



**CALIFORNIA HAIR DESIGN ACADEMY**

**CAMPUS SAFETY &**

**SECURITY**

**8011 University Avenue, Suite A-2**  
**La Mesa, CA 91942**  
**(619) 461-8600**

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## **Message from the School President**

California Hair Design Academy is pleased to present the 2024/2025 Campus Safety & Security Report. This annual security report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and is intended to disseminate important information to the school community.

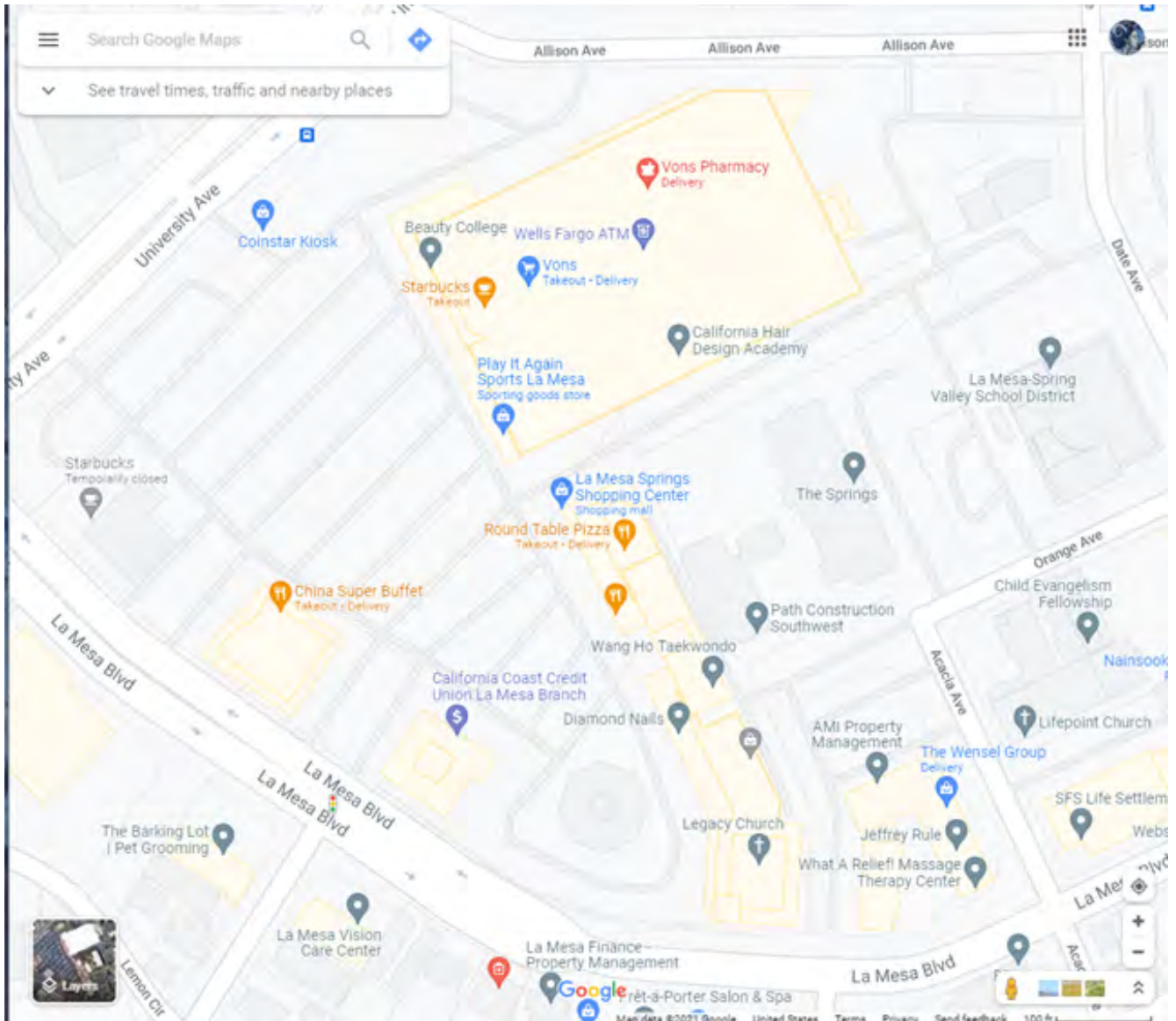
The statements enclosed in this document address the school's policies, procedures and programs concerning safety including sexual misconduct, safety awareness, crime prevention and emergency response. Crime statistics reported have occurred on campus, on property owned or controlled by the school or on public property within or immediately adjacent to the campus and are presented in this report for a three year period.

This report is available online at <https://chdaschools.com/consumer-information/campus-safety-security>. You may also request a paper copy from our school safety officer, Brenda Garcia.

Sincerely,



Len Steinbarth, School President



8011 University Avenue, Suite A-2  
La Mesa , CA 91942



**CAMPUS SECURITY ACT DISCLOSURE**

Any person witnessing some form of criminal action or other emergency should report it to the Supervisor on duty at California Hair Design Academy. The Supervisor on duty will investigate the incident and if needed, it will be reported to the La Mesa police department. The Supervisor will prepare a memorandum regarding the incident.

All facilities are locked during non-business hours. During non-business hours only authorized personnel are permitted on the premises. The receptionist, school manager or supervisor, instructor and/or the receptionist will lock up. There will always be two employees closing the facility.

California Hair Design Academy does not employ private security personnel. Therefore, all incidents of a criminal or emergency nature are reported to the La Mesa police department.

During orientation, theory and staff meetings, students and employees are informed about the importance of a secure premises. Students and employees are encouraged to group together when walking to their cars and the bus. They are also reminded that they can assist in crime prevention by ensuring that all doors are locked, not walking alone to their cars or to the bus and reporting any suspicious situation to the school's Supervisor.

If a student or employee has been the victim of any sexual offense, including sexual harassment, on campus or during a school related activity, and wishes to report the offense, it is the school's policy that the offense be reported at once to the school director or administrator in charge who will also contact the Administration staff immediately so that an investigation can begin as soon as possible.

California Hair Design Academy does not recognize any off-campus student organization.

The institution's policy for our employees requires them to sign a drug policy prior to hiring. All students also sign a drug policy prior to enrollment. The sale or use of alcohol and illegal drugs are not permitted in California Hair Design Academy or its adjacent parking facilities. Anyone observed using illegal drugs and any underage alcoholic consumer will be referred to local police authorities. This school has in place a Drug and Alcohol Abuse Prevention Program required under Public Law 101-226.

In compliance with the Public Law 1025-26, the following information on campus crimes is reported for your review. The following criminal offenses were reported to campus security personnel or local police authorities as having occurred on campus:

<u>CRIMINAL OFFENSES – ON CAMPUS</u>	2024	2023	2022
*MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
* NEGLIGENT MANSLAUGHTER	0	0	0
* SEX OFFENSES – FORCIBLE	0	0	0
* RAPE	0	0	0
* FONDLING	0	0	0
* SEX OFFENSES – NON-FORCIBLE	0	0	0
*INCEST	0	0	0
* STATUTORY RAPE	0	0	0
* ROBBERY	0	0	0
* AGGRAVATED ASSAULT	0	0	0
* BURGLARY	0	0	0
*MOTOR VEHICLE THEFT (Does not include theft from vehicles)	0	0	0
* ARSON	0	0	0
<u>CRIMINAL OFFENSES – PUBLIC PROPERTY</u>			
FOR EACH OF THE FOLLOWING CRIMINAL OFFENSES, THE NUMBER OF OCCURRENCES REPORTED TO HAVE OCCURRED ON			
PUBLIC PROPERTY.	2024	2023	2022
* MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
* NEGLIGENT MANSLAUGHTER	0	0	0
* RAPE	0	0	0
* FONDLING	0	0	0
* INCEST	0	0	0
* STATUTORY RAPE	0	0	0
* ROBBERY	2	1	2
* AGGRAVATED ASSAULT	0	0	2
* BURGLARY	0	0	0
*MOTOR VEHICLE THEFT (Does not include Theft from vehicles)	0	0	0
* ARSON	0	0	0

<b>HATE CRIMES - ON CAMPUS</b>			
<b>FOR THE CRIMINAL OFFENSES LISTED BELOW, THE NUMBER THAT WERE REPORTED TO HAVE OCCURRED ON CAMPUS THAT MANIFEST EVIDENCE OF PREJUDICE BASED ON RACE, GENDER, RELIGION, SEXUAL ORIENTATION, ETHNICITY/NATIONAL ORIGIN OR DISABILITY.</b>			
	<b>2024</b>	<b>2023</b>	<b>2022</b>
*MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
* RAPE	0	0	0
* FONDLING	0	0	0
* INCEST	0	0	0
* STATUTORY RAPE	0	0	0
* ROBBERY	0	0	0
* AGGRAVATED ASSULT	0	0	0
* BURGLARY	0	0	0
* MOTOR VEHICLE THEFT (Does not include theft from vehicle)	0	0	0
* ARSON	0	0	0
* SIMPLE ASSAULT	0	0	0
* LARCENY-THEFT	0	0	0
* INTIMIDATION	0	0	0
* DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	0	0	0
<b>HATE CRIMES – PUBLIC PROPERTY</b>			
<b>FOR THE CRIMINAL OFFENSES LISTED BELOW, THE NUMBER THAT WERE REPORTED TO HAVE OCCURRED ON PUBLIC PROPERTY THAT MANIFEST EVIDENCE OF PREJUDICE BASED ON RACE, GENDER, RELIGION, SEXUAL ORIENTATION, ETHNICITY/NATIONAL ORIGIN OR DISABILITY.</b>			
	<b>2024</b>	<b>2023</b>	<b>2022</b>
* MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
*NEGLIGENT MANSLAUGHTER	0	0	0
*RAPE	0	0	0
*FONDLING	0	0	0
*INCEST	0	0	0
*STATUTORY RAPE	0	0	0
*ROBBERY	0	0	0
*AGGRAVATED ASSAULT	0	0	0
* BURGLARY	0	0	0
* MOTOR VEHICLE THEFT (Does not include theft from vehicle)	0	0	0
* ARSON	0	0	0
*SIMPLE ASSAULT	0	0	0
*LARCENY-THEFT	0	0	0
* INTIMIDATION	0	0	0
* DESRUCTION/DAMAGE/VANDALISM OF PROPERTY	0	0	0
<b><u>VAWA OFFENSES – ON CAMPUS</u></b>			
	<b>2024</b>	<b>2023</b>	<b>2022</b>
DOMESTIC VIOLENCE	0	0	0
DATING VIOLENCE	0	0	0
STALKING	0	0	0
<b><u>VAWA OFFENSES – PUBLIC PROPERTY</u></b>			
	<b>2024</b>	<b>2023</b>	<b>2022</b>
DOMESTIC VIOLENCE	0	0	0
DATING VIOLENCE	0	0	0
STALKING	0	0	0
<b>IN ADDITION TO THE ABOVE CRIMES, THE FOLLOWING NUMBER OF ARRESTS WERE MADE IN THE FOLLOWING YEARS</b>			
<b><u>ARRESTS – ON CAMPUS</u></b>			
	<b>2024</b>	<b>2023</b>	<b>2022</b>
WEAPONS: CARRYING, POSSESSING, ETC.	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0

<b>ARRESTS – PUBLIC PROPERTY</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>
<b>WEAPONS: CARRYING, POSSESSING, ETC.</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>DRUG ABUSE VIOLATIONS</b>	<b>6</b>	<b>4</b>	<b>2</b>
<b>LIQUOR LAW VIOLATIONS</b>	<b>0</b>	<b>2</b>	<b>2</b>
<b>DISCIPLINARY ACTIONS –ON CAMPUS</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>
<b>WEAPONS: CARRYING, POSSESSING, ETC.</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DRUG ABUSE VIOLATIONS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>LIQUOR LAW VIOLATIONS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DISCIPLINARY ACTIONS – PUBLIC PROPERTY</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>
<b>WEAPONS: CARRYING, POSSESSING, ETC.</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DRUG ABUSE VIOLATIONS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>LIQUOR LAW VIOLATIONS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>UNFOUNDED CRIMES</b>			
<b>If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is “unfounded”. Only sworn or commissioned law enforcements personnel may un-found a crime.</b>			
	<b>2024</b>	<b>2023</b>	<b>2022</b>
<b>UNFOUNDED CRIMES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>This information on campus security, is updated on an annual basis, and is available to students, employees, and applicants upon request.</b>			

### **Preparation of Disclosure of Crime Statistics**

California Hair Design Academy (hereafter referred to as “the institution”) prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at <https://chdaschools.com/consumer-information/campus-safety-security>. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus as well as the designated school safety officer. The designated school safety officer provides updated information on their educational efforts and programs to comply with the Jeanne Clery Act.

Campus crime, arrest and referral statistics include those reported to the designated campus officials including but not limited to the school safety officer, directors, supervisors, department heads, all staff members and local law enforcement agencies. California law (11160 of the California Penal Code) requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners when they provide medical services to a person they know or reasonably suspects is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct. A procedure is in place to anonymously capture crime statistics disclosed confidentially during counseling sessions should a student request such confidentiality. There is no time limit to report a crime or sexual assault to California Hair Design Academy.

Each year, all enrolled students are provided the direct website link to access this report, via e-mail. Faculty and staff receive the same notification via e-mail. The report is also available on the home page of the Pivot Point LAB portal, which is accessed daily by both students and staff. Paper copies of the report may be obtained at the administrative office located near the entrance of the school.

### **Security Awareness Programs for Students and Employees**

During orientation, which occurs prior to the commencement of classes, students are informed of services offered by the school safety officer. Students review Crime Statistics and Campus Safety disclosures prior to enrolling. This information is also presented to new employees. Crime Prevention and Sexual Assault Prevention is discussed on a continual basis. When the Annual Security Report is published each fall, current students are notified and given access to the new report.

Periodically during the academic year, the school presents crime prevention awareness sessions on sexual assault (rape and acquaintance rape), Rohypnol abuse, theft, and vandalism as well as educational sessions on

personal safety. Awareness classes are also held on the following topics: fire awareness, safety, being prepared for a disaster.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security.

### **Encouragement of Accurate and Prompt Crime Reporting:**

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the school safety officer in a timely manner. However, there is no time limit on reporting these incidents to California Hair Design Academy. To report a crime or an emergency on or near the school, call 619-461-8600 extension 2002 to reach the safety officer directly. For emergencies call 911. If assistance is required from local police agencies, the school will contact the appropriate agency. If a sexual assault or rape should occur, staff on the scene can refer the victim to appropriate agencies. The school maintains a list of resources and publications containing information about on-campus and off campus resources. That information is made available to provide school community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities" for the school.

Crimes should be reported to the School Safety Officer to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

### **Criminal Offenses**

- Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson
- Hate Crimes—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/ Vandalism of Property that were motivated by bias;
- VAWA Offenses—Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for Clery Act reporting purposes); and
- Arrests and Referrals for Disciplinary Action for Weapons—Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations.

### **How to Report Criminal Offenses**

Contact **911** immediately for all emergencies. For non-emergencies, contact the La Mesa Police Department at 619-667-1400 (non-emergencies in La Mesa, CA.)

Any suspicious activity or person(s) seen in the parking lots, shopping center area, or inside campus buildings should be reported to the police department.

When making a report to authorities note to include the following information:

1. Date, time and location of the incident
2. A description of the incident
3. Description of the individuals involved in the incident and or vehicles
4. Detail of who was notified about the incident and the security of others

In addition you may report any criminal or sexual offenses, including suspected criminal activity, to the following Campus Security Authorities:

1. The supervising instructor or any instructor(s) on campus
2. Administration
3. The designated School Safety Officer: Brenda Garcia (619) 461-8600 ext. 2002 or [brenda@chdaschools.com](mailto:brenda@chdaschools.com)

When a student or employee reports to the institution that the student or employee has been a victim of sexual misconduct, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options.

### **Voluntary Confidential Reporting**

If you are the victim of a crime and do not want to pursue action within the school system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the School Safety Officer can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the school can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

### **Limited Voluntary Confidential Reporting**

The school encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the school cannot hold reports of crime in confidence.

### **Counselors and Confidential Crime Reporting**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. Counselors are defined as: a) *Pastoral Counselor*: An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor. b) *Professional Counselor*: An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. The institution does not currently employ any Pastoral or Professional Counselors.

### **Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

The institution will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the school will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **Sexual Offense and Sexual Harassment Policy**

California Hair Design Academy is committed to maintaining an environment supporting the students and staff. The educational mission is one to be free of exploitation and intimidation. All forms of sexual offense and /or sexual harassment of students, prospective students, or employees, including but not limited to crimes of dating violence, domestic violence, sexual assault and stalking is an unacceptable conduct and will not be tolerated. California Hair Design Academy enforces this policy through internal disciplinary and grievance procedures and encouragement of external prosecution through the appropriate law enforcement officials.



## Title IX

### Notice of Rights for Reporting Sex Discrimination and Sexual Misconduct

California Hair Design Academy (hereafter referred to as the “Institution”) expressly prohibits any form of sexual discrimination or sexual misconduct. The Institution is committed to preventing sexual misconduct, encouraging reports of such misconduct, improving responses to reports of such misconduct, and complying with applicable federal laws. Additional information regarding Campus Security and definitions of prohibited conduct can be located in the Institution’s Campus Safety & Security Handbook located on our website at <https://chdaschools.com/consumer-information/campus-safety-security>. Paper copies of the Campus Safety & Security Handbook can be requested from the Administration Office.

#### Nondiscrimination Policy & Notice of Nondiscrimination

California Hair Design Academy does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment.

Inquiries about Title IX may be referred to California Hair Design Academy’s Title IX Coordinator, the U.S. Department of Education’s Office for Civil Rights, or both. California Hair Design Academy’s Title IX Coordinator is:

**Brenda Garcia– Title IX Coordinator**

**Office Location: 8011 University Ave, Ste. A-2, La Mesa, CA 91942**

**Phone: (619) 461-8600 ext. 2002**

**Email: [brenda@chdaschools.com](mailto:brenda@chdaschools.com)**

California Hair Design Academy’s nondiscrimination policy and grievance procedures can be located at: <https://chdaschools.com/consumer-information/campus-safety-security>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to <https://chdaschools.com/consumer-information/campus-safety-security>.

#### Parental, Family, or Marital Status; Pregnancy or Related Conditions (Students)

106.40 Parental, family, or marital status; pregnancy or related conditions.

**(a) Status generally.** California Hair Design Academy (hereafter referred to as “recipient”) must not adopt or implement any policy, practice, or procedure concerning a student’s current, potential, or past parental, family, or marital status that treats students differently on the basis of sex.

#### **(b) Pregnancy or related conditions.**

**(1) Nondiscrimination.** A recipient must not discriminate in its education program or activity against any student based on the student’s current, potential, or past pregnancy or related conditions. A recipient does not engage in prohibited discrimination when it allows a student, based on pregnancy

or related conditions, to voluntarily participate in a separate portion of its education program or activity provided the recipient ensures that the separate portion is comparable to that offered to students who are not pregnant and do not have related conditions.

**(2) Responsibility to provide Title IX Coordinator contact and other information.**

A recipient must ensure that when a student, or a person who has a legal right to act on behalf of the student, informs any employee of the student's pregnancy or related conditions, unless the employee reasonably believes that the Title IX Coordinator has been notified, the employee promptly provides that person with the Title IX Coordinator's contact information and informs that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the recipient's education program or activity.

**(3) Specific actions to prevent discrimination and ensure equal access.**

A recipient must take specific actions under paragraphs (b)(3)(i) through (vi) of this section to promptly and effectively prevent sex discrimination and ensure equal access to the recipient's education program or activity once the student, or a person who has a legal right to act on behalf of the student, notifies the Title IX Coordinator of the student's pregnancy or related conditions. The Title IX Coordinator must coordinate these actions.

**(i) Responsibility to provide information about recipient obligations.**

The recipient must inform the student, and if applicable, the person who notified the Title IX Coordinator of the student's pregnancy or related conditions and has a legal right to act on behalf of the student, of the recipient's obligations under paragraphs (b)(1) through (5) of this section and § 106.44(j) and provide the recipient's notice of nondiscrimination under §106.8(c)(1).

**(ii) Reasonable modifications.**

(A) The recipient must make reasonable modifications to the recipient's policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the recipient's education program or activity. Each reasonable modification must be based on the student's individualized needs. In determining what modifications are required under this paragraph, the recipient must consult with the student. A modification that a recipient can demonstrate would fundamentally alter the nature of its education program or activity is not a reasonable modification.

(B) The student has discretion to accept or decline each reasonable modification offered by the recipient. If a student accepts a recipient's offered reasonable modification, the recipient must implement it.

(C) Reasonable modifications may include, but are not limited to, breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom; intermittent absences to attend medical appointments; changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations; allowing

a student to sit or stand, or carry or keep water nearby; counseling; changes in physical space or supplies (for example, access to a larger desk or a footrest); elevator access; or other changes to policies, practices, or procedures.

**(iii) Voluntary access to separate and comparable portion of program or activity.** The recipient must allow the student to voluntarily access any separate and comparable portion of the recipient's education program or activity under paragraph (b)(1) of this section.

**(iv) Voluntary leaves of absence.** The recipient must allow the student to voluntarily take a leave of absence from the recipient's education program or activity to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. To the extent that a student qualifies for leave under a leave policy maintained by a recipient that allows a greater period of time than the medically necessary period, the recipient must permit the student to take voluntary leave under that policy instead if the student so chooses. When the student returns to the recipient's education program or activity, the student must be reinstated to the academic status and, as practicable, to the extracurricular status that the student held when the voluntary leave began.

**(v) Lactation space.** The recipient must ensure that the student can access a lactation space, which must be a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed.

**(vi) Limitation on supporting documentation.** A recipient must not require supporting documentation under paragraphs (b)(3)(ii) through (v) unless the documentation is necessary and reasonable for the recipient to determine the reasonable modifications to make or whether to take additional specific actions under paragraphs (b)(3)(ii) through (v). Examples of situations when requiring supporting documentation is not necessary and reasonable include, but are not limited to, when the student's need for a specific action under paragraphs (b)(3)(ii) through (v) is obvious, such as when a student who is pregnant needs a bigger uniform; when the student has previously provided the recipient with sufficient supporting documentation; when the reasonable modification because of pregnancy or related conditions at issue is allowing a student to carry or keep water nearby and drink, use a bigger desk, sit or stand, or take breaks to eat, drink, or use the restroom; when the student has lactation needs; or when the specific action under paragraphs (b)(3)(ii) through (v) is available to students for reasons other than pregnancy or related conditions without submitting supporting documentation.

**(4) Comparable treatment to other temporary medical conditions.** To the extent consistent with paragraph (b)(3) of this section, a recipient must treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions with respect to any medical or hospital

benefit, service, plan, or policy the recipient administers, operates, offers, or participates in with respect to students admitted to the recipient's education program or activity.

**(5) Certification to participate.** A recipient must not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the recipient's class, program, or extracurricular activity unless:

(i) The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;

(ii) The recipient requires such certification of all students participating in the class, program, or extracurricular activity; and

(iii) The information obtained is not used as a basis for discrimination prohibited by this part.

[89 FR 33887, Apr. 29, 2024]

### **Parental, Family, or Marital Status; Pregnancy or Related Conditions (Employees)**

#### **§ 106.57 Parental, family, or marital status; pregnancy or related conditions.**

(a) **Status generally.** California Hair Design Academy (hereafter referred to as "recipient") must not adopt or implement any policy, practice, or procedure, or take any employment action, on the basis of sex:

- (1) Concerning the current, potential, or past parental, family, or marital status of an employee or applicant for employment, which treats persons differently; or
- (2) That is based upon whether an employee or applicant for employment is the head of household or principal wage earner in such employee's or applicant's family unit.

(b) **Pregnancy or related conditions.** A recipient must not discriminate against any employee or applicant for employment on the basis of current, potential, or past pregnancy or related conditions.

(c) **Comparable treatment to other temporary medical conditions.** A recipient must treat pregnancy or related conditions as any other temporary medical conditions for all job-related purposes, including commencement, duration and extensions of leave; payment of disability income; accrual of seniority and any other benefit or service; and reinstatement; and under any fringe benefit offered to employees by virtue of employment.

(d) **Voluntary leaves of absence.** In the case of a recipient that does not maintain a leave policy for its employees, or in the case of an employee with insufficient leave or accrued employment time to qualify for leave under such a policy, a recipient must treat pregnancy or related conditions as a justification for a voluntary leave of absence without pay for a reasonable period of time, at the conclusion of which the employee shall be reinstated to the status held when the leave began or to a comparable position,

without decrease in rate of compensation or loss of promotional opportunities, or any other right or privilege of employment.

(e) ***Lactation time and space.***

(1) A recipient must provide reasonable break time for an employee to express breast milk or breastfeed as needed.

(2) A recipient must ensure that an employee can access a lactation space, which must be a space other than a bathroom that is clean, shielded from view, free from intrusion from others, and may be used by an employee for expressing breast milk or breastfeeding as needed.

[[89 FR 33896](#), Apr. 29, 2024]

**Sex-Based Harassment Involving Student Complainants or Student Respondents**

California Hair Design Academy has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator. These grievance procedures address complaints of sex-based harassment that involve a student party.

**Title IX Complaints**

The following people have a right to make a complaint of sex-based harassment, requesting that California Hair Design Academy investigate and make a determination about alleged sex-based harassment under Title IX:

- A “complainant,” which includes:
  - a student or employee of California Hair Design Academy who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
  - a person other than a student or employee of California Hair Design Academy who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in California Hair Design Academy’s education program or activity;
  - A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
  - California Hair Design Academy’s Title IX Coordinator

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 C.F.R. § 106.44(f)(1)(v).

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

- Any student or employee of California Hair Design Academy; or
- Any person other than a student or employee who was participating or attempting to participate in California Hair Design Academy’s education program or activity at the time of the alleged sex discrimination.

California Hair Design Academy may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

### **Reporting and Confidentially Disclosing Sexual Violence: Know the Options**

California Hair Design Academy encourages victims of sexual violence to talk to someone about what happened – so victims can get the support they need, and so the Institution can respond appropriately.

- Different employees on campus have different abilities to maintain a victim’s confidentiality. Some are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.”
- Other employees may talk to a victim in confidence, and generally only report to the Institution that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger an institutional investigation into an incident against the victim’s wishes.
- Thirdly, some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX coordinator (also referred to as the School Safety Officer). A report to these employees (called “responsible employees”) constitutes a report to the Institution – and generally obligates the Institution to investigate the incident and take appropriate steps to address the situation.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual violence. The Institution encourages victims to talk to someone identified in one or more of these groups.

### **The Options**

#### **A. Non-Professional Advocates**

Individuals who work on-campus including front desk staff and students, can generally talk to a victim without revealing any personally identifying information about an incident to the Institution. A victim can seek assistance and support from these individuals without triggering an Institutional investigation that could reveal the victim’s identity or that the victim has disclosed the incident.

While maintaining a victim’s confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Title IX Coordinator (School Safety Officer). This limited report – which includes no information that would directly or indirectly identify the victim – helps keep the Title IX Coordinator (School Safety Officer) informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator, these individuals will consult with the victim to ensure that no personally identifying details are shared with the Title IX Coordinator.

Following is contact information for these non-professional advocates:

- **Karla Garcia, Daytime Receptionist (619) 461-8600 ext. 201 or 202**
- **Lazaro Arenas, Nighttime Receptionist (619) 461-8600 ext. 201 or 202**

A victim who speaks to a non-professional advocate must understand that, if the victim wants to maintain confidentiality, the Institution will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Even so, these advocates will refer the victim to the list of outside resources provided by the Institution that provide support; such as victim advocacy, disability, health or mental health services, and changes to living or working schedules.

A victim who at first requests confidentiality may later decide to file a complaint with the Institution or report the incident to local law enforcement, and thus have the incident fully investigated. These advocates will provide the victim with assistance if the victim wishes to do so.

**PLEASE NOTE:** If the Institution determines that the alleged perpetrator(s) pose a serious and immediate threat to the Institutional community, **Brenda Garcia (the designated School Safety Officer)**, may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

### **B. Reporting to “Responsible Employees.”**

A “responsible employee” is an employee of the Institution who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the Institution to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX coordinator (School Safety Officer) all relevant details about the alleged sexual violence shared by the victim that the Institution will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the Institution’s response to the report. A responsible employee should not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement.

The following employees (or categories of employees) are the Institution’s responsible employees:

#### **Administrative Office Staff:**

- **Len Steinbarth, President**
  - (619) 461-8600 ext. 2004 or len@chdaschools.com
- **Brenda Garcia, Title IX Coordinator (School Safety Officer) and School Director**
  - (619) 461-8600 ext. 2002 or brenda@chdaschools.com
- **Stacie McLaughlin, Compliance Director**
  - (619) 461-8600 ext. 2003 or stacie@chdaschools.com

#### **Instructors**

- **All Instructors employed by the Institution**
  - The student can dial (619) 461-8600, enter the front desk extension (1001) and ask for the specific instructor by name that they would like to speak with. If the student would prefer to leave a voicemail for an instructor to call them back, dial the extension for the Instructor’s general voicemail.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the Institution will consider the request, but cannot guarantee that the Institution will be able to honor it. In reporting the details of the incident to the Title IX Coordinator (School Safety Officer), the responsible employee will also inform the Coordinator of the victim's request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the Institution to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

**Requesting Confidentiality From the Institution: How the Institution Will Weigh the Request and Respond**

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

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

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

The Institution has designated the following individual(s) to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence:

- **Len Steinbarth, President**
- **Brenda Garcia, Title IX Coordinator (School Safety Officer)**

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, **Len Steinbarth and Brenda Garcia** will consider a range of factors, including the following:

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

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

If, for example, the Institution has credible information that the alleged perpetrator has committed one or more prior rapes, the balance of factors would compel the Institution to investigate the allegation and, if appropriate, pursue disciplinary action.

**If the Institution determines that it cannot maintain a victim's confidentiality**, the Institution will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the Institution's response.

The Institution will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or the Institution's employees, will not be tolerated.

The Institution will also:

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

The Institution may not require a victim to participate in any investigation or disciplinary proceeding.

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

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

### **Anonymous Reporting**

Although the Institution encourages victims to talk to someone, the Institution provides an online system for anonymous reporting. The system will notify the user, before s/he enters information, that entering personally identifying information may serve as notice to the Institution for the purpose of triggering an investigation.

### **Sexual Offender Registration:**

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies to notify California Hair Design Academy of sex offenders residing in and near the school's location. In addition, a list of all registered sex offenders in California is available from the California Department of Justice at <https://www.meganslaw.ca.gov>. The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. This statement is provided in compliance with the Campus Sex Crimes.

### Off-campus Counselors and Advocates

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the Institution unless the victim requests the disclosure and signs a consent or waiver form. Following is contact information for these off-campus resources:

#### Alcohol and Drugs:

<a href="#">Alcohol and Drug Services Access &amp; Crisis Line</a>	1-800-479-3339 www.sandiegocounty.gov/hhsa/programs/bhs/alcohol_drug_services	Crisis line. Information is also available on residential and non-residential treatment programs.
<a href="#">Al-Anon Alateen</a>	1-757-563-1600 / www.Al-anon.alateen.org	Designed to help families and friends of alcoholics
<a href="#">Facts on Tap</a>	www.campushealthandsafety.org	A comprehensive alcohol and drug education program for students.
<a href="#">Narcotics Anonymous</a>	1-800-479-0062 www.sandiegona.org	Information and counseling including meetings, sponsors, and recovery.
<a href="#">1-800-NO-BUTTS</a>	1-800-NO-BUTTS www.nobutts.org	An organization that provides support and treatment for those wishing to stop smoking.

#### Women's Health:

<a href="#">Planned Parenthood</a>	619-881-4589 www.plannedparenthood.org/planned-parenthood-pacific-southwest	Pregnancy tests, birth control, emergency contraceptives and other women's health resources
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#### Childcare:

<a href="#">YMCA Childcare Resource Service</a>	858-292-9622 www.ymca.org/crs	Can help you find child care near your work or home.
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#### Eating Disorders:

<a href="#">Caringonline.com</a>	1-888-884-4913 www.caringonline.com	Resources for negative body image or Anorexia, Bulimia, or Compulsive Overeating.
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#### Depression and General Mental Health:

<a href="#">Suicide Prevention Center</a>	1-888-724-7240 up2sd.org/resources/suicide-prevention-and-support/	24-Hour Crisis Line Links to prevention and mental health resources
<a href="#">Depression and Bipolar Support Alliance</a>	1-800-826-3632 www.dbsalliance.org	Support, information and resources for depression and bipolar disorders.
<a href="#">ULifeline</a>	1-800-273-TALK (8255) www.ulifeline.org	A mental health library, drug database, screening tests, how to support a friend and more.

#### Domestic Violence:

<a href="#">California Partnership to End Domestic Violence</a>	1-800-799-SAFE (7233) www.cpedv.org	24-Hour Hotline for Victims Domestic violence resources
<a href="#">San Diego Domestic Violence Council</a>	1-800-799-SAFE (7233) www.sddvc.org	24-Hour Hotline for Victims of Domestic Violence
<a href="#">The National Domestic Violence Hotline</a>	1-800-799-SAFE (7233) www.thehotline.org/resources	National Domestic Violence Hotline, Resources for victims

### **Additional Resources**

National Domestic Violence Hotline: 1(800)-799-7233

National Resources Rape, Abuse & Incest National Network: 1(800) 656-4673

National Child Abuse Hotline: 1(800)-422-4453 or- 1 (800) 344-6000

Access & Crisis Line: (888) 724-7240

Aging and Independent Services & Adult Protective Service: 1 (800) 510-2020

Center Community Solutions – Sexual Assault Crisis Line: 1 (888) 385-4657

Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ): 1 (858) 212-5433

Megan’s Law: <http://meganslaw.ca.gov/>

### **Military Resources**

For referral for family services centers serving Camp Pendleton, MCAS, Miramar, MCRD, Naval Base, San Diego, NAS North Island and Sub Base Fleet; Call Military one Source at (800) -342-9647 (24 hour hotline not confidential) You may call the Family Justice Center Military Liaison 619-533-3592 (confidential.)

**NOTE:** *While these off-campus counselors and advocates may maintain a victim’s confidentiality vis-à-vis the Institution, they may have reporting or other obligations under state law.*

### **Title IX Grievance and Investigation Procedures and Protocols**

The institution’s Title IX Coordinator is:

**Brenda Garcia**

**Title IX Coordinator**

**[brenda@chdaschools.com](mailto:brenda@chdaschools.com)**

**619-461-8600 ext. 2002**

California Hair Design Academy will treat complainants and respondents equitably.

California Hair Design Academy requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A decisionmaker may be the same person as the Title IX Coordinator or investigator.

California Hair Design Academy presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

The Title IX Coordinator will oversee all investigations regarding sex discrimination, sexual misconduct, domestic violence, and bullying reported at the institution. The investigation may include coordination with the institution president, Len Steinbarth, or any other employee having knowledge of the alleged incidence.

The Title IX coordinator and any other employees participating in the investigation will consider written complaints, oral interviews, hearing testimony and statement and interviews from witnesses that have first-hand knowledge.

The time necessary to conduct an investigation will vary based on complexity but will generally be completed within 60-90 days of receipt of the complaint. California Hair Design Academy has established the following timeframes for the major stages of the grievance procedures:

<b>Stage of Grievance Procedures</b>	<b>Timeframe</b>
Report & Complaint is Made	1 week
Evaluation of Complaint & Decision to Dismiss or Investigate	1-3 weeks
Meeting with Complainant & Supportive Measures	1 week
Respondent is Notified	1 week
Interviews & Evidence	2-4 weeks
Statements & Responses	2-4 weeks
Investigation Report	1 week
Determination	1 week
Appeal (If Any)	2 weeks

California Hair Design Academy has also established the following process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with written notice of any extension to the parties that includes the reason for the delay:

1. Identification of Need for Extension: The Title IX Coordinator identifies the need for an extension. This could be due to various factors such as the complexity of the case, availability of witnesses, or other unforeseen circumstances.
2. Documentation of Reasons: If there is good cause and after consulting with relevant parties and considering the impact on the involved individuals the decision to grant an extension is made. The reasons for the delay are documented in detail. This ensures transparency and accountability in the process.
3. Preparation of Written Notice: A written notice is prepared, clearly outlining the extension granted and the reasons behind it. The notice includes the specific new timeframe, detailed reasons for the extension, and any impact this extension might have on the overall process.
4. Distribution of Notice: The written notice is distributed to all parties involved in the case. This includes the complainant, respondent, and any other relevant individuals. The notice is sent via official communication channels used by California Hair Design Academy to ensure timely and secure delivery.

Any evidence collected, whether written, oral, or statements by parties with first-hand knowledge, will be maintained by the Title IX Coordinator. The evidence will be held by the coordinator in confidence

and only released to the complaining party and the accused upon written authority to release the information. The standard of evidence will be the “preponderance of the evidence.”

California Hair Design Academy will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

California Hair Design Academy will objectively evaluate all evidence that is relevant and not otherwise impermissible—including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person’s status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (*i.e.*, will not be accessed or considered, except by California Hair Design Academy to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party’s or witness’s records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless California Hair Design Academy obtains that party’s or witness’s voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant’s sexual interests or prior sexual conduct, unless evidence about the complainant’s prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant’s prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant’s consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

The complainant and the accused shall be afforded equitable rights during the investigation.

Information obtained by the institution during an investigation of sexual misconduct shall not be released to law enforcement without written permission by both the complainant and the accused; with the exception being if the institution is required by law to report the investigation and provide evidence related to such. In that instance the institution shall provide the evidence to law enforcement without the parties consent.

The institution shall immediately take steps to protect the complainant as follows:

1. Offer reasonable accommodations.
2. Issue no contact orders.
3. Change academic schedule.
4. Withdraw or retake class without penalty.
5. Change accused’s school schedule.
6. Place accused on a leave of absence until matter is resolved.
7. Offer academic support.

In the event the complainant request confidentiality, the institution should explain that the institutions ability to investigate may be hindered. However, should confidentiality be requested by the complainant, the institution may implement the following:

1. Provide additional training to students and employees about sexual misconduct.
2. Increased monitoring of complainant and accused if both attending school.
3. Offer additional security measures to the complainant.
4. Re-publicize school policies on sexual misconduct.

### **Notice of Allegations**

Upon initiation of California Hair Design Academy's Title IX grievance procedures, California Hair Design Academy will notify the parties of the following:

- California Hair Design Academy's Title IX grievance procedures and any informal resolution process
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited; and
- The respondent is presumed not responsible for the alleged sex-based harassment until a determination is made at the conclusion of the grievance procedures. Prior to such a determination, the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained impartial decisionmaker;
- The parties may have an advisor of their choice who may be, but is not required to be, an attorney;
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence;
- California Hair Design Academy prohibits knowingly making false statements or knowingly submitting false information during the grievance procedures.

If, in the course of an investigation, California Hair Design Academy decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, California Hair Design Academy will notify the parties of the additional allegations.

### **Dismissal of a Complaint**

California Hair Design Academy may dismiss a complaint if:

- California Hair Design Academy is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in California Hair Design Academy's education program or activity and is not employed by California Hair Design Academy;
- California Hair Design Academy obtains the complainant's voluntary withdrawal in writing of any or all of the allegations, the Title IX Coordinator declines to initiate a complaint, and California Hair Design Academy determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- California Hair Design Academy determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, California Hair Design Academy will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, California Hair Design Academy will promptly notify the complainant in writing of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then California Hair Design Academy will notify the parties simultaneously in writing.

California Hair Design Academy will notify the complainant that a dismissal may be appealed on the bases outlined in the Appeals section. If dismissal occurs after the respondent has been notified of the allegations, then California Hair Design Academy will also notify the respondent that the dismissal may be appealed on the same basis. If a dismissal is appealed, California Hair Design Academy will follow the procedures outlined in the Appeals section.

When a complaint is dismissed, California Hair Design Academy will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within California Hair Design Academy's education program or activity.

### **Investigation**

California Hair Design Academy will provide for adequate, reliable, and impartial investigation of complaints.

The burden is on California Hair Design Academy -not on the parties- to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

California Hair Design Academy will provide to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all meetings or proceedings with sufficient time for the party to prepare to participate.

California Hair Design Academy will provide the parties with the same opportunities to be accompanied to any meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney.

- California Hair Design Academy will not limit the choice or presence of the advisor for the complainant or respondent in any meeting or proceeding.
- California Hair Design Academy may establish restrictions regarding the extent to which the advisor may participate in these grievance procedures, as long as the restrictions apply equally to the parties.

California Hair Design Academy will provide the parties with the same opportunities, if any, to have people other than the advisor of the parties' choice present during any meeting or proceeding.

California Hair Design Academy will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

California Hair Design Academy will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

California Hair Design Academy will provide each party and the party's advisor, if any, with an equal opportunity to access the evidence that is relevant to the allegations of sex-based harassment and not otherwise impermissible, in the following manner:

- California Hair Design Academy will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or the same written investigative report that accurately summarizes this evidence.
- California Hair Design Academy will provide a reasonable opportunity to review and respond to the evidence or the investigative report and;
- California Hair Design Academy will take reasonable steps to prevent and address the parties' and their advisors' unauthorized disclosure of information and evidence obtained solely through the sex-based harassment grievance procedures.

### **Questioning the Parties and Witnesses**

California Hair Design Academy will provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex-based harassment.

California Hair Design Academy's process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility, will:

- Allow the investigator or decisionmaker to ask such questions during individual meetings with a party or witness;
- Allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the investigator or decisionmaker during one or more individual meetings, including follow-up meetings, with a party or witness, subject to the procedures for evaluating and limiting questions discussed below; and
- Provide each party with an audio or audiovisual recording or transcript with enough time for the party to have a reasonable opportunity to propose follow-up questions.

### **Determination Whether Sex Discrimination Occurred**

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, California Hair Design Academy will:

- Use the standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred.
- Notify the parties simultaneously in writing of the determination whether sex-based harassment occurred under Title IX including:
  - o A description of the alleged sex-based harassment;
  - o Information about the policies and procedures that California Hair Design Academy used to evaluate the allegations;
  - o The decisionmaker's evaluation of the relevant and not otherwise impermissible evidence and determination whether sex-based harassment occurred;
  - o When the decisionmaker finds that sex-based harassment occurred, any disciplinary sanctions California Hair Design Academy will impose on the respondent, whether remedies other than

the imposition of disciplinary sanctions will be provided by California Hair Design Academy to the complainant, and, to the extent appropriate, other students identified by California Hair Design Academy to be experiencing the effects of the sex-based harassment; and  
o California Hair Design Academy procedures and permissible bases for the complainant and respondent to appeal.

- California Hair Design Academy will not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the Title IX grievance procedures that the respondent engaged in prohibited sex discrimination.
- If there is a determination that sex discrimination occurred, as appropriate, the Title IX Coordinator will:
  - o Coordinate the provision and implementation of remedies to a complainant and other students California Hair Design Academy identifies as having had equal access to California Hair Design Academy's education program or activity limited or denied by sex discrimination;
  - o Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
  - o Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within California Hair Design Academy's education program or activity.
- Comply with the Title IX grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- Not discipline a party, witness, or others participating in the Title IX grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

The determination regarding responsibility becomes final either on the date that California Hair Design Academy provides the parties with the written determination of the result of any appeal, or, if no party appeals, the date on which an appeal would no longer be considered timely.

### **Appeals**

California Hair Design Academy will offer an appeal from a dismissal or determination whether sex-based harassment occurred on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the determination or dismissal was made; and
- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If a party appeals a dismissal or determination whether sex-based harassment occurred, California Hair Design Academy will:

- Notify the parties in writing of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;

- Communicate to the parties in writing that California Hair Design Academy will provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties in writing of the result of the appeal and the rationale for the result.

Any additional procedures or basis for appeal California Hair Design Academy offers will be equally available to all parties.

### **Supportive Measures**

California Hair Design Academy will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to California Hair Design Academy's education program or activity or provide support during California Hair Design Academy's Title IX grievance procedures or during the informal resolution process. For complaints of sex-based harassment, these supportive measures may include:

- Restrictions on contact between complainant and/or respondent
- Change academic situations/schedules as appropriate with minimum burden on the complainant
- Offer academic support
- Retake a program or withdraw without penalty
- Place accused on a leave of absence until matter is resolved
- Referrals to Legal & Financial Consultations
- Access to information & resources for mental health, relationships, stress, etc.

### **Disciplinary Sanctions and Remedies**

Following a determination that sex-based harassment occurred, California Hair Design Academy may impose disciplinary sanctions, which may include termination/expulsion from the program.

California Hair Design Academy may also provide remedies, which may include, suspension, and a change in the class schedule in which the student is enrolled.

### **Prevention and Education**

The institution takes very seriously any complaint regarding sex discrimination and sexual misconduct. All students, at the time of enrollment, will be advised of the institutions policy regarding sex discrimination and sexual misconduct. Additionally, the institution's policy will be reviewed with students at the initial student orientation. Students and other bystanders or witnesses will be encouraged to report all inappropriate sexual conduct, domestic violence, and/or bullying to the institutions staff immediately.

### **Training**

The Title IX Coordinator (School Safety Officer) shall attend and be certified that they have been trained regarding the requirements of Title IX regarding sex discrimination and sexual misconduct.

# Title IX Complaint Form



All information on this form will be kept strictly confidential. Please be as specific as possible when answering the questions below. This complaint form will be sent to the Title IX Coordinator. Somebody from the Title IX office will contact you soon. If you are in immediate danger, please call 911 for help.

Date Reported: \_\_\_\_\_ Time Reported: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident (be very specific): \_\_\_\_\_

Your full name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Nature of this report:**

Sexual Violence     Stalking     Harassment based on Gender     Sexual Harassment

Harassment based on Sexual Orientation

### **Attachments (if any):**

None     Pictures/Video     Witness Statements     Evidence     Other

Suspect's name or description: \_\_\_\_\_

Is this a currently enrolled student?     Yes     No     Unknown

Suspect's vehicle description or clothing worn at time of Incident: \_\_\_\_\_

Witness name or description: \_\_\_\_\_

Witness Email Address or Phone # (if available): \_\_\_\_\_

# Title IX Complaint Form



*All information on this form will be kept strictly confidential. Please be as specific as possible when answering the questions below. This complaint form will be sent to the Title IX Coordinator. Somebody from the Title IX office will contact you soon. If you are in immediate danger, please call 911 for help.*

**Please describe the incident in detail (attach additional pages if necessary):**

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**Describe how you felt about the incident (attach additional pages if necessary):**

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**Corrective Action Requested:**

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Victim/Reporting Party Signature \_\_\_\_\_

Title IX Deputy/Coordinator Signature: \_\_\_\_\_

### **Sexual Offense Definition**

Sexual offenses include many sexual acts directed against another person forcibly and /or against that person's will. Sexual offenses also include acts not forcibly or against that person's will where the victim is incapable of giving consent due to his his/her youth or temporary, permanent or physical incapacity.

### **Sexual Harassment Definition**

Sexual harassment is bullying or coercion of a sexual nature, or the unwelcome or inappropriate promise of rewards in exchange for sexual favors. In most modern legal contexts, sexual harassment is illegal. "It is unlawful to harass a person (a student or employee) because of that person's sex." Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. In the workplace, harassment may be considered illegal when it is so frequent or severe that it creates a hostile or offensive environment .It includes a range of actions from mild transgressions to sexual abuse or sexual assault.

### **Domestic Violence**

Asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, and person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law. Domestic violence can be physical, sexual, emotional, economic or psychological action or coercions of action that influence another person. This includes any behavior that intimidates, manipulates, humiliates, isolates, frightens, terrorizes, coerces, threatens, blames, hurts, injures or wounds.

### **Dating Violence**

Dating violence is by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type and frequency of interaction.

### **Stalking**

Means a course of conduct directed at a specific person that would cause a reasonable person to fear for her/his or others' safety or to suffer substantial emotional distress.

### **Consent Definition**

Consent is an informed, freely given agreement, communicated by clearly understandable words or actions to participate in any form of sexual activity. Consent cannot be inferred from silence, passivity, or lack of active resistance. Consent must be given by a person with the ability and capacity to exercise free will and make rational, reasonable judgments.

A current or previous dating or sexual relationship is not sufficient to constitute consent. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. It is the responsibility of the person who wants to engage in the sexual activity to ensure that she or he has consent of the other to engage in the activity. Consent must be present throughout sexual activity and may be withdrawn at any time. Consent cannot be obtained by the use of physical force, intimidation, or coercion. Having sexual activity with someone you know or may not know when they are incapacitated is a violation of this policy. School policy: any staff or student convicted in any of these crimes will be immediately terminated.

### **Bystander Intervention**

Bystander Intervention means safe and positive options that may be carried out by an individual, or individuals, to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective interventions options, and taking action to intervene. Bystander intervention is a philosophy and strategy for prevention of various types of violence, including bullying, sexual harassment, sexual assault, and intimate partner violence. A bystander who witnesses the conditions that perpetuate violence has the choice and power to intervene. Stepping in can stop violence and/or potential injury and can keep someone from becoming a victim. Interventions don't have to be dramatic but can be asking a friend to leave a party with you, redirecting a conversation, or interrupting an incident. Bystander intervention includes walking a classmate to his/her car after class, not leaving an overly intoxicated person in a bar/party alone, not leaving an unconscious person alone, intervening when someone is being degraded or emotionally abused, and calling police when a potentially violent situation is unfolding. Positive bystander behavior plays a powerful role in creating an environment free from sexual violence.

Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are okay.

- Confront people who seclude, hit on, attempt to make out with, or have sex with people who are incapacitated
- Speak up when someone discusses plans to take sexual advantage of another person
- Believe someone who discloses sexual assault, abusive behavior or experience with stalking
- Refer people to resources listed in this document for support in health, counseling or with legal assistance

## Risk Reduction

Risk Reduction is defined as options designed to decrease perpetration and bystander inaction, increase empowerment for victims in order to promote safety and help individuals and communities address conditions that facilitate violence. While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted. To reduce one's risk of sexual assault or harassment, strategies below were taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org).

Avoid dangerous situations by doing the following:

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

### **Evacuation Procedures**

In the event the campus is evacuated, the school has clearly marked exit signs and evacuation routes posted in each room of the campus.

1. Should an alarm be sounded or a supervisor, Emergency Plan Coordinator or CEO orders an evacuation of the building, please remain calm, walk to the nearest exit and leave the building immediately.
2. Should the evacuation allow an individual to retrieve his or her personal items please do so in an orderly manner.
3. After leaving the building meet in a safe designated area and do not leave the area or return to the building. Follow the direction of the supervisor or on-site manager's instructions.
4. Fire extinguishers are marked on the emergency evacuation exit notices in each room.

### **Designated Meeting Places**

The designated meeting place will be determined by the safety of the area and are as follows:

- Dirt lot north of campus
- Parking lot in front of campus

Once all staff and students are accounted for further instructions will be given.

### **Emergency Responses**

#### **Severe Weather and Civil Unrest**

- Stay inside and move away from windows
- Close and lock exterior doors and offices
- For extreme weather shelter in a lower level of the building if possible

## **Earthquake**

- If indoors, DROP down onto your hands and knees (before the earthquake knocks you down). This position protects you from falling but allows you to still move if necessary
- COVER your head and neck (and your entire body if possible) under a sturdy table or desk. If there is no shelter nearby, only then should you get down near an interior wall (or next to low-lying furniture that won't fall on you), and cover your head and neck with your arms and hands.
- HOLD ON to your shelter (or to your head and neck) and stay where you are until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around. Do not run outside.
- Stay away from windows and objects that may fall.

## **Fire**

- Call 911 and report the location and nature of the fire.
- Activate or ask someone to activate the closest fire alarm.
- Isolate the fire by closing doors behind you (do not lock).
- Evacuate to a designated evacuation site and report to the California Hair Design Academy staff.

## **Medical Emergency**

- Call 911 and report the nature of the illness or injury and the location.
- Report to California Hair Design Academy staff.
- Provide medical care if trained and qualified, or seek help from trained personnel.

### **Procedures for Testing Emergency Response Evacuation Procedures**

Emergency response and evacuation procedures are tested as least once every year for each campus and are coordinated by the supervising staff along with the safety coordinator. The staff and students on campus are not notified in advance of the testing.

### **Example of Drill:**

Fire Drill: Evacuation of the school to a designated area outside where the staff takes role (students in attendance for the day) to confirm all have evacuated safely.

Periodic inspections are conducted by the safety coordinator along with meetings with school staff to discuss potential hazards throughout the campus and off campus.

## **Shelter in Place**

Sheltering in place provides protection from external hazards and minimizes the chance of injury and/or provides the time necessary to allow for a safe evacuation. This should be done by selecting a small interior room if possible, with no windows or as few as possible. Should you be directed to shelter-in-place do not attempt to go outside, stay inside.

### **A Shelter in Place may be ordered for the following reasons:**

- Active Shooter
- Severe Weather
- Hazardous Material
- Civil Unrest
- Hostage situation
- Or any situation where it is best for you to stay where you are and avoid an outside threat

### **When this happens:**

- Stay calm
- Faculty should recommend to students and others to stay inside
- Select a small interior room if possible, with no windows or as few as possible
- Close and lock all doors and windows, exterior doors, and any other openings that lead to the outside.
- Stay away from the doors and windows
- If you are told there is danger from an explosion, close the window shades, blinds, or curtains
- Avoid overcrowding by selecting several rooms so individuals can sit calmly
- After the shaking stops, go to a designated evacuation site and report to the California Hair Design Academy staff.
- If outdoors, stay in an open area away from buildings, trees, street lights and utility wires. Do not enter buildings.

## **Responding to an Active Shooter on Campus**

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

### **Evacuate**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

**Hide out If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:**

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement .

**To prevent an active shooter from entering your hiding place:**

- Lock the door
- Blockade the door with heavy furniture

**If the active shooter is nearby:**

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet if evacuation and hiding out are not possible
- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location. If you cannot speak, leave the line open and allow the dispatcher to listen.

### **Take action against the active shooter:**

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

### **What to Expect When Law Enforcement Arrives**

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands and may push individuals to the ground for their safety.

### **How to react when law enforcement arrives:**

- Remain calm, follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

### **Information to provide to law enforcement or 911 operators:**

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location.

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

### **Relationship with Local Law Enforcement**

The school maintains a close working relationship with the La Mesa Police Department. Meetings are held between the leaders of these agencies on an informal basis. The School Safety Officer and supervising instructors communicate regularly on the scene of incidents that occur in and around the campus area.

- There is no written memorandum of understanding between school and the listed police agencies.
- There is no written memorandum of understanding between campus security personnel with state and local law enforcement agencies
- There are no officially recognized student organizations with non-campus locations

### **Issuing Timely Warnings**

Below are the procedures the institution will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

In the event that an emergency situation arises either on or off campus, that, in the judgment of the School Safety Officer or other school official, constitutes an ongoing or continuing threat, a campus-wide timely warning will be issued. The warning will be issued either through email, phone call, text message, social media alerts, news media, Pivot Point LAB Announcement or by physical posting of a warning on the campus facilities.

Depending on the particular circumstances of the emergency, the school may attempt to personally contact individual students and employees, especially in situations that could pose an immediate threat to the community and individuals.

California Hair Design Academy follows local law enforcement, state law enforcement and FEMA when an emergency occurs that would endanger the students and staff of California Hair Design Academy.

The school safety officer is responsible for confirming there is a significant emergency or dangerous situation and will determine the appropriate segment(s) to receive a notification, the content of the information to be released and initiate the notification system. Segments that could receive notification include:

- President
- Manager/Assistant Manager
- CDC
- Executive Assistant to CEO
- Law Enforcement
- FEMA

### **Access to Campus Facilities**

California Hair Design Academy does not have any campus residences or an individual monitoring system.

During business hours, the school will be open to students, parents, employees, contractors, guests and invitees. During non-business hours access to all school facilities is by key obtained from school staff members. In the case periods when there is an extended closing, the school will admit only those with prior approval of the school's staff.

### **Posted Campus Hours**

California Hair Design Academy is open to the general public for services Monday through Friday from 10:00 am to 9:00 pm.

### **The institution is open for students:**

- 8:30 am to 10:30 pm, Monday through Friday for Day/Evening Classes

Our campus is secured during non-business hours. The afterhours locking procedures secure the campus after all students have left and a sweep of the building has been performed. If any unauthorized individual is seen in the building, the staff member will contact their supervisor and/or security or police department.

Located in a strip mall, the outside of the building is monitored by landlord or property management companies. California Hair Design Academy monitors inside the school campus and requires all staff to ensure proper functions of school facilities.

### **Alcoholic Beverages and Drug Use and/or Possession**

The possession, sale or the furnishing of drugs and/or alcohol on the school campus is governed by the school's Drug & Alcohol Policy and California state law.

Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control (ABC). However, the enforcement of alcohol laws on-campus is the primary responsibility of the school. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the school's Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus.

California Hair Design Academy has been designated "Drug Free" and under no circumstances is the use of drugs permitted. The possession, sale, manufacturing or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the school. Violators are subject to the school's disciplinary action, criminal prosecution, fine and imprisonment.

### **Local, State and Federal Regulations Governing Alcohol & Drugs**

The State of California sets 21 as the minimum age to purchase or possess any alcoholic beverage.

Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from the School Safety Officer.

1. Persons under age 21 found possessing alcohol may be given a fine and/or subject to incarceration.
2. Persons possessing illegal substances or drugs may be given a fine and/or incarceration upon conviction for possession of the illegal substance.

*A violation of any law regarding drugs or alcohol is also a violation of the school's Student Rules and Regulations and may result in termination from the program.*

### **Substance Abuse Education**

The school maintains a list of substance abuse prevention programs and posts these resources in public places in an effort to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The programs referenced provide services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and school college disciplinary actions.

#### **The institution provides the following:**

- **Alcohol and Drug Education:** Provision of drug and alcohol abuse publications to students and employees.
- **Referral and Counseling Services:** Reference of students and employees to community drug and alcohol counseling agencies upon request.
- **College Disciplinary Actions:** Review and action taken by school administration including suspension and possible termination

## Health & Welfare Prevention Resources

The institution makes the following information available to its student, staff, and instructors.

### **Alcohol and Drugs:**

<a href="#">Alcohol and Drug Services Access &amp; Crisis Line</a>	1-800-479-3339 www.sandiegocounty.gov/hhsa/programs/bhs/alcohol_drug_services	Crisis line. Information is also available on residential and non-residential treatment programs.
<a href="#">Al-Anon Alateen</a>	1-757-563-1600 / www.Al-anon.alateen.org	Designed to help families and friends of alcoholics
<a href="#">Facts on Tap</a>	www.campushealthandsafety.org	A comprehensive alcohol and drug education program for students.
<a href="#">Narcotics Anonymous</a>	1-800-479-0062 www.sandiegona.org	Information and counseling including meetings, sponsors, and recovery.
<a href="#">1-800-NO-BUTTS</a>	1-800-NO-BUTTS www.nobutts.org	An organization that provides support and treatment for those wishing to stop smoking.

### **Women's Health:**

<a href="#">Planned Parenthood</a>	619-881-4589 www.plannedparenthood.org/planned-parenthood-pacific-southwest	Pregnancy tests, birth control, emergency contraceptives and other women's health resources
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### **Childcare:**

<a href="#">YMCA Childcare Resource Service</a>	858-292-9622 www.ymca.org/crs	Can help you find child care near your work or home.
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### **Eating Disorders:**

<a href="#">Caringonline.com</a>	1-888-884-4913 www.caringonline.com	Resources for negative body image or Anorexia, Bulimia, or Compulsive Overeating.
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### **Depression and General Mental Health:**

<a href="#">Suicide Prevention Center</a>	1-888-724-7240 up2sd.org/resources/suicide-prevention-and-support/	24-Hour Crisis Line Links to prevention and mental health resources
<a href="#">Depression and Bipolar Support Alliance</a>	1-800-826-3632 www.dbsalliance.org	Support, information and resources for depression and bipolar disorders.
<a href="#">ULifeline</a>	1-800-273-TALK (8255) www.ulifeline.org	A mental health library, drug database, screening tests, how to support a friend and more.

### **Domestic Violence:**

<a href="#">California Partnership to End Domestic Violence</a>	1-800-799-SAFE (7233) www.cpedv.org	24-Hour Hotline for Victims Domestic violence resources
<a href="#">San Diego Domestic Violence Council</a>	1-800-799-SAFE (7233) www.sddvc.org	24-Hour Hotline for Victims of Domestic Violence
<a href="#">The National Domestic Violence Hotline</a>	1-800-799-SAFE (7233) www.thehotline.org/resources	National Domestic Violence Hotline, Resources for victims

### **Additional Resources**

National Domestic Violence Hotline: 1(800)-799-7233

National Resources Rape, Abuse & incest National Network: 1(800) 656-4673

National Child Abuse Hotline: 1(800)-422-4453 or- 1 (800) 344-6000

Access & Crisis Line: (888) 724-7240

Aging and Independent Services & Adult Protective Service: 1 (800) 510-2020

Center Community Solutions – Sexual Assault Crisis Line: 1 (888) 385-4657

Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ): 1 (858) 212-5433

Megan's Law: <http://meganslaw.ca.gov/>

### **Military Resources**

For referral for family services centers serving Camp Pendleton, MCAS, Miramar, MCRD, Naval Base, San Diego, NAS North Island and Sub Base Fleet; Call Military one Source at (800) -342-9647 (24 hour hotline not confidential) You may call the Family Justice Center Military Liaison 619-533-3592 (confidential.)

### **California Business and Professions Codes re: Drugs and Alcohol**

25602 Giving Alcohol to Intoxicated People

25604 Retail Establishments Serving Alcohol Must Be Licensed

25607 Limits on Alcohol Approved Retail Licenses

25658 Limits on Alcohol Provision, Purchase, and Consumption to Minors

25662 Public Possession of Alcohol by Those Under 21 California Vehicle Code

13388 Under 21 Refusing a Blood Alcohol Test

13392 License Suspensions for Refusal of Blood Alcohol Test

23136 Under 21 Driving Under the Influence

23140 BAC Limit for a Driver Who is Under Age

23152 Driving Under the Influence

23220 Limits on Alcohol Use While Driving Off-Road

23221 Limits on Open Containers in Vehicles

23222 Consequences for Marijuana Use While Driving

23224 Limits of Under 21 Transporting Alcohol

23502 Alcohol Education Programs for Underage Offenders

23536 Consequences for DUI Conviction

23594 Consequences for Owner of Vehicle Used in DUI  
23645 Further Consequences for DUI Conviction California Health and Safety Code  
11153.5 Manufacture of Controlled Substances  
11350 Possession of Narcotics  
11351 Possession of Narcotics for Sale  
11352 Transportation of Narcotics  
11355 Sales of Narcotics 11357 Possession of Marijuana of Hashish  
11358 Cultivation of Marijuana  
11359 Sale of Marijuana  
11360 Transportation of Marijuana  
11364 Possession of Device for Consuming Narcotics  
11365 Aiding the Use of Narcotics  
11377 Consequences for Possession of a Controlled Substance  
11378 Possession for Sale of Controlled Substances  
11382 Aiding the Distribution of Controlled Substances  
11383 Possession of Materials Intended to Manufacture Methamphetamine  
Federal Code Title 21, Chapter 13 Lists Laws Pertaining to Possession of Controlled Substances and Illegal  
Trafficking