

Campus Security Policy

October 1, 2018

Required Disclosure

The report is prepared and issued annually by October 1 of each year to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”), which requires that all Title IV institutions publish and distribute an annual security report.

This report is prepared for the TONI&GUY HAIRDRESSING ACADEMY located at 18336 Aurora Ave N. STE 103 Shoreline, WA 98133. Copies of this report may be obtained by request from the Academy Director.

Crime Reporting

To help us provide a safe and comfortable learning environment, all students and employees are encouraged to report crimes, suspicious activities, and/or resulting injuries from criminal offenses or other security problems. Report any and all crimes to the Academy Director. In the event the Academy Director is not available, notify the Education Director. Additionally, you may notify the Shoreline Police Department at (206) 363-8424.

In the event of an emergency, immediately call 911.

Non-Emergency Reporting Contacts:

Courtney Verble	Academy Director	(206) 542-1111
Shoreline Police Department		(206) 363-8424

Confidential Reporting

TONI&GUY Hairdressing Academy does have a procedure for voluntary confidential reporting of crime statistics. Due to the sensitive nature of certain types of crimes, victims of sexual assault may choose to confidentially report these crimes to the Title IX Coordinator. Violations of the law which are thought to have occurred will be referred to law enforcement agencies.

Timely Warning Reports Policy

In the event that the Academy Director determines that a situation constitutes an ongoing or continuing threat, a “timely warning” will be issued.

A timely warning is a short description of the crime or incident with any relevant details of the incident. This timely warning will also include prevention information and will be distributed to students and/or be posted on the Academy bulletin board. If a timely warning is issued, the names of any victims of the crime will be excluded in order to protect confidentiality to the extent permissible by law.

Security of and Access to Campus Facilities

Students, faculty and staff have access to the TONI&GUY Hairdressing Academy. The general public may attend certain activities on campus with access limited to only the facilities in which the activities are held and within the time that those activities occur. Additionally, persons engaged in the maintenance

of the campus will have access to the campus. Please report any unauthorized person to the Academy Director. During non-business hours the Academy is closed and access to the building is by key.

The TONI&GUY Hairdressing Academy does not employ any security personnel and does not have a campus police officer.

Crime Prevention Programs and General Safety Information

While TONI&GUY Hairdressing Academy does not have a crime prevention program, students and employees are encouraged to be aware of their responsibility for their own security and that of others. Please be aware of your surroundings and recognize when dangers may be present. The Academy informs students and employees of sexual assault awareness and prevention information. Observe the following for crime prevention:

- Do not leave personal property in classrooms or unattended
- Report suspicious individuals
- Use a buddy system at night or if something “does not feel right”
- If you are waiting for a ride, stay within sight of other people
- If you see someone being victimized, let someone know immediately and call 9-1-1 if it is an emergency

Drugs & Alcohol

The Academy enforces drug and alcohol regulations as required in the Drug Free Schools and Communities Act of 1988, as amended in 1989. The unlawful possession, use or distribution of alcohol by employees on campus, or as a part of any Academy activity, is prohibited. Any student believed to be using alcohol or drugs may be referred to substances abuse programs outside the Academy. Illegal drugs and drug paraphernalia are prohibited. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Any employee or student engaging in such illegal behavior will be subject to disciplinary procedures, which could result in sanctions, including termination of employment, termination from school, and criminal prosecution.

Sex Offender Registry

Information provided by state agencies concerning sex offenders can be found:

<http://www.icrimewatch.net/index.php?AgencyID=54473>

Sexual Violence Prevention Program & Procedures

TONI&GUY prohibits harassment on the basis of race, sex, gender, marital status, religion, national origin, ethnicity, color, age, military status, sexual orientation, or disability, and any other harassment prohibited by federal or state law. This also includes but is not limited to prohibitions against sexual assault, sexual harassment, dating and domestic violence, and stalking.

If you feel you have been the victim of a sexual assault, including domestic or dating violence or stalking, your first priority should be to get to a safe place. Then medical attention should be obtained. The assault should be reported to local police in a timely manner – time is critical for evidence collection and preservation. However, it is the victim’s choice to report, or not report, the assault to law enforcement and/or the Academy Director or Title IX Coordinator. Your chances of successful prosecution depend

heavily on the evidence collected, so it is essential that you preserve all evidence instead of disposing of it.

A forensic examination (i.e. rape kit) is a useful exam that can be completed at certain medical centers. This exam must collect the evidence within 72 hours of the assault. The victim can have the evidence stored, and decide later on whether or not to report an attack to authorities. The Academy can assist the victim in reporting to law enforcement if desired. The victim may also seek a judicial no-contact, restraining, or protective order through law enforcement. The Academy will work to comply with any such judicial order as appropriate. The victim may also request reasonable changes to their academic situation by informing the Title IX Coordinator.

In the event that a sexual assault is reported to have occurred, the accuser and the accused are entitled to the same opportunities to have persons present, including an advisor of their choice, during a disciplinary proceeding or related meeting, and both the accused and the accuser will be informed concurrently in writing of the outcome of any institutional disciplinary proceeding brought alleging a sex offense, any appeal procedures, any change to the results, and when the result is final. The Academy may place limitations on the advisor's participation as it deems necessary. Any disciplinary proceedings will provide prompt, fair and impartial investigation and resolution. In internal investigation on this subject matter is estimated to take up to 60 days.

The standard of evidence will be preponderance of the evidence. The disciplinary proceedings will be conducted by officials who receive training on these issues, as well as on conducting the process in a way that protects the victim's safety and promotes accountability. Sanctions may be imposed following a final determination in the event of an alleged sex offense, up to and including termination or suspension from the Academy, as well as a written warning. The Academy will respect the confidentiality of the victim and the accused as much as possible, consistent with the Academy's legal obligations.

In adherence to the Clery Act and Academy policy, the Academy will provide the following written information and rights to victims of sexual assault. These rights are in conjunction with all other applicable laws and regulations and include:

1. You have the right to request, and be notified of reasonable changes in your academic situation;
2. You have the right to referrals to counseling, and/or assistance in notifying law enforcement officials;
3. You have the right for the same opportunity as the accused to have others present at a disciplinary hearing or conference, as applicable;
4. You have the right to be notified of the outcome of a hearing, sanctions, and terms of sanctions in place; and
5. You have the right to be informed of the outcome of any disciplinary proceeding.

Educational information regarding prevention of sexual misconduct, including the Academy's sexual assault awareness and bystander prevention program- training called Not Anymore - is available online to all students and employees.

Counselors

The Academy does not have any trained or professional counselors. A list of the community counseling resources, including local hospitals, are posted at the Academy’s campus or maintained by Student Services there. The following resources are provided merely for informational purposes only, and are NOT endorsed by TONI&GUY Hairdressing Academy:

National

RAINN’s National Sexual Assault Hotline:	1-800-656-HOPE
National Domestic Abuse Hotline:	1-800-799-7233
Coalition Against Drug Abuse Hotline:	1-800-943-0566

Local

Crisis Clinic (24-hour line)	866-789-1511
Crisis Clinic King County 2-1-1	2-1-1 or 800-621-4636
King County Regional Support Network (Public Phone)	800-790-8049 206-263-9000

Hospitals/ Clinics

Virginia Mason Hospital & Seattle Medical Cent 1100 Ninth Ave Seattle, WA 98101	206-223-6600 (Toll Free Line) 888-862-2737
Swedish Medical Center 747 Broadway Seattle, WA 98122	206-386-6000
Harborview Medical Center 325 Ninth Ave Seattle, WA 98104	206-744-3000

Weapons

Students, staff and visitors are not permitted to possess weapons of any type on the campus. Violations of this policy could result in immediate dismissal and contact of local law enforcement for possible criminal prosecution.

Missing Student Notification

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

Emergency Response and Evacuation Procedures

Emergency response and evacuation announcements will be made by the Academy Director or their designate. If time allows without compromising safety and without delay, all emergency and dangerous situations will be confirmed by the Academy Director. The procedure will be:

- A determination of the appropriate people to be notified will be made

- A determination of the content of the notification will be made
- A determination of the method(s) of notification will be made
- The notification will be initiated

Annual Crime Statistics

The Clery Act requires that TONI&GUY Hairdressing Academy report the three most recent calendar years of crime statistics for crimes which occur on campus or on public property for the following types of offenses: criminal homicide (murder and non-negligent manslaughter), sex offenses (forcible and non-forcible sex offenses), robbery, aggravated assault, burglary, motor vehicle theft, arson, arrests for liquor law violations, drug law violations and illegal possession (including persons referred for campus disciplinary action), and hate crimes (crimes related to race, gender, religion, sexual orientation, ethnicity and/or disability of the victim).

Statistics for Geographic Locations Under the Clery Act

On Campus – any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s education purposes, including residence halls; and any building or property that is within or reasonably contiguous to this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

On Public Property – all public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus. This report includes crimes reported to the police department that occurred on the sidewalks and parking lot directly in front of the Academy.

Crime Statistics

Criminal Offenses	Year of Occurrence		
	2015	2016	2017
On Campus			
Murder / non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Forcible Fondling	0	0	0
Non-forcible Sex Offense	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction / damage / vandalism to property	0	0	0
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
Criminal Mischief	0	0	0

Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

Criminal Offenses	Year of Occurrence		
	2015	2016	2017
On Public Property			
Murder / non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Forcible Fondling	0	0	0
Non-forcible Sex Offense	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary (including building, habitation, vehicular)	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction / damage / vandalism to property (incl graffiti)	0	0	0
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
Criminal Mischief	0	0	0
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

CERTIFICATION

I, _____ (print name), have read the Campus Security Policy, which includes the crime statistic report, and a TONI&GUY Representative has informed me of how to report an incident.

Signature

Date