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**2019 ANNUAL SAFETY AND SECURITY REPORT  
Including Clery Act Disclosures of Campus Security Policy and  
Crime Statistics  
Calendar Year 2016, 2017 and 2018 Crime Statistics  
Published October 1, 2019**

To maintain compliance with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act ("Clery Act"), Higher Education Act ("HEA") requirements, and related statutes and regulations, and in an effort to continuously promote and improve safety and security measures on campus, Lytle's Beauty College ("the College") collects and publishes information regarding its security policies, available services and crime statistics. Once collected, the information is presented annually in this Annual Safety and Security Report ("Report") to prospective and current students, prospective and current faculty and staff, and to the public by the College's Campus Security Survey Administrator. Any questions about this Report should be directed to Amanda Keith, Director of Lytle's Beauty College, who serves as the Campus Security Survey Administrator at (707) 545-8490, akeith@lytlesrebc.edu

**I. COMPLETION AND DISSEMINATION OF THE REPORT**

Prior to October 1<sup>st</sup> of each year, the College compiles this Report based on crime, arrest and referral information obtained from local law enforcement agencies and as reported to the College's designated campus security authorities (listed in chart below). The Annual Security Report is published every year by October 1<sup>st</sup> and contains three years of campus crime statistics and campus security policy statements. All crime statistics contained in this Report are for Clery Act reportable crimes occurring on the campus, as defined by 34 C.F.R. § 668.46(a), and on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus. The Report also includes current Lytle's Beauty College policies required pursuant to the current version of 34 C.F.R. § 668.46 and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA), Pub. Law 113-4.

Lytle's Beauty College administrators prepare this Report, which includes reported campus crime, arrest and referral statistics to local law enforcement agencies and designated campus officials. Additionally, Lytle's Beauty College reviews crime reports from local law enforcement agencies whenever published and maintains incident reports. Both of these sources of information are utilized in the review process regarding the annual report. All documentation used in the review process is kept by the Campus Security Survey Administrator at 176 Wikiup Drive Suite D, Santa Rosa Ca. 95403.

Lytle's Beauty College distributes this Report to all enrolled students and current employees via a notice by electronic mail that the current version of the Report has been posted to the school's website under the Consumer Information tab, <http://www.lytlesrebc.edu/college/consumer-information/> and that a paper copy of the Report will be provided upon request by contacting Amanda Keith, (707) 545-8490 or akeith@lytlesrebc.edu. The Admissions Department provides written notice to all prospective students prior to enrollment, during Class Orientation, regarding the availability and location of the Report. Amanda Keith, the Campus Director, provides all prospective employees with information regarding the availability and location of the Report and can also provide the prospective employee with a copy of the Report. Additionally, a copy of the current Report is made available to the public on the College's website. The crime statistics contained in this Report, as reported annually to the U.S.

Secretary of Education, can also be viewed by searching Lytle’s Beauty College name at <http://nces.ed.gov/collegenavigator/>.

## II. POLICIES FOR REPORTING AND RESPONDING TO CRIMES AND EMERGENCIES

### Reporting Emergencies

“Emergency” includes any dangerous situation involving immediate threat to the health or safety of students, faculty, staff or guests occurring on or near the campus, including fire. Upon observing or involvement in any type of emergency, students, faculty, staff and guests should immediately **call 911**.

If possible, information about the emergency should also be communicated immediately to the Campus Director, Amanda Keith or other available College staff for purposes of expediting the College’s activation of its Emergency Response and Evaluation Procedures as set forth below.

### Reporting Crimes

Students, faculty, and staff are strongly encouraged to report all crimes to local law enforcement, dial 9-1-1 (emergencies only). Non-emergency incidents can be reported the Campus Director at (707) 545-8490. Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside the building should be reported to the local law enforcement agency.

Local Law Enforcement Agency	Local Phone Number	Emergency Number
Santa Rosa Sheriffs Department	(707) 565-2511	911

In addition, crimes that should be reported to the Campus Director Amanda Keith or other Campus Security Authority (CSA) by students, faculty and staff include: criminal homicide, murder and non-negligent manslaughter, manslaughter by negligence, rape, fondling, incest, statutory rape, dating violence, domestic violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, arson, drug and alcohol violations, and illegal weapons possession. Where there is any question about whether an incident is a crime, a report should be made to the Campus Director, Amanda Keith, or other CSA for assistance in determining the nature of the incident. Witnesses or victims of crimes may report crimes on a confidential basis for inclusion in the College’s annual crime statistics reporting.

Upon observing or involvement in any type of crime on campus or on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus:

- ***A student should immediately notify the Campus Director Amanda Keith, other CSA, or the nearest available College employee. All College employees are trained to notify the Campus Director, Amanda Keith, or his/her on-site designee, or CSA immediately of all crimes reported to them by students.***
- ***Faculty and staff should immediately notify the Campus Director, Amanda Keith, or her on-site designee, or other CSA.***

### Campus Security Authorities

Campus Director Amanda Keith	(707)545-8490	akeith@lytlesrebc.edu
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Timely reporting of criminal activity enables Lytle’s Beauty College to respond in a timely manner and potentially reduce the recurrence of that crime. Timely manner is defined to mean immediately or as immediately as possible under the circumstances. The College strongly encourages individuals to report all crimes in an accurate and timely manner to local law enforcement agencies. Upon written request, the College will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense,

the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Lytle's Beauty College works cooperatively with local law enforcement agencies when necessary; however, there are no written memoranda of understanding agreements between Lytle's Beauty College and local law enforcement agencies to investigate alleged crimes. Lytle's Beauty College does, in good faith effort, contact local law enforcement agencies to obtain data on Clery Act crimes that occurred on or near the campus. Not all agencies respond to our requests for data. In addition, Lytle's Beauty College reviews all published crime reports for the campus and surrounding area.

## **Response to Reports of Crime or Emergency**

Upon receipt of a report of a crime or emergency, the Campus Director will:

- Immediately assess, based on his/her own judgment or after consultation with other the Lytle's Beauty College employees, whether the situation warrants contacting 911 and/or following the emergency response and evacuation procedures contained below.
- Immediately assess, based on his/her own judgment and/or after consultation with other Lytle's Beauty College employees or the local police, whether a "timely warning" to the campus community should be issued pursuant to the Timely Warning policy below.
- With regard to a reported incident that is or may be a sex offense, immediately contact the College's Title IX Coordinator who has authority to evaluate and respond to the reported sex offense in accordance with the College's "Policy Regarding Sexual Misconduct" contained in this Report.
- The Campus Director will investigate and gather any additional information necessary to determine whether the incident must be reported in the crime statistics contained in this Report.

## **Timely Warning of Reported Crime**

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 to students and employees, including with regard to any crime reportable pursuant to the Clery Act, a campus wide "timely warning" will be issued. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the students and employees, Lytle's Beauty College will post a warning via one or more of the following means of communication: Student social media page, college website, local media, email or text message and/or verbal or written notice.

The intent of a timely warning is to provide adequate information necessary to enable the campus community to protect themselves when a significant emergency or dangerous situation occurs. The content of the timely warning will not disclose information that may compromise law enforcement efforts. Anyone with information that warrants a timely warning should report the circumstances immediately to the Campus Director or other CSA in person or by phone (contact information listed above).

## **Emergency Response and Evacuation Procedures**

Emergencies are unexpected events which must be dealt with urgently to protect the health and safety of others. In the event the building needs to be evacuated or locked down for any reason, maps of the evacuation route have been posted in each office, common areas and classrooms.

Lytle's Beauty College maintains Emergency Response and Evacuation Procedures and outlines actions staff, faculty, and students must take to protect their mutual health and safety. Lytle's Beauty College will, without delay, and taking into account the safety of the students, faculty and staff, determine the content of the notification and initiate the

notification system, unless issuing a notification will, in the professional judgment of the Campus Director or other responsible authority, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency.

In the event of an emergency, Lytle's Beauty College will notify the campus community as soon as we have confirmed that a significant emergency or dangerous situation exists. Lytle's Beauty College has developed a process to confirm that if there is a significant emergency, determine who to notify, determine the content of the notification, and initiate the notification system. In the event of significant emergency, the College will issue a warning via one or more of the following means of communication: college website, social media, text or email message, other spoken or written verbal announcement, or other appropriate means to immediately inform individuals on campus of the need to evacuate and the procedures to follow. The only reason the College would not immediately issue a notification for a confirmed emergency or dangerous situation would be if doing so would compromise efforts to assist a victim, contain the emergency, respond to the emergency; or otherwise mitigate the emergency.

Depending on the situation, additional alerts will be disseminated as information becomes available. If deemed necessary, the front desk personnel and Campus Director will notify the local police, fire, public health agency, or other appropriate first responder to assist with the emergency. Lytle's Beauty College administrative staff will contact those listed as emergency contacts by the student via phone if the situation warrants. Other staff and faculty members may be designated as back-ups and to assist with assigned tasks. Local authorities will determine when and if it is necessary to notify the surrounding community.

Evacuations to safe locations will be implemented when necessary and proceed in an organized manner per policy and procedure. All students are required to comply with the plan and the directions given to them by campus safety staff, faculty, or public emergency response teams or law enforcement agencies during actual emergencies and drills for their personal safety. At no time during an actual campus emergency or drill shall students be permitted to leave the campus unless directed to do so.

Lytle's Beauty College tests its emergency response and evacuation procedures at least once annually on an announced or unannounced basis. When tests are conducted, the College publicizes its emergency response and evaluation procedures to students, faculty, and staff, including making available a copy of this policy. Lytle's Beauty College maintains documentation of each test exercise including date and time performed and whether it was announced or unannounced.

The plan, including any updates, is reviewed with new students and employees during orientation, in classes at the start of each term, and at a number of faculty meetings during the year. Evacuation routes are identified in each classroom/office and other areas the Campus Director deems necessary.

Students and employees are encouraged to be responsible for their own security and the security of others. Employees and students are expected to follow safe practices while on campus property. Following safe practices will reduce the possibility of accidental emergencies, and increase the effectiveness of the campus response to unforeseen emergencies. Students are required to wear their student ID badges at all times when on campus or participating in school related functions.

The campus community is obligated to report all unsafe activities, potential and real emergencies, and/or criminal activities to the Campus Director, Amanda Keith, as soon as possible.

### **III. NON-EMERGENCY SCHOOL CLOSURES OR DELAYS**

Upon decision by the Campus Director, after consultation with other Lytle's Beauty College officials as appropriate, to close a campus or delay opening for any reason, including for weather related reasons; the College will notify students and staff using text message, email, social media, TV and/or radio. Notification for closure or delays will be sent separately for morning and evening schedules.

#### **IV. POLICY STATEMENT ADDRESSING COUNSELORS AND COUNSELING SERVICES**

There are no Pastoral or Professional Counselors on campus. 2-1-1 is a free, confidential referral and information service that connects people from all communities and of all ages to a specialist who will help you find local health and human services, 24 hours a day. Additional crisis, mental health and victim resource hotline numbers are available from the Administrative department and the college website

<http://www.lytlesrebc.edu/wp-content/uploads/2019/05/Title-IX-Resources.pdf>

The “Policy Regarding Sexual Misconduct” within this Report addresses Lytle’s Beauty College policies with respect to support services and confidentiality for victims of sexual violence.

#### **V. ACCESS POLICY, SECURITY OF CAMPUS FACILITIES AND SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES**

Lytle’s Beauty College does not maintain residential facilities and does not have any officially recognized student organizations with non-campus locations. The campus facilities are open Monday 9:00 am-3:00 pm (for staff and contractors only), Tuesday-Friday 8:30 am-4:00 pm and Saturday 9:00 am-3:00 pm and are accessible to students, employees, contractors, guests, and invitees. The campus is secured during non-business hours by locking doors and setting alarms and only accessible by issued key and alarm pass code. Maintenance personnel enter the facilities during the evening or early morning non-business hours by issued key and alarm pass code.

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. The Campus Director, regularly reviews the campus and reports malfunctioning lights and other unsafe physical conditions to the appropriate contractor.

#### **VI. CAMPUS LAW ENFORCEMENT AND RELATED POLICIES**

Lytle’s Beauty College does not employ campus police or security personnel and the College employees have no authority to arrest or detain any individual. The College will assist in notifying appropriate law enforcement authorities if a student requests assistance in contacting police. Students, faculty, and staff are encouraged to accurately and promptly report all crimes and public safety related incidents to the College, as set forth in the “Reporting Crimes” section of this Report and to notify local police.

If you are a victim of or witness to a crime and do not want to pursue action through the College’s procedures or the criminal justice system, the College encourages you to consider reporting the incident to the Campus Director, Amanda Keith, or her designee or other CSA for the limited purpose of permitting the College to include the incident in its crime statistic reporting without revealing your identity. With such information, the College can keep an accurate record of the number of similar incidents, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. The College will make best efforts, to the extent permitted by law, to maintain the privacy of that information and to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA). Police reports are public records under state law, the College cannot hold reports of crime obtained from police records in confidence. Policies with respect to victims of sexual violence are contained in the “Policy Regarding Sexual Misconduct” section of this Report.

#### **VII. SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS**

Safety and security awareness programs are in place for students and employees. The common theme of awareness and crime prevention programs are to encourage students and employees to be aware of their responsibility for their own security and the security of others. During new student and new employee (faculty and staff) orientations, individuals are informed of the College’s current security and crime prevention policies and practices as well as the protection of personal

safety and prevention of crime. Such orientations may include a Power Point presentation and/or review of the College's policies. The presentations include training required by Title IX of the Higher Education Act regarding preventing and responding to sexual harassment/violence and other topics discussed below in the "Policy Regarding Sexual Misconduct" section.

Lytle's Beauty College encourages all students, faculty, staff and visitors to observe and practice common safety precautions:

#### ***Walking around campus***

- Familiarize yourself with the layout of the campus.
- Plan the safest route to your destination; choose well-lighted, busy pathways and streets.
- At night, stick to well-lighted areas whenever possible and avoid alleyways or "short cuts" through isolated areas.
- Travel in groups when walking at night.
  - If you are being followed, change direction and go to the nearest business or safe place and call the Police. Note the description of the person following you.
- Walk near the curb and avoid shrubbery or other places of potential concealment.
- Stay alert to your surroundings and the people around you.
- Carry your purse close to your body and keep a firm grip on it.
- Carry your wallet in an inside coat pocket or your front pant pocket.
- Keep your keys separate from your purse or backpack.
- Don't overload yourself with bags or packages
- Avoid wearing shoes that restrict your movements.
- Always carry and display your campus identification card.
- Be aware, stay alert and report suspicious activity to Campus Security Authority.

#### ***In the campus buildings***

- Don't allow others to enter if you are not positive they are a current employee or student.
- Do not let unknown individuals "tailgate;" ask who they are visiting and offer to call the front desk.
- Do not prop any security or exterior doors open to allow unescorted visitors into the building.
- Report lost or stolen keys immediately to the front desk.
- Report any malfunctioning security system, locks, doors or windows to CSA or front desk.
- Do not leave your keys lying around in your room when you are not in the room.
- Report any suspicious persons or activities to CSA or front desk.
- Secure your valuables and engrave expensive items with identifying information.
- Do not leave your identification, keys, wallets, or other valuables in open view, unattended or not secured.

#### ***Motor vehicle safety***

- Park in well lighted areas, where your vehicle is visible
- Keep all valuables out of sight. Remove or place CD players/cases, etc. in the trunk.
- Keep your vehicle locked and close windows at all times when parked.
- Unlock your vehicle only when you are in reach of your door.

In addition to the activities completed as discussed in the Emergency Response and Evacuation Procedures section above, educators or administrators are required to review and discuss emergency evacuation procedures, lockdown procedures and safety policy at the start of every class start date and during "Welcome to the Floor." Visual emergency exiting layouts are posted at the entrances of all campus rooms.

Lytle's Beauty College abides by Orders of Protection (Restraining Orders). Orders of Protection are issued by a Domestic Relations or a Municipal Court to protect a person or entity, and the general public, in a situation

involving alleged assault, domestic violence, harassment, stalking or sexual assault. In the State of California, forms can be obtained online at [www.courts.ca.gov](http://www.courts.ca.gov). A person must complete the DV-100 Domestic Violence Description form and the DV-101 form. Both completed forms must be submitted to the court clerk. Lytle's Beauty College objective is to provide a safe and secure environment for students, faculty, staff and visitors.

**Procedures:**

- Students, staff and faculty must notify the Campus Director, Amanda Keith, or other CSA if they have an Order of Protection.
- The front desk person must be provided a copy of the Order of Protection with a picture of the suspect.
- The Campus Director Amanda Keith, faculty, staff and students that are involved with the Order of Protection and campus security guards will be informed of expected actions and security measures.
- If anyone sees the suspect, call 911 immediately.

In the event of eminent danger or immediate emergency, information is released through the emergency notification system.

**VIII. POLICY ON POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS**

Lytle's Beauty College is committed to maintaining a drug-free school and workplace. Lytle's Beauty College is committed to full compliance with the Drug Free Workplace Act and the Drug-Free Schools and Communities Act regulations as contained in 34 C.F.R. Part 86. New students, faculty and staff are provided this information during orientation. Annually, students and employees are provided this information by means of Lytle's Beauty College publication of this Report and material posted on campus. Current faculty and staff are provided this information during their annual review. In accordance with federal regulations, the College conducts reviews at least biennially to determine the effectiveness of this policy to ensure consistent enforcement of applicable drug and alcohol related statutes, ordinances, and institutional policies against students and employees found to be in violation. Annual Review reports and supporting documents will be maintained by the College and made available upon request. Students or employees with any questions concerning this policy should contact the Campus Director, Amanda Keith.

All Students and employees are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs and alcohol on the College's property or as part of any Lytle's Beauty College officially sponsored off-campus activities. Students are also prohibited from being under the influence of alcohol, illegal drugs or any other substance that could adversely affect the health, safety or welfare of students and staff on Lytle's Beauty College property or at any of its officially sponsored activities. This includes all forms of marijuana, regardless of the state legality of the substance.

**Reporting of Violations to Local and/or State Law Enforcement**

The College will report to local and/or state law enforcement, as applicable by federal and state drug laws, any student who is found in possession of, using, or selling illegal drugs on campus as well as anyone who is found to have broken the state laws regarding underage drinking.

**Disciplinary Sanctions**

Illegal possession or use of drugs or alcohol can have penalties, including loss of Title IV eligibility, community service, suspension or loss of driver's license, jail time and fines. Lytle's Beauty College will impose disciplinary sanctions on students and employees consistent with federal, state, and local laws and ordinances. Students who violate the College's prohibitions against drug and alcohol are subject to disciplinary action up to and including termination of their enrollment at Lytle's Beauty College and referral of their violation for prosecution. Additionally, employees who violate the prohibitions against drugs and alcohol are subject to disciplinary action up to and including immediate termination of their employment and referral of their violation for prosecution.

## Treatment Programs

Students and employees are encouraged to seek substance abuse treatment. While no treatment, rehabilitation or re-entry program is available on campus, the college provides a list of referrals on the consumer information page of the website (<http://www.lytlesrebc.edu/college/consumer-student-information/>), on the back of every bathroom door and at 170, 176 and 186 Wikiup Drive Santa Rosa, Ca. 95403. Additionally, the following is a list of outside services and support groups available to students and employees:

- Alcohol and Drug Abuse Hotline: 800-444-9999
- Alcohol and Drug Recovery Center: 888-978-3685

## Health Risks

There are definite health risks associated with the abuse of alcohol and drugs. Alcohol or any other drug used in excess over time can produce illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or more subtle and long term, such as liver deterioration associated with the prolonged use of alcohol. In addition to health-related problems, other concerns relating to substance abuse include the following:

- People who abuse alcohol and other drugs often have erratic life styles which interfere with sleep, nutrition, and exercise.
- Alcohol and substance use and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced job performance.
- Repeated abuse of alcohol can lead to dependence.

## Descriptions of Dangerous Drugs

- **Alcohol** is a potentially addictive drug of significant physical and psychological consequence. Alcohol is a central nervous system depressant that affects all neurological functions. At relatively low levels it affects one's judgment and decision-making, and at higher levels it impairs the functioning of one's vital organs and can result in a coma or death. Alcohol is an irritant to the gastrointestinal tract and moderate over-indulgence ordinarily results in nausea, vomiting, and diarrhea. In addition to these significant physical consequences, there are a number of less obvious consequences to alcohol use. For example, the effects of alcohol on sleep have been well documented. Consuming several drinks before bedtime has been found to decrease the amount of REM (rapid eye movement) or dreaming sleep. The consequences of being deprived of REM sleep are impaired concentration and memory, as well as anxiety, tiredness, and irritability. Additionally, research has demonstrated that alcohol tends to decrease fear and increase the likelihood that an individual will accept risks. This lack of inhibition and judgment is a major contributor to the extraordinarily high percentage of serious accidents and accidental deaths related to alcohol use. Prolonged and excessive use of alcohol usually causes progressively more serious erosion of the gastrointestinal tract lining ranging from gastritis to ulcers and hemorrhage. Damage to the pancreas is frequent among those who have used alcohol.
- **Marijuana (cannabis) (nicotina glauca)** is an illegal drug that impairs memory, perception, judgment, and hand-eye coordination skills. The tar content in cannabis smoke is at least 50% higher than that of tobacco and thus smokers run the added risk of lung cancer, chronic bronchitis, and other lung diseases. Recently, the medical community has diagnosed the existence of an AA motivational syndrome that affects moderate to chronic users and includes symptoms of loss of energy, motivation, effectiveness, concentration, ability to carry out long-term plans, and performance in school and work.
- **LSD (Lysergic Acid Diethylamide)** is a semi-synthetic drug regarded as a hallucinogenic. Short-term effects of this drug are generally felt within an hour of consumption and may last from two to 12 hours. Physiologically the user experiences increased blood pressure, rise in body temperature, dilated pupils, rapid heartbeat, muscular weakness, trembling, nausea, chills, numbness, loss of interest in food, and hyperventilation. Fine motor skills and coordination are usually impaired, as are perception, thought, mood, and psychological processes. Long-term effects may include flashbacks, weeks and even months after taking the drug, mental illness, prolonged depression, anxiety, psychological dependence, and suicidal thoughts.
- **PCP (Phencyclidine Hydrochloride)** is a white crystalline powder that was originally used as a local anesthetic, but due to extreme side effects, was discontinued in 1967. In humans, PCP is a difficult drug to



classify in that reactions may vary from stupor to euphoria and resemble the effects of a stimulant, depressant, anesthetic, or hallucinogen. Short-term effects include hyperventilation, increase in blood pressure and pulse rate, flushing and profuse sweating, general numbness of the extremities, and loss of muscular coordination. At higher doses it causes nausea, vomiting, blurred vision, loss of balance, and disorientation. It produces profound alteration of sensation, mood and consciousness, and can cause psychotic states in many ways indistinguishable from schizophrenia. Large doses have been known to cause convulsions, permanent brain damage, and coma.

- **Cocaine** is a naturally occurring stimulant drug which is extracted from the leaves of the cocoa plant. Cocaine is sold as a white translucent crystalline powder frequently cut to about half its strength by a variety of other ingredients including sugars and cleaning powders. It is one of the most powerfully addictive drugs in use today. Short-term effects of cocaine include constricted peripheral blood vessels, dilated pupils, increased heart rate and blood pressure. It also causes appetite suppression, pain indifference, possible vomiting, visual, auditory, and tactile hallucinations, and occasionally paranoia. Long-term effects include nasal congestion, collapse of nasal septum, restlessness, irritability, anxiety, and depression. Overdoses or chronic use may result in toxicity which includes symptoms of seizures followed by respiratory arrest, coma, cardiac arrest, and/or death.
- **Amphetamines** are central nervous system stimulants that were once used medically to treat a variety of symptoms including depression and obesity. They may be taken orally, sniffed, or injected into the veins. Short-term effects disappear within a few hours and include reduction of appetite, increased breathing and heart rate, raised blood pressure, dilation of pupils, dry mouth, fever, sweating, headache, blurred vision and dizziness. Higher doses may cause flushing, rapid and irregular heartbeat, tremor, loss of coordination, and collapse. Death has occurred from ruptured blood vessels in the brain, heart failure, and very high fever. Psychological effects include increased alertness, postponement of fatigue, a false feeling of well-being, restlessness, excitability, and a feeling of power. Long-term effects include drug dependence and the risk of drug induced psychosis. Withdrawal includes extreme fatigue, irritability, strong hunger, and deep depression that may lead to suicide.

## **Drug and Alcohol Laws**

Federal and California law consider the illegal use of drugs and alcohol to be serious crimes. The sanctions for violations of these laws range from fines to lengthy terms of incarceration, or both. The following provisions of the Federal, state, and municipal law serve as the foundation for The College's policy. (Note: This list is not a complete summary of relevant laws and ordinances regarding alcohol and drugs.)

### Alcohol Laws

#### ***Federal Laws***

- Federal law has set 21 as the minimum age to purchase or possess any alcoholic beverage. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal.

#### ***California Laws***

- It is illegal for persons under the age of 21 to possess an alcoholic beverage in any public place or any place open to the public (California Business & Professions Code §25662).
- Any person who furnishes, gives or sells any alcoholic beverage to someone under the age of 21 is guilty of a misdemeanor (California Business & Professions Code §25658(a)).
- Any person under the age of 21 who attempts to purchase an alcoholic beverage is guilty of an infraction (California Business & Professions Code §25658.5).
- Any person under the influence of alcohol in a public place and unable to exercise care for one's own safety or that of others is guilty of a misdemeanor (California Penal Code §647(f)).

- It is illegal for persons to operate a motor vehicle while under the influence of alcohol or other intoxicants or with a blood alcohol level of .08% or higher (California Vehicle Code §23152). NOTE: A golf cart is a motor vehicle.
- It is unlawful for a person under the age of 21 years who has 0.05 percent or more, by weight, of alcohol in his or her blood to drive a vehicle (California Vehicle Code §23140(a)).
- It is illegal for a person under the age of 21 to drive a vehicle when he or she has a blood alcohol concentration (BAC) of .01% or higher (California Vehicle Code § 23136).
- It is a misdemeanor to ride a bicycle under the influence of alcohol, drugs or both (California Vehicle Code § 21200.5).
- It is an infraction to possess an open container of an alcoholic beverage while in a motor vehicle (California Vehicle Code §23223).
- It is an infraction for an owner or driver of a motor vehicle to allow an open container of alcohol in the passenger area (California Vehicle Code § 23225).

## Drug Laws

### ***Federal Laws***

- The Controlled Substances Act places all substances that are regulated under existing federal law into one of five schedules:

#### Schedule I Controlled Substances

Substances in this schedule have a high potential for abuse. Some examples of substances listed in schedule I are: heroin, lysergic acid diethylamide (LSD), marijuana (cannabis), peyote, methaqualone, and 3, 4-methylenedioxymethamphetamine (“ecstasy”).

#### Schedule II Controlled Substances

Substances in this schedule have a high potential for abuse that may lead to severe psychological or physical dependence. Examples of single entity schedule II narcotics include morphine and opium. Other schedule II narcotic substances and their common name brand products include: hydromorphone (Dilaudid®), methadone (Dolophine®), meperidine (Demerol®), oxycodone (OxyContin®), and fentanyl (Sublimaze® or Duragesic®). Examples of schedule II stimulants include: amphetamine (Dexedrine®), Adderall®, methamphetamine (Desoxyn®), and methylphenidate (Ritalin®). Other schedule II substances include: cocaine, amobarbital, glutethimide, and pentobarbital.

#### Schedule III Controlled Substances

Substances in this schedule have a potential for abuse less than substances in schedules I or II and abuse may lead to moderate or low physical dependence or high psychological dependence. Examples of schedule III narcotics include combination products containing less than 15 milligrams of hydrocodone per dosage unit (Vicodin®) and products containing not more than 90 milligrams of codeine per dosage unit (Tylenol with Codeine®). Also included are buprenorphine products (Suboxone®) and (Subutex®) used to treat opioid addiction. Examples of schedule III non-narcotics include benzphetamine (Didrex®), phendimetrazine, ketamine, and anabolic steroids such as oxandrolone (Oxandrin®).

#### Schedule IV Controlled Substances

Substances in this schedule have a low potential for abuse relative to substances in schedule III. An example of a schedule IV narcotic is propoxyphene (Darvon® and Darvocet-N 100®). Other schedule IV substances include: alprazolam (Xanax®), clonazepam (Klonopin®), clorazepate (Tranxene®), diazepam (Valium®), lorazepam (Ativan®), midazolam (Versed®), temazepam (Restoril®), and triazolam (Halcion®).

#### Schedule V Controlled Substances

Substances in this schedule have a low potential for abuse relative to substances listed in schedule IV and consist primarily of preparations containing limited quantities of certain narcotics. These are generally used for antitussive, antidiarrheal, and analgesic purposes. Examples include cough preparations containing not more than 200 milligrams of codeine per 100 milliliters or per 100 grams (Robitussin AC® and Phenergan with Codeine®).

#### ***Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance***

- **21 U.S.C. 844(a)**  
1<sup>st</sup> conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.  
After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.  
After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both, if:
  - (a) - 1<sup>st</sup> conviction and the amount of crack possessed exceeds 5 grams.
  - (b) - 2<sup>nd</sup> crack conviction and the amount of crack possessed exceeds 3 grams.
  - (c) - 3<sup>rd</sup> or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.
- **21 U.S.C. 853(a)(2) and 881(a)(7)**  
Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment.
- **21 U.S.C. 881(a)(4)**  
Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.
- **21 U.S.C. 844a**  
Civil fine of up to \$10,000.
- **21 U.S.C. 853a**  
Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offences.
- **18 U.S.C. 922(g)**  
Ineligible to receive or purchase firearms.

#### ***Miscellaneous***

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

#### ***California Laws***

- Possession of more than 28.5 grams of cannabis, or more than eight grams of concentrated cannabis (defendant 18 and over) constitutes a misdemeanor punishable under California Health & Safety Code § 11357. A misdemeanor may be up to six months in jail and/or up to \$500.00 fine.
- Every person who sells, dispenses, distributes, furnishes, administers, or gives, or offers to sell, dispense, distribute, furnish, administer, or give, or possesses for sale any synthetic cannabinoid compound, or any synthetic cannabinoid derivative, to any person, is guilty of a misdemeanor, punishable by imprisonment in a county jail not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or by both that fine and imprisonment. (California Health & Safety Code § 11357.5)

- Every person who possesses for sale any cannabis, except as otherwise provided by law is punishable under California Health & Safety Code § 11359.
- It is unlawful to sell controlled substances: Imprisonment in State prison for two to four years for possession or sale of specified controlled substances including opium derivatives and cocaine. (California Health & Safety Code §11351)
- It is unlawful to distribute prescription drugs: it is unlawful for any person who is not a pharmacist to manufacture, compound, furnish, sell, or dispense any dangerous drug or dangerous device, or to dispense or compound any prescription. (California Business & Professions Code § 4051 (a))
- It is unlawful to be under the influence of controlled substance: No person shall use or be under the influence of any controlled substance. Any person convicted of violating this is guilty of a misdemeanor and shall be sentenced to serve a term of not less than 90 days or more than one year in a county jail. (California Health & Safety Code §11550 (a))

## **IX. VIOLENCE AGAINST WOMEN ACT (VAWA)**

The College prohibits the crimes of dating violence, domestic violence, sexual assault and stalking. The Violence Against Women Reauthorization Act of 2013 (VAWA) requires publication of the state law definitions for “dating violence,” “domestic violence,” “sexual assault,” “stalking,” and “consent.”

**Dating Violence** - included in the domestic violence definition in California Penal Code § 13700

**Domestic Violence** - California Penal Code §13700

Abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, "cohabitant" means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to, (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as husband and wife, (5) the continuity of the relationship, and (6) the length of the relationship.

**Sexual Assault** - California does not specifically define “Sexual Assault.”

**Stalking** - California Penal Code § 646.9

Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking, punishable by imprisonment in a county jail for not more than one year, or by a fine of not more than one thousand dollars (\$1,000), or by both that fine and imprisonment, or by imprisonment in the state prison.

**Consent** - California Penal Code § 261.6

Consent shall be defined to mean positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue in a prosecution under Section 261, 262, 286, 288a, or 289. Nothing in this section shall affect the admissibility of evidence or the burden of proof on the issue of consent.

## X. POLICY REGARDING SEXUAL MISCONDUCT

Lytle's Beauty College is committed to providing a work and school environment free of unlawful harassment, sexual violence or discrimination. College policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex, military or veteran status, physical or mental disability, medical condition, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. In accordance with Title IX of the Education Amendments of 1972, the College prohibits discrimination based on sex, which includes gender-based discrimination, sexual harassment and sexual violence (collectively referred to as "sexual misconduct") and the College has jurisdiction over Title IX complaints. In furtherance of this commitment, all students and employees are required to take our mandatory Title IX training upon starting with the College and generally every year thereafter.

This policy applies to all persons involved in the operation of the College, and prohibits sexual misconduct by any employee, as well as students, customers, vendors or anyone who does business with the College. It prohibits sexual misconduct against all students and employees. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the College does business engages in sexual misconduct, the College will take appropriate corrective action.

This policy shall be disseminated to the College community through publications, the College website, new employee orientations, student orientations, and other appropriate channels of communication. The College will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline individuals who violate this policy.

If you believe that you have experienced or witnessed harassment or discrimination on the basis of a protected category other than sex, please follow the procedure outlined in the Non-Discrimination Policy located in the Student Catalog.

### **Key Definitions**

**Sexual Harassment** is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive. A hostile environment is created when the alleged conduct is sufficiently serious to deny or limit a student's ability to participate in or benefit from the recipient's education program and activities, or employment.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

A hostile environment can be created by persistent or pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. Sexual violence, including rape, sexual assault, and domestic and dating violence, is a form of sexual harassment.

Quid pro quo sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment or educational benefits or

services, or submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual.

**Sexual Violence** is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

**Sexual Assault** occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

**Domestic Violence** is defined as a felony or misdemeanor crime of violence committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

**Dating Violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

**Stalking** is defined as 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.

**Consent** is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

## **Victims of Assault/Violence**

If you are a victim of sexual violence, your first priority should be to get to a place of safety. You should then obtain any necessary medical treatment. Information about the alleged offense should be provided to the Title IX Coordinator as soon as possible. Time is a critical factor for evidence collection and preservation, completing a forensic examination does not require someone to file a police report. To find a location near you that performs free forensic examinations, call the National Sexual Assault Hotline at (800) 656-4673. The College also utilizes the resources available through the Rape Abuse & Incest National Network (RAINN) to aid victims. Victims can obtain help directly through RAINN by visiting their website, [www.RAINN.org](http://www.RAINN.org).

Lytle's Beauty College strongly advocates that a victim of sexual assault or violence report the incident to police in a timely manner and, if requested to do by the victim, the College will assist the victim in contacting the police. However, the victim is not required to contact the police in order to pursue the procedure contained in this policy or for Lytle's Beauty College to conduct an independent investigation under this section.

Filing a police report with the local law enforcement agency will not obligate the victim to prosecute. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests at no expense to the victim;
- 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); and
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

## **Procedure for Reporting Sexual Misconduct**

If you believe that you have experienced or witnessed sexual misconduct, notify the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. There is no specific time frame for individuals who have experienced sexual misconduct to file a complaint pursuant to this Policy. Individuals are, however, encouraged to make a report soon after the incident to order to maximize the College's ability to investigate and reach a finding.

An individual may also notify the Campus Director or any other College employee. All reports involving a student will be referred to the Title IX Coordinator. All reports involving an employee will be referred to both the Title IX Coordinator and to the Human Resources Department. In order to facilitate the investigation, your report should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

The College ensures that its employee designated to serve as Title IX Coordinator has adequate training on what constitutes sexual misconduct (including issues related to dating violence, domestic violence, sexual assault, and stalking), they understand how this policy operates, and understand how to conduct an investigation that protects the safety of victims and promotes accountability. Because reports can also be filed with Human Resources, these employees also receive training on the College's procedures and any other procedures used for investigating reports of sexual misconduct.

A report may be made to either or both the police and the Title IX Coordinator. In order to ensure availability of witnesses and fresh memories of the alleged discriminatory event, all reports should be made as promptly as possible after the alleged discriminatory conduct. Where there is any question about whether an incident of sexual misconduct occurred, a report should be made to the Title IX Coordinator for assistance in determining the nature of the incident.

The Title IX Coordinator is listed below. She oversees all Title IX reports and is also responsible for identifying and addressing any patterns or systemic problems that arise during the review of such reports.

**Title IX Coordinator:** Amanda Keith, Campus Director, 176 Wikiup Drive Suite D Santa Rosa, Ca. 95403, (707) 545-8490, akeith@lytlesrebc.edu

The Title IX Coordinator has primary responsibility for receiving, evaluating and investigating sexual misconduct reports and for maintaining accurate Clery Act crime statistics. Upon receipt of the report, the Title IX Coordinator has the responsibilities listed below. Whether the incident occurred on or off campus, if a student or employee reports an instance of sexual misconduct (such as dating violence, domestic violence, sexual assault or stalking), the College will provide a written explanation of the student's or employee's rights and options.

1. Provide the individual with a copy of this policy, information on the availability of the College's investigatory procedures (see below), and written information about local victim support resources for victims including existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available to victims. Victims of sexual violence will be provided information about evidence preservation.

2. Lytle's Beauty College does not provide on-campus or off-campus counseling services. However, Lytle's Beauty College can and will refer the victim to a non-related, outside counseling service such as a local rape counseling center.
3. Make reasonable accommodations to facilitate changes to transportation, working, academic and/or living situations, if requested, while an investigation is pending, including the option to aid in issuing a no-contact order. The College will seek to maintain the confidentiality of the identity of the victim and any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures. These steps will be taken by the College regardless of whether the victim chooses to file a report with the College or local law enforcement.
4. Inform the complainant that the College investigates all reports to the fullest extent possible based on the reporting party and/or victim's request for confidentiality (see Requests for Confidentiality section below). The College does not utilize an informal resolution process.
5. Inform the reporting party of the right to file a separate criminal complaint for allegations relating to sexual violence and that the College can assist the victim in doing so, if requested.

The Title IX Coordinator will then evaluate the report and determine whether further action is warranted. If the Title IX Coordinator determines that the report does involve an instance of sexual misconduct, he/she will initiate an investigation in accordance with the investigation procedure described below.

### **Requests for Confidentiality**

Reports about sex offenses do not have to be formal signed reports. The College is committed to protecting the confidentiality of victims, and will work closely with individuals who wish to obtain confidential assistance regarding an incident of sexual misconduct and will maintain the privacy of information to the extent permitted or required by law, even if the victim does not specifically request confidentiality. A victim's personally identifying information will not be included in any publicly available recordkeeping, including Clery Act reporting and disclosures such as this Annual Security Report. Memoranda describing any formal reprimand or disciplinary action for violating this policy will be placed in a student's permanent academic file and an employee's permanent personnel file. These documents are maintained in a locked filing cabinet that only applicable administrative staff has access to.

Individuals who report an instance of sexual misconduct should be aware that in an investigation, due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment. Generally, once the College decides to open an investigation that may lead to disciplinary action against the responding party, the College will provide written notice to the responding party of the allegations constituting the potential violation, and the date and location of the alleged incident.

In some cases, the College may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The Title IX Coordinator, Amanda Keith, and another administrator will meet to weigh the victim's confidentiality against the impact on the College being able to provide these necessary accommodations or protective measures. Should it be deemed necessary, they will determine what information about the victim needs to be disclosed and to whom it needs to be disclosed to. The victim will be notified regarding which information will be shared, with whom it will be shared and why prior to the College sharing the information. The College will strive to share as limited information as possible in an effort to protect the victim's identity.



Off-campus confidential reporting options are available through local rape crisis counselors, victim advocacy centers, domestic violence resources, local or state agencies, and emergency care facilities. Information about these and other resources may be obtained from the Title IX Coordinator.

## **Investigation of Reports**

In response to all reports, the College will reach prompt and equitable resolution through a reliable and impartial investigation of reports. The Title IX Coordinator will communicate with both the reporting party and responding party. Both parties will receive equal opportunity to provide information, witness statements, evidence, and other information that may be necessary for the Title IX Coordinator to fully evaluate the alleged offense. Both the reporting party and the responding party will be afforded equitable rights and access during the investigative process. The College may not require a victim to participate in a formal investigation that it has initiated.

Generally, this investigation will consist of interviewing the reporting party, the responding party, and any witnesses. The Title IX Coordinator will, barring extenuating circumstance, complete the investigation and make a determination regarding any necessary discipline of the responding party and remedies to the reporting party within sixty (60) days of the date that the report is first received by the Title IX Coordinator. Each party will be presented with the results of the investigation before the Title IX Coordinator finalizes disciplinary action—giving the parties the opportunity to respond to the investigative report in writing in advance of a decision. In the event of a delay, the Title IX Coordinator will provide written notice to the reporting party and the responding party explaining the reason for the delay. If there is a conflict of interest between the Title IX Coordinator and the reporting/responding party, an alternative trained individual will conduct the investigation and determination (including disciplinary sanctions).

No party may have their lawyer present at any stage of the investigation but may be accompanied in the process by a support person of their choice. The “preponderance of the evidence” standard will apply to investigations, meaning the College will evaluate whether it is more likely than not that the alleged conduct occurred.

Both parties will receive simultaneous written notification of any disciplinary proceeding, if necessary, and the outcome of the complaint, including notification that the investigation results are final. Determination notices will be placed into the files of any student or employee. The Title IX Coordinator will determine if the incident is indicative of a systemic issue and, if so, work with the College staff to recommend changes to College policies, procedures or training to prevent re-occurrence.

To initiate a criminal investigation, reports of sexual violence should be made to “911” or local law enforcement. The criminal process is separate from the College’s disciplinary process.

**Interim Accommodations:** Prior to or during an investigation, the College will provide interim accommodations, as necessary. Interim accommodations are individualized services offered, as appropriate, to either or both the reporting and responding parties involved in an alleged incident of sexual misconduct and may include: counseling, extensions of time or other course-related adjustments, modifications to work or class schedules, campus escort services, restrictions on contact between the parties, leave of absence, increased security and monitoring of certain areas on campus, and other similar accommodation.

Interim measures should be individualized and appropriate based on the information gathered by the Title IX Coordinator, making every effort to avoid depriving any student of her or his education. The measures needed by each student/employee may change over time, and the Title IX Coordinator should communicate with each student/employee throughout the investigation to ensure that any interim measures are necessary and effective based on the individual’s evolving needs.

**Disciplinary Actions:** Through the investigation process, if the College determines that unlawful sexual misconduct has occurred, appropriate corrective action will be taken and the College will take steps to prevent recurrence. Any employee determined by the College to be responsible for an act of sexual misconduct will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not

limited to, additional training, a restriction on contact, suspension, or termination. In addition, reporting parties who make accusations in bad faith may be subject to equivalent disciplinary action.

Disciplinary actions taken will be determined on a case-by-case basis. Possible actions include limitations, probation, and termination or expulsion.

## **Retaliation Prohibited**

Retaliation against an individual for raising an allegation of sexual or gender-based harassment, for cooperating in an investigation of such a report, or for opposing discriminatory practices is prohibited. If you believe you have been retaliated against, you should promptly notify the Title IX Coordinator.

## **Reporting Requirements**

Victims of sexual misconduct should be aware that College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

The Title IX Coordinator is responsible for informing the Campus Security Survey Administrator after receiving a sex offense report for purposes of maintaining accurate Clery Act crime statistics.

## **Additional Information**

Students and employees may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates reports of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>. To the extent that an employee or contract worker is not satisfied with the College's handling of a report, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

## **Education and Training**

In an effort to promote a safe environment and to prevent acts of sexual misconduct, the College engages in primary prevention, awareness, bystander intervention and risk reduction training regarding sexual violence, including dating violence, domestic violence, sexual assault and stalking. The College educates the student community about this policy, sexual violence prevention and related College policies during all orientations held for new students upon the onset of a class. The Title IX Coordinator is responsible for training current students and all College faculty and staff about the College's Title IX policies and conducting the new student training. The College also provides ongoing prevention and awareness training for current students and staff at least annually.

## **Bystander Intervention and Risk Reduction**

Sexual violence prevention training includes bystander strategies to intervene and prevent possible dating violence, domestic violence, sexual assault, or stalking before it occurs. Under the Clery Act, Bystander Intervention means safe and positive options that may be carried out by an individual or individuals to intervene and prevent harm *when there is a risk of dating violence, domestic violence, sexual assault or stalking*. As a bystander it is important to recognize a situation that could lead to a crime, be aware of cultural differences that may lead to violence, identify safe and positive intervention options and take action to intervene. Suggestions for bystander intervention include:

- If you suspect that an individual is intent on having sexual intercourse with an unwilling partner, try to redirect one or both individuals.
- If you know someone who is intent on having sexual intercourse with a partner who is intoxicated, try to redirect them.
- Don't condone sexual bantering in group settings.

- Approach everyone as a friend, avoid using violence.
- Recruit help if necessary and if a situation becomes serious contact the police.

If someone tells you they have been sexually assaulted; believe the person, tell them it is not their fault, get the victim to a safe place, help them notify the Title IX coordinator and encourage them to make a police report (remember it is the victim’s choice to report the crime or not).

All crimes, including crimes of sexual violence, can be prevented through steps by the campus community to reduce risk of being a victim of a crime and by intervening before a crime has occurred where there is a reasonable belief that a crime may occur. The College urges members of the campus community to take steps to reduce their chances of being a victim of a crime including by: locking doors, securing items of value, walking in pairs at night, avoiding impairment caused by alcohol or drugs and other self-protective steps. In addition, if you witness what you believe to be a situation that may lead to the commission of a crime, the College urges all members of the campus community to call 911 or to contact a College employee immediately. In addition, members of the campus community may be able to interrupt the commission of a crime of sexual violence by intervening in the situation on a potential victim’s behalf where the intervention is not likely to pose harm to the intervenor. The College urges all members of the campus community work together to promote a safe campus environment for everyone. The College includes training on bystander intervention and risk reduction in all primary and ongoing training for students and staff. The College includes bystander intervention and risk reduction awareness in its student and employee sexual violence prevention training.

**XI. POLICY STATEMENT ADDRESSING SEX OFFENDER REGISTRATION INFORMATION**

The College is required to inform students and employees about where law enforcement information provided by a State concerning registered sex offenders may be obtained. The law also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In California, information about convicted sex offenders is available at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov).

The National Registry of Sex Offenders is available via Internet at the following web address:  
<http://www.nationalsexoffenderregistry.com>

**XII. CLERY ACT CRIME REPORT STATISTICS**

\*Lytle’s Beauty College does not have non-campus property.

OFFENSE	PROPERTY	2016	2017	2018
Murder/ Non-Negligent Manslaughter	On-Campus Property	0	0	0
	Public Property	0	0	0
Manslaughter By Negligence	On-Campus Property	0	0	0
	Public Property	0	0	0
Rape	On-Campus Property	0	0	0
	Public Property	0	0	0
Fondling	On-Campus Property	0	0	0
	Public Property	0	0	0
Incest	On-Campus Property	0	0	0
	Public Property	0	0	0

Statutory Rape	On-Campus Property	0	0	0
	Public Property	0	0	0
Robbery	On-Campus Property	0	0	0
	Public Property	0	0	0
Aggravated Assault	On-Campus Property	0	0	0
	Public Property	0	0	0
Burglary	On-Campus Property	1	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On-Campus Property	0	0	0
	Public Property	0	0	0
Arson	On-Campus Property	0	0	0
	Public Property	0	0	0
VAWA Offenses: Domestic Violence	On-Campus Property	0	0	0
	Public Property	0	0	0
VAWA Offenses: Dating Violence	On-Campus Property	0	0	0
	Public Property	0	0	0
VAWA Offenses: Stalking	On-Campus Property	0	0	0
	Public Property	0	0	0
Hate Crimes: Related to any of the above listed crimes, and Hate Crimes involving simple assault, larceny-theft, intimidation, or destruction/damage/vandalism of property Arrests: Weapons: Carrying, Possessing, etc.	On-Campus Property	0	0	0
	Public Property	0	0	0
	On-Campus Property	0	0	0
	Public Property	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	On-Campus Property	0	0	0
	Public Property	0	0	0
Arrests: Drug Abuse Violations	On-Campus Property	0	0	0
	Public Property	0	0	0
Disciplinary Referrals: Drug Abuse Violations	On-Campus Property	0	0	0
	Public Property	0	0	0
Arrests: Liquor Law Violations	On-Campus Property	0	0	0
	Public Property	0	0	0
Disciplinary Referrals: Liquor Law Violations	On-Campus Property	0	0	0

	Public Property	0	0	0
Unfounded Crimes	On-Campus Property + Public Property	N/A	0	0