime Statistics Report**

**January 1 - December 31, 2019**

**Report Date: December 31, 2020**

<b>Crimes</b>	<b>On-Campus Property</b>			<b>Non-Campus Property</b>			<b>Public Property</b>		
<b>Criminal Homicide</b>	2019	2018	2017	2019	2018	2017	2019	2018	2017
<i>Murder/Non-Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0
<i>Manslaughter by Negligence</i>	0	0	0	0	0	0	0	0	0
<b>Sex Offenses</b>	2019	2018	2017	2019	2018	2017	2019	2018	2017
<i>Rape</i>	0	0	0	0	0	0	0	0	0
<i>Fondling</i>	0	0	0	0	0	0	0	0	0
<i>Incest</i>	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0
	2019	2018	2017	2019	2018	2017	2019	2018	2017
<b>Robbery</b>	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	1	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>	No hate crimes were reported for 2017, 2018 and 2019.								
<b>VAWA – Campus Save Act Campus Sexual Violence Incidents</b>	2019	2018	2017	2019	2018	2017	2019	2018	2017
<i>Dating Violence</i>	0	0	0	0	0	0	0	0	0
<i>Domestic Violence</i>	0	0	0	0	0	0	0	0	0
<i>Stalking</i>	0	0	0	0	0	0	0	0	0
<b>Illegal Weapons Violation</b>	2019	2018	2017	2019	2018	2017	2019	2018	2017
<i>Arrests</i>	0	0	0	0	0	0	0	0	0
<i>Disciplinary Referrals</i>	0	0	0	0	0	0	0	0	0
<b>Drug Violations</b>	2019	2018	2017	2019	2018	2017	2019	2018	2017
<i>Arrests</i>	0	0	0	0	0	0	0	0	0
<i>Disciplinary Referrals</i>	0	0	0	0	0	0	0	0	0
<b>Liquor Law Violations</b>	2019	2018	2017	2019	2018	2017	2019	2018	2017
<i>Arrests</i>	0	0	0	0	0	0	0	0	0
<i>Disciplinary Referrals</i>	0	0	0	0	0	0	0	0	0

This chart includes offenses that were reported to The Spa School officials who have significant responsibility for student and campus activities. These offenses are compiled using the UCR Handbook for reporting procedures in accordance with the provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The Spa School does not have on-campus housing.

**Ohio State School of Cosmetology, 789 Hebron Rd, Ste J & Ste C, Heath, OH 43056**

**Annual Jeanne Clery Crime Statistics Report**

**January 1 - December 31, 2019**

**Report Date: December 31, 2020**

<b>Crimes</b>	<b>On-Campus Property</b>			<b>Non-Campus Property</b>			<b>Public Property</b>		
<b>Criminal Homicide</b>	2019	2018	2017	2019	2018	2017	2019	2018	2017
<i>Murder/Non-Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0
<i>Manslaughter by Negligence</i>	0	0	0	0	0	0	0	0	0
<b>Sex Offenses</b>	2019	2018	2017	2019	2018	2017	2019	2018	2017
<i>Rape</i>	0	0	0	0	0	0	0	0	0
<i>Fondling</i>	0	0	0	0	0	0	0	0	0
<i>Incest</i>	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0
	2019	2018	2017	2019	2018	2017	2019	2018	2017
<b>Robbery</b>	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>	No hate crimes were reported for 2017, 2018 and 2019.								
<b>VAWA – Campus Safe Act Campus Sexual Violence Incidents</b>	2019	2018	2017	2019	2018	2017	2019	2018	2017
<i>Dating Violence</i>	0	0	0	0	0	0	0	0	0
<i>Domestic Violence</i>	0	0	0	0	0	0	0	0	0
<i>Stalking</i>	0	0	0	0	0	0	0	0	0
<b>Illegal Weapons Violation</b>	2019	2018	2017	2019	2018	2017	2019	2018	2017
<i>Arrests</i>	0	0	0	0	0	0	0	0	0
<i>Disciplinary Referrals</i>	0	0	0	0	0	0	0	0	0
<b>Drug Violations</b>	2019	2018	2017	2019	2018	2017	2019	2018	2017
<i>Arrests</i>	0	0	0	0	0	0	0	0	0
<i>Disciplinary Referrals</i>	0	0	0	0	0	0	0	0	0
<b>Liquor Law Violations</b>	2019	2018	2017	2019	2018	2017	2019	2018	2017
<i>Arrests</i>	0	0	0	0	0	0	0	0	0
<i>Disciplinary Referrals</i>	0	0	0	0	0	0	0	0	0

This chart includes offenses that were reported to Ohio State School of Cosmetology officials who have significant responsibility for student and campus activities. These offenses are compiled using the UCR Handbook for reporting procedures in accordance with the provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Ohio State School of Cosmetology does not have on-campus housing.

**Ohio State School of Cosmetology, 137 E. Center St, Marion, OH 43302**

**Annual Jeanne Clery Crime Statistics Report**

**January 1 - December 31, 2019**

**Report Date: December 31, 2020**

<b>Crimes</b>	<b>On-Campus Property</b>			<b>Non-Campus Property</b>			<b>Public Property</b>		
<b>Criminal Homicide</b>	2019	2018	2017	2019	2018	2017	2019	2018	2017
<i>Murder/Non-Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0
<i>Manslaughter by Negligence</i>	0	0	0	0	0	0	0	0	0
<b>Sex Offenses</b>	2019	2018	2017	2019	2018	2017	2019	2018	2017
<i>Rape</i>	0	0	0	0	0	0	0	0	0
<i>Fondling</i>	0	0	0	0	0	0	0	0	0
<i>Incest</i>	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0
	2019	2018	2017	2019	2018	2017	2019	2018	2017
<b>Robbery</b>	0	0	0	0	0	0	0	1	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>	No hate crimes were reported for 2017, 2018 and 2019.								
<b>VAWA – Campus Save Act Campus Sexual Violence Incidents</b>	2019	2018	2017	2019	2018	2017	2019	2018	2017
<i>Dating Violence</i>	0	0	0	0	0	0	0	0	0
<i>Domestic Violence</i>	0	0	0	0	0	0	0	0	0
<i>Stalking</i>	0	0	0	0	0	0	0	0	0
<b>Illegal Weapons Violation</b>	2019	2018	2017	2019	2018	2017	2019	2018	2017
<i>Arrests</i>	0	0	0	0	0	0	0	0	0
<i>Disciplinary Referrals</i>	0	0	0	0	0	0	0	0	0
<b>Drug Violations</b>	2019	2018	2017	2019	2018	2017	2019	2018	2017
<i>Arrests</i>	0	0	0	0	0	0	0	0	0
<i>Disciplinary Referrals</i>	0	0	0	0	0	0	0	0	0
<b>Liquor Law Violations</b>	2019	2018	2017	2019	2018	2017	2019	2018	2017
<i>Arrests</i>	0	0	0	0	0	0	0	0	0
<i>Disciplinary Referrals</i>	0	0	0	0	0	0	0	0	0

This chart includes offenses that were reported to Ohio State School of Cosmetology officials who have significant responsibility for student and campus activities. These offenses are compiled using the UCR Handbook for reporting procedures in accordance with the provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Ohio State School of Cosmetology does not have on-campus housing.

## **EMERGENCY PROCEDURES**

***Incoming students receive information regarding emergency procedures and take a tour of the facility to review evacuation procedures during orientation on the first day of class.***

***An Emergency Response and Evacuation Procedure Drill/Test will be conducted quarterly.***

### **INJURY OR ILLNESS :**

- Call 911
- Administer first aid, only to the extent you have had training to do so.
- Disperse crowds and try to normalize the situation
- Complete a confidential accident/injury form

### **EVACUATE BUILDING**

- Call 911
- Evacuate the building through nearest (safe) exit to predetermined "meeting place"
- Clinic instructor is to secure the student sign-in clipboard  
(roll call will be conducted outside to insure all persons have exited the building)
- Instructors are to be prepared to turn circuit breakers off should the need arise to prevent fire or other unsafe conditions

### **SECURE / LOCKDOWN BUILDING**

- Call 911 (for security related concerns other than weather)
- Assemble staff and student in predetermined meeting area
- Communicate concern to staff and students

Securing and lockdown of the building is used to protect our students. This will also minimize the risk of threats of violence.

### ***Staff should do the following if a lockdown is ordered:***

Lock all doors and windows immediately. If a door can't be locked, attempt to quickly block the door with heavy items

- Never open doors or windows unless ordered to do so by a safety or school official. Always ask for documentation from an official to confirm their identity
- Turn off all lights, and close the blinds or curtains
- Instruct all students to stay low and away from the windows and doors
- Keep students inside of the designated classroom
- Silence televisions, cell phones and other electronics
- Clear hallways, bathrooms and any area or room that cannot be thoroughly secured
- Account for every student in the room
- Assist those with special needs
- Remain indoors and under lockdown until you receive an "all clear" from authorized personnel

### ***Students should abide by the following rules during a school lockdown:***

- Alert a faculty member or staff if you know that someone is simply pulling a prank
- Remain quiet, still, calm and alert
- Follow all instructions
- Only use cellular devices if it is an emergency or if instructed to do so

### **Fire Safety**

Salon Schools Group is not required to submit a Fire Safety report as we do not provide housing facilities. However, the School recognizes the importance of preparing students, clients and staff members in the event of a fire emergency.

The school will perform fire drills at a frequency in compliance with local fire department recommendations. Any person in the building at the time of scheduled fire drills will be required to participate, regardless of their status as a staff member, student or client of the school.

### **INCLEMENT WEATHER**

School may be cancelled due to impending inclement weather. Information regarding school closure or early release will be conveyed via electronic notification, website notification and radio announcements.

### **STUDENT AND STAFF TRAINING FOR CAMPUS SECURITY PROCEDURES**

- Staff will receive Campus Security Training Procedures during the Annual Staff Educational Training Session
- Staff hired after Annual Staff Educational Training Session will receive this training during their Staff Orientation
- Student Safety and Prevention education occurs during the student's first day Orientation and notice is sent annually regarding access to the most recent Security Report.

## **VII. Drug and Alcohol Abuse Prevention**

Statement on the unlawful possession, use, or distribution of illicit drugs and alcohol

The Salon Schools Group standard of conduct is that no student or employee will report to Salon Schools Group under the influence of or unlawfully possess, use, or distribute illicit drugs and alcohol on campus property or as part of any Salon Schools Group activities.

### **Drugs and Alcohol (Drug-Free School and Community Act of 1989)**

Salon Schools Group is unequivocally opposed to the misuse of lawful drugs and the possession and use of unlawful drugs. Pursuant to the requirements of the Drug-Free School and Community Act Amendments of 1989 (PL 101-226), Salon Schools Group has adopted and implemented drug and alcohol policies and programs designed to prevent drug and alcohol problems within our school. The policies and programs are designed to identify problems at the earliest stage, motivate the affected individuals to seek help, and to direct the individual toward the best assistance available.

### **State and Federal Laws and Sanctions**

Applicable legal sanctions under local, state or federal law for the unlawful use, possession or distribution of illicit drugs or alcohol are set forth in the referenced laws.

#### **State:**

Ohio Revised Code Chapters

2925 - Drug Offenses

3719 - Controlled Substances

4301 - Liquor Control Laws



**Federal:**

Federal (Harrison) Narcotic Act

Federal Narcotic Drugs

Import and Export Act Federal Food Drug and Cosmetic Act

Federal Alcohol Administration

These sanctions can include probation, fines, driver's license suspension, and/or incarceration. Future revisions, amendments, or additions to these or other applicable codes are incorporated into this policy by this reference.

**Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including murder, rape, armed robbery, vandalism, spouse and child abuse, and drunk driving. Moderate to high doses of alcohol can cause marked impairment in higher mental functions, severely altering a person's ability to learn and remember information. Heavy use may cause chronic depression and suicide, and is also greatly associated with the abuse of other drugs. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described. The use of even small amounts of alcohol by pregnant women can damage their fetus.

Long term heavy alcohol use can cause digestive disorders, cirrhosis of the liver, circulatory system disorders and impairment of the central nervous system, all of which may lead to an early death. Repeated use of alcohol can lead to dependence, particularly in persons with one or more parents or grandparents who were problem drinkers. At least 15-20% of heavy users will eventually become problem drinkers or alcoholics if they continue drinking. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms including severe anxiety, tremors, hallucinations and convulsions, which can be life threatening.

All illicit drugs are health threatening. Examples include: cannabis - impairment of short-term memory and comprehension and ability to perform tasks requiring concentration, lung damage, paranoia and possible psychosis; narcotics, depressants, stimulants and hallucinogens - nervous system disorders with possible death the result of an overdose. Illicit inhalants can cause liver damage. Dependence and addiction are a constant threat to users. AIDS is widely spread among intravenous drug users.

**School Sanctions**

The unlawful manufacture, possession, use or distribution of any drugs and/or alcohol is strictly prohibited by Salon Schools Group. Any drug statute conviction from a violation occurring at Salon Schools Group or during any school related activities will result in immediate termination. Salon Schools Group will enforce a drug free school and workplace and will have the right to act in any or all, but not limited to, the following manners: conference with student or employee verbally, notify student/employee or treatment centers, suspension/termination, referral for prosecution to local/state law enforcement.

It will be determined how any such case will be handled on a case-by-case basis. A disciplinary committee, led by the Campus Director, will determine at which point each action will be enforced.

The school will conduct a biennial review of its program to determine its effectiveness and implement changes if they are needed and ensure that any disciplinary sanctions are consistently enforced.

VIII. Drug and Alcohol Abuse Programs available to students and Employees, as required by the Higher Education Act: Available Rehabilitation and Treatment  
Drug and alcohol counseling and rehabilitation referrals are available through the Student Liaison, Judy Sabo (614) 565-8288

**In addition, help is also available through the following:**

Alcoholics Anonymous  
(614) 253-8501

Narcotics Anonymous  
(800) 587-4232

**Franklin County:**

Advanced Recovery Services  
(614) 907-8724  
Dublin & Northwest Counseling Center  
(614) 889-5722  
CompDrug (Hotline)  
(614) 224-4673  
The Recovery Center (Canal Winchester)  
(614) 829-7600

**Licking County:**

LAPP – Licking County Alcohol & Drug  
Prevention  
(740) 366-7303  
Licking County Mental Health & Recovery  
Services  
(740) 522-1234  
A Pathways Program (Hotline)  
(740) 345-4357

IX. Any student or employee who is involved in the following will be subject to Disciplinary actions, up to and including suspension or termination from the institution:

- A. Engages in vandalism or theft of school or student property
- B. Acts in an obscene, vulgar or abusive manner
- C. Attends school under the influence of or participates in the use or sale of a controlled, illegal or intoxicating substance.

X. Should a sex offense occur, procedure will be followed, including who to Contact, the importance of preserving evidence, options for the notification of Local law enforcement officials, available counseling and any other services for victims, procedures for disciplinary actions and possible sanctions. The sexual assault prevention program will be available.

XI. Should any crimes occur that are considered to represent a threat to Students and/or employees, they will be reported to local law enforcement in a timely manner so as to protect the Safety of staff and students.

XII. Emergency Response/Evacuation Procedures- In the event of an emergency, students, faculty and staff will be notified via text message. Salon Schools Group will perform an annual text of the emergency/evacuation text messaging system. All students are responsible for updating their telephone numbers with the Administrative Coordinators.

XIII. Registered Sexual Offenders- Individuals can find those individuals who are registered sex offenders from the Ohio Department of Law Enforcement's website.

<http://www.drc.ohio.gov>



Ohio State School of Cosmetology (Salon Schools Group)  
The Spa School (Salon Schools Group)

Ohio State School of Cosmetology

&

The Spa School

Sexual Misconduct Policy &

Procedures for Responding to Sexual Misconduct

Revised: December 30, 2020

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# **OHIO STATE SCHOOL OF COSMETOLOGY THE SPA SCHOOL**

## **CAMPUS SEXUAL MISCONDUCT POLICIES**

### **1. Introduction**

The Salon Schools Group is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual misconduct. Every member of the Salon Schools Group community should be aware that the school is strongly opposed to sexual misconduct, and that such behavior is prohibited by state and federal laws.

As part of Salon Schools Group's commitment to providing a working and learning environment free from sexual misconduct, this Policy shall be disseminated widely to the school community through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. Salon Schools Group provides training to key staff members to enable the school to handle any allegations of sexual misconduct promptly and effectively. Salon Schools Group will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

### **2. Scope of the Policy**

This Policy governs sexual misconduct involving students that occurs on any Salon Schools Group property or in connection with any school-sponsored program or event. This Policy applies to all students, employees, and third parties conducting business with Salon Schools Group, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. Salon Schools Group encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the school can respond appropriately. As further described in this Policy, Salon Schools Group will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

### **3. Prohibited Conduct**

Sexual misconduct comprises a broad range of behaviors focused on sex that may or may not be sexual in nature. Any intercourse or other intentional sexual touching or activity without the other person's consent is sexual assault, which is a form of sexual misconduct under this Policy. Sexual harassment and sexual exploitation, stalking, domestic violence, and dating violence are also forms of sexual misconduct. Intimidation for one of these purposes is sexual misconduct, as is retaliation following an incident of alleged sexual misconduct or attempted sexual misconduct. The definitions for specific acts of sexual misconduct can be found in the Definitions of Key Terms at the end of this Policy statement.

Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different sex or gender. **This Policy prohibits all forms of sexual misconduct.**

### **4. Options for Assistance Following an Incident of Sexual Misconduct**

Salon Schools Group strongly encourages any victim of sexual misconduct to seek immediate assistance. Seeking prompt assistance may be important to ensure a victim's physical safety or to obtain medical care. Salon Schools Group strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

**Reporting Incidents of Sexual Misconduct.**

Victims of sexual misconduct may file a report with the Columbus Police Department at (614) 252-4351, Heath Police Department at (740) 522-2141, Canal Winchester Police Department at (614) 837-7913, Westerville Police Department at (614) 901-6406, Worthington Police Department (Spa School location) at (614) 436-8794 or the Dublin Police Department at (614) 889-1112. Victims may also file a report with the Title IX Coordinator at the Administrative Office. More information about reporting an incident of sexual misconduct can be found in Section 6 of this Policy, below.

The victim of the sexual assault may choose for the investigation to be pursued through the criminal justice system and Salon Schools Group's disciplinary procedures. The school and the criminal justice system work independently from each other. Law enforcement officers do not determine whether a violation of this Policy has occurred. The campus Title IX Coordinator will guide the victim through the available options and support the victim in his or her decision.

**Support Services Available.**

Counseling, advocacy and support services are available for victims of sexual misconduct, whether or not a victim chooses to make an official report or participate in the school's disciplinary or criminal process. Salon Schools Group does not provide counseling or health care services. Personal counseling offered by Salon Schools Group will be limited to initial crisis assessment and referral.

Sexual misconduct crisis and counseling options are available locally and nationally through a number of agencies, including:

***National Resources:***

National Sexual Assault Hotline - 800-656-4673  
National Domestic Violence Hotline - 800-799-7233

***Local Resources:***

24-hour Rape Hotline - 614-267-7020

***Health Care Services:***

Advanced Recovery Services – 614-918-3329  
Behavioral Healthcare Partners of Central Ohio – 740-522-8477 (Licking Cty)  
Columbus Area Integrated Health Services – 614-252-0711  
Mid – Ohio Psychological Services, Inc – 614-751-0042 (Franklin Cty) / 614-740-281-1778 (Licking Cty)

***Other Services:***

CHOICES for Victims of Domestic Violence – 614-224-4663  
Covent House – Youth and Family Crisis – 800-999-9999  
Suicide Hotline – 614-221-5445  
Center for New Beginnings (Licking Cty) – Domestic Violence – 740-349-8719  
Netcare Access (24-hr Line-Mental Health) – 614-276-2273  
Ohio Department of Rehabilitation and Correction  
Office of Victim Services - 614-728-1976 or 888-842-8464

The campus Title IX Coordinator will work with all students affected by sexual misconduct to ensure their safety and support their wellbeing. This assistance may include providing accommodations to support or protect a student after an incident of sexual misconduct and while an investigation or disciplinary proceeding is pending. Such accommodations may include the ability to alter class schedules, withdraw from/retake a class without penalty, and access academic support (e.g., tutoring).

Salon Schools Group may be able to provide additional interim measures to victims while an investigation is pending, such as no contact orders and changing the alleged perpetrator's class schedule.

## **5. Title IX Coordinator**

The campus Title IX Coordinator is responsible for monitoring and overseeing Salon Schools Group's compliance with Title IX and the prevention of sex harassment, sexual misconduct and discrimination. The Title IX Coordinator is:

- Knowledgeable and trained in Salon Schools Group policies and procedures and relevant state and federal laws;
- Available to advise any individual, including a complainant, respondent, or a third party, about Salon Schools Group and community resources and reporting options;
- Available to provide assistance to any Salon Schools Group employee regarding how to respond appropriately to a report of Title IX-related prohibited conduct and related retaliation;
- Participates in ensuring the effective implementation of this Policy, including monitoring compliance with all procedural requirements, record keeping, and timeframes; and
- Responsible for overseeing training, prevention, and education efforts and annual reviews of climate and culture.

Inquiries or concerns about Title IX may be referred to the campus Title IX Coordinator:

Sabrina Walden  
Administrative Office  
1720 E. Broad Street, Columbus, Ohio 43203  
614-252-5252 / [swalden@salonschools.com](mailto:swalden@salonschools.com)

## **6. Reporting Policies and Protocols**

Salon Schools Group strongly encourages all members of the school community to report information about any incident of sexual misconduct as soon as possible, whether the incident occurred on or off campus. Reports can be made either to the school and/or to law enforcement.

### **Reporting to the Institute**

An incident of sexual misconduct may be reported directly to the campus Title IX Coordinator. If the campus Title IX Coordinator is the alleged perpetrator of the sexual misconduct, the report should be submitted to the Salon Schools Group President. Filing a report with a school official will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

An individual who has experienced an incident of sexual misconduct may report the incident at any time, regardless of how much time has elapsed since the incident occurred. Salon Schools Group is committed to supporting the rights of a person reporting an incident of sexual misconduct to make an informed choice among options and services available.

Salon Schools Group will respond to all reports in a manner that treats each individual with dignity and respect and will take prompt responsive action to end any misconduct, prevent its recurrence, and address its effects.

### **Reporting to Law Enforcement**

An incident of sexual misconduct can be reported to law enforcement at any time, 24 hours a day/7 days a week, by calling 911. At the complainant's request, Salon Schools Group will assist the complainant in contacting law enforcement. If the complainant decides to pursue the criminal process, the school will cooperate with law enforcement agencies to the extent permitted by law. A complainant has the option to decide whether or not to participate in any investigation conducted by law enforcement. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- Assure the victim has a referral to confidential counseling from counselors specifically trained in the area of sexual assault

### **Reporting of Crimes & Annual Security Reports**

Campus safety and security are important issues at the Salon Schools Group. Our goal is to provide students with a safe environment in which to learn and to keep students, parents, and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to record and report certain information about campus safety, including the number of incidents of certain crimes on or near campus, some of which constitute sexual misconduct under this Policy.

Each year Salon Schools Group prepares this report to comply with the Clery Act. The full text of this report can be located on the school's web site at [www.salonschools.com](http://www.salonschools.com). This report is prepared in cooperation with the local law enforcement agencies around our campus. Each year notification is made to all enrolled students and employees that provides the web site to access this report.

Copies of the report may also be obtained in person from the Campus Director or by calling 614-252-5252. All prospective employees may obtain a copy from the Campus Director.

### **Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Director constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the most effective and efficient means available and may include instant messaging to students and Salon Schools Group employees. Notices may also be posted in the common areas throughout the school. Anyone with information warranting a timely warning should report the circumstances to the Campus Director by phone at 614-252-5252 or in person to the school manager at the school.

### **Third-Party and Anonymous Reporting**

In cases where sexual misconduct is reported to the Title IX Coordinator by someone other than the complainant (by an instructor, classmate or friend, for example), the Title IX Coordinator will promptly notify the complainant that a report has been received. This Policy and the Procedures will apply in the same manner as if the complainant had made the initial report. The Title IX Coordinator will make every effort to meet with the complainant to discuss available options and resources. Reports from an anonymous source will be treated in a similar fashion.

### **No Retaliation**

Salon Schools Group prohibits retaliation against those who file a complaint or third-party report, or otherwise participate in the investigative and/or disciplinary process (e.g., as a witness). The school will



take strong responsive action if retaliation occurs. Any incident of retaliation should be promptly reported to the Title IX Coordinator or the Salon Schools Group's President.

### **Coordination With Drug Free School Policy**

Students may be reluctant to report instances of sexual misconduct because they fear being disciplined pursuant to the Salon Schools Group's alcohol or drug policies. The Salon Schools Group encourages students to report all instances of sexual misconduct and will take into consideration the importance of reporting sexual misconduct in addressing violations of the school's alcohol and drug policies. This means that, whenever possible, the Salon Schools Group will respond educationally rather than punitively to student alcohol or drug policy violations associated with reported sexual misconduct.

## **7. School Policy on Confidentiality**

Salon Schools Group encourages victims of sexual misconduct to talk to somebody about what happened – so victims can get the support they need, and so the school can respond appropriately. This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual misconduct. Salon Schools Group encourages victims to talk to someone identified in one or more of these groups.

### **Privileged and Confidential Communications – Professional & Pastoral Counselors**

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX coordinator without a victim's permission. Salon Schools Group does not provide professional or pastoral counseling, but can assist a victim of sexual misconduct in obtaining support services from these groups or agencies. Contact information for these support organizations is listed in Section 4 of this Policy.

A victim who at first requests confidentiality may later decide to file a complaint with Salon Schools Group or report the incident to local law enforcement, and thus have the incident fully investigated.

**NOTE:** While these professional and pastoral counselors and advocates may maintain a victim's confidentiality vis-à-vis Salon Schools Group, they may have reporting or other obligations under state law.

**ALSO NOTE:** If Salon Schools Group determines that the alleged perpetrator(s) pose a serious and immediate threat to the school community, the Campus Director may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

### **Reporting to Title IX Coordinator**

When a victim tells the Title IX Coordinator about an incident of sexual misconduct, the victim has the right to expect Salon Schools Group to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

To the extent possible, information reported to the Title IX Coordinator will be shared only with people responsible for handling the school's response to the report. The Title IX Coordinator should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

Before a victim reveals any information to the Title IX Coordinator, the Coordinator should ensure that the victim understands the Coordinator's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the Title IX Coordinator what happened but also maintain confidentiality, the Coordinator should tell the victim that Salon Schools Group will consider the request, but cannot guarantee that the school will be able to honor it.

The Title IX Coordinator will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for Salon Schools Group to fully investigate an incident. By the same token, the Title IX Coordinator will not pressure a victim to make a full report if the victim is not ready to.

### **Requesting Confidentiality From Salon Schools Group: How the School Will Weigh the Request and Respond.**

If a victim discloses an incident to the Title IX Coordinator but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, Salon Schools Group must weigh that request against the school's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If Salon Schools Group honors the request for confidentiality, a victim must understand that the school's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when Salon Schools Group may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

The Title IX Coordinator will evaluate requests for confidentiality. When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual misconduct or other violence, such as:
- Whether there have been other sexual misconduct complaints about the same alleged perpetrator;
- Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
- Whether the alleged perpetrator threatened further sexual misconduct or other violence against the victim or others;
- Whether the sexual misconduct was committed by multiple perpetrators;
- Whether the sexual misconduct was perpetrated with a weapon;
- Whether the victim is a minor;
- Whether Salon Schools Group possesses other means to obtain relevant evidence of the sexual misconduct (e.g., security cameras or personnel, physical evidence);
- Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead Salon Schools Group to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the school will likely respect the victim's request for confidentiality.

**If Salon Schools Group determines that it cannot maintain a victim's confidentiality,** the school will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the school's response. Salon Schools Group will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or school employees, will not be tolerated.

Salon Schools Group will also:

- Assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance;
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the victim of the right to report a crime to local law enforcement – and provide the victim with assistance if the victim wishes to do so.

Salon Schools Group may not require a victim to participate in any investigation or disciplinary proceeding.

Because Salon Schools Group is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the school to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/ victimization surveys; and/or revisiting its policies and practices.

**If Salon Schools Group determines that it can respect a victim's request for confidentiality,** the school will also take immediate action as necessary to protect and assist the victim.

### **Miscellaneous**

**Take Back the Night and other public awareness events.** Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents of sexual violence, are not considered notice to Salon Schools Group of sexual misconduct for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts.

**Off-campus Counselors and Advocates.** Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with Salon Schools Group unless the victim requests the disclosure and signs a consent or waiver form. Contact information for these off-campus resources can be found in Section 4 of this Policy.

## **8. Investigation Procedures and Protocols**

The Title IX Coordinator oversees the Institute's investigation, response to, and resolution of all reports of prohibited sexual misconduct, and of related retaliation, involving students, faculty, and staff. The Title IX Coordinator will designate a specially trained investigator (or team of investigators) to interview the complainant, respondent and any witnesses. The investigator will also gather pertinent documentary materials (if any) and other information.

### **Notice of Investigation**

The Title IX Coordinator will inform the complainant before starting an investigation. The complainant may request that an investigation not be undertaken. The Title IX Coordinator will consider such a request in light of Salon Schools Group's commitment to provide a safe and non-discriminatory environment for all students.

If the Title IX Coordinator determines not to investigate, she will notify the complainant in writing, including that the determination was made at the complainant's request. At the complainant's request, the Title IX Coordinator will also notify the respondent in writing, including that the complainant asked Salon Schools Group not to investigate.

The investigator will direct the complainant, respondent, witnesses and other interested individuals to preserve any relevant evidence.

If an investigation proceeds, Salon Schools Group will notify the respondent in writing that a report has been filed. The notice will describe the allegations in the report. The complainant and respondent will be given the opportunity to meet separately with the Title IX Coordinator to review the Policy and these Procedures.

### **Investigation Process**

Salon Schools Group's process for responding to, investigating and adjudicating sexual misconduct reports will continue during any law enforcement proceeding. The investigator may need to temporarily delay an investigation while the police are gathering evidence but will resume the investigation after learning that the police department has completed its evidence-gathering and will generally not wait for the conclusion of any related criminal proceeding.

The investigator will interview the complainant, respondent and any witnesses. They will also gather pertinent documentary materials (if any) and other information.

### **Investigation Report**

The investigator will prepare a report detailing the relevant content from the interviews and the documentation gathered. The report will include the assessment of individual credibility and recommended findings of responsibility

The respondent and complainant will each have the opportunity to review a copy of the investigative report and any other information that will be used during the disciplinary proceedings. The names and other identifying information of other students will be redacted from such materials in accordance with the Family Educational Rights and Privacy Act (FERPA), except to the extent that doing so would interfere with the purpose of Title IX to eliminate sex-based discrimination. The Title IX Coordinator will supervise this review and ensure that reasonable time is afforded for review prior to the hearing.

### **Family Education Rights and Privacy Act (FERPA)**

In compliance with Public Law 93-380, "The Family Educational Rights and Privacy Act" (FERPA), the Academy has adopted policies and procedures which give students the opportunity to view their educational records upon request. Educational records mean those files, documents, and other material that contains information directly related to a student. Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff and are not accessible or revealed to any other person. The College will not permit access to, or the release of, confidential information to any individual or agency without the express written consent of the student except as follows:

- to other school officials who have educational interest in the information

- to officials or another school where the student seeks or intends to enroll or is enrolled, representatives of the Comptroller General of the United States, the Secretary of Education or State and local educational authorities relating to financial aid and is necessary to determine eligibility for aid, determine amount of aid, determine conditions for the aid, enforce the terms and the conditions of the aid
- to State officials if required by State statute
- to organizations , conducting studies for educational agencies or institutions to develop, validate, or administer student aid programs or improve instruction. No personally identifiable information will be released except to representatives of the organization and the information provided to the organization will be destroyed when no longer needed for the study
- to accrediting agency to carry out accrediting functions
- to parents of a dependent student
- to comply with a judicial order or subpoena
- to meet a health or safety emergency
- to an alleged victim of a crime or violence regarding the final results of disciplinary proceedings against the alleged perpetrator of the crime

All disclosures of information will be recorded in the file and will include parties receiving information and the legitimate interests of the parties for inspection of the records.

Personally identifiable information which is designated as directory information includes a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, degrees and awards received and the most recent previous educational agency of institution attended.

Such Directory Information may be disclosed by the School for any purpose, at its discretion. Currently enrolled students may withhold the disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Campus Director's office prior to the end of the second week in which the student begins classes.

Salon Schools Group assumes that failure on the part of any student to specifically request the withholding of Directory Information indicates individual approval for disclosure. For additional information regarding the Family Educational Rights and Privacy Act of 1974, please contact the Family Policy Compliance Office U.S Department of Education 400 Maryland Avenue Washington, D.C 20202-5901

Students may request to inspect and review his or her education records in writing to the Campus Director. They may also request, in writing to the Campus Director, if they are seeking amendments of their student records.

### **Time Frame for Investigation**

Consistent with the goal to maximize educational opportunities and minimize the disruptive nature of the investigation and resolution, the Title IX Coordinator seeks to resolve all reports in a timely manner.

In general, an investigation may last up to 30 days, from receipt of written notice from the complainant of the intent to proceed with an investigation. Adjudication will generally take up to 30 days from the date the investigative report is provided to both the complainant and the respondent.

The Title IX Coordinator may set reasonable time frames for required actions under the Policy. Those time frames may be extended for good cause as necessary to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, accommodate delays by the parties, account for school breaks or vacations, or address other legitimate reasons, including the complexity of the investigation (including the number of witnesses and volume of information provided by the parties) and the severity and extent of the alleged conduct.

Any extension of the timeframes, and the reason for the extension, will be shared with the parties in writing. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

Where necessary, Salon Schools Group will take immediate steps to protect complainants pending the final outcome of an investigation, including academic accommodations and other interim measures. These steps may include the ability to change class schedules; withdraw from/retake a class without penalty; access academic support such as tutoring; issue no contact orders; and change the alleged perpetrator's class schedule.

### **Impact of Victim's Confidentiality Request**

A victim's request for confidentiality will likely limit Salon Schools Group's ability to investigate a particular matter. The school may take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Examples include: providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; providing training and education materials for students and employees; revising and publicizing Salon Schools Group's policies on sexual misconduct; and conducting climate surveys regarding sexual misconduct.

### **Voluntary Resolution**

Voluntary resolution, when selected by the complainant and deemed appropriate by the Title IX Coordinator, is a path designed to eliminate the conduct at issue, prevent its recurrence, and remedy its effects in a manner that meets the expressed preference of the complainant and the safety and welfare of the Salon Schools Group community. Voluntary resolution is not appropriate for all forms of conduct under the Policy.

Salon Schools Group retains the discretion to determine, when selected by the complainant, which cases are appropriate for voluntary resolution. If a complainant requests voluntary resolution, and the Title IX Coordinator concludes that voluntary resolution is appropriate, then the Title IX Coordinator will take appropriate action by imposing remedies designed to maximize the complainant's access to all employment, educational, and extracurricular opportunities and benefits at the school and to eliminate a potential hostile environment.

A complainant may request and decide to pursue voluntary resolution at any time. In those cases in which the voluntary resolution involves either the notification to or participation by the respondent, it is the respondent's decision whether to accept voluntary resolution.

Voluntary resolution may include: conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; facilitating a meeting with the respondent with the complainant present (in cases that do not involve sexual assault); and any other remedy that can be tailored to the involved individuals to achieve the goals of the Policy. In some forms of voluntary resolution, the remedies imposed will focus on supporting the complainant with no participation or

involvement by the respondent. In other forms of voluntary resolution, the respondent may agree to participate. Depending on the type of remedy used, it may be possible for a complainant to maintain anonymity.

Voluntary resolution may also include restorative principles that are designed to allow a respondent to accept responsibility for misconduct and acknowledge harm to the complainant or to the Salon Schools Group community. Restorative models will be used only with the consent of both parties, and following a determination by the Title IX Coordinator that the matter is appropriate for a restorative approach. Salon Schools Group will not compel a complainant to engage in mediation, to confront directly the respondent, or to participate in any particular form of informal resolution.

Mediation, even if voluntary, is never appropriate in sexual assault cases and will not be used in such cases. As the title implies, participation in voluntary resolution is a choice, and either party can request to end this manner of resolution and pursue an investigation and adjudication at any time, including if voluntary resolution is unsuccessful at resolving the report. Similarly, a complainant can request to end an investigation and pursue voluntary resolution at any time.

The time frame for completion of voluntary resolution may vary, but Salon Schools Group will seek to complete the process within 15 days of the complainant's request.

## **9. Grievance/Adjudication Procedures**

### **Hearing Panel**

If voluntary resolution is not available, Salon Schools Group will convene a hearing panel following the end of the investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the matter proceeds to the sanctions stage.

The hearing panel will generally include the Title IX Coordinator and two additional members who will be individuals associated with Salon Schools Group. These additional hearing panel members may include administrators, officers, lawyers or other individuals with relevant experience and special training. Panel members may participate remotely so long as the hearing room is equipped with telephone equipment that allows the panel member to hear all the participants and to be heard by all the participants throughout the hearing proceedings.

All panelists will receive training from experts in the field at least once a year. In addition to training on how the adjudicatory process works, the training will include specific instruction about how to approach students about sensitive issues that may arise in the context of sexual misconduct. The complainant and respondent will be informed of the panel's membership before the hearing process begins.

### **Advisors**

Both the complainant and the respondent are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled.

### **Written Submissions**

Both the complainant and respondent will have the opportunity to submit written responses to the investigation report and other relevant information to the hearing panel. Each of the complainant and respondent will have the opportunity to review any written submissions by the other. The hearing panel may set reasonable parameters for these written submissions. The hearing panel will review the investigation report and written submissions.

### **Hearing Procedures**

The Title IX Coordinator will, whenever possible, give the complainant and respondent at least five days' advance notice of the hearing. The Title IX Coordinator will arrange to hold the hearing at an off-campus location. The hearing is a closed proceeding, meaning that no one other than the panel members, the complainant and respondent, their respective advisors, witnesses (when called), and necessary Salon Schools Group personnel may be present during the proceeding. The Campus Director will work with school staff so that any student whose presence is required may participate in the hearing.

In general, hearings will proceed as follows:

- The Title IX Coordinator may set reasonable time limits for any part of the hearing. Each of the complainant and respondent will have the opportunity to present witnesses and other information consistent with the Policy and these Procedures. The panel may determine the relevance of, place restrictions on, or exclude any witnesses or information. When the complainant and respondent are not able to be present for the hearing panel, arrangements will be made for participation via alternate means.
- In cases where either the complainant or respondent opts not to participate in the hearing, the panel may still hear from the other.
- Additional hearing rules include:
  - **Questioning.** Only the panel may ask questions of the complainant and respondent and any witnesses. Both the complainant and respondent will have the opportunity to suggest questions of the other and of witnesses by submitting suggested questions to the panel in writing. The panel may revise or not ask any or all submitted questions.
  - **Information Regarding Romantic or Sexual History.** The panel will not consider the romantic or sexual history of either the complainant or respondent in cases involving allegations of sexual misconduct, except for testimony offered by one or the other about the complainant's and respondent's shared sexual history that the panel deems relevant. If such information is offered by the complainant or respondent, the other has the right to respond. The existence of a prior consensual dating or sexual relationship between the complainant and respondent by itself does not support an inference of consent to alleged sexual misconduct.
  - **Prior Conduct Violations.** The hearing panel will not consider the respondent's prior conduct violations, unless the investigator provided that information to the hearing panel because the respondent was previously found to be responsible, and the previous incident was substantially similar to the present allegation(s) and/or the information indicates a pattern of behavior by the respondent.

Salon Schools Group will keep an audio recording of the hearing for the use of the panel, for sanctioning, and for purposes of appeal. The panelists may request a transcript of the recording. Cell phones and recording devices may not be used in the hearing room(s) unless approved by the panel in advance.

### **Panel Determinations/Standard of Proof**

The panel will use "preponderance of the evidence" as the standard of proof to determine whether a violation of the Policy occurred. Preponderance of the evidence means that a panel must be convinced based on the information it considers that the respondent was more likely than not to have engaged in the conduct at issue in order to find the respondent responsible for violating the Policy.



The panel will find a student responsible, or not responsible, based on a majority vote. The panel will generally render a decision within 10 days after the conclusion of a hearing. The panel's decision will include an explanation of the basis for the decision. If the panel finds the respondent responsible, the matter will proceed to the sanctions stage.

## **10. Sanctions and Other Remedies**

The Title IX Coordinator, with the advice and counsel of the other hearing panel members, shall be responsible for imposing sanctions that are:

- Fair and appropriate given the facts of the particular case;
- Consistent with Salon Schools Group's handling of similar cases;
- Adequate to protect the safety of the campus community; and
- Reflective of the seriousness of sexual misconduct.

The Title IX Coordinator will consider relevant factors, including if applicable: (1) the specific sexual misconduct at issue (such as penetration, touching under clothing, touching over clothing, unauthorized recording, etc.); (2) the circumstances accompanying the lack of consent (such as force, threat, coercion, intentional incapacitation, etc.); (3) the respondent's state of mind (intentional, knowing, bias-motivated, reckless, negligent, etc.); (4) the impact of the offense on the complainant; (5) the respondent's prior disciplinary history; (6) the safety of the Salon Schools Group community; and (7) the respondent's conduct during the disciplinary process.

The Title IX Coordinator will render a sanctioning decision within five days following the receipt of the panel's determination. The sanctioning decision will be communicated in writing to the complainant and the respondent.

Salon Schools Group may impose any one or more of the following sanctions on a student determined to have violated the Policy:

- Reprimand/warning
- Changing the respondent's academic schedule
- Disciplinary probation
- Restricting access to Salon Schools Group facilities or activities
- Dismissal or restriction from Salon Schools Group employment
- Suspension (limited time or indefinite)
- Expulsion

In addition to any other sanction (except where the sanction is expulsion), Salon Schools Group will require any student determined to be responsible for a violation of the Policy to receive appropriate education and/or training related to the sexual misconduct violation at issue. Salon Schools Group may also recommend counseling or other support services for the student.

Whatever the outcome of the hearing process, a complainant may request ongoing or additional accommodations and the Title IX Coordinator will determine whether such measures are appropriate. Potential ongoing accommodations include:

- Changing the complainant's academic schedule
- Allowing the complainant to withdraw from or retake a class without penalty
- Providing access to tutoring or other academic support, such as extra time to complete or re-take a class

Salon Schools Group may also determine that additional measures are appropriate to respond to the effects of the incident on the school community. Additional responses for the benefit of the Salon Schools Group community may include:

- Increased monitoring, supervision, or security at locations or activities where the misconduct occurred
- Additional training and educational materials for students and employees
- Revision of Salon Schools Group's policies relating to sexual misconduct
- Climate surveys regarding sexual misconduct

## **11. Appeals**

Either the respondent or the complainant or both may appeal the determination of the hearing panel and/or the sanctions. Appeals are decided by the President of Salon Schools Group. The three grounds for appeal are:

1. A procedural error affecting the determination or sanction;
2. New information that was not available at the time of the investigation or hearing and that may change the determination or sanction; and
3. Excessiveness or insufficiency of the sanction.

### **Disagreement with the finding or sanctions is not, by itself, grounds for appeals.**

The appealing student must submit the appeal in writing to the President of Salon Schools Group within five days after receiving the sanctioning notice. If either the complainant or respondent submits an appeal, the Title IX Coordinator will notify the other that an appeal has been filed and the grounds of the appeal. The non-appealing student may submit a written response within five days after notice of an appeal.

If the President concludes that a change in the hearing panel's determination is warranted, the President may enter a revised determination, reconvene the panel to reconsider the determination, or return the matter for additional investigation. After consultation with the Title IX Coordinator, the President may also change the sanction. If both the complainant and respondent appeal, the appeals will be considered concurrently.

The President will notify the complainant and respondent of the final decision in writing. Appeals decisions will be rendered within 15 days after the receipt of the written appeal. All appeal decisions are final.

## **12. Records Disclosure**

Disciplinary proceedings conducted by Salon Schools Group are subject to the Family Educational Records and Privacy Act (FERPA), a federal law governing the privacy of student information. FERPA generally limits disclosure of student information outside Salon Schools Group without the student's consent, but it does provide for release of student disciplinary information without a student's consent in certain circumstances.

Any information gathered in the course of an investigation may be subpoenaed by law enforcement authorities as part of a parallel investigation into the same conduct, or required to be produced through other compulsory legal process.

Additional information about FERPA can be found in Section 8 of this policy statement.

### 13. Education and Prevention Programs

As set forth in Section 3 of this Policy statement, Sexual Assault, Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking are all forms of Prohibited Conduct.

Salon Schools Group is committed to offering educational programs to promote awareness and prevention of Prohibited Conduct. Educational programs include an overview of Salon Schools Group's policies and procedures; relevant definitions, including prohibited conduct; discussion of the impact of alcohol and illegal drug use; consent; safe and positive options for bystander intervention; review of resources and reporting options available for students, faculty, and staff; and information about risk reduction. Incoming students and new employees will receive primary prevention and awareness programming as part of their orientation. The Title IX Coordinator maintains an education and prevention calendar and tailors programming to campus needs and climate.

As part of Salon Schools Group's commitment to provide an educational and work environment free from Prohibited Conduct, this Policy will be disseminated widely to the school community through e-mail communication, publications, websites, new employee orientations, student orientations, and other appropriate channels of communication.

The Title IX Coordinator, hearing panel members, and anyone else who is involved in responding to, investigating, or adjudicating sexual misconduct will receive annual training from experts in the field. In addition to training on how the adjudicatory process works, the training will include specific instruction about how to approach students about sensitive issues that may arise in the context of sexual misconduct.

#### Definitions of Sexual Misconduct under Ohio Law

##### 2907.01 Sex offenses general definitions.

As used in sections 2907.01 to 2907.38 of the Revised Code:

(A) "Sexual conduct" means vaginal intercourse between a male and female; anal intercourse, fellatio, and cunnilingus between persons regardless of sex; and, without privilege to do so, the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal opening of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse.

(B) "Sexual contact" means any touching of an erogenous zone of another, including without limitation the thigh, genitals, buttock, pubic region, or, if the person is a female, a breast, for the purpose of sexually arousing or gratifying either person.

(C) "Sexual activity" means sexual conduct or sexual contact, or both.

(D) "Prostitute" means a male or female who promiscuously engages in sexual activity for hire, regardless of whether the hire is paid to the prostitute or to another.

(E) "Harmful to juveniles" means that quality of any material or performance describing or representing nudity, sexual conduct, sexual excitement, or sado-masochistic abuse in any form to which all of the following apply:

(1) The material or performance, when considered as a whole, appeals to the prurient interest of juveniles in sex.

(2) The material or performance is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for juveniles.

(3) The material or performance, when considered as a whole, lacks serious literary, artistic, political, and scientific value for juveniles.

(F) When considered as a whole, and judged with reference to ordinary adults or, if it is designed for sexual deviates or other specially susceptible group, judged with

reference to that group, any material or performance is "obscene" if any of the following apply:

(1) Its dominant appeal is to prurient interest;

(2) Its dominant tendency is to arouse lust by displaying or depicting sexual activity, masturbation, sexual excitement, or nudity in a way that tends to represent human beings as mere objects of sexual appetite;

(3) Its dominant tendency is to arouse lust by displaying or depicting bestiality or extreme or bizarre violence, cruelty, or brutality;

(4) Its dominant tendency is to appeal to scatological interest by displaying or depicting human bodily functions of elimination in a way that inspires disgust or revulsion in persons with ordinary sensibilities, without serving any genuine scientific, educational, sociological, moral, or artistic purpose;

(5) It contains a series of displays or descriptions of sexual activity, masturbation, sexual excitement, nudity, bestiality, extreme or bizarre violence, cruelty, or brutality, or human bodily functions of elimination, the cumulative effect of which is a dominant tendency to appeal to prurient or scatological interest, when the appeal to such an interest is primarily for its own sake or for commercial exploitation, rather than primarily for a genuine scientific, educational, sociological, moral, or artistic purpose.

(G) "Sexual excitement" means the condition of human male or female genitals when in a state of sexual stimulation or arousal.

(H) "Nudity" means the showing, representation, or depiction of human male or female genitals, pubic area, or buttocks with less than a full, opaque covering, or of a female breast with less than a full, opaque covering of any portion thereof below the top of the nipple, or of covered male genitals in a discernibly turgid state.

(I) "Juvenile" means an unmarried person under the age of eighteen.

(J) "Material" means any book, magazine, newspaper, pamphlet, poster, print, picture, figure, image, description, motion picture film, phonographic record, or tape, or other tangible thing capable of arousing interest through sight, sound, or touch and includes an image or text appearing on a computer monitor, television screen, liquid crystal display, or similar display device or an image or text recorded on a computer hard disk, computer floppy disk, compact disk, magnetic tape, or similar data storage device.

(K) "Performance" means any motion picture, preview, trailer, play, show, skit, dance, or other exhibition performed before an audience.

(L) "Spouse" means a person married to an offender at the time of an alleged offense, except that such person shall not be considered the spouse when any of the following apply:

(1) When the parties have entered into a written separation agreement authorized by section 3103.06 of the Revised Code;

(2) During the pendency of an action between the parties for annulment, divorce, dissolution of marriage, or legal separation;

(3) In the case of an action for legal separation, after the effective date of the judgment for legal separation.

(M) "Minor" means a person under the age of eighteen.

(N) "Mental health client or patient" has the same meaning as in section 2305.51 of the Revised Code.

(O) "Mental health professional" has the same meaning as in section 2305.115 of the Revised Code.

(P) "Sado-masochistic abuse" means flagellation or torture by or upon a person or the condition of being fettered, bound, or otherwise physically restrained.

Effective Date: 01-01-2004; 08-03-2006; 08-17-2006; 2007 SB10 01-01-2008

## **2907.02 Rape.**

### **(A)**

(1) No person shall engage in sexual conduct with another who is not the spouse of the offender or who is the spouse of the offender but is living separate and apart from the offender, when any of the following applies:

(a) For the purpose of preventing resistance, the offender substantially impairs the other person's judgment or control by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, threat of force, or deception.

(b) The other person is less than thirteen years of age, whether or not the offender knows the age of the other person.

(c) The other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age.

(2) No person shall engage in sexual conduct with another when the offender purposely compels the other person to submit by force or threat of force.

(B) Whoever violates this section is guilty of rape, a felony of the first degree. If the offender under division (A)(1)(a) of this section substantially impairs the other person's judgment or control by administering any controlled substance described in section 3719.41 of the Revised Code to the other person surreptitiously or by force, threat of force, or deception, the prison term imposed upon the offender shall be one of the prison terms prescribed for a felony of the first degree in section 2929.14 of the Revised Code that is not less than five years. Except as otherwise provided in this division, notwithstanding sections 2929.11 to 2929.14 of the Revised Code, an offender under division (A)(1)(b) of this section shall be sentenced to a prison term or term of life imprisonment pursuant to section 2971.03 of the Revised Code. If an offender is convicted of or pleads guilty to a violation of division (A)(1)(b) of this section, if the offender was less than sixteen years of age at the time the offender committed the violation of that division, and if the offender during or immediately after the commission of the offense did not cause serious physical harm to the victim, the victim was ten years of age or older at the time of the commission of the violation, and the offender has not previously been convicted of or pleaded guilty to a violation of this section or a substantially similar existing or former law of this state, another state, or the United States, the court shall not sentence the offender to a prison term or term of life imprisonment pursuant to section 2971.03 of the Revised Code, and instead the court shall sentence the offender as otherwise provided in this division. If an offender under division (A)(1)(b) of this section previously has been convicted of or pleaded guilty to violating division (A)(1)(b) of this section or to violating an existing or former law of this state, another state, or the United States that is substantially similar to division (A)(1)(b) of this section, if the offender during or immediately after the commission of the offense caused serious physical harm to the victim, or if the victim under division (A)(1)(b) of this section is less than ten years of age, in lieu of sentencing the offender to a prison term or term of life imprisonment pursuant to section 2971.03 of the Revised Code, the court may impose upon the offender a term of life without parole. If the court imposes a term of life without parole pursuant to this division, division (F) of section 2971.03 of the Revised Code applies, and the offender automatically is classified a tier III sex

offender/child-victim offender, as described in that division.

(C) A victim need not prove physical resistance to the offender in prosecutions under this section.

(D) Evidence of specific instances of the victim's sexual activity, opinion evidence of the victim's sexual activity, and reputation evidence of the victim's sexual activity shall not be admitted under this section unless it involves evidence of the origin of semen, pregnancy, or disease, or the victim's past sexual activity with the offender, and only to the extent that the court finds that the evidence is material to a fact at issue in the case and that its inflammatory or prejudicial nature does not outweigh its probative value.

Evidence of specific instances of the defendant's sexual activity, opinion evidence of the defendant's sexual activity, and reputation evidence of the defendant's sexual activity shall not be admitted under this section unless it involves evidence of the origin of semen, pregnancy, or disease, the defendant's past sexual activity with the victim, or is admissible against the defendant under section 2945.59 of the Revised Code, and only to the extent that the court finds that the evidence is material to a fact at issue in the case and that its inflammatory or prejudicial nature does not outweigh its probative value.

(E) Prior to taking testimony or receiving evidence of any sexual activity of the victim or the defendant in a proceeding under this section, the court shall resolve the admissibility of the proposed evidence in a hearing in chambers, which shall be held at or before preliminary hearing and not less than three days before trial, or for good cause shown during the trial.

(F) Upon approval by the court, the victim may be represented by counsel in any hearing in chambers or other proceeding to resolve the admissibility of evidence. If the victim is indigent or otherwise is unable to obtain the services of counsel, the court, upon request, may appoint counsel to represent the victim without cost to the victim.

(G) It is not a defense to a charge under division (A)(2) of this section that the offender and the victim were married or were cohabiting at the time of the commission of the offense.

Effective Date: 06-13-2002; 01-02-2007; 2007 SB10 01-01-2008

**2907.03 Sexual battery.**

(A) No person shall engage in sexual conduct with another, not the spouse of the offender, when any of the following apply:

(1) The offender knowingly coerces the other person to submit by any means that would prevent resistance by a person of ordinary resolution.

(2) The offender knows that the other person's ability to appraise the nature of or control the other person's own conduct is substantially impaired.

(3) The offender knows that the other person submits because the other person is unaware that the act is being committed.

(4) The offender knows that the other person submits because the other person mistakenly identifies the offender as the other person's spouse.

(5) The offender is the other person's natural or adoptive parent, or a stepparent, or guardian, custodian, or person in loco parentis of the other person.

(6) The other person is in custody of law or a patient in a hospital or other institution, and the offender has supervisory or disciplinary authority over the other person.

(7) The offender is a teacher, administrator, coach, or other person in authority employed by or serving in a school for which the state board of education prescribes minimum standards pursuant to division (D) of section 3301.07 of the Revised Code, the other person is enrolled in or attends that school, and the offender is not enrolled in and does not attend that school.

(8) The other person is a minor, the offender is a teacher, administrator, coach, or other person in authority employed by or serving in an institution of higher education, and the other person is enrolled in or attends that institution.

(9) The other person is a minor, and the offender is the other person's athletic or other type of coach, is the other person's instructor, is the leader of a scouting troop of which the other person is a member, or is a person with temporary or occasional disciplinary control over the other person.

(10) The offender is a mental health professional, the other person is a mental health client or patient of the offender, and the offender induces the other person to submit by falsely representing to the other person that the sexual conduct is necessary for mental health treatment purposes.

(11) The other person is confined in a detention facility, and the offender is an employee of that detention facility.

(12) The other person is a minor, the offender is a cleric, and the other person is a member of, or attends, the church or congregation served by the cleric.

(13) The other person is a minor, the offender is a peace officer, and the offender is more than two years older than the other person.

(B) Whoever violates this section is guilty of sexual battery. Except as otherwise provided in this division, sexual battery is a felony of the third degree. If the other person is less than thirteen years of age, sexual battery is a felony of the second degree, and the court shall impose upon the offender a mandatory prison term equal to one of the prison terms prescribed in section 2929.14 of the Revised Code for a felony of the second degree.

(C) As used in this section:

(1) "Cleric" has the same meaning as in section 2317.02 of the Revised Code.

(2) "Detention facility" has the same meaning as in section 2921.01 of the Revised Code.

(3) "Institution of higher education" means a state institution of higher education defined in section 3345.011 of the Revised Code, a private nonprofit college or university located in this state that possesses a certificate of authorization issued by the Ohio board of regents pursuant to Chapter 1713. of the Revised Code, or a school certified under Chapter 3332. of the Revised Code.

(4) "Peace officer" has the same meaning as in section 2935.01 of the Revised Code.

Effective Date: 03-31-2003; 08-03-2006; 2008 HB209 04-07-2009

## **Bystander Intervention**

Salon Schools Group's primary prevention and awareness program includes a description of safe and positive options for bystander intervention. Active bystanders take the initiative to help someone who

may be targeted for a sexual assault. They do this in ways that are intended to avoid verbal or physical conflict. Active bystanders also take the initiative to help friends, who are not thinking clearly, from becoming offenders of crime.

Intervention does not mean that you directly intervene to stop a crime in progress; rather, these steps are “early intervention” – before a crime begins to occur. There are three important components to consider before taking action that we refer to as the ABCs:

- **Assess for safety.** Ensure that all parties are safe, and whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help.
- **Be with others.** If it is safe to intervene, you are likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends that you know well.
- **Care for the person.** Ask if the target of the unwanted sexual advance/attention/behavior is okay – does he or she need medical care? Ask if someone they trust can help them get safely home.

***Information on Bystander Intervention was provided by the Department of Defense Sexual Assault Prevention and Response Office from: [www.sapr.mil](http://www.sapr.mil)***

### **Risk Reduction**

Salon Schools Group’s primary prevention and awareness program includes information on risk reduction. This includes:

***Avoiding Dangerous Situations.*** While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted.

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

***Safety Planning.*** Things to think about:

- How to get away if there is an emergency? Be conscious of exits or other escape routes. Think about options for transportation (car, bus, subway, etc.).
- Who can help? Friends and/or family, or support centers in your area. Please see Section 4 of this Policy for a list of support organizations.
- Where to go? Options may include a friend’s house or relative’s house, or you may consider going to a domestic violence or homeless shelter. You may also go to the police. **Important Safety Note:** If the dangerous situation involves a partner, go to the police or a shelter first.
- What to bring? This may include important papers and documents such birth certificate, social security card, license, passport, medical records, lease, bills, etc. This will also include house keys, car keys, cash,

credit cards, medicine, important numbers, and your cell phone. If you are bringing children with you, remember to bring their important papers and legal documents. You can keep all of these things in an emergency bag. You should hide the bag—it is best if it is not in your house or car. If the bag is discovered, you can call it a “tornado” or “fire” bag.

**Protecting Your Friends.** You have a crucial role to play in keeping your friends safe. No matter what the setting, if you see something that doesn’t feel quite right or see someone who might be in trouble, there are some simple things you can do to help out a friend.

- **Distract.** If you see a friend in a situation that doesn’t feel quite right, create a distraction to get your friend to safety. This can be as simple as joining or redirecting the conversation: suggest to your friend that you leave the party, or ask them to walk you home. Try asking questions like: “Do you want to head to the bathroom with me?” or “Do you want to head to another party – or grab pizza?”
- **Step in.** If you see someone who looks uncomfortable or is at risk, step in. If you feel safe, find a way to de-escalate the situation and separate all parties involved. Don’t be shy about directly asking the person if they need help or if they feel uncomfortable.
- **Enlist others.** You don’t have to go it alone. Call in friends or other people in the area as reinforcements to help defuse a dangerous situation and get the at-risk person home safely. There is safety in numbers.
- **Keep an eye out.** Use your eyes and ears to observe your surroundings. If you see someone who has had too much to drink or could be vulnerable, try to get them to a safe place. Enlist friends to help you. Even if you weren’t around when the assault occurred, you can still support a friend in the aftermath.

**Social Situations.** While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted in social situations.

- **When you go to a social gathering,** go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately.
- ☐ **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.
- **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.
- **Watch out for your friends,** and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.
- **If you suspect you or a friend has been drugged,** contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

**Information on Risk Reduction was provided by RAINN: Rape, Abuse & Incest National Network: [www.rainn.org](http://www.rainn.org).**

## **14. Amendments**

Salon Schools Group may amend the Policy or the Procedures from time to time. Nothing in the Policy or Procedures shall affect the inherent authority of Salon Schools Group to take such actions as it deems



appropriate to further the educational mission or to protect the safety and security of the school community.

## **Salon Schools Group Sexual Misconduct Policy**

### **Definitions of Key Terms**

- **Sexual Harassment** - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment, (ii) submission to or rejection of such conduct by an individual is used as the basis for education or employment decisions affecting such individuals, or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's school or work performance or creating an intimidating, hostile, or offensive educational or working environment.

- **Hostile Environment Caused By Sexual Harassment** - refers to a situation where students and/or employees are subject to a pattern of exposure to unwanted sexual behavior that is so severe, persistent, or pervasive that it alters the conditions of education, employment, or participation in a school program or activity, thereby creating an environment that a reasonable person in similar circumstances and with similar identities would find hostile, intimidating, or abusive. An isolated incident, unless sufficiently severe, does not amount to a hostile environment caused by sexual harassment.

- **Quid Pro Quo Harassment** – refers to a situation where students and/or employees are subject to unwanted sexual behavior where submission or rejection of such conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's education, employment, or participation in a school program or activity.

- **Sexual Assault** - is any unwanted physical contact of a sexual nature that occurs either without the consent of each participant or when a participant is unable to give consent freely. Sexual assault can occur either forcibly and/or against a person's will, or when a person is unable to give consent freely. Non-consensual sexual intercourse is any form of sexual intercourse (vaginal, anal or oral) with any object without consent. Non-consensual sexual contact is any intentional sexual touching, however slight, with any object without a person's consent.

- **Domestic Violence** - A felony or misdemeanor crime of violence committed (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (v) by any other person 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.

- **Dating Violence** - 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 purpose 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.

- **Prohibited Conduct** – Salon Schools Group prohibits the crimes of Sexual Assault, Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking as defined in these Definitions of Key Terms.

- Sexual Exploitation - sexual misconduct that occurs when a person takes unjust or abusive sexual advantage of another for his or her own advantage or benefit or for the benefit or advantage of anyone other than the exploited party; and that behavior does not otherwise constitute sexual assault. Examples of sexual exploitation include, but are not limited to, videotaping or photographing of any type (web-cam, camera, Internet exposure, etc.) without knowledge and consent of all persons; prostituting another person; knowingly transmitting HIV or a sexually transmitted disease to an unknowing person or to a person who has not consented to the risk; or inducing incapacitation with the intent to commit sexual assault, without regard to whether sexual activity actually takes place.
- Stalking - 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. 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, surveys, threatens, or communicates to or about a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Retaliation - means any adverse action, or attempted adverse action, against an individual or group of individuals because of their participation in any manner in an investigation, proceeding, or hearing under this Policy.
- Intimidation - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- Consent is a voluntary agreement to engage in sexual activity.
  - Past consent does not imply future consent.
  - Silence or an absence of resistance does not imply consent.
  - Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
  - Consent can be withdrawn at any time.
  - Coercion, force, or threat of either invalidates consent.

Someone who is incapacitated cannot consent. Incapacitation refers to a situation in which a person is not capable of providing consent because the person lacks the ability to understand her or his decision. This situation may occur due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the student from having the capacity to give consent.

- Complainant – means the person making the allegation(s) of sexual misconduct.
- Respondent – means the person alleged to have committed sexual misconduct.