

# Security Report- Cosmetology School of Arts & Sciences

485 E. 5<sup>th</sup> St. N Burley, Idaho 83318

Cosmetology School of Arts & Sciences is also recognized as CSAS throughout the Security Report.

There were no crimes to report for the months of January 1, 2021- December 31, 2021. Table is located on page 11-13.

## What is the Clery Act?

Signed into law in 1990, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All post-secondary public and private institutions participating in federal student aid programs must adhere to these regulations. The Clery Act was championed by Howard and Connie Clery after their daughter Jeanne was murdered at Lehigh University in 1986.

To ensure compliance with the Clery Act, Cosmetology School of Arts & Sciences, LLC must meet certain obligations required by federal law. These obligations include: (1) policy disclosure; (2) records collection and retention; and (3) information dissemination.

## Statement Addressing Preparation of Disclosure of Annual Crime Statistics

Preparation of Disclosure of Crime Statistics - The Directors prepare this annual report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our school. Campus crime, arrest and referral statistics include those reported to the local law enforcement agencies, school Directors, and staff. Campus crime, arrest and referral statistics include those reported to the local law enforcement agencies, school Directors, and staff. The purpose of this Annual Security Report is to inform Cosmetology School of Arts & Sciences, LLC community, including current and prospective students and employees, regarding issues related to safety and security at our Burley, Idaho campus. CSAS prepares this report and works with Burley Police Department to publish accurate policy statements and to collect crime statistics. Campus crime and arrest and referral statistics include those reported to CSAS's geography as defined by the Clery Act. Crime statistics are gathered for buildings and property within campus geography that are controlled by CSAS and used for educational and institutional purposes. Other geography included for crime statistics purposes includes areas on public property within or immediately adjacent to the campus boundaries. We have no designated "non-campus" locations.

The Security Report is distributed in person to the enrolled students, faculty and staff annually by October 1<sup>st</sup> and prospective students are shown the security report during orientation and are provided a copy. Copies of the report may also be obtained from the office.

## Policy Statement Addressing How to Report All Criminal Offenses

### To report a crime or Reach the Local Police:

Contact Burley Police at **208-878-2251** for non-emergencies, or dial **9-1-1** for emergencies only.

**1401 Overland Ave, Burley, ID, 83318** [www.burleyidaho.org](http://www.burleyidaho.org)

In addition you may report a crime to the following areas:

1. Director of Education/Title IX Coordinator\*: Kelsey Hall, (208) 572 - 1321 – Campus Security Authority (CSA)
2. Director of Admissions and Marketing: Ronda Clark, (208) 212-0044 – Campus Security Authority (CSA)
3. Director of Financial Aid: LaDonn Goodfellow, (208) 219 - 1383 – Campus Security Authority (CSA)
4. Any Faculty Instructors– Campus Security Authority (CSA)

\*Title IX Coordinator: Coordinate and oversee the Clery Act requirements. Responsibilities include coordinating everything from identifying institution as to making sure all crime reports are accounted for, collecting and entering statistical information into the Department of Education website, and coordinating training that will help to ensure employees at CSAS carries out its responsibilities properly.

## Statement of Voluntary and Confidential Reporting of Crimes

This institution does allow voluntary confidential reporting. The Director can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the school can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the students to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. Depending on if the level of threat escalates the School may not be able to keep the situation confidential. Cosmetology School of Arts & Sciences, LLC will practice the upmost confidentiality regarding the facts surrounding the student's complaint. No student who submits a complaint against an individual faculty or staff member, in good faith, will suffer any penalty or retaliation for what she/he says. Depending on the nature of the violence, the school will determine the appropriate disciplinary actions that will be taken. All parties involved will be notified in writing of the result of the proceedings and any available appeal procedures. All incidents are recorded and kept for reference.

For a student who desires counseling, we provide a list of facilities available in the pre-enrollment trifold distributed during orientation, additional copies are always available in the office. The school does not employ any professional or pastoral counselors.

**Policies & Procedure in Case of Emergency** - In the event that the Education Director determines that an emergency situation has arisen all staff will be immediately notified to gather all students and notify them of the threat. Students and staff will then be directed to a safe location and/or evacuated if necessary. A test of the emergency policy for "on campus" emergency/threat will be done once annually.

#### **Policy Statement Addressing Schools Emergency Evacuation Procedure**

List of personnel who can determine if an evacuation is necessary

- Director of Education: Ronda Clark
- Financial Director: LaDonn Goodfellow
- Financial Aid Administrator: Kelsey Hall
- All Instructors: Amber Eggleston, Jessica Clark, & Sarah Rich

#### **Statement Addressing How to Report a Crime or Emergency on Campus Policies & Procedure for reporting crimes – Duty to Report Criminal Behavior**

Students, faculty and staff are encouraged to accurately and promptly report all crimes to Burley Police Department, and described elsewhere in this document, as appropriate when the victim of a crime elects to, or is unable to, make such a report. Cosmetology School of Arts & Sciences, LLC does not have campus police.

Students, faculty, staff and guests are encouraged to report all crimes, criminal incidents, accidents and public-safety-related incidents to the Local Police Department or 911 for other emergencies. Individuals may also report incidents to a school director or faculty. Members of the campus community are encouraged to report any activity, situation or conduct that disrupts, adversely affects, or interferes with the function of the Academy and the pursuit of its educational purpose.

**Statement of Timely Warning / Crime Alert Policy-** Any circumstance that requires us to notify students and staff of an incident that they must be made aware will be handled in person to all staff who in turn will address it to their students during class or address it to the school as soon as possible. The purpose of a Timely Warning/Crime Alert is to notify the campus community to certain crimes or situations in a manner that is timely and will aid in the prevention of similar crimes or poses a continuing threat to our Cosmetology School, both staff and students. This policy is aligned with and in compliance with the Higher Education Opportunity Act, which requires all Title IV institutions, without exception, to have and disclose emergency response procedures in response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. Under the Clery Act and its implementing regulations, Cosmetology School of Arts & Sciences, LLC, through designated personnel, is responsible for issuing a "timely warning" if a crime has been reported and Academy leadership confirms there is a serious or continuing threat to the campus community.

The decision to issue a "timely warning" will be decided on a case-by-case basis in compliance with the Clery Act and after consideration of available facts from the Directors, local law enforcement, or other appropriate authorities. The issuance of a timely warning may depend on the nature of the crime, the continuing danger to the campus community, and possible risk of compromising law enforcement efforts. Clery reportable crimes: criminal homicide, manslaughter, sex offenses, aggravated assaults, arson, robbery, burglary, motor vehicle theft, hate crimes, domestic violence, dating violence, or stalking. All statutorily designated

crimes that are reported are assessed for need of timely warning when there is a serious or ongoing threat is present. Other crimes may also warrant the need for a timely warning as deemed necessary for the safety of the campus community at large. Cosmetology School of Arts & Sciences, LLC will, without delay, take into account the safety of the community, determine the content of the notification, and initiate the emergency notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following situations are examples that may warrant an emergency notification after a confirmation is made:

- Communicable disease outbreak
- Severe weather/Fires/Natural disaster
- Terrorist incident
- Bomb threat
- Active Harmer/Civil rioting
- Hazardous materials incident

CSAS will use their best judgment in all other situations to determine whether an emergency is warranted. Our emergency notification systems that are used are practiced and attempt to reach one hundred percent of each member of our campus but this cannot be guaranteed. Multiple notification methods may be used.

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

During business hours, CSAS is open to employees, students, parents, clients, and guests. During non-business hours access to the Academy can only be done by an employee who has been issued a key. CSAS does not have campus residences.

#### **Policy Statement Addressing Campus Law Enforcement Authority and Programs Designed to Inform Students**

The school does not have campus police and we encourage our staff and students to be responsible for their own security as well as the security of others. Students are encouraged to report to the appropriate law enforcement agencies if they witness a crime. We provide students with information about programs designed for personal safety and provide an annual safety class and prevention of crimes. School faculty acts as security personnel and will assist a student when requested or when needed to call appropriate law enforcement agencies should this be required.

#### **Statement for an Institution concerning a MOU (memorandum of understanding) are not applicable at our Institution**

#### **Policy Statement Addressing Criminal Activity Off Campus**

CSAS does not have any officially recognized student organizations with off-campus locations.

## **Drug and Alcohol Policy**

The school actively supports the prevention of drug and alcohol abuse. Upon enrollment, students and employees are provided the school's policy on drug and alcohol abuse. A list of agencies and counselors are available to anyone requesting assistance as well as drug and alcohol prevention program. Use, possession, or distribution/sale of drugs is not allowed on school premises and is illegal under both state and federal laws. Use, possession, or distribution/sale of alcohol is not allowed on school premises. It is unlawful to sell or provide alcohol to a person under the age of 21 as well as a person under 21 to possess alcohol. Such laws are strictly enforced by CSAS. Violators are subject to the institution's disciplinary action and may be subject to criminal prosecution, fine and imprisonment. Students or employees whose behavior is influenced by the use of alcohol, illegal drugs, or any unknown substance will be asked to leave the premises. Students or employees whose behavior is negatively influenced by the use of nonprescription or prescription drugs may be asked to leave the premises.

This institution provides a list of drug and alcohol abuse education programs which are made available to students upon enrollment.

#### **Background**

The National Drug Control Strategy, issued in September 1989, proposed that the Congress pass legislation requiring schools,

colleges and universities to implement and enforce firm drug prevention and education programs as a condition of eligibility to receive Federal financial assistance. On December 12, 1989, President Bush signed the Drug-Free Schools and Communities Act Amendment of 1989 (PL 101-226), which requires institutions of higher education to implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by their students and employees on school premises or as part of any school activity.

This law, in addition to the Drug Free Workplace Act (PL 100-690, 5151-5160), which requires applicants for federally funded grants and contracts to certify that they will institute affirmative steps to prohibit the unlawful manufacture, distribution, possession, and use of controlled substances in the workplace, establishes the foundation on which Cosmetology School of Arts & Sciences, LLC has established its drug and alcohol policy.

### **Legal Sanctions**

Students and employees are reminded that laws at the local, state and federal levels that provide for a variety of legal sanctions and penalties for the unlawful manufacturing, possession, or distribution of illicit drugs and alcohol. These sanctions can include, but are not limited to, incarceration and monetary fines.

The Federal Controlled Substances Act specifies penalties for a first offense individual involved in the unlawful manufacturing, distribution, or possession with intent to distribute narcotics of not fewer than 10 years or more than life imprisonment and a fine up to 4 million dollars, or both. The penalty for simple possession, knowingly or intentionally possessing a controlled substance, is imprisonment of up to one year and a minimum fine of \$1,000, or both. Penalties for unlawful distribution of a controlled substance to a person under twenty-one (21) years of age is imprisonment or a fine, or both, up to twice that established for distribution offenses.

The Idaho State Criminal Code relating to controlled substances (Title 37, Chapter 27) establishes penalties for the unlawful distribution, manufacturing, dispensing, sale, or possession of a controlled substance ranging from 1 year imprisonment or a \$5,000 fine, or both, to Life imprisonment and/or \$250,000 in fines, depending on the classification of substance.

Local ordinances for the Town of Burley, relating to illicit drugs and alcohol, coincide with the State of Idaho statutes.

### **Academy Sanctions**

Students and/or employees (full or part-time) who violate the standards set forth under the CSAS Drug and Alcohol Policy will be subject to disciplinary actions. Sanctions include, but are not limited to, reprimand, probation, suspension, expulsion or termination and/or referral to the appropriate authorities for prosecution.

### **Health Risks**

Health risks associated with drug and alcohol abuse encompass physical and psychological effects, including but not limited to: hangovers, malnutrition, brain damage, paranoia, psychosis, hepatitis, convulsions, coma, depression, heart disease, death, pancreatitis, cirrhosis of the liver, damage to the central nervous system, elevated blood pressure, respiratory failure, low birth weight babies, babies with drug/alcohol addictions, and an increased probability of intravenous drug users contracting AIDS. It is recommended that anyone having specific questions relating to their health and drugs/ alcohol should consult their physician. This information was retrieved from About.com < Alcoholism; The Effects of Alcohol and Drug Abuse>.

### **Counseling, Treatment Programs and Referral Sources**

Students and/or employees who need counseling or treatment for drug or alcohol abuse may refer to our list of resources located in Pre-Enrollment Tri-fold or on the Classroom Bulletin Board. Students may talk to any Director or Instructor for assistance finding a resource.

#### **Off Campus Resources**

- Emergency Assistance Resource List ( located on Classroom Bulletin Board)
- Alcoholics Anonymous: 800-839-1686, 1-800-662-4357
- Walker Center, 208-734-4200
- Kimi Recover Center, 208-293-8846
- Stepping Stone Alcohol Program: 208-736-2472
- For AA meeting and NA meetings in Burley call: 1-866-720-7368
- Ideal Option: 208-228-1674 (addiction assistance)
- Pathways Counseling: 208-647-0499

## National Hotlines

- Alcohol & Drug Treatment Referral: 1-800-662-HELP (24 hours)
- The Alcohol Treatment and Referral Network: 1-800-ALCOHOL (252-6465)
- Drug Strategies: 1-800-559-9503

## Domestic Violence, Dating Violence, Sexual Assault and Stalking Policy and Prevention

The Violence Against Women Reauthorization Act of 2013 amended the Violence Against Women Act and the Clery Act to provide new requirements for institutions of higher education to prevent and respond to sexual violence, domestic violence, dating violence, and stalking. Some of these requirements include: providing primary prevention education and awareness programs for all incoming students and employees; collecting statistics on domestic violence, dating violence, and stalking, in addition to current requirements to collect sexual assault statistics; issuing complainants a written notice of their rights; and adopting grievance policies that are prompt, fair, and impartial, as well as, administered by trained officials. These updates are sometimes referred to as Campus Sexual Violence Elimination Act or Campus SAVE Act.

Cosmetology School of Arts & Sciences, LLC provides ongoing educational information and programs regarding domestic violence, dating violence, sexual assault, and stalking, as well as, prevention of these types of assaults. This information is introduced at new student enrollment and we host speaker presentations periodically throughout the year discussing topics like safety, self-defense and rape assistance and awareness, as well as, domestic violence, dating violence, sexual assault prevention and the (SANE) program introduction.

Sexual violence is any type of sexual contact that is unwanted. Sexual violence can include anything sexual in nature by use of threats, manipulation, force or coercion. The following crimes are prohibited by CSAS's policy: sexual harassment, hostile environment caused by sexual harassment, sexual assault both non-consensual sexual contact, and non-consensual sexual intercourse, domestic violence, dating violence, sexual exploitation, stalking, retaliation, sex discrimination and intimidation. Consent must be given for any type of sexual contact. Consent is a decision made by an individual that is aware of what is happening. Consent cannot be given by someone who is incapacitated. Previous sexual relations with an individual or submission out of fear, coercion, threat and manipulation is not 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.

According to the FBI, in the Uniform Crime Reporting (UCR) Summary Reporting System, the following definitions are as listed:

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

**Sex Offenses-** Any sexual act directed against person, without the consent of the victim, including instances where the victim is incapable of giving consent

**Revised Rape/Rape-** the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

**Incest-** Sexual Intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. We are supportive to victims and witnesses and want to have any resources available to them.

**Statutory Rape-** Sexual intercourse with a person who is under the statutory age of consent.

**Domestic Violence-** A felony or misdemeanor crime of violence committed by:

- By a current or former spouse or intimate partner of the victim;
- By a person whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- 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;
- By any other person against an adult or youth victim who is protected from the 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 purposes of the definition, dating violence includes, but it not limited to, sexual or physical abuse or the threat of such abuse.



- Dating violence does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**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

For the purposes of the definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victims.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

These definitions, details and several statistics can be found at [www.bjs.gov](http://www.bjs.gov).

### **Definitions of Sexual Assault, Domestic Violence, Dating Violence, and Stalking**

Sexual assault, domestic violence, and stalking are criminal offenses in the state of Idaho, which can carry sentences from one year, to a possibility of life imprisonment. Idaho **Revised Statutes Title 18 Chapter 61**

#### **Definition of Sex Crimes – Idaho Statute Title 18 Chapter**

- (1) **ADULTERY.** A married man who has sexual intercourse with a woman not his wife, an unmarried man who has sexual intercourse with a married woman, a married woman who has sexual intercourse with a man not her husband, and an unmarried woman who has sexual intercourse with a married man, shall be guilty of adultery.
- (2) **INCEST.** Persons being within the degrees of consanguinity within which marriages are declared by law to be incestuous and void, who intermarry with each other, or who commit fornication or adultery with each other.
- (3) **FORNICATION.** Any unmarried person who shall have sexual intercourse with an unmarried person of the opposite sex shall be deemed guilty of fornication,
- (4) **CRIME AGAINST NATURE -- PUNISHMENT.** Every person who is guilty of the infamous crime against nature, committed with mankind or with any animal.
- (5) **FORCIBLE PENETRATION BY USE OF FOREIGN OBJECT.** Every person who willfully causes the penetration, however slight, of the genital or anal opening of another person, by any object, instrument or device: (1) Against the victim's will by: (a) Use of force or violence; or 2 (b) Duress; or (c) Threats of immediate and great bodily harm, accompanied by apparent power of execution; or (2) Where the victim is incapable, through any unsoundness of mind, whether temporary or permanent, of giving legal consent; or (3) Where the victim is prevented from resistance by any intoxicating, narcotic or anesthetic substance; or (4) Where the victim is at the time unconscious of the nature of the act because the victim: (a) Was unconscious or asleep; or (b) Was not aware, knowing, perceiving or cognizant that the act occurred;

#### **Definition of Unlawful Sexual Contact – Idaho Revised Statute § 18-3-404 (modify to match your state statutes)**

(1) Any actor who knowingly subjects a victim to any sexual contact commits **unlawful sexual contact** if:

- (a) The actor knows that the victim does not consent; or
- (b) The actor knows that the victim is incapable of appraising the nature of the victim's conduct; or
- (c) The victim is physically helpless and the actor knows that the victim is physically helpless and the victim has not consented; or
- (d) The actor has substantially impaired the victim's power to appraise or control the victim's conduct by employing, without the victim's consent, any drug, intoxicant, or other means for the purpose of causing submission; or
- (f) The victim is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over the victim and uses this position of authority, unless incident to a lawful search, to coerce the victim to submit; or
- (g) The actor engages in treatment or examination of a victim for other than bona fide medical purposes or in a manner substantially inconsistent with reasonable medical practices. (1.5) Any person who knowingly, with or without sexual contact, induces or coerces a child by any of the means set forth in section 18-3-402 to expose intimate parts or to engage in any sexual contact, intrusion, or penetration with another person, for the purpose of the actor's own sexual gratification, commits unlawful sexual contact. For the purposes of this subsection (1.5), the term "child" means any person under the age of eighteen years.

#### **Definition of Domestic Violence –**

**Domestic violence** means an act or threatened act of violence upon a person with whom the actor is or has been involved in an **intimate relationship**. **Intimate relationship** means a relationship between spouses, former spouses, past or present unmarried couples, or persons who are both the parents of the same child regardless of whether the persons have been married or have lived together at any time.

**Domestic violence** also includes any other crime against a person, or against property, including an animal, or any municipal ordinance violation against a person, or against property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship.

(Note that “dating violence” in Idaho is included with the broader definition of domestic violence)

#### **Definition of Stalking –**

A person commits **stalking** if directly, or indirectly through another person, the person knowingly:

- (a) Makes a credible threat to another person and, in connection with the threat, repeatedly follows, approaches, contacts, or places under surveillance that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship; or
- (b) Makes a credible threat to another person and, in connection with the threat, repeatedly makes any form of communication with that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship, regardless of whether a conversation ensues; or
- (c) Repeatedly follows, approaches, contacts, places under surveillance, or makes any form of communication with another person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship in a manner that would cause a reasonable person to suffer serious emotional distress and does cause that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship to suffer serious emotional distress. For purposes of this paragraph (c), a victim need not show that he or she received professional treatment or counseling to show that he or she suffered serious emotional distress.

#### **Definitions of Consent**

“Consent” means cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. A current or previous relationship shall not be sufficient to constitute consent under the provisions of most states. Submission under the influence of fear shall not constitute consent and According to Idaho Title 18, Chapter 61, These scenarios are NOT classified as consent: (1) Where the victim submits under the belief that the person committing the act is the victim's spouse, and the belief is induced by artifice, pretense or concealment practiced by the accused, with intent to induce such belief. (2) Where the victim submits under the belief that the person committing the act is someone other than the accused, and the belief is induced by artifice, pretense or concealment practiced by the accused, with the intent to induce such belief. (3) Where the victim submits under the belief, instilled by the actor, that if the victim does not submit, the actor will cause physical harm to some person in the future; or cause damage to property; or engage in other conduct constituting a crime; or accuse any person of a crime or cause criminal charges to be instituted against the victim; or expose a secret or publicize an asserted fact, whether true or false, tending to subject any person to hatred, contempt or ridicule.

#### **Sexual assault reduction for Students**

##### **Ways to reduce your risk of a sexual assault**

(Adapted from the Rape, Abuse & Incest National Network - [www.rainn.org](http://www.rainn.org))

#### **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 music headphones in both ears** so that you can be more aware of your surroundings, especially if you

are walking alone.

### **Safety Planning**

If you or someone you know has been sexually assaulted or is in an abusive relationship, there are things to consider when thinking about safety.

It may be helpful to create a safety plan or to think about some ways to stay and feel safer.

#### **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, train, etc.)

#### **Who can help**

- Friends, family, school, counselors, church clergy, police
- Support centers, if there are any in your area
- National Sexual Assault Hotline at 1-800-656-HOPE(4673), the [National Sexual Assault Online Hotline](#) or, if you are in a dating or domestic violence situation, the National Domestic Violence Hotline 1.800.799.SAFE(7233)
- Domestic Violence Shelter 208-436-0987
  - 323 1<sup>st</sup> Street, Rupert, ID, 83350
- RAINN 1(800)656-HOPE
- Sexual Assault and Rape Resources- [www.crimevictimcomp.idaho.gov](http://www.crimevictimcomp.idaho.gov)
- Idaho Domestic Violence & Victim Assistance: [www.state.id.us/crimevictim/index/cfm](http://www.state.id.us/crimevictim/index/cfm)
- NotAlone.gov- Together against sexual assault (developed by the White House Task Force [www.justice.com](http://www.justice.com) –The United States Department of Justice Archives-Office of Violence Against Women (OVW)-Protecting Students Against Sexual Assault

#### **Where to go**

- Friend's house
- Relative's house
- A domestic violence or homeless shelter (if there are not any domestic violence shelters in your area, and you are contemplating leaving the town, you may want to consider going to a homeless shelter)
- The police (even if the police know both you and the perpetrator—they are still responsible for doing their job).
- **Important:** If the dangerous situation involves a partner, go to the police or a shelter first.

#### **Tips to Remember**

- Keep cash with you at all times
- Keep some change accessible just in case you need to use a pay phone
- Memorize all important numbers/have important numbers easily accessible on your cell phone (if you have one)
- Establish a code word so that family, friends, etc. know when to call for help
- Have a backup plan in case the first fails
- Carry a small noisemaker (like a whistle) and/or flashlight on your keychain
- Be aware of your routine and try to alter it sometimes, if possible
- Have an extra copy of keys
- Try to keep in contact with people/organizations who are helping you

#### **If Someone is Pressuring You**

If someone is pressuring you, it is important to remember that being in this situation is *not* your fault...here are some things that you can try.

If you need to get out of an uncomfortable or scary situation here are some things that you can try:



1. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.<sup>1</sup>
2. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
3. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
4. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
5. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
6. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

#### **What should I do if I am sexually assaulted?**

Sexual assault is a crime of motive and opportunity. Ultimately, there is no surefire way to prevent an attack. If you or someone you know has been affected by sexual violence, it's not your fault. You are not alone. Help is available 24/7 through the National Sexual Assault Hotlines at 1-800.656.HOPE, and online at [rainn.org](http://rainn.org) or contact the local 24 hour Crisis line at 208-436-0332 or the local 24 hour Rape Crisis Hotline 208-345-7273

#### **Preserving Evidence of a Sexual Assault**

After a sexual assault has occurred, it is very important that the victim receive a proper medical examination for health and evidentiary reasons. A victim should not bathe, use the restroom, or change clothes before seeing trained medical personnel. If clothes have been changed, those items worn during the assault should be placed in a bag and taken to the examination. Even if the victim is certain that he/she will not prosecute, it is still extremely important to gather as much evidence as possible in the event the victim decides to pursue criminal charges at a later time.

#### **Reporting a Sexual Assault or Sexual Discrimination**

Sexual assault is a serious offense not to be taken lightly. In addition to criminal and legal penalties, a sexual assault, on campus, may result in an expulsion from Cosmetology School of Arts & Sciences, LLC for students and termination of employment for faculty and staff. See below CSAS's investigation procedures and protocols for potential consequences. The incident should be documented and reported to the title IX Coordinator or school employee and/or police authorities in our area. All of CSAS's employees are considered "responsible employees" and therefore they must report timely any incidents of sexual nature to the Title IX Coordinator. This employee must inform the victim that they will report the information to the Title IX Coordinator including personally identifying details. Confidentiality will be tried to be maintained but depending on if the level of threat escalates the School may not be able to keep the situation confidential. Each situation will be examined on an individual basis and the Directors /Title IX Coordinator will make a decision on whether specific information can be kept confidential. Students should also be aware of any state or local mandatory reporting laws that may require certain employees (who may or may not be responsible employees) to share information the student tells them with law enforcement or other authorities outside the school. The victim may choose to go directly to the Police. Any student, employee or visitor who is the victim of a forcible or non-forcible sex offense is encouraged to report the assault to a "responsible employee" or director of Cosmetology School of Arts & Sciences, LLC. If a victim chooses, he/she may be assisted by administration in reporting the assault to the proper law enforcement authorities. After making the report, the victim is not obligated to continue with legal or school disciplinary action.

If a sexual assault/violence report is made and mention of drugs, alcohol and or other student conduct policies are broke the complainant will not be subject to discipline action taken against them. Amnesty will be given.

If a report of sexual violence came in anonymously and the caller did not give enough information as to when, where and who was involved then the school will make a report of a call but cannot conduct an investigation until further information is received. Title IX protects students from retaliation. CSAS will take steps to prevent the alleged harasser or anybody else from retaliating against the victim. Follow-up inquiries will be conducted to check on victim. We will not tolerate any retaliation. It may be appropriate to counsel the harasser to ensure that he or she understands that retaliation is prohibited, and if further disciplinary action may be taken.

Students or instructors affected by the assault should seek counseling services if needed at 1-800-656-HOPE or other counseling resources that are listed in our Emergency Assistance Resources List.

**To report a sexual assault you can call Burley Police Department-(208) 878 --251 located @ 1401 Overland Ave, Burley, ID, 83318.**

CSAS will also address complaints reported regarding any sex discrimination. CSAS does not discriminate on the basis of sex in our education programs and activities. This policy applies to all students and employees, regardless of sexual orientation or gender identity. This policy also applies to third party involved. Any inquiry concerning this should be addressed to the Title IX Coordinator.

### **Privileged and Confidential Communications**

Cosmetology School of Arts & Sciences, LLC encourages victims of sexual violence to talk to somebody about what happened and get the appropriate help that may be needed. Victims may talk to a licensed counselor or pastoral counselors and they are not required to report any information unless information includes abuse/neglect of a minor. If information is shared with a “responsible employee”, CSAS may be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator while maintaining confidentiality. Anything reported to a responsible employee constitutes a report to the Title IX Coordinator and obligates the Academy to investigate the incident and take appropriate steps to handle the situation.

### **Rights of a Victim**

A person who reports having been sexually assaulted has the right to:

1. Request a female or male officer to take the report of the event.
2. Request to have his/her identity protected, consistent with legal requirements.
3. Be treated professionally and with sensitivity, regardless of the student’s race, ethnicity, religion, gender, or sexual orientation of the victim or the perpetrator.

### **Investigation Procedures, Protocols and Grievance/Adjudication Procedures:**

Wendy Peters- Director of Education is our Title IX Coordinator. The Directors of the school would be responsible to conduct the investigation process and any allegations that were reported directly to The Title IX coordinator or other “responsible employees”. School Directors or other “responsible employees” would lend support to the victim(s) and assist in advocating on their behalf for and with the Title IX coordinator. Students who violate any federal, state or local laws are subject to criminal charges. Both the victim(s) and alleged perpetrator have rights. Each party would be able to disclose all information which they felt would support their view of the incident. In addition to any criminal remedies that are available, an alleged or arbitrated perpetrator who is a student of Cosmetology School of Arts & Sciences, LLC may be subject to penalties from the school. Disciplinary proceedings for alleged dating violence, domestic violence, sexual assault or stalking are as follows; the penalties range from and are not limited to: alteration of their class schedule, disciplinary probation, loss of privileges, suspension or expulsion. Suspension and expulsion are the standard recommended sanctions if a student is found guilty of an incident of sexual assault or other acts of violence.

The policy for student allegations are as follows: Complainants allegations will be documented. Within 15 days the complaint the school administration will conduct the investigation of the allegations to work towards determining final outcome. If a complainant requests (a) that personally-identifying information not be shared with the Respondent, (b) that no investigation be pursued, and/or (c) that no disciplinary action be taken, CSAS will seek to honor this request unless there is a health or safety risk to the complainant or to any member of the school community.

If the complainant wants to make a formal complaint and initiate a formal investigation, CSAS will do the following: Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution. Mediation is never appropriate in cases of sexual misconduct. A hearing will be held to hear both parties of the incident and both parties will be notified of this hearing. If the case needs further investigation, the complainant will receive a notice that further investigation is needed and a final response after the investigation has been completed will be given. CSAS will notify both parties in writing simultaneously of the final outcome.

Should the complainant find the response to be unsatisfactory, the complainant may appeal that decision to Title IX Coordinator/administration. Appeals must be in writing and include copies of the original grievance, the original response, and any additional pertinent documentation. The owner/administration will review and further investigate the matter; they will then issue a final written response. Every attempt will be made to issue the final response within 60 days of receipt. If alleged dating violence, domestic violence, sexual assault or stalking is reported to school officials of Cosmetology School of Arts & Sciences, LLC, the school will make every effort to address said violence in a timely fashion. Depending on the facts regarding the incident, the school has the right to request more time.

All information shared with a “responsible employee” could be shared with appropriate law enforcement. During the investigative process the following would be granted to the victim/complainant: class schedule change, dining accommodations and possible LOA (if available) for a period no longer than 180 days, request that the respondent complete school at another time or LOA, request that the respondent stay away from the complainant. The alleged perpetrator’s course schedule/dining accommodations may be subject to change during the course of the investigation. If a protection order was implemented then all parties involved would have to

adhere to the guidelines of said protection order. It may be difficult to maintain confidentiality if an open investigation was being conducted. Every effort to maintain confidentiality of all parties involved would be sought after.

### **Information on Registered Sex Offenders**

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act.

The law requires sex offenders to register with local law enforcement agencies and to indicate if they are either enrolled or employed at an institute of higher education. Cosmetology School of Arts & Sciences, LLC is required to inform the campus community of sex offender websites and have them available for students and staff. This institution provides a website for students to be able to view registered sex offenders in the area. Students and staff should refer to The National Sex Offender Registry- family watchdog at [www.familywatchdog.us](http://www.familywatchdog.us) and/or [www.mapsexoffenders.com](http://www.mapsexoffenders.com).

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000.

<sup>1</sup> Use of the term “sexual harassment” throughout this document includes sexual violence unless otherwise noted.

### **Definition & Terms according to VAWA Amendments to Clery**

**Awareness Programs:** Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetrations.

**Bystander Intervention:** Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence sexual assault, or stalking.

Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to
- Intervening, identifying safe and effective intervention options, and taking actions to intervene

**Ongoing Prevention and Awareness Campaigns:** Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

**Primary Prevention Programs:** Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexually, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

**Risk Reduction:** Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

**Prompt, fair and impartial proceeding:** A proceeding that is completed within a reasonably prompt timeframes designated by an institution’s policy, including a process that allows for the extension of timeframes for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay;

Conducted in a matter that:

- Is consistent with the institution’s policies and transparent to the accuser and the accused;
- Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during the informal and formal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

**Advisor:** Any individual who provides the accuser or accused support, guidance, or advice.

**Proceeding:** All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings.

Proceeding does not include communications and meeting between officials and victims concerning accommodations or protective measures to be provided to a victim.

**Result:** Any initial, interim, and final decisions by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution.

**Unfounded Crimes:** An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforce personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforce personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, and the failure to make an arrest do not “unfound” a crime report.

**Clery Crime Statistics Reporting Table:** Cosmetology School of Arts & Sciences, LLC

OFFENSE	Calendar Year	ON-CAMPUS PROPERTY	NON CAMPUS PROPERTY	PUBLIC PROPERTY	UNFOUNDED
Murder/ Non-Negligent Manslaughter	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Negligent Manslaughter	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Sex Offenses Forcible	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Domestic Violence	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Dating Violence	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Stalking	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Sex Offense Non-Forcible	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Robbery	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Aggravated Assault	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Burglary	2019	0	0	0	0
	2020	0	0	0	0

	2021	0	0	0	0
Motor Vehicle Theft	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
OFFENSE	Calendar Year	ON-CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC PROPERTY	UNFOUNDED
Arson	2019	0	0	0	0
Weapons	2019	0	0	0	0
Violations	2020	0	0	0	0
(Arrests)	2021	0	0	0	0
Weapon	2019	0	0	0	0
(Disciplinary	2020	0	0	0	0
Actions)	2021	0	0	0	0
OFFENSE	Calendar Year	ON-CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC PROPERTY	UNFOUNDED
Drug Abuse	2019	0	0	0	0
Violations	2020	0	0	0	0
(Arrests)	2021	0	0	0	0
Drug Abuse	2019	0	0	0	0
(Disciplinary	2020	0	0	0	0
Actions)	2021	0	0	0	0
Liquor Law	2019	0	0	0	0
Violations	2020	0	0	0	0
(Arrests)	2021	0	0	0	0
Liquor Law	2019	0	0	0	0
(Disciplinary	2020	0	0	0	0
Actions)	2021	0	0	0	0

### Hate Crime Statistics (bias category indicated where appropriate)

(NOTE: There have been no reported crimes based on bias/hate in the past three years)

OFFENSE	Calendar Year	RACE	RELIGION	SEXUAL ORIENTATION	DISABILITY	ETHNICITY/ NATIONAL ORIGIN	Unfounded
Hate Crime Offense	2019	0	0	0	0	0	0
	2020	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Murder / Non-Negligent Manslaughter	2019	0	0	0	0	0	0
	2020	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Sex Offenses Forcible	2019	0	0	0	0	0	0
	2020	0	0	0	0	0	0
	2021	0	0	0	0	0	0



OFFENSE	Calendar Year	RACE	RELIGION	SEXUAL ORIENTATION	DISABILITY	ETHNICITY/ NATIONAL ORIGIN	Unfounded
Sex Offense Non-Forcible	2019	0	0	0	0	0	0
	2020	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Robbery	2019	0	0	0	0	0	0
	2020	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Aggravated Assault	2019	0	0	0	0	0	0
	2020	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Motor Vehicle Theft	2019	0	0	0	0	0	0
	2020	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Larceny – Theft	2019	0	0	0	0	0	0
	2020	0	0	0	0	0	0
	2021	0	0	0	0	0	0
OFFENSE	Calendar Year	RACE	RELIGION	SEXUAL ORIENTATION	DISABILITY	ETHNICITY/ NATIONAL ORIGIN	Unfounded
Arson	2019	0	0	0	0	0	0
	2020	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Simple Assault	2019	0	0	0	0	0	0
	2020	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Intimidation	2019	0	0	0	0	0	0
	2020	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Destruction/ Vandalism of Property	2019	0	0	0	0	0	0
	2020	0	0	0	0	0	0
	2021	0	0	0	0	0	0

\* There were no crimes committed that were unfounded in 2019, 2020, and 2021.

\*\*If crimes were unfounded by law enforcement officials, the institution may remove reports of these crimes that have been unfounded and withhold them from our Annual Security Report.