



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

Revised 12/24/2020

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

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

### **CAMPUS SECURITY, CRIME AWARENESS, DRUG FREE WORKPLACE REPORT**

In accordance with the Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares this report for distribution to all current and prospective students and employees.

1. Campus is defined as "any building or property owned or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its educational purpose." The campus includes the facilities located at the John Amico School of Hair Design. There are no buildings or properties owned or controlled by campus student organizations which are recognized by this institution.
2. The report is disseminated annually in October to all current and prospective students and employees. In addition, the report is provided to all individuals during enrollment or employment orientation which is conducted with each start class or upon hiring of a new employee. At that time students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crimes.
3. No student will have access to the campus facilities, other than the parking area, at any time unless supervised by a staff member. Any off campus events which are sponsored by the school or the student council are supervised by campus employees. Thus, the school will monitor and report any criminal activity at such events to local law enforcement authorities should they occur.
4. The campus does not employ campus security officials. The security of the campus is the direct responsibility of each employee and the campus administrator. No such individuals have the authority to make arrests.
5. All individuals are encouraged and requested to report immediately any known criminal offense or other emergency occurring on campus to the school administration office on the designated form (enter form number). All individuals are also encouraged to promptly report all crimes to appropriate police agencies. The campus administrator will report all known criminal offenses to local law enforcement authorities upon receiving the report or upon obtaining knowledge of any criminal offense. Report a non-emergency security or public safety related matter to the Campus Director (Title IX Coordinator), Mr. Jessie Santiago at (847) 965-8061. Main Address: 8057 N. Milwaukee Ave, Niles, IL 60714, Email: [jessie.santiago@johnamico.com](mailto:jessie.santiago@johnamico.com). To report a crime or emergency call the police department by contacting 911.



Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/damage/	0	0	0	0	0	0	0

**Vandalism to property**

<u>Yawa Offenses</u>	On-Campus	Public Property
Domestic Violence	0	0
Dating Violence	0	0
Stalking	0	0
<u>Arrests</u>	On-Campus	Public Property
Weapon: Carrying, possessing, etc	0	0
Drug abuse violations	0	0
Liquor law violations	0	0
<u>Disciplinary Actions</u>	On-Campus	Public Property
Weapon: Carrying, possessing, etc	0	0
Drug abuse violations	0	0
Liquor law violations	0	0
<u>Unfounded Crimes</u>	On-Campus	Public Property
Total unfounded crimes	0	0

There were no crimes of murder, forcible rape, or aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, or ethnicity as prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534).

11. It is illegal and against the policy of the John Amico School of Hair Design for any student, employee, or other person to commit the offence of domestic violence, dating violence, stalking, sexual assault, aggravated sexual assault, sexual abuse, aggravated sexual abuse, against any person while on the premises of the school campus. Such illegal and prohibited activities include, but are not limited to, sex offenses which are commonly known as date rape or acquaintance rape, or which may involve unwanted touching and fondling, whether forcible or nonforcible.
12. Illinois Compiled Statutes (730 ILCS 152/115 (a) and (b) mandate that the Illinois State Police ("ISP") establish and maintain a statewide Sex Offender Database, accessible on the Internet, identifying persons who have been convicted of certain sex offenses and/or crimes against children and must register as a Sex Offender. Follow the website below to access the Illinois State Police website: <http://www.isp.state.il.us/>
13. In the event a sex offense occurs on campus, the accuser has the option to and should take the following steps:
  - a) If you are a victim of a sexual assault at this school, your first priority should be to get to a place of safety.
  - b) Report the offense to school administration in the main office.
  - c) Preserve any evidence as may be necessary to prove criminal sexual assault.
  - d) Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
  - e) Report the crime to local law enforcement agencies.
  - f) Request a change in the academic situation if desired.
  - g) Contact an appropriate agency in the community for counseling or other services that may be needed.

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

14. The school does not provide living situations during enrollment. The school will change a victim's academic situation after the alleged sex offense if requested by the victim, and the change is reasonably available.
15. The only on-campus services available to victims of sex offenses are described in this report. There are no on-campus counseling, mental health or other student services available.
16. On campus disciplinary action in cases of alleged sexual assault will be based on findings by the law enforcement agency investigation, facts pertaining to the crime, and other related mitigating circumstances provided that:
  - a) the accuser and the accused may have others present during the campus disciplinary proceeding; and

- b) both the accuser and the accused shall be informed of the final determination of the disciplinary proceeding and any sanction(s) imposed against the accused.

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

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

17. **Policy Statement Addressing Voluntary Confidential Reporting**

**Confidential Reporting Procedures**

If you are the victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the President or a designee of the John Amico School of Hair Design 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 College can keep accurate records 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 campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

18. Possible sanctions the school may impose following a final determination regarding rape, acquaintance rape, or other forcible or non-forcible sex offense vary depending upon the final determination and may include expulsion.

19. Definitions of domestic violence, dating violence, sexual assault, stalking and consent (in reference to sexual activity):

- a) According to Illinois law, police officers must take steps to protect a victim of domestic abuse whenever a “family or household member” has committed any act of “abuse.”

• “Family or Household Member” includes: spouses, former spouses, parents, children, stepchildren, persons who formerly shared the same home, persons who dated or were engaged, regardless of gender, persons who allegedly have a child in common, persons with disabilities and their personal assistants

• “Abuse” includes: physical abuse (pushing, hitting, forced sex, not allowing you to leave); harassment (creating a disturbance at your job, repeatedly telephoning, following or watching you, preventing you from seeing your child, threatening to hurt you); making a child or other person watch abuse; forcing you to do something you don’t want to do; and denying a disabled person access to needed care.

- b.) Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors:

- the length of the relationship
- the type of relationship
- the frequency of interaction between the persons involved in the relationship

- a) Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program. It is any type of sexual contact or behavior that occurs without the explicit consent of

the recipient. Rape, incest, attempted rape and unwanted sexual touch are often called sexual assault. If you have been a victim of sexual assault or sexual abuse, the criminal justice system can help. The Illinois coalition Against Sexual Assault (ICASA) is the statewide network of rape crisis centers working together to end sexual violence. For more information on ICASA or to contact a local rape crisis center please visit: [www.icasa.org](http://www.icasa.org). Illinois law:

- Focuses on the behavior of the offender, rather than the behavior of the victim.
  - Requires serious penalties for crimes against children, older people and people with disabilities.
  - Allows a spouse to be charged with sexual assault.
  - Says offenders can be male or female and of any age.
  - Does not require resistance to prove sexual assault or sexual abuse.
  - Criminalizes many kinds of coercive sexual behavior in addition to penetration.
- b) Stalking is a series of actions that make you feel afraid or in danger. Stalking is serious, often violent, and can escalate over time. A stalker can be someone you know well or not at all. Most have dated or been involved with the people they stalk. To learn more about stalking, visit the Stalking Resource Center Website: [www.victimsofcrime.org/src](http://www.victimsofcrime.org/src). Some things stalkers do:
- Repeatedly call you, including hang-ups.
  - Follow you and show up wherever you are.
  - Send unwanted gifts, letters, texts, or e-mails.
  - Damage your home, car, or other property.
  - Monitor your phone calls or computer use.
  - Use technology, like hidden cameras or global positioning systems (GPS), to track where you go.
  - Drive by or hang out at your home, school, or work.
  - Threaten to hurt you, your family, friends, or pets.
  - Find out about you by using public records or on-line search services, hiring investigators, going through your garbage, or contacting friends, family, neighbors, or co-workers.
  - Other actions that control, track, or frighten you.
- c) Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

For the purpose of this definition:

- Course of conduct: means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

- Reasonable person: means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress: means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

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

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

21. The following is a list of behaviors that may indicate a potential batterer. The Toll Free 24-hour Crisis Hotline is 1-800-522-3304. It is not the purpose of the listing to imply that every person with some of these attributes is a batterer or potential batterer:

- Jealousy - At the start of the relationship, an abuser will equate jealousy with love. The abuser will question the victim about who the victim talks to, accuse the victim of flirting, or become jealous of time spent with others. The abuser may call the victim frequently during the day, drop by unexpectedly, and refuse to let the victim work, check the car mileage, or ask friends to watch the victim.
- Controlling behavior - In the beginning an abuser will attribute controlling behavior to concern for the victim (for example, the victim's safety or decision-making skills). As this behavior progresses the situation will worsen, and the abuser may assume all control of finances or prevent the victim from coming and going freely.
- Quick involvement - A victim often has known or dated the abuser for a brief period of time before getting engaged or living together. The abuser will pressure the victim to commit to the relationship. A victim may be made to feel guilty for wanting to slow the pace or end the relationship.
- Unrealistic expectations - An abuser expects the victim to meet all of the abuser's needs, to take care of everything emotionally and domestically.

- Isolation - An abuser will attempt to isolate the victim by severing the victim's ties to outside support and resources. The batterer will accuse the victim's friends and family of being "trouble makers." The abuser may block the victim's access to use of a vehicle, work, or telephone service in the home.
  - Blames others for problems - An abuser will blame others for all problems or for the abuser's own shortcomings. Someone is always out to get the abuser or is an obstacle to the abuser's achievements. The victim or potential victim will be blamed for almost anything.
  - Blames others for feelings - An abuser will use feelings to manipulate the victim. Common phrases to look for: "You're hurting me by not doing what I want." "You control how I feel."
  - Hypersensitivity - An abusive person is easily insulted, perceiving the slightest setbacks as personal attacks.
  - Cruelty to animals or children - This is a person who punishes animals brutally or is insensitive to their pain. The abuser may expect children to perform beyond their capability (for example whipping a two-year-old for wetting a diaper or teasing children or siblings until they cry).
  - "Playful" use of force in sex - This behavior includes restraining partners against their will during sex, acting out fantasies in which the partner is helpless, initiating sex when the partner is asleep, or demanding sex when the partner is ill or tired. The abuser may show little concern for his partner's wishes and will use sulking and anger to manipulate compliance.
  - Verbal abuse - This behavior involves saying things that are intended to be cruel and hurtful, cursing or degrading the victim, or putting down the victim's accomplishments.
  - Rigid sex roles - The victim, almost always a woman, will be expected to serve. For instance, a male abuser will see women as inferior to men, responsible for menial tasks, stupid, and unable to be a whole person without a relationship.
  - Dual personality "Dr. Jekyll and Mr. Hyde" - Explosive behavior and moodiness, which can shift quickly to congeniality, are typical of people who beat their partners.
  - Past battering - An abuser will beat any partner if the individual is involved with the abuser long enough for the cycle of abuse to begin. Circumstances do not make a person an abusive personality.
  - Threats of violence - This consists of any threat of physical force meant to control the partner. Most people do not threaten their mates but an abuser will excuse this behavior by claiming "everyone talks like that."
  - Breaking or striking objects - This behavior is used as punishment (breaking sentimental possessions) or to terrorize the victim into submission.
  - Any force during an argument - This may involve an abuser holding down the victim, physically restraining the victim from leaving, or pushing or shoving. Holding someone back in order to make demands, such as "You will listen to me!" is also a show of force.
22. Drug and Alcohol-Free Campus Notification: Drug Abuse is prohibited at all times by students and employees on the school property or as part of any of its activities. Drug abuse is defined as: "The unlawful manufacture, distribution, possession or use of illicit controlled substances, including alcohol."
23. The institution prohibits possession, use and sale of alcoholic beverages, enforces the state underage drinking laws and state and federal drug laws. The Drug Free Awareness Program includes providing a copy of the "Who Cares If I Do or Don't" pamphlet and a copy of this report. The Hotlines and Off Campus Resources are posted in the classroom. Employees receive a copy of the "Terms and Symptoms of Drug Abuse" in which all negative symptoms of drug abuse are defined. Fact Sheets and Posters about early warnings and guidelines regarding drug abuse are posted. As a condition of employment, employees will notify the institution of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

24. There are no on-campus drug or alcohol counseling, treatment, or rehabilitation programs available. Off-campus services regarding Drug Abuse Information and Treatment, Crisis Intervention, counseling and mental health include:
- \* Care Unit Hospital Program: 1-800-559-9503
  - \* National Alcoholism & Drug Abuse Hotline: 1-800-444-9999
  - \* Cocaine Hotline: 1-800-444-9999
  - \* National Alcohol Anonymous: 212-870-3400
  - \* U.S. Dept of Health & Human Services Treatment & Referral Hotline: 1-800-662-4357
  - \* Illinois Coalition Against Sexual Assault: 1-217-753-4117
  - \* National Center for Victims of Crime: 1-800-394-2255
  - \* Lutheran General Hospital: 1-847-723-2210
  - \* Rape Victims Advocates (RVA): 1-312-663-6303/1-888-293-2080 (toll free)
  - \* Northwest CASA: 1-847-806-6526
  - \* Des Plaines Valley Sexual Assault Hotline (24 hours): 1-708-482-9600
  - \* Maine Township Council on Alcoholism: 1-847-692-6920
  - \* Niles Family Services: 1-847-692-3396
  - \* Northbrook Citizens for Drug & Alcohol Awareness: 1-847-272-7870
  - \* Northern Illinois Council on Alcoholism & Substance Abuse: 1-847-244-4434
  - \* Serenity Hotline (Drug and Alcohol Abuse), Second Baptist Church: 1-847-475-4750
25. Penalties to be imposed on students and employees for drug abuse violations occurring in the workplace include:
- \* notification of the abuse to the proper authorities;
  - \* a Leave of Absence from enrollment/employment during which time the individual must consider the responsibilities of his/her enrollment/employment, become free from any dependencies and prove it, and certify that if he/she is reinstated that he/she will no longer participate in abuse activities affecting performance;
  - \* expulsion or termination will be considered based on the circumstances surrounding the violation.
26. Any action taken by the institution against a violation of the drug-free workplace policy will occur immediately upon administration obtaining such information. The school will notify the Department of Education within 30 days of an employee or student being involved in any criminal drug statute conviction for a violation occurring in the workplace.

### **Sexual Offense Policy and Procedures**

The John Amico School of Hair Design is committed to providing and maintaining a healthy learning and working environment for all students, staff and faculty members. The John Amico School of Hair Design is also committed with providing an atmosphere that is free from intimidation, or harassment; therefore sex discrimination will not be tolerated. The John Amico School of Hair Design does not discriminate on the basis of sex in its educational programs and employment policies in conformance with the Title IX of the Educational Amendments of 1972. In accordance with Title IX, upon receipt of a complaint, the College will take immediate action and appropriate steps to investigate what occurred, to take prompt and effective action to end the harassment, to remedy the effects, and to prevent the harassment from occurring again. It is important that all students are aware of and protect their right in the College community. Please see the page that outlines *Student Rights*. The John Amico School of Hair Design condemns any form of sexual offense. This document is generally intended to set forth the procedures and disciplinary actions regarding sexual offenses. Furthermore, it specifically sets forth the procedures that are encouraged to be considered by a person who may have experienced a sexual offense.

The John Amico School of Hair Design prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking.

**The John Amico School of Hair Design has designated the Campus Director, Jessie Santiago, as the Title IX Coordinator. Phone: (847) 965-8061 Email: [jessie.santiago@johnamico.com](mailto:jessie.santiago@johnamico.com)**

Responsibilities of the Title IX Coordinator Include:

- Promoting an institutional environment that is free of gender bias and sexual harassment;
- Participating in the development, implementation and evaluation of the College's Title IX policies and procedures;
- Monitoring and evaluating the Niles School of Cosmetology's Title IX compliance efforts;
- Providing in-service training to the College community on Title IX policies and procedures;
- Reviewing all Title IX complaints;



Meeting with John Amico School of Hair Design students and employees as needed; and  
Designating other officials to conduct investigations or to meet with students and employees as needed.

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

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

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

### **Sex Offense Definitions From the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program**

#### **Sex Offenses - Forcible:**

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

#### **Definition of Rape (as updated by the Federal Bureau of Investigations (FBI) and the Uniform Crime Reporting (UCR) Summary Reporting System):**

**"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."**

#### **The revised definition:**

**Includes either Male or Female Victims or Offenders.**

**Includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (eg. Due to the influence of drugs or alcohol or because of age).**

**Reflects the various forms of sexual penetration understood to be Rape.**

1. Forcible 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.
2. Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
3. Sexual Assault With an Object - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
4. Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her

temporary or permanent mental or physical incapacity.

**Sex offenses - Non-Forcible:**

Unlawful, non-forcible sexual intercourse.

1. Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
2. Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**“Domestic Violence”** means a “felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA), or
- Any other person against an adult or youth victim who is protected from that person’s act under the domestic or family violence laws of the jurisdiction.”

**“Dating Violence”** means “violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship;
  - The type of relationship;
  - The frequency of interaction between the persons involved in the relationship.”

**“Stalking”** means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.”

**Gender-based Harassment or Discrimination:**

Acts of a verbal or nonverbal nature or physical aggression, intimidation, or hostility based upon sex/gender, gender identity or sex/gender-stereotyping (even if those acts do not involve conduct of a sexual nature) that is sufficiently serious to limit or deny the ability to participate in or benefit from the John Amico School of Hair Design programs and activities or the terms and conditions of employment.

**Harassment:** Verbal abuse constitutes harassment when it:

- Is intended to insult or stigmatize an individual;
- Is addressed directly to the individual (s) whom it insults or stigmatizes;
- Make use of “fighting” words (“fighting” words are those commonly understood to convey direct and visceral hatred or contempt for human beings); or
- Conveys a threat of violence or is likely to provoke immediate physical retaliation.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature, or acts that an individual did not request or invite and that are regarded as undesirable or offensive when:

- Submission to such conduct is deemed to be either explicitly or implicitly a term of condition of a student’s education or employment;
- Submission to or rejection of such conduct is deemed to be used as the basis for an educational or personnel decision affecting the student;
- Such conduct has the purpose or effect of substantially interfering with a student’s educational or work performance, or creating an intimidating, hostile or offensive educational or working environment; or
- Such conduct denies or limit’s a student’s ability to participate in or receive the benefits, services or opportunities of the school’s programs or activities.

The harassing conduct creates a hostile environment if the conduct is sufficiently serious enough that it interferes with or limit’s a student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical. A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. For

example, a single instance of rape is sufficiently severe to create a hostile environment.

**Sexual Misconduct:** Includes but is not limited to:

- Sexual intercourse (oral, anal, or vaginal penetration) or penetration by a foreign object, including a finger, by force and/or without consent; or
- The touching of a non-consenting person's intimate parts, such as genitalia, groin, breast or buttocks or the clothing covering these parts, or forcing a non-consenting person to touch another's intimate parts.
- Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.
- Sexual violence, which includes rape, sexual assault, sexual battery and sexual coercion.

**Sex Discrimination:**

Includes any behavior or communication that improperly singles out, stigmatizes, victimizes, or otherwise subjects an individual to unequal treatment to his or her detriment on the basis of his/her sex. Sex discrimination includes, but not limited to, verbal abuse, sexual harassment, sexual violence and other acts or sexual misconduct. Sexual harassment of students, including sexual violence, interferes with a student's right to receive an education free from discrimination and, in the case of sexual violence, is a crime.

**Consent:**

Is an informed, affirmative decision to engage in mutually acceptable sexual activity that is freely and actually given. Consent may not be inferred from silence or passivity. Similarly, consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, advanced age or some other condition, nor can it be obtained by threat, coercion, or force.

**Appropriate Procedures if a Sex Offense Occurs**

Any incident of sexual assault on the school premises should be immediately reported to the Main Office at (847) 965-8061. The school policy requires that all crimes, including sex offenses, be reported to the local police. School personnel are available, at the student's request, to assist the student in reporting incidents to the appropriate law enforcement authorities.

For proof that the sex offense occurred, it is important that any and all evidence related to an incident of sexual assault should not be destroyed. The victim should refrain from taking a shower, washing hands or changing clothing. The location where the assault occurred should not be disturbed. The victim should get immediate medical assistance.

**Resources/Contacts for Victims of Sexual Assault, Stalking, Dating Violence and/or Domestic Violence:**

Lutheran General Hospital  
1775 Dempster St.,  
Park Ridge .....847-723-2210

National Center  
for Victims of Crime .....1-800-394-2255

Rape Victim Advocates (RVA)  
228 S. Wabash, Suite 240  
Chicago, Illinois 60604  
Phone.....312-663-6303  
Toll free:.....888-293-2080  
Fax.....312-663-6302  
e-mail: [info@rapevictimadvocates.org](mailto:info@rapevictimadvocates.org)  
Web: [www.rapevictimadvocates.org](http://www.rapevictimadvocates.org)

Northwest CASA  
415 W. Golf Rd. Ste. 47  
Arlington Heights, Illinois 60005  
Phone.....847-806-6526  
Fax.....847-806-6531  
e-mail ..... [Nwcasa@iols.com](mailto:Nwcasa@iols.com)

Chicago Rape Crisis Hotline-Rape Victims Advocates  
Phone.....888-293-2080

Domestic Violence Legal Clinic.....312-325-9155

Illinois Department of Human Rights.....312-814-6200

Des Plaines Valley Sexual Assault Hotline  
24 Hour Hotline  
Phone.....708-482-9600

Illinois Coalition Against Sexual Assault.....217-753-4117  
Desplaines Valley Sexual Assault Hotline  
(24 Hours).....708-482-9600

### **Website Resource:**

notalone.gov is a great information resource for students, staff, and anyone interested in finding resources on how to respond to and prevent sexual assault on college and university campus and in our school.

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

Jessie Santiago, Campus Director	Niles Police Department
Main Office	7200 N. Milwaukee Avenue, Niles
847-965-8061	Non-Emergency.....847-588-6500
	Emergency.....847-647-2131

The school judicial process that would be followed once a report is filed is outlined in the *Code of Student Responsibility*. This process is completely separate from any criminal or civil actions the individual who has been assaulted might pursue. Possible outcomes of violations of the Sexual Offense Policy may include termination and/or dismissal. The Student Handbook includes the procedures, as well as a list of some of the penalties and sanctions that may be imposed upon the conclusion of a disciplinary proceeding involving a sexual assault.

Under Crime Victim's Compensation Law, a person who has experienced a sexual offense may be eligible for support services and medical reimbursement if he/she reports the crime within 72 hours and fully cooperates with law enforcement.

### **Review of Procedures to Follow if a Sexual Assault Occurs**

1. Person is encouraged to get to a safe place.
2. Person is advised to seek medical treatment.
3. Person is recommended to seek support, information and counseling.
4. Person is encouraged to consider filing a report.

Brochures dealing with acquaintance rape and other sexual offenses are available through the Main Office and [www.ncpc.org](http://www.ncpc.org).

### **Policy Statement and Procedures regarding the Violence Against Women Reauthorization Act of 2013 (VAWA)**

A sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485 (f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

Under the Violence Against Women Reauthorization Act, colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates.
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

As disclosed on the U.S. Department of Education Jeanne Clery Campus Safety and Security Report, the John Amico School of Hair Design has (0) zero sexual assaults reported to date. This may be attributed to our campus not offering campus housing and enrollments being predominantly female. However, the John Amico School of Hair Design has implemented programs from our local Niles Police Department to educate and serve our students. The policy for reporting sexual assault is described in Annual Security Handbook available to all students and staff. Additionally, further information can be found on our website, [www.nilesbeautyschool.com](http://www.nilesbeautyschool.com) under school info, then go down to disclosures, and you will see a link under the student's right-t-know-disclosures titled "campus security information." The campus security

information is updated annually and made available to each student on October 1<sup>st</sup>. This report offers the campus sexual assault reports and crime statistics for three prior years.

The Clery Act requires that colleges and universities inform students of procedures that victims should follow, such as preservation of evidence and to whom the offenses should be reported. VAWA adds that institutional policies must also include information on:

- Victims' options to, or **NOT** to, notify and seek assistance from law enforcement and/or campus authorities.
- Victims' right and institutional responsibilities regarding judicial no-contact, restraining, and protective orders.

Preventative safety measures at the John Amico School of Hair Design include timely scheduled presentations addressing sexual assault risk reduction, sexual assault education and reporting protocol, evidence preservation processes, stalking prevention (stalking is defined as conduct directed at a specific person that would cause a person to fear for his/her/other's safety, or suffer substantial emotional distress) domestic abuse, dating violence, acquaintance rape, etc. These issues are addressed at student orientation, as well as scheduled programs for all students throughout the calendar year. The dates of these educational events are posted prior to the presentation and announced to the students during their theory classes. The Student Services office keeps on file a schedule of programs, as well as a participant attendance roster. Other safety measures such as a policy of encouraging students to leave the campus property in groups and/or inform a school official or educator that they will be walking alone to their car, especially after dark. Complete literature on sexual assault risk reduction, date rape education, and the responsibility and reporting process can be directed to and available by informing the Campus Director (Title IX Coordinator).

The Higher Education Act (HEA) defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Woman Act of 1994 as follows:

**“Domestic Violence”** means a “felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA), or
- Any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction.”

**“Dating Violence”** means “violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship;
  - The type of relationship;
  - The frequency of interaction between the persons involved in the relationship.”

**“Stalking”** means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.”

If you are a victim of a sexual assault, your first priority should be to get to a safe place. You should then obtain necessary medical treatment. The Niles Police Department or local Police Agency strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault, whether it occurs on or off campus, should be reported directly to the John Amico School of Hair Design Campus Director. Filing a police report with the school will not obligate the victim to prosecute, nor will it subject the victim (either student or employee) to scrutiny, negative repercussion or judgmental opinions from the John Amico School of Hair Design. The John Amico School of Hair Design will help file a police report, if requested. 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);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of

sexual assault crisis intervention.

Upon report of an alleged sex offense, the school will investigate immediately with the victim's confidentiality respected. The specifics of the assault and the names of the victim and the offender will be kept confidential to the extent that maintaining such confidentiality would not impair the ability of the John Amico School of Hair Design to provide protective measures. The John Amico School of Hair Design has mandated protocol in place of reporting any and all sexual offenses to the Campus Director (Title IX Coordinator). The school will adhere to any legal sanctions or protective measures imposed as a result of a final determination of any sexual assault incidences. The John Amico School of Hair Design is also obligated to comply with a student's request for an academic situation change following an alleged sex offense, which includes a change in schedule, protection and precautions that the alleged offender not be permitted to have contact with the victim through classes or clinic services.

Prior to initiating an investigation, the Title IX Coordinator will encourage the complainant to participate fully in the investigation and hearing processes.

If the complainant requests confidentiality or requests that the complaint not be pursued, the Title IX Coordinator will take all reasonable steps to investigate the complaint and respond consistently with the complainant's request as long as doing so does not prevent the John Amico School of Hair Design from responding effectively. The Title IX Coordinator will inform the complainant that confidentiality cannot be assured.

If a complainant insists that he/she remains anonymous in the investigation, the Title IX Coordinator will inform the complainant that such a request will limit the John Amico School of Hair Design's ability to respond to the complaint. The Title IX Coordinator will evaluate the complainant's request for confidentiality in the context of the John Amico School of Hair Design's responsibility to provide a safe and nondiscriminatory environment for all students.

Publicly available record keeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim will be maintained at the Student Services in a locked area.

Incidents that occur at the John Amico School of Hair Design should be reported to the Campus Director (Title IX Coordinator). Incidents that occur off-campus should be reported to the local law enforcement agency in addition to a John Amico School of Hair Design official. Reporting an incident is a separate step from choosing to prosecute. When you file a report, you are NOT obligated to continue with legal proceedings or the John Amico School of Hair Design disciplinary action. Remember, you can choose whether or not to participate in proceedings at any point. Appropriate legal, disciplinary or remedial actions may be taken against any persons or groups alleged to have or found to be responsible for engaging in crimes of interpersonal violence to include rape, acquaintance rape or other forcible or non-forcible sex offenses. In addition to arrest, students may have student conduct charges brought against them. John Amico School of Hair Design employees, visitors and/or vendors may be subject to arrest, suspension and/or termination of John Amico School of Hair Design employment and/or termination of contracts/agreements with that person(s).

As per VAWA, the John Amico School of Hair Design will ensure staff and school officials are provided with appropriate training on an annual basis.

Various counseling options are available from the Niles Police Department or Local Police. Counseling and support services can be obtained through the Rape and Sexual Abuse Center and the Victim Intervention Programs in the city of the John Amico School of Hair Design. See the Campus Director (Title IX Coordinator) or in this handbook for a listing of services and phone numbers. Information can also be found in our website at [www.nilesbeautyschool.com](http://www.nilesbeautyschool.com) under school info, then go to the drop down menu where it says Disclosures, then Campus Security Information. State-wide listings can be found also at the following website: <http://www.illinoisattorneygeneral.gov>.

### **Disciplinary Proceedings**

Proceedings refer to all activities related to a non-criminal resolution or an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

The Title IX Coordinator at the John Amico School of Hair Design will coordinate a prompt, fair, and impartial process from the initial investigation to the final result. It will be conducted by officials who, at a minimum, receive annual training on: the issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

**Standard of Evidence:**

To the extent practicable, the Title IX Coordinator shall interview all individuals who witnessed or may have witnessed that incident or who may have knowledge of the incident. The Title IX Coordinator shall interview the person alleged to have engaged in sexual harassment and inform the individual that a complaint has been made against him or her, and allow the person to respond to the complaint. If, based on the preponderance of the evidence the Title IX Coordinator deems appropriate, further steps will be taken to confirm or deny alleged harassment. The person alleged to have engaged in sexual harassment shall be informed that the incident is not to be discussed with coworkers and that retaliatory action against the complainant will not be tolerated.

**Specific Action Steps:**

The Title IX Coordinator will conduct a fact-finding investigation, which will include, at a minimum, a review of the complaint and interviews with the complainant, respondent, and other appropriate individuals. The accuser and accused will be given timely notice of meetings at which on or the other or both may be present; and the accuser, the accused, and appropriate officials will be given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings. A written record of the investigation shall be made, inclusive of all notes made of interviews, conversations or verbal responses to questions posed by the Title IX Coordinator to the complainant, witnesses or respondent, and any other aspects of the investigation. The entire written record and report, including a written summary of the findings of the investigation, shall be provided to the President within twenty (20) working days from the date the allegations were first reported. Upon completion of the investigation, the Title IX Coordinator will submit its findings and recommendations to the President, if appropriate. The president will accept, reject, or modify the recommendation and notify the Title IX Coordinator as such and will then provide a written response to the complainant. The following information should be sought during the interview process:

- The severity of the conduct; the number and frequency of acts of alleged harassment;
- The apparent intent of the person alleged to have engaged in sexual harassment;
- The relationship of the parties; the response of the complainant at the time of the incident(s); and
- The relevant work environment.

If the investigation confirms the allegation, appropriate corrective action will be taken. Evidence that is collateral to the allegations of sexual harassment and that is obtained during an investigation may be used in subsequent grievance or disciplinary procedures. If no preponderance of evidence for the complaint is found, the Title IX Coordinator will dismiss the case. The complainant will be informed why the act does not constitute violation.

**Results:** The president shall, based upon the investigative report, evidence and all known circumstances, make a determination as to whether the individual(s) charged committed sexual harassment. If the determination is that sexual harassment has occurred, the president shall take immediate and appropriate disciplinary actions consistent with the nature and severity of the offense and notify both accuser and accused simultaneously, in writing of the results of the proceeding and appeal procedures.

**Possible Sanctions:** Not all forms of sex-based misconduct will be deemed to be equally serious offenses, and the John Amico School of Hair Design reserves the right to impose different sanctions depending on the severity of the offense and/or offender history. Sanctions the John Amico School of Hair Design may impose on student/employees following a final determination of a disciplinary proceeding regarding sexual assault, acquaintance rape or other forcible or non-forcible sex offense include:

- No contact (direct or indirect) with the victim
- Formal written warning
- Probation/expulsion/employment termination
- Revocation of admission/transfer, reassignment of duties, demotion
- Banishment from Niles School of Cosmetology property, functions, etc.
- Training on sex-based misconduct.

**Investigative Procedure and Timeline:** The Title IX Complaint or report of sex-based misconduct will be investigated by the Title IX Investigator and generally, the investigation will follow the following timeline:

**Day1:** Title IX Complaint or report of sex-based misconduct is received by the Title IX Coordinator or designee;

**Day 2-5:** Title IX Coordinator or designee determines extent of Title IX investigation. A preliminary investigation may be necessary and interim measures may be implemented;

**Day 6-15:** The Title IX Investigator(s) will (1) provide notice to Respondent of the Complaint/Report; (2) meet with the Claimant (if participating), the Respondent, and any identified witnesses. This Policy and the Procedure will be explained

to Claimant and Respondent and each will have the opportunity to share their version of events and suggest other witnesses during the meeting with the Title IX Investigator;

**Day 16-20:** The Title IX Investigator(s) will write a preliminary report containing a summary of the information obtained to date and will deliver this report to the Claimant and Respondent;

**Day 21-26:** Claimant and Respondent may provide a rebuttal to information in the preliminary report or suggest additional witnesses;

**Day 27-32:** The Title IX Investigator(s) will consider additional information provided by Claimant and Respondent, conduct any necessary additional interviews or investigation, and write a final report which contains: (1) conclusions of fact and (2) a finding or findings;

**Day 33-38:** The Title IX Coordinator or designee reviews and approves the final report; sends notice of the finding(s) to Claimant and Respondent. Email is deemed an acceptable form of delivery. Title IX will impose a sanction by decision on an employee. For students, a hearing shall occur and a hearing officer will impose a sanction by hearing. Notice will be sent to Claimant and Respondent as provided herein.

**Day 39-43:** Five (5) day period to Appeal the finding(s) and/or any sanction imposed by decision/hearing;

**Day 44-63:** Appeal, if any, is processed.

**Advisor of Choice:**

The accuser and the accused are entitled to the opportunity to be accompanied to any related disciplinary proceeding by an advisor of their choice. However, the John Amico School of Hair Design may restrict an advisor's role, such as prohibiting the advisor from speaking during the proceeding, addressing the disciplinary tribunal, or questioning witnesses. The Niles School of Cosmetology may remove or dismiss advisors who become disruptive or who do not abide by the restrictions on their participation.

**Accommodations and Protective Measures:** The John Amico School of Hair Design reserves the right to take whatever interim measures it deems necessary to protect the rights and personal safety of its community members. Such measures include, but are not limited to, providing an escort between classes, no-contact orders, modification of class, and interim suspension from campus pending an investigation regardless of whether the victim chooses to report the crime to local police.

**Written Notification:** In all circumstances, whether a violation of this policy is determined to have occurred or not to have occurred, both the complainant and the alleged perpetrator shall be of the results of the investigation and the discipline imposed, if any. A person alleged to have engaged in sexual harassment shall not retaliate in any way against the complainant, witnesses or any other person involved in the investigation. In addition, the John Amico School of Hair Design will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community. Finally, the John Amico School of Hair Design will provide written notification to victims about options for, available assistance in, and how to request changes to: Academic situations; Living situation; transportation; working situation; and protective measures.

**Appeals:** If either party (complainant or the person alleged to have engaged in sexual harassment) is dissatisfied with the outcome of the investigation and/or the discipline imposed, that party may notify Title IX Coordinator within (5) days of being informed of the results of the investigation and the discipline, if any was imposed. The Title IX Coordinator shall forward the timely request for appeal to the president for further review. Both parties shall be notified in writing about the outcome of the appeal. Appeals may be made only on the following grounds- A material deviation from these procedures affected the outcome of the case; New and relevant information is available that was not available, with reasonable diligence and effort, at the time of the investigation that could reasonably affect the investigation finding(s); The sanction(s) is/are inappropriate or disproportionate to the determined finding(s); or A review of all available and relevant information indicates that the evidence does not clearly support the finding(s) and provides clear and definite support for modifying the original finding(s).

**PROGRAMS TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT & STALKING**



The John Amico School of Hair Design prohibits the crimes of dating violence, domestic violence, sexual assault and stalking. The John Amico School of Hair Design is dedicated to providing ongoing prevention and awareness campaigns necessary to keep students safe.

- Title IX Coordinator will receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct investigations.
- Training for faculty and staff on Title IX policies and reporting procedures will be offered through Online Clery Act Training
- The John Amico School of Hair Design will work with local organizations such as Women's Shelters and Local Police for on campus training.
- All first-time students who attend the mandatory orientation will receive information about sexual harassment and assault.
- All students will have the opportunity to watch and discuss Speak Up and Stand Out educational video provided by Clery Center during the Basic Program.

**Bystander intervention:** You can help by recognizing situations of potential harm by taking actions to intervene. Consider safe and positive options that may be carried out to prevent situations when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

***Tips for preventing sexual assault as a bystander:***

- Talk to your friends honestly and openly about sexual assault.
- Don't just be a bystander—if you see something, intervene in any way you can.
- Trust your gut. If something looks like it might be a bad situation, it probably is.
- Be direct. Ask someone who looks like they may need help if they're okay.
- Get someone to help you if you see something—enlist a friend, teacher, or parent to help step in.
- If you see someone who is too intoxicated to consent, enlist their friends to help them leave safely.
- Recognize the potential danger of someone who talks about planning to target another person at a party.
- Be aware if someone is deliberately trying to intoxicate, isolate, or corner someone else.
- Create a distraction, draw attention to the situation, or separate the people you are concerned about.
- Understand that if someone does not or cannot consent to sex, it is rape.
- Never blame the victim.

**Special Rights of Students in Cases of Sexual Harassment, Misconduct and Discrimination:** In cases of student-on-student harassment, both the student complainant and the accused student have the following rights, and in cases of employee-on-student harassment, the student complainant has the following rights:

- To receive relevant investigation materials and/or to be present during the entire hearing (except during deliberations of a board, if applicable);
- To not have irrelevant sexual history discussed during the hearing;
- To submit an impact statement or character reference letters for review at the discretion of the student conduct body after the determination of responsibility but before sanctioning;
- To be informed concurrently of the outcome of the hearing upon its conclusion by the hearing body; and
- To appeal any decision reached or sanction imposed within five school days of receipt of the decision.

**Policy Statement Addressing Sex Offender Registration**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Niles School of Cosmetology is providing a website to the "Illinois Sex Offender Information" and "National Sex Offender Public Registry". This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth of Illinois, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police.

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

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

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

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

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

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

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

### **Drug and Alcohol Policies**

#### **Drug and Alcohol-Free Campus Notification**

##### **1. Statement of Policy**

In compliance with federal, state, and local law, School policy prohibits the unlawful manufacture, dispensation, distribution, sale, possession or use of controlled substance or alcohol by students, faculty, and staff in the workplace or while conducting school business or activities. In carrying out this commitment the John Amico School of Hair Design will fully comply with federal Drug-Free Schools and Communities Act of 1986 as amended by Public Law 101-226 and the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D, Section 5160.)

##### **2. Disciplinary Sanctions**

Students who violate the prohibition against the illegal use of controlled substances and alcohol will be subject to disciplinary action up to and including expulsion. A disciplinary sanction may include the completion of an appropriate rehabilitation program. Faculty and staff in violation of this policy may be required to receive treatment. The School may exercise disciplinary actions against faculty and staff in violation of the policy, up to and including termination.

##### **3. Health Risks Associated with Illicit Drugs and Alcohol Abuse**

Our primary interest is to assist Niles School students, faculty, and staff in avoiding the physiological and psychological damage that results from drug and alcohol abuse. The health risks associated with the use of illicit drugs and the abuse of alcohol include physical impairment such liver, heart, digestive impairment, memory loss, impaired judgment and other personality disorders.

##### **4. Information Concerning Treatment and Rehabilitative Services Available to Students and Employees**

Faculty, staff, and students may receive confidential alcohol and drug counseling treatment through the referral information regarding drug or alcohol counseling, treatment and rehabilitative programs available through County or Public Services, other support groups, and local licensed mental care professionals.

#### **Contacts:**

Care Unit Hospital Program  
1-800-559-9503

Maine Township Council on Alcoholism  
1400 Renaissance Drive  
Park Ridge, Illinois 60068  
Phone.....847-692-6920

Northbrook Citizens for Drug  
& Alcohol Awareness

Niles Family Services  
Trident Center  
8060 Oakton Street  
Niles, Illinois 60714  
Phone.....847-692-3396  
Northern Illinois Council on Alcoholism &  
Substance Abuse

1364 Shermer Road  
Northbrook, Illinois 60062  
847-272-7870

1113 Greenwood Avenue  
Waukegan, Illinois  
847-244-4434

Serenity Hotline (Drug and Alcohol Abuse)  
Second Baptist Church  
Monday-Saturday, 6 p.m.- 10 p.m.  
1717 Benson Avenue  
Evanston, Illinois 60201  
Phone.....847-475-4750

Cocaine Hotline.....1-800-444-9999  
  
U.S. Dept of Health & Human Services  
Treatment & Referral Hotline  
1-800-662-4357

**5. Legal Sanctions**

Use of illicit drugs by any person is illegal under both the state and federal statutes. Use of alcohol by persons under 21 years of age is illegal under state law. Penalties for conviction under state and federal law include incarceration and fines. Property used connection with illegal drugs may be confiscated. Federal student loans and grant may be denied to those convicted for a violation of a criminal drug statute.

**DRUG AND ALCOHOL POLICIES**

The following represent the drug and alcohol policies of the John Amico School of Hair Design:  
The John Amico School of Hair Design Community members owe it to themselves and others to make educated decisions on the use and distribution of alcohol. The school respects and adheres to state laws.

**School Premises**

**Alcohol**

1. The State of Illinois prohibits the sale, use or possession of alcoholic beverages by persons under 21 years of age.
2. All casual possession or consumption of alcohol in designated common or non-reserved areas on school premises is prohibited by any persons regardless of age.
3. Alcoholic beverages will not be served at any student events on school premises.

**Illegal Drugs**

1. On school premises, a student may not possess, use, distribute or sell any illegal drugs. The school reserves the right to take action deemed necessary to protect the school interests and the safety of its faculty, staff and students in cases involving the possession, use distribution or sale of illegal drugs.

**Student convicted of the possession or sale of drugs:**

A federal or state drug conviction can disqualify a student for FSA funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid--they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, not does one received when she was a juvenile, unless she was tried as an adult. The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs).

	<b>Possession o Illegal Drugs</b>	<b>Sale of Illegal Drugs</b>
<b>1<sup>st</sup> Offense</b>	1 year from date of conviction	2 years from date of conviction
<b>2<sup>nd</sup> Offense</b>	2 years from date of conviction	Indefinite Period
<b>3+ Offenses</b>	Indefinite Period	

**Definition of Crimes**

The following definitions are taken from the Crime Awareness and Campus Security Act of 1990: Strategies for Compliance. A Guide for Campus Security and Police Administrators, by Douglas F. Tuttle, Director of Public Safety, University of Delaware, 1991. The cites are taken from the Illinois Criminal Law and Procedure 1987 edition:

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Criminal Homicide - Manslaughter by Negligence:** The killing of another person through gross negligence.

**Criminal Homicide - Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are late abandoned including joyriding).

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minor; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzadrine).

**Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)

### **Emergency Preparedness and Response Planning**

The following pages contain information regarding safety issues at John Amico School of Hair Design. This safety manual is intended for distribution with our Annual Security Report to all John Amico School of Hair Design Students and Staff.

If you have questions or need assistance reviewing this document, please contact: Jessie Santiago, Campus Director (Title IX Coordinator), at the Main Office.

Office hours are: Wednesday through Friday: 9:00 am to 9:00 pm.

Saturday: 8:00 am to 4:30 pm.

Sunday, Monday, & Tuesday: Closed

Our main phone number is (847) 965-8061.

For life threatening emergencies call 911.

For facility emergencies call (847) 965-8061.

## **Introduction**

### **JOHN AMICO SCHOOL OF HAIR DESIGN Management Statement of Safety**

Health and safety of every JOHN AMICO SCHOOL OF HAIR DESIGN employee and student is a primary consideration in every phase of operations. Our policy is to conduct every operation and activity in a responsible manner, avoiding recognized hazards to promote health and safety for employees, customers and vendors by complying with all applicable safety, health and environmental laws and regulations of jurisdictions where we conduct business. The management of the JOHN AMICO SCHOOL OF HAIR DESIGN is committed to achieving the goals of this policy and ensuring that our facilities comply. Your participation and compliance with all safety rules and policies will assist in accomplishing our mission for the safety and well-being of our entire staff and students.

### **Safety & Accident Prevention Is Everyone's Job**

Safety procedures outlined in this manual are considered basic, minimum requirements in helping to provide a healthy, safe work environment. It is not meant to be all-inclusive or cover every possibility. Exercising good judgment, reason and common sense is expected from all employees and students.

Employees are responsible for adhering to the directions of management and these guidelines. Specific safety issues and environmental requirements vary depending on job duties. Management will inform you of specific hazards as well as safety, health and environmental procedures for specific job duties. If for any reason you do not fully understand your safety-related responsibilities, ask the Manager or team leader for clarification. All employees have the authority to stop ANY activity if there is a clear threat to health or safety. Violation of any health, safety and environment rules or policies may result in disciplinary action, up to and including termination.

### **In Case Of Emergency**

Immediately contact the Manager in the event of any health, safety or environment emergency including, but not limited to, injuries, medical emergencies, accidents, chemical leaks or spills, fire, equipment safety issues or any other situation deemed to be hazardous in any way.

## **SAFETY AND EVACUATION POLICY**

### **BASIC REQUIREMENTS FOR A SAFE WORKPLACE**

1. Proper Ventilation: Some fumes can be harmful.
2. Proper Use of Flammables: Read labels and always follow precautions.
3. Designated smoking areas: Never smoke or permit clients to smoke while being served. Avoid other sources of open flames.
4. Safe Product Storage: Store products in closed containers and prevent spills or leakage. Store in adequately ventilated area and in moderate temperature.
5. Protection during application: Follow directions, wear gloves and/or goggles as directed, properly drape client. Apply your professional training.
6. Proper Use of First Aid: Keep first aid kit available at front desk.
7. Fire Safety: Post and review evacuation procedure during new student orientation.
8. In the event of fire:
  - a) Contact fire department (Keep number readily available. Give name and address of business, nature of fire (what is burning), and name of person reporting the fire.
  - b) Evacuate premises by following the planned procedure for the facility.
  - c) Plan alternate exits for use in the event regular route is blocked by the fire.
  - d) Service extinguishers at least annually.
9. Use of extinguishers. Install away from potential fire hazards and near an escape route. Follow the instructions. Many work as follows:
  - a. Pull the pin
  - b. Aim the nozzle
  - c. Squeeze the handle
  - d. Sweep from side to side at base until fire goes out.

10. Recommended Procedures: The National Fire Protection Association recommends that you should ONLY stand and fight a fire if ALL the following are TRUE:
- Everyone is leaving the premises and fire department has been called.
  - The fire is small and confined to the work area where it started--(wastebasket, cushion, small appliance, etc.)
  - You can fight the fire with your back to an escape route.
  - Your extinguisher is rated for the type of fire you are fighting and is in good working order.
  - You know how to operate the extinguisher.

## **Safety**

### **Accident Prevention**

Accidents are the result of unsafe conditions, behavior or actions. Accidents can be prevented with a conscious effort to obey all health, safety and environment rules as well as notices and posted safety posters. Employees can reduce the probability of accidents by using common sense.

Some simple ways to reduce accidents include:

- Always wear safety equipment as recommended.
- Be aware of activity around you.
- Walk – never run in the facility.
- Never carry heavy or large items without proper assistance.
- Never use or handle chemicals without proper training.
- Never operate machinery or equipment without proper training.
- On stairs, use handrails and watch your step.
- Keep your work area clean, organized and safe from hazard.

Please report all unsafe conditions or activities to the Manager.

### **Accident Reports**

All accidents and near accidents must be reported to the Manager immediately. Reporting a near accident could help avoid a serious accident in the future. All accidents which result in an injury must be reported immediately to the Manager.

All reported accidents and near accidents will be investigated to identify risk of future accidents and identify measures required to rectify unsafe conditions. If the accident was caused by the affected party or another employee, appropriate disciplinary actions may be initiated.

Failure to report any accident or near accident may result in disciplinary action, up to and including termination.

### **Workplace Housekeeping**

A clean, organized work area promotes positive health, safety and environment conditions which can help prevent accidents. The following are some of the ways to maintain good housekeeping:

- Store tools, materials and supplies in approved storage areas.
- Keep all walkways, pathways and exits clean and free of hazardous clutter.
- Position cords and cables safely away from traffic.
- Be considerate of fellow employees when using common areas.
- Be the example of a clean work area to those around you.

### **Office Area Housekeeping**

Help avoid accidents in the office area by keeping it clean, organized and free from hazards. The following are some of the ways to maintain good housekeeping within office areas:

- Store office supplies in approved storage areas.
- Keep all walkways, pathways and exits clean and free of hazardous clutter.

- Position cords and cables safely away from traffic.
- Follow safety instructions for copy machines, printers and other equipment.
- Do not overload electrical outlets.
- Disconnect power to all equipment prior to cleaning and maintenance.
- Open only one filing drawer at a time. Load heavy items in lower drawers.
- Use approved ladders rather than furniture to reach overhead storage.

### **Dress Code for Safety**

Long hair as well as certain types of clothing, shoes and accessories may impose unsafe conditions in certain areas of the facility. Loose clothing, neck ties, long hair, jewelry and hanging accessories may get tangled in machinery and cause injury. High-heel shoes may be unsafe in many parts of the production area. Some services may require safety glasses to be worn at all times.

Safety requirements may vary throughout the day in some areas, based on work functions being performed. Please adhere strictly to notices and management warnings regarding safe dress policies in specific areas of the facility. Instructors have authority to define safety issues in their area as it relates to safety policy, including dress codes.

If you have questions or concerns contact the Manager.

### **Medical Emergency**

Should a medical emergency occur, the local authorities should be contacted immediately by dialing 9-1-1. Notify the school president and/or substitute management of the occurrence. The school campus director and/or substitute management will assess the situation and assign a staff member to remain with the injured or sick person, and assign a second staff member to meet emergency medical responders and lead them to the injured or sick person.

### **Chemical Safety**

All chemicals, even those generally considered safe, have the potential to be harmful when improperly used, mixed or stored. The OSHA Hazard Communication standard and the "Right-to-Know" laws require that all employees be given detailed information about the hazards of the chemicals they work with and how to store and control them. Chemical containers should also be labeled with the NFPA diamond indicating flammability, health, reactivity hazards and other special hazards.

Several chemicals can cause allergic reactions in some people. We highly recommend that you check with your physician if you have any known allergies or health-related problems such as asthma, emphysema, pregnancy, and any other miscellaneous conditions that could be affected by exposure to and working with these chemicals.

Our goal is to assure all chemicals used on site are evaluated for harmful components and the information concerning their hazards is provided to employees.

### **Area Chemical List MSDS**

Chemical manufacturers and distributors are required by OSHA to develop Material Safety Data Sheet (MSDS) and distribute them to end users. All departments that use chemicals have a notebook with a copy of the MSDS for each chemical used in the area. An inventory of chemicals used by that department is listed in the front section of the binder.

The MSDS includes the name of the chemical, name of the manufacturer, emergency phone number, fire and explosion information, first aid measures, spill, leak, and disposal procedures, and special precautions. Facts about chemical reactions, chemical hazards, and health hazards may also be included.

The master file binder for each MSDS is located in the school office.

### **NFPA Chemical Hazard Label on All Packaging**

The National Fire Protection Association (NFPA) has developed a color coded, numerical system for indicating the health, flammability and reactivity hazards of chemicals. In addition, a special precaution symbol may be used if necessary.

NFPA labels are required on all chemicals packaging. Chemicals transferred to new containers must have a NFPA label placed on them immediately.

### **Handling Flammable Liquids**

Vapors from flammable liquids represent the single most dangerous source of fire in the work place. Employees must be fully aware of the hazard presented by each flammable liquid and take proper safety measures to eliminate the risk of injury. Some of the safety guidelines to follow when dealing with flammable liquids include:

- Avoid contact with the skin.
- Always wear the required safety goggles to avoid irritation to the skin and eyes.
- Open flames and smoking are prohibited near flammable liquids.
- Identify all containers with NFPA labels.
- Store flammable liquids in approved safety containers, in good condition.
- Never store flammable liquids in open containers.
- Use only in approved adequately-ventilated areas.
- Mix liquids or chemicals only as specified in approved operating procedures.
- Containers must be grounded and connected to each other when pouring.
- Keep minimal amounts of flammable liquids at your workstation.

### **Emergency Evacuation Procedure**

Evacuation drills are conducted annually. If an evacuation alarm sounds, be calm and do the following:

- Immediately stop all work activity.
- Proceed to the closest exit.
- Calmly walk, do not run or panic.
- Assist anyone needing help to evacuate building
- Once outside, keep streets clear for emergency vehicles.
- Remain at least 100 feet from the building.
- Re-enter the building only when given the “all clear” by management.

In the event that an evacuation has taken place and client(s) in the student salon have a chemical service in progress, client(s) will be directed to the designated “emergency” salon in the area.

### **Pilorum Salon and Spa**

**8101 N. Milwaukee Ave**

**Niles, IL 60714**

**Phone: (847) 925-1655**

**<https://pilorumsalonandspa.com>**

**Contact: Maggie Bujak and Neil Karshna (Owners)**

Students and staff will be notified of emergency situations which require the school to be closed for the day, evening, and/or extended periods of time

### **Lockdown Procedure**

In the event that there is a threat of violence or other serious incident that could jeopardize the safety of students, staff, and/or patrons, the school campus director and/or management substitute will initiate the Lockdown Procedure. Students, staff, and patrons are directed to return to the nearest classroom or office and lock the doors. Alarms and bells for evacuation should be ignored unless otherwise advised.

### **In Case Of Fire**

In the event of a fire, your first responsibility is safely exit the building and call 911. Then notify management of the emergency. An immediate evacuation of the school will occur.

JOHN AMICO SCHOOL OF HAIR DESIGN employees and/or students are neither required nor expected to use fire extinguishers and should never put themselves at risk in order to put out a fire. In the event a situation develops where



quick action can put out a fire before it spreads, without endangering yourself or others, you may choose to use one of the fire extinguishers located throughout the facility. Do not use water on oil, gas or solvent fires. Consider these basics when using an extinguisher:

- Stand approximately 10 feet away from flames.
- Pull the safety pin at the top of the fire extinguisher.
- Aim the nozzle at the base of the flames.
- Squeeze the handle sweeping from side to side along the base of the fire.

### **Utility Loss or Failure**

In the event of a gas leak, the school president or substitute management will notify 9-1-1 and inform the local authorities of the leak and initial the Emergency Evacuation Procedure as indicated above.

Should there be a power outage, the emergency lighting system will activate. Students and staff are advised to remain in their designated areas until further instruction from the school president and/or substitute management. The school campus director and/or substitute management will then notify the local utility company and will determine the anticipated duration of the outage.

### **Electrical**

Only trained and authorized personnel are allowed to work on electrical equipment and wiring. These are employees who are trained and familiar with the construction, operation and hazards of electrical equipment. If you need electrical work or repair performed in your area, contact the Manager.

### **Weather Related Closures**

The JOHN AMICO SCHOOL OF HAIR DESIGN for the most part will always remain open during normal hours of operation. However, when a serious weather condition and/or other emergency occurs, the school president and/or substitute management will make a judgment call on temporarily closing the school premises for the safety of its students, staff, and patrons. Students, Staff, and patrons are encouraged to check the school's website and/or social networks such as facebook for school announcements regarding school closures.

### **Tornado**

Should the National Weather Service issue a tornado warning or a tornado has been sighted near the area, the Village of Niles will sound Civil Defense sirens for a continuous three minute period. Students, staff, and patrons are advised to go to an interior hallway or classroom on a lower floor and away from windows.

### **Earthquake**

In the event of an earthquake, and when you first experience shaking, immediately take cover under something that is sturdy such as a desk or table. When the initial earthquake shock is over, student, staff, and patrons should evacuate the school premises according to the Emergency Evacuation Procedures described above.

### **Hostage Situation**

In the event of a hostage situation remain calm and cooperate with offenders until help by proper authorities arrive.

### **Robbery Situation**

In the event of a robbery, it is important to remember that safety comes first. Staff and students should cooperate with the offenders and when the opportunity arises, the proper authorities should be notified.

## **Problem with student or client**

If a problem arises with a student or a client, the instructor would first be called to resolve the problem. If the problem cannot be resolved at that point, the school president should be consulted immediately. If a person is out of control, the manager and/or school owner or any of the school's administration has the option of notifying local law enforcement authorities to have the person removed from the school premises.

## **Bomb Threat**

Any sort of bomb threat should always be taken seriously. Should you receive a written bomb threat, do not handle it more than necessary and place it in an envelope to preserve any fingerprints it may have. Notify the school campus director and/or substitute management immediately and notify the local police. The School building will be evacuated immediately. Instructors are responsible for making sure all students and clients are accounted for. Head instructor is in charge of calling proper authorities.

If there is a telephone threat, you should notify another person if possible by writing a note, indicating that the call is a bomb threat. The other person can then notify the school campus director and/or substitute management, who will notify the local police. Note the exact time of the call and try to write down the exact words of the caller. Ask the caller to repeat the information if at all possible. Get as much information as possible by asking when the bomb is set to explode, what kind of bomb it is, where it is potentially located, and a description of it. Give all the details documented to the local police upon their arrival.

The school campus director and/or substitute management will provide further instruction based on counsel from local authorities. If an evacuation is determined, follow the Emergency Evacuation Procedures as described above.

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

In the event of a hostile intruder/active shooter is **OUTSIDE** your building:

- Get to a room that can be locked; close and lock doors and windows
- Turn off the lights
- Get everyone down on the floor so no one is visible from outside of the room
- Call 911 and answer the dispatcher's questions
- Stay in place; calls from unfamiliar voices may be the attacker attempting to lure you out
- Do not respond to any voice commands until you are sure that they are from a Police Officer.

In the event of a hostile intruder/active shooter is **INSIDE** your building:

- If it is safe to do so, exit the building immediately
- Notify anyone you may encounter that they should exit the building immediately
- Call 911 and answer the dispatcher's questions
- If exiting the building is not possible, take the following actions:
- Go to the nearest room or office
- If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall, stand on the toilet, and keep calm
- Close and lock the door and/or block it with furniture
- Cover any windows
- Call 911 and answer the dispatchers questions; if you cannot speak, keep the line open
- Keep quiet and act as if no one is in the room; silence all cell phones
- DO NOT answer the door
- Stay in place
- Do not respond to any voice commands until you are sure that they are from a Police Officer.

## **Ladders**

Unsafe or improper use of ladders can cause severe damage, including death. Ladders should be used only by trained personnel where the use of a ladder is part of their job description.

Some safety rules for using ladders include:

- Never use a defective ladder – Inspect before each use.
- All ladders must be fitted with non-slip feet.
- Metal ladders shall not be used to perform electrical repairs or installation.
- Never place a ladder in front of a closed door.

For access to materials, supplies or products which require the use of a ladder, contact the Manager.

## **Material Handling & Lifting**

Serious injury can occur when lifting and moving supplies, materials and products.

Some material handling may require manual lifting. Using proper lifting techniques can reduce the potential of back sprains by reducing strain on the back and abdomen. Proper lifting technique is attained by bending at the knees while maintaining a straight back. Lift upward with your legs. Never lift more than you can comfortably handle.

National Institute for Occupational Safety and Health (NIOSH) lifting guidelines, listed below, are recommended when lifting.

- Maintain your feet apart firmly, bend the knees and keep the back straight.
- Get the center of the weight as high above the ground as possible.
- Get the object as close as possible to your body.
- Lift with the arms first, and roll the object over your knee.
- Stand up with the load, using the legs, thus reducing strain on the back.
- Turn your feet, not your hips or shoulders, if your task requires turning.
- Avoid twisting your back while carrying a load.
- Get help if load is too heavy or too bulky.
- Never lift any material if your back is sore.

For assistance moving or handling materials, supplies or products which exceed your abilities, contact the Manager.

## **Structural Failure**

In the event of a structural damage and/or failure, students, staff, and patrons are advised to vacate the affected area immediately. Should there be a collapse, all persons in the affected area are directed to, DROP, COVER, and HOLD. The school campus director and/or substitute management will make a determination for evacuation based on the severity and scope of the failure. If an evacuation is determined, follow the guidelines for Emergency Evacuation Procedures as described above.

The school campus director and/or substitute management will contact the local authorities for further instructions.

## **Safety First**

It is the responsibility of every student and employee to put safety first while performing job duties at the JOHN AMICO SCHOOL OF HAIR DESIGN. If you notice any hazardous conditions or have questions regarding safety issues not covered in this handbook immediately contact the Manager.

## **STUDENT DISCIPLINARY ACTION**

Every attempt should be made to resolve conflicts without formal disciplinary action. This informal resolution can hopefully be accomplished by students critically examining their behaviors and making the adjustments necessary to

become a positive influence in the school community. To assist in the informal resolution of conflicts, a formal Mediation Services program exist through the Main Office designed to allow students to resolve conflicts with the assistance of a neutral third party. Mediation is always an alternative available for students seeking to resolve conflicts yet does not replace a formal disciplinary process.

Should disciplinary action against a student become necessary because of a violation of a part of this code, it may be initiated by any of the following members of the John Amico School of Hair Design community:

1. a John Amico School of Hair Design student, through the Main Office, who feels he/she has been adversely affected by another student's actions;
2. a faculty member who has reasonable cause to believe a violation of the Rules and Regulations has occurred; or
3. administrative staff members who have reasonable cause to believe a violation of the Rules and Regulations has occurred.

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

Any student who violates these regulations and/or laws may be subject to disciplinary action for said offense(s) by the school in addition to any civil or criminal proceedings that may be brought. The school, in its sole discretion, may await the conclusion of any civil or criminal action associated with a complaint before proceeding with its disciplinary procedures.

The school's disciplinary process is designed to be educational, not legal, in nature. Students should not draw parallel interpretations between the codes of the school and criminal or civil law.

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

#### **JOHN AMICO SCHOOL OF HAIR DESIGN RIGHTS WITHIN THE DISCIPLINARY PROCESS**

The Campus Director or his/her designee reserves the right to:

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

#### *Disciplinary Procedures - Extraordinary*

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

#### **STUDENTS RIGHTS WITHIN THE DISCIPLINARY PROCESS**

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

1. An opportunity for a hearing in order to answer charges of alleged misconduct.
2. A written statement of the alleged violations in sufficient enough detail to enable the student to prepare a defense. This statement will be available at least three class days prior to the hearing and should include information on the hearing date, time and location.
3. The right to be accompanied by an advisor of the student's choice. Advisors cannot be students who are involved in the same disciplinary matter being reviewed and must be a current member of the John Amico School of Hair Design community (faculty, staff, or student).
4. A statement of the possible sanctions that may be imposed.
5. The case will be heard by the President or his/her designee.
6. The right to present witnesses on one's behalf or to question witnesses' statements, whether presented verbally or in writing.
7. The right to have the adjudication procedures explained and to ask for clarification of any policies or proceedings prior to beginning the disciplinary hearing process.
8. The right to have reasonable access to file information specific to one's case.
9. The right to a separate hearing when a single incident gives rise to charges against more than one student.
10. The right to speak on one's own behalf.
11. The right to disqualify a member of any judicial board for justifiable reason.
12. The right to have proceedings and documentation kept confidential. All hearings, proceedings and case information are considered closed and confidential except to those who have a direct and vested interest in them.
13. The right to a written decision from the adjudicator agent within five class days of completion of the last hearing.
14. The right to appeal on prescribed grounds.

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

### **STUDENT'S RIGHTS**

As a STUDENT enrolled in an accredited and approved Cosmetology School in the State of Illinois, you, as a student have the following RIGHTS:

1. You have the RIGHT to a completed Enrollment Agreement before you sign it. This means that there should be NO BLANK SPACES on the Enrollment Agreement.
2. If the Enrollment Agreement is negotiated orally in a language other than English, you have the RIGHT to receive a copy of all disclosures written in the language in which the agreement was negotiated prior to signing the Enrollment Agreement.
3. You have the RIGHT to receive a copy of the Enrollment Agreement which you sign.
4. You have the RIGHT to know the scheduled starting date and calculated completion date of your course of study.
5. You have the RIGHT to know the total cost of the course of instruction, including any charges made by the school for tuition, books, materials, supplies and other expenses.
6. You have the RIGHT to cancel your initial enrollment up to midnight of the 5<sup>th</sup> (fifth) business day after you have been enrolled.
7. Should you use your RIGHT to cancel, your initial enrollment agreement, cancellation MUST be in writing and given to the registered agent, if any, or managing employee of the school (the Owner or Financial Aid Administrator) or postmarked by the 5<sup>th</sup> (fifth) business day.
8. You have the RIGHT to know the number of students who did not complete the course of instruction, for which they enrolled for the past calendar year, as compared to the number of students who enrolled in the school during the school's past calendar year.
9. You have the RIGHT to keep all hours earned during the course of study, up to 7 (seven) years since your

enrollment date. Once hours are earned, they can't be taken away.

10. You have the RIGHT to receive an official transcript upon your graduation or other permanent exit from the school, provided, you have met ALL financial obligations set forth in your Enrollment Agreement.
11. You have the RIGHT to a refund for certain unearned tuition, fees, and other charges. The Refund Policy is contained in the Illinois Barber, Cosmetology, Esthetics, Hair Braiding and Nail Technology Act of 1985. (Also check the current Handbook for NACCAS Guidelines)
12. You have the RIGHT to register complaints against the school with the Department of Financial and Professional Regulation. Direct your WRITTEN complaints to either:

Chicago: Department of Financial and Professional Regulation  
Enforcement Division  
State of Illinois Center  
100 W. Randolph / Suite 9-300  
Chicago, IL 60601  
312-814-4500

Springfield: Department of Financial and Professional Regulation  
Enforcement Division  
320 W. Washington / 5<sup>th</sup> floor  
Springfield, IL 62786  
217-785-0828

13. You may obtain a copy of the Illinois Barber, Cosmetology, Esthetics, Hair Braiding, and Nail Technology Act of 1985 and the Rules for the Administration of the Act by calling 217-785-0894
14. If a student is referred to the formal disciplinary process, he/she is entitled to certain rights as a guarantee of fundamental fairness. Please check "STUDENTS RIGHTS WITHIN THE DISCIPLINARY PROCESS."

### **STUDENT'S RIGHTS TO PRIVACY**

Release of Information: Students are reminded that any release of specific information from a student's file (such as grades, detailed attendance information, etc.) requires PRIOR WRITTEN approval from the student. Exceptions to this policy include State, Local and Federal officials which are LEGALLY authorized to review such information, along with representatives of the school's accrediting agency (NACCAS)

### **STUDENT GRIEVANCE PROCEDURE**

The school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the school. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the school within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school manager.
3. The complaint will be review by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to the School President.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who

has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Management shall consider the report and either accept, reject, or modify the recommendations of the committee.

7. Students must exhaust the school's internal complaint process before submitting the complaint to the school's accrediting agency: NACCAS, 3015 Colvin Street, Arlington, Virginia 22314, Phone: (703) 600-7600.

## **SAFETY TIPS**

- Avoid placing yourself in environments where it's easier for criminals to commit a personal crime.
  - Always keep your doors and windows locked. Never leave personal property unattended.
  - If possible, let a friend or roommate know where and with whom you'll be and when you'll return.
  - Trust your instincts! If you feel uncomfortable about someone near you on the street, in an elevator or getting off a bus, head for a populated place or yell for help.
  - Use well-lit and busy sidewalks. Avoid walking alone or walking near vacant lots, alleys, construction sites and wooded areas.
  - Carry a cell phone, whistle or a personal alarm to alert people that you need help.
  - Attend an educational course and learn what can be done to avoid vulnerability to crimes like sexual assault, relationship violence and stalking.
  - Try to park in an area that will be well-lit and heavily traveled when you return.
  - Lock your car doors and roll up the windows completely, even if you're only running a quick errand. Do not leave valuables in plain view.
  - If you choose to drink, drink legally and responsibly. Remember that your ability to respond is diminished by over-consumption of alcohol.
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- When driving, be aware of pedestrians and bicyclists and yield to them when required by law Stay alert at all times and call the police immediately to report suspicious activity.
  - Follow all rules of the road when driving a car, riding a bike or using other forms of personal transportation such as rollerblades, skateboards or scooters.
  - Put ICE (In Case of Emergency) in your cell phone, along with a name and telephone number of a loved one, to enable emergency services personnel to contact your family in the event of an emergency.
  - Listening to loud music, wearing headphones or using your cell phone distracts you from being alert to potential safety issues. Unplug yourself and tune in to your immediate environment.
  - Utilize crosswalks at all times and obey the signals at intersections when walking. Under Illinois law, as a pedestrian, you DO NOT have the right of way until you establish yourself in the crosswalk. If you are crossing at any location other than a crosswalk, you MUST yield to vehicular traffic.



## DEFINITIONS, TERMS, & COMPLIANCE

**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 perpetration.

**Bystander intervention:** Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene where 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.

**Consent** is an informed, affirmative decision to engage in mutually acceptable sexual activity that is freely and actually given. Consent may not be inferred from silence or passivity. Similarly, consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, advanced age or some other condition, nor can it be obtained by threat, coercion, or force.

**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 sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction.

**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 communication and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

**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.

**Result:** Any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters within the institution.

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

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