



FEDERICO BEAUTY INSTITUTE

Campus Safety and Security Handbook

Fire Safety Report

Updated 12/6/2016

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Federico Beauty Institute is concerned about the safety of its staff, students & clients. The School is committed to providing a safe & secure environment. We realize we are not immune from crime & encourage everyone to take responsibility for contributing to a safe environment. If you see something, say something.

Campus Geography

Federico Beauty Institute is located & controls 1515 Sports Drive, Sacramento, CA 95834. This is The School's only location. There is no public property within the campus, however the campus is adjacent to public property on all sides.

Crime Statistics

Federico Beauty Institute collects statistics for reported crimes that fall within the geography of the Clery Act. These statistics are disclosed annually in our security report to The Department of Education through the web-based data collection process. These records are available on The School's website and can be requested from the administrative office should you wish to have a printed copy.

Campus Safety and Security Survey

Criminal Offense	2013	2014	2015
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	1	1	0

Criminal Offenses – Public Property

Criminal Offense	2013	2014	2015
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	0	0	0
Arson	0	0	0

Motor vehicle theft	0	1	0
Arson	0	0	0

VAWA Offenses – On Campus

Crime	2013	2014	2015
Domestic Violence		0	0
Dating Violence		0	0
Stalking		0	0

VAWA Offenses – Public Property

Crime	2013	2014	2015
Domestic Violence		0	0
Dating Violence		0	0
Stalking		0	0

Arrests – On Campus

Crime	2013	2014	2015
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Arrests – Public Property

Crime	2013	2014	2015
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions – On Campus

Crime	2013	2014	2015
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions – Public Property

Crime	2013	2014	2015
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Unfounded Crime

Crime	2013	2014	2015
Total unfounded crimes		0	0

Hate Crimes – On Campus

Occurrences of Hate Crimes

Category of Bias for crimes reported in 2015

Criminal Offense	2015 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2014

Criminal Offense	2014 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0

Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2014

Criminal Offense	2014 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2013

Criminal Offense	2013 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0

Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0

This institution implements a Drug Free Policy which is issued to each student upon enrollment.

The above report will be updated each calendar year and will be inserted into our catalog. For additional information on the safety & security of our

Campus Security Authorities

Federico Beauty Institute does not have a campus police or security department. Our institute has designated Campus Security Authorities or individuals with significant responsibility for student & campus activities. Campus Security Authorities hold the following job titles:

- President
- Chief Financial Officer
- Director of Administration
- Director of Education
- Educational Systems Manager
- Human Resources

Alleged crimes reported to these Authorities are then reported to the Director of Compliance. Crime reports may be obtained from any one of the Campus Security Authorities or the Director of Compliance. Reports are due for the prior year no later than the end of February. For example, reports for the calendar year 2016 are due February 28, 2017. These reports are then reviewed by the Director of Compliance and filed at the required time in the web-based data collection process.

Statistics From Law Enforcement Agencies

Crime statistics for our campus are requested via email from the Sacramento Sherriff's Department annually. If a response is not forthcoming, The School will make a good faith effort to obtain crime statistics from The Department. These efforts are documented and retained as applicable.

Daily Crime Log for Institutions with Campus Police

N/A

Emergency Response and Evacuation Procedures

Federico Beauty Institute will 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 that occurs on campus utilizing The School's paging system.

An **"immediate" threat** as used here encompasses an imminent or impending threat, such as an approaching forest fire, as well as a fire currently raging in one of your buildings.

Some other examples of significant emergencies or dangerous situations are:

- Outbreak of meningitis or other serious illness.
- Approaching tornado, hurricane or other extreme weather conditions.
- Earthquake.
- Gas leak.
- Terrorist incident.
- Armed intruder.
- Bomb threat.
- Civil unrest or rioting.
- Explosion.
- Nearby chemical or hazardous waste spill.

The School will confirm that there is an immediate threat through any and all means available to ensure the safety of its campus community. These means include but are not limited to:

- Campus Security Authority or Director of Compliance visual confirmation.
- Use of The School's security camera's.
- Media outlets.

Understanding that the very nature of immediate threats can create fear and panic, The School will take all necessary steps to contain these situations. For example, if a fire is reported in a trash can outside the main entrance; the area to be evacuated would be limited to the front desk area and the area immediately surrounding the main entrance. For this reason, The School is broken into evacuation zones to determine that only the affected segments of the campus receive immediate threat notifications. In the event of a reported immediate threat, The School will err on the side of caution and take appropriate actions to ensure the safety of its students and staff first and foremost.

The content of immediate threat warnings or notifications will be minimal. For example, in the event of a reported gas leak an all page or all evacuation zone order would be issued and the entire campus would be evacuated to their designated areas. Once the evacuation was complete, additional information would be issued to zone leaders on how to safely proceed. Another example would be an all page or all zone emergency assembly to announce a meningitis outbreak and information on the virus. Notification content includes, but is not limited to:

- Zone evacuation.
- Campus evacuation.
- Announcement of approaching weather threats.
- Emergency assemblies to disseminate information.

A Campus Security Authority or the Director of Compliance are the only individuals to initiate The School's notification system in the event of an immediate threat. However, the individual initiating the notification does not need to be the individual who verified the threat. For example, if the Flood Control District notified a CSA that the campus was in danger of flood, that CSA or any other CSA would initiate the notification system with the action the Flood Control District recommended.

Federico Beauty Institute will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Following is a list of the titles of the persons and organizations responsible for carrying out the actions listed in section VI:

- President
- Chief Financial Officer
- Director of Administration
- Director of Education
- Educational Systems Manager
- Law enforcement agencies
- Fire department
- Utilities (e.g. electrical, gas, water)
- Flood control district

Upon deployment of an immediate threat notification to the affected portions or persons on campus, a CSA will notify the emergency dispatch (911) for appropriate law enforcement or first responders. The CSA's will use their professional judgment to ensure the security and safety of the campus community.

Federico Beauty Institute has at least one unannounced test of its emergency response and evacuation procedure each year. This unannounced test is scheduled and put on the management calendar prior to the end of February even though the actual test may be scheduled for later in the year. Announced tests are done from time to time in conjunction with The School's emergency response and evacuation procedure training. This training is scheduled by management and is preceded by staff training. Documentation for each test, a description of the exercise, the date, time and whether it was announced or unannounced is maintained in the Administration office. Prior to the unannounced test, The School alerts the local law enforcement of the test and requests their cooperation in the test should their time permit. The School is in communication with the local law enforcement agencies and requests training from them regarding situations that may warrant an emergency response as needed.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the administration constitutes an ongoing or continuing threat, a campus wide timely warning will be issued. Clery Act crimes whether the crime happened on campus or in the immediately surrounding area will warrant a timely warning. These warnings will be issued through an email alert to students, faculty and staff, be posted to the student and staff bulletin boards (online & as well as paper copies), and an announcement will be made during the next scheduled homeroom session. Timely warnings will be issued by a Campus Security Authority or the Director of Compliance. As with immediate threat's, The School is in communication with the local law enforcement agencies and has requested training from them regarding situations that may warrant a timely warning.

Annual Security Report

Online Security Policy Disclosures and Policies

The School's annual security report is published on its website under 'Annual Security Report'. It is available to all students, potential students and employees at their leisure. It is The School's policy that as each new year's report becomes available (no later than October 1 or as required by the reporting agency) notice is posted in The School in clear view for students, prospective students and employees to review. In addition to crime statistics, The School's annual security report contains:

- Timely Warning Policy (including a list of Clery Act crimes)
- A list of titles of each person to whom students and employees should report criminal offences as described on The Clery Act.

Confidential Crime Reporting

The School encourages victims or witnesses to voluntarily report crimes for inclusion in the annual security report. If you are a victim of a crime and do not want to pursue action within Federico Beauty Institute or the criminal justice system, you still may want to consider making a confidential report. With your permission, a Campus Security Authority can file a report on 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, Federico Beauty Institute 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 annual crimes statistics for the institution.

Security of and Access to Campus Facilities

During posted business hours, Federico Beauty Institute will be open to students, parents, employees, contractors, guests and invitees. During non-business hours access to all campus facilities is by key, if issued, or by admittance by Administration. Emergencies or special classes may necessitate changes or alterations to any posted schedules. Any areas that are revealed as problematic during routine maintenance or maintenance issues, such as non-working exterior lighting, are reported to the maintenance department. Security issues such as landscaping, locks, alarms, lighting and communications should be reported to any member of the administrative team as soon as possible.

Campus Law Enforcement Authority

Federico Beauty Institute does not have a campus law enforcement department. The School's administrative team and Campus Security Authorities have the authority to act as campus security personnel to determine whether individuals have lawful business on campus grounds. They also have the authority to issue parking tickets, which are billed to the financial accounts of students, faculty and staff. All crime victims and witnesses are strongly encouraged to immediately report the crime to a Campus Security Authority and the appropriate police agency. Prompt and accurate reporting will assist The School in maintaining a safe learning environment, assure timely warning notices to our campus community, and accurate disclosures of crime statistics.

The Sacramento Sherriff's Department has law enforcement jurisdiction over the school's campus.

While The School does not have any written agreements with local law enforcement, such as a memorandum of understanding, The School expects the campus community to cooperate with law

enforcement agencies to resolve crimes that may occur on campus or affect the safety of the campus community.

The School does not employ any pastoral counselors or professional counselors. If a member of the campus community needs a referral for these services, we encourage you to seek out the Educational Systems Manager (please refer to the Student Handbook & School Catalog for the 'Professional Assistance' policy).

Security Awareness

During orientation, incoming students are informed of on campus crime statistics, and campus security handbook. Employees are given the campus security handbook during employee orientation. In addition, students and employees are encouraged to be aware of their responsibility for their own security and the security of others. From time to time The School hosts personal safety speakers and law enforcement crime prevention officers in homeroom. These speakers and their messages are designed to make the campus community aware of their safety and to prevent crimes such as rape, acquaintance rape and other forcible and non-forcible sex offences.

Sex Offences

If you believe you are the victim of a sex offence please contact any Campus Security Authority to report the offence as soon as possible keeping in mind the importance of preserving evidence for the proof of a criminal offence. The CSA will assist a student in notifying law enforcement if the student requests the assistance of these personnel. Students seeking counseling, mental health evaluation or other student services for victims of sex offences should seek out the Educational Systems Manager for a referral. Please refer to the Student Handbook & School Catalog for the 'Professional Assistance' policy. The School will make changes a victim's academic situation to another schedule offered after an alleged sex offence if requested by the victim and the change is reasonably available.

Procedures for campus disciplinary action in cases of an alleged sex offence:

- The accuser and the accused are entitled to the same opportunities to have others present during disciplinary proceedings
- Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense? Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
- Should the disciplinary proceedings find against the accused, the accused student will immediately be expelled & become ineligible for re-admittance.
- California State registered sex offenders may be obtained online at: <http://meganslaw.ca.gov/disclaimer.aspx> or by contacting The California State Department of Justice at:
Voice: (916) 322-3360 or
(Toll-free in California)
(800) 952-5225
Fax: (916) 323-5341

Off-Campus Crime Reporting

The School does not have any off-campus locations of student organizations or off-campus student housing facilities.

Alcoholic Beverages

From time to time, Federico Beauty Institute hosts events on campus where alcoholic beverages may be offered. It is our policy to ensure proper identification of individuals requesting beverage service. The School does not condone or allow underage drinking on campus. Students receiving credit for attending these events may not consume alcohol in accordance with our under the influence policy (please see Student Catalog). Violators are subject to school disciplinary action, criminal prosecution, fine and imprisonment in accordance with State Law.

Illegal Drug Possession

Federico Beauty institute does not condone or allow the possession, use or sale of illegal drugs on school grounds in accordance with State and Federal drug laws. If a student or employee is caught possessing or selling illegal drugs, Federico Beauty Institute will report the incident to law enforcement. Violators are further subject to school disciplinary action.

Substance Abuse Education

Any individual associated with Federico Beauty Institute who is seeking information, advisement, or assistance concerning drug abuse prevention may call or visit the following agency:

Health and Human Services
4875 Broadway
Sacramento, CA 95820
(916) 366-2736

Disclosures to Alleged Victims

Federico Beauty Institute will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the results of any disciplinary proceeding conducted by The School against student who is the alleged perpetrator of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Emergency Response

The School will follow the emergency response and evacuation procedures listed in Emergency Response and Evacuation Procedures.

Missing Students

The School is not required under the Clery Act to have and does not have a missing student notification system.

Statement of Policy: Education Programs to Promote Awareness of Domestic Violence, Dating Violence, Sexual Assault and Stalking.

Federico Beauty Institute educates the incoming and current student and employee community about sexual violence, violence prevention and all relevant School policies and procedures during all orientations held for new and current students upon the onset of a class and at least annually.

In addition, Federico Beauty Institute conducts new and current employee training on these topics at least annually. The Title IX Coordinator is responsible for training all current students and employees about The School's policies regarding sexual violence and for conducting the new student and employee training.

The new and current employee and student training sessions include:

- A statement that [the School] prohibits crimes of dating violence, domestic violence, sexual assault and stalking;
- The definitions of those crimes under federal and state law;
- The definition of consent, in reference to sexual activity, if available under state law;
- A description of safe and positive options for bystander intervention;
- Information on risk reduction;
- Information containing School policies and procedures related to preventing, reporting and responding to sexual offenses, including disciplinary procedures and victim rights; and
- A description of The School's ongoing prevention and awareness campaigns for students and employees.

Sanctions and Protective Measures

Following a final determination of Federico Beauty Institute's institutional disciplinary proceeding regarding domestic violence, dating violence, sexual assault or stalking, [the School] may impose the following sanctions on the perpetrator and protective measures for the complainant:

1. Sanctions

Sanctions that may be imposed by Federico Beauty Institute include, but are not limited to:

- written warning;
- mandatory counseling;
- mandatory education and training;
- no contact orders;
- changes in academic, working or living arrangements;
- revocation of certain campus privileges;
- suspension or
- expulsion.

The School has flexibility in the type and range of sanctions to impose on the perpetrator depending on the severity of the incident, but has a process in place to ensure that sanctions imposed are consistent with sanctions imposed in past incidents of similar conduct and are not imposed unequally based on gender or gender identity.

2. Protective Measures

Protective measures that the school may utilize to protect the complainant include, but are not limited to:

- an order of protection, a no contact order, restraining order or similar lawful order from the institution;
- changes to transportation, working, academic and/or living situations;
- providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred;
- providing an escort to ensure that the complainant can move safely between classes and activities;
- ensuring the complainant and perpetrator do not share classes or extracurricular activities;
- providing comprehensive, holistic victim services including medical, counseling and academic support services, such as tutoring; or
- arranging for the complainant to have extra time to complete or re-take a class or withdraw from a class without an academic or financial penalty.

When determining what protective measures to establish, Federico Beauty Institute will consider a number of factors including the specific needs and requests expressed by the complainant; the age of the students involved; the severity or pervasiveness of the conduct; any continuing effects on the complainant; whether the complainant and alleged perpetrator share the same residence hall, dining hall, class, transportation, or job location; and whether other judicial measures have been taken to protect the complainant (*e.g.*, civil protection orders).

Sexual Violence: Victim Procedures

If you are victim of sexual violence, including sexual violence, dating violence, domestic violence or stalking, your first priority should be to get to a place of safety. You should then obtain any necessary medical treatment. Information about the alleged offense should be provided to the Institute's Title IX Coordinator as soon as possible. Time is a critical factor for evidence collection and preservation.

Federico Beauty Institute strongly advocates that a victim of sexual violence report the incident to police in a timely manner and, if requested to do so by the victim, Cara Kinzel or Tera Thorne will assist the victim in contacting the police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. The victim has the right at all times to decline to notify police of the incident.

Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution or establishing a no contact order, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a victim contacts the Police Department, the local Police Sex Crimes Unit will be notified as well. The victim may choose for the investigation to be pursued through the criminal justice system. The Title IX Coordinator will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available through the Rape and Sexual Abuse Center and the Victim Intervention Program of the local Police Department.

Procedures for disciplinary action in cases of sexual violence

Federico Beauty Institute's Title IX Coordinator has primary responsibility for receiving, evaluating and investigating allegations of sexual violence, including alleged domestic violence, dating violence, sexual assault and stalking. The Title IX Coordinator is responsible for informing the School Director, Jeremy Federico, and the Campus Security Authority, Cara Kinzel, within 24 hours after receiving a sexual violence report for purposes of maintaining accurate Clery Act crime statistics.

The Title IX Coordinator has primary responsibility for ensuring that any disciplinary proceeding involving an allegation of sexual violence is conducted promptly, fairly and impartially and in accordance with these and other related institutional procedures.

Once the Title IX Coordinator receives a report of sexual violence, the following steps will be followed:

1. The Title IX Coordinator will immediately assess whether the information in the report warrants a timely warning and, if so, will contact Jeremy Federico immediately to execute that procedure in accordance with the institution's timely warning procedures [cross reference to those procedures]. The Title IX Coordinator will immediately inform the victim of his/her right to "interim measures" during the pendency of an investigation of the alleged sexual violence, including obtaining an order of protection, a no contact order, restraining order or similar lawful order from the police or the institution; [the School's] obligation to protect the identity of the victim in any Clery Act report or in other publicly available recordkeeping and to keep any interim measures provided to the victim confidential to the extent maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measure.
2. The Title IX Coordinator will, within 24 hours of receipt of the report, provide the individual making the report of an alleged sex offense with:
 - a. a copy of these procedures;
 - b. information on counseling, health, mental health, victim advocacy, legal assistance services, immigration assistance, student financial aid and any other services available to the victim at [the School] or in the community;
 - c. information on the victim's right to report the incident to local police and the fact that [the School's] institutional investigation and disciplinary procedure and criminal proceeding may occur simultaneously; and
 - d. options to facilitate changes to transportation, working, academic and/or living situations, or additional protective measures, if requested, while the investigation is pending, even if the victim chooses not to report the crime to police.
3. The Title IX Coordinator will investigate the incident by interviewing: the individual filing the report, the accused, [School] employees, witnesses and others as necessary to gather facts about the alleged incident. The Title IX Coordinator may be assisted by other employees after determining that such employees do not have a conflict of interest and have received training in Title IX and VAWA.
4. The Title IX Coordinator will ensure that all individuals involved in the disciplinary procedure apply a "preponderance of the evidence" standard when evaluating sexual violence reports. [The School] does not provide for a formal hearing process but both parties may be assisted by a support person of choice, including an attorney.
5. In all cases, the Title IX Coordinator will maintain regular communications with both the accuser and accused and provide both parties with equal opportunity to provide information, witness statements, evidence, and other information that may be necessary for [the School] to fully evaluate the alleged offense.
6. The Title IX Coordinator will, barring extenuating circumstance, complete the investigation and make a determination regarding any necessary discipline of accused and remedies to accuser within 60 days of the date that the report is first received by the Title IX Coordinator.
7. The Title IX Coordinator will inform both parties of its final determination. [The School] does not provide for an appeal of final determinations.
8. The sanctions that may be imposed by [the School] following a determination that dating violence, domestic violence, sexual assault or stalking occurred include, but are not limited to, counseling, education, changes in academic or living arrangements, no contact orders, suspension or expulsion of a student or termination of employment.
9. Both the accuser and accused shall be simultaneously informed in writing of:

- a. the outcome of any disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault or stalking,
- b. the institution's procedures for the accused and victim to appeal the results of the institutional disciplinary proceeding (if any such appeal rights become available),
- c. any change to the results that occurs prior to the time that such results become final; and
- d. when such results become final.

10. The Title IX Coordinator will determine if the incident is indicative of systemic issue related to the sexual violence and, if so, work with Federico Beauty Institute's employees, including the Campus Security Authority and School Director, to recommend changes to The School's policies, procedures or training to prevent re-occurrence.

Federico Beauty Institute requires the Title IX Coordinator and all employees involved in the investigation and disciplinary process to receive training at least annually on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Protection of Confidentiality of Victim of Sexual Violence

There are no pastoral or professional counselors on campus. Confidential crisis, mental health and victim resource hotline numbers are posted on campus as well as listed in the Student Catalog should students need to contact these agencies. Victims of sexual violence reported to the Title IX Coordinator will be provided with information regarding local rape crisis centers and other counseling services.

Reports about sexual violence or other crimes to The School's Title IX Coordinator may be provided informally and in confidence to the Title IX Coordinator who will make every attempt to maintain privacy of the information in accordance with your request and Family Educational Rights and Privacy Act of 1974 (FERPA) regulations unless Federico Beauty Institute is under an obligation to disclose your identity to protect the safety of others. You will be informed if The School cannot maintain the requested confidentiality of the information.

The School strongly encourages persons who are victims of sexual violence who do not want to report the incident to policy or file a complaint using The School's institutional procedures to report the incident to the Title IX Coordinator voluntarily and on a confidential basis solely to permit the inclusion of that information in [the School's] annual crime statistics. With such information, The School can keep an accurate record of the number of similar incidents, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Federico Beauty Institute will make best efforts to maintain the privacy of that information and to comply with FERPA.

The School is required to, and will, keep the identity of victims of sexual violence private in any public report of Clery Act crimes. Reporting to the institution will also enable the victim to receive protective measures. At the victim's request, [the School] will maintain as confidential any protective measures provided to the victim, to the extent that making such information confidential does not impair the ability of the institution to provide those protective measures. The victim will be informed by the institution if providing a protective measure may reveal the identity of the victim.

The School encourages reporting of sexual violence to the police. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and

- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Police reports are public records under state law, and therefore [the School] cannot guarantee the absolute confidentiality of reports of crime obtained from police records but will make every effort to maintain the confidentiality of such information to the greatest extent permitted by law.

Clery Act Crimes

Following are the three categories of offenses that are defined as Clery Act crimes:

- Criminal Offenses—Criminal Homicide, including: a) Murder and Non-negligent Manslaughter, and b) Negligent Manslaughter; Sex Offenses including:
 - a) Forcible, and b) Non-forcible; 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 Property¹ that were motivated by bias; and 1 The 2008 *HEOA* regulations expanded the list of hate crime statistics to be included in *Clery Act* statistical disclosures.
- Arrests and Referrals for Disciplinary Action for Weapons: Carrying, Possessing, Etc., Drug Abuse Violations and Liquor Law Violations.

Annual Fire Safety Report

Fire Detection and Suppression

There are several elements to fire safety in The School including building fire detection and suppression systems, training, regular fire drills, mandatory evacuations for any fire alarm activations, fire safety and fire reporting policies. Buildings are equipped with fire detection systems including smoke and heat detectors. Sprinklers are throughout the building. The Café is equipped with kitchen hood fire suppression systems. This system is maintained & tested according to the required regulations. All alarms are dispatched through our Halos system where they are reported to the Fire Department. Fire extinguishers are located throughout the building in compliance with required regulations.

Evacuation Procedures

Upon activation fire alarm system, all students, clients & staff must exit the building out the nearest safe exit and proceed to the assembly point in the West parking lot where they must check-in and wait to receive further instructions from staff or Campus Safety. Campus Safety officers assist in the evacuation process and verify that all students have safely evacuated. Students receive a copy of the evacuation procedure as part of their Orientation package. Practice drills help reinforce good evacuation behavior and present an opportunity to ask questions.

Campus Statistics

Unintentional fires:	None
Intentional fires:	None
Undetermined fires:	None

Policies

For the health and safety of all members of the community, students are expected to comply with all fire and safety regulations of the College and applicable local, state and federal law. Fire drills are held throughout the year. Instructions for the evacuation of the halls in the event of a fire or emergency are provided in student rooms and on hall bulletin boards. Use of fire alarms and fire-fighting equipment without the existence of an actual fire is a violation of California Penal Code 148.4. Triggering a false fire alarm could result in misdemeanor charges, fines, and/or severe disciplinary action.

Emergency Services

Fire, Paramedics and/or Police 9-911 (from a land line) or 916-874-5111 (from a cell phone).

If you call 911 from a cellphone, be sure to tell the dispatcher your location. Immediately call a Campus Security Authority and report the incident. Campus staff will meet the responders and bring them to your location.

Non-emergency 916-874-5115

Resources for Students

WEAVE Support Line 916-920-2952

Health & Human Services 916-875-2000