

Anousheh School of Hair – Binghamton NY

Annual Security Report 2018-2019

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Campus Security Act Information Disclosure and Reporting

Under the Crime Awareness Campus Security Act of 1990 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 HEA. This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the Clery Act. On Aug. 14, 2008, the Higher Education Opportunity Act or HEOA (Public Law 110-315) reauthorized and expanded the Higher Education Act of 1965, as amended. HEOA amended the Clery Act and created additional safety- and security-related requirements for institutions. We are required to provide the School staff, faculty, and students with safety information about our campus prior to October 1st each year.

The School is committed to providing safety to all of its students, faculty, and staff. If a crime happens to the student or the student's property or if there is an emergency occurring on campus, report the incident to an instructor, director, or owner immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force.

The School will provide students, faculty, and staff with a copy of this crime report from the previous calendar year by October 1st of the following year. Statistics will be gathered from the local police and compiled in the annual report. The report will show the number of incidents on campus, including The School parking lot and adjacent streets. At any time, statistics can be accessed from The School Admissions Office. Although The School does not employ security officers, The School has a working relationship with the local police who are able to support and provide services promptly in the event of an incident. We encourage accurate and prompt reporting of all crimes to the local police.

Timely Warning

In addition to the required annual campus security report, The School will provide a timely warning to students of any occurrences of the following crimes that are reported to local police agencies and are considered to represent a serious or continuing threat to students and employees. As soon as the school becomes aware of the crimes, students and employees will be notified via SMS notification.

- These crimes include: criminal homicide, forcible and non-forcible sex offenses, robbery, aggravated assault, simple assault, intimidation, vandalism, burglary, motor vehicle theft, larceny-theft, arson, hate crimes including crimes involving bodily injury reported to local police agencies that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability, arrests for violations of liquor and drug law violations, and illegal weapons possession, and persons not arrested but referred for disciplinary action for liquor, drug, and weapons law violations. Other reported statistics include Domestic Violence, Dating Violence and Stalking.

Emergency Notification

Immediate notification of an unforeseen combination of circumstances that calls for immediate action. Emergency Notification will be in written form, posted on the front door of the School, as well as distributed by SMS to staff members and students.

The verbal/written communication will include:

- 1) Type of emergency
- 2) Steps to be taken for the emergency situation

Emergency Response Procedures

At the time of an urgent unanticipated event, staff members will assess the situation to determine the significance of an emergency. In the event of an emergency, staff and students will be notified by either verbal communication (for students currently in the building), or written communication/ SMS (for students not in attendance) to notify them of the particular situation. A count for all staff, students and guests will be taken as soon as reasonably possible to ensure all are accounted for at the time of the emergency. Without delay, all students will receive notification of the emergency by written communication in the form of a text message from the **Emergency Decision Team (EDT)**.

The responsible members of the EDT consist of:

- 1) **The School Director – Lisa Burke**
- 2) **The School President – Anousheh Salimi**

Emergency procedures will be **tested twice a year**. Owners and staff will evaluate the testing results and implement improvements needed to secure the safety of all concerned.

Emergency Procedures Due to Criminal or Terrorists Threats

Upon receipt of information pertaining to a threat during business hours, the person receiving the information should notify a staff member of the impending or occurring emergency. The staff member will respond to the immediate situation, when necessary, and will contact civil authorities to determine appropriate action, which may include evacuation of entire campus for a length of time to be determined based on the situation at hand. If necessary, The School will post on outside doors the time class will resume. In the event that staff, students and guest would be safer inside the building, the EDT will direct everyone to an internal room in the School.

Tornado Warning

When a tornado warning is issued:

- A tornado has actually been sighted
- Or has been indicated by radar
- Public warning will come over the radio.

Tornado Warning Procedure

- DO NOT leave the building
- Move away from the perimeter and exterior of the building
- Report to the **Reception Area**. The EDT will direct those in need of shelter to the **School Director Office or Storage Closet** as indicated on the **Tornado Safety Area** map in the break room.
 - ✓ Take shelter under tables, if possible.
 - ✓ Go to the center of the room.
 - ✓ Sit down and cover your head.
 - ✓ Make every effort to remain calm and encourage those around you to do likewise.
 - ✓ Remain in the shelter location until instructed to return to your previous activities.
 - ✓ A tornado safety map may be found in the student breakroom and near the front desk.

Fire Drills

Fire evacuation plans will be practiced with each class start and require your most serious cooperation and consideration. All exits must be in working condition and unobstructed.

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In A Fire Emergency

If you smell smoke or see fire, report it immediately to an instructor. A warning will then be given over the intercom system. Do not panic. Proceed as follows:

- Students in the salon area exit single file out the rear doors to the parking lot. **If you have a guest at the time, the guest is your responsibility.**
- If exiting out the rear doors of the building, please report to the school parking lot and **remain there until a member of the EDT is able to take an accurate count of staff, students and guests.**
- If in a classroom, exit out the nearest emergency exit. **If possible, join the others at the school parking lot and remain there until a member of the EDT is able to take an accurate count of staff, students and guests.**
- An evacuation map may be found in the student breakroom and in the upstairs clinic.

VIOLATION OF FIRE SAFETY RULES PUTS LIVES IN JEOPARDY. TAMPERING WITH FIRE ALARMS OR FIRE EQUIPMENT CAN RESULT IN FINES AND POSSIBLE INCARCERATION ACCORDING TO STATE LAW.

In case of Serious Accident or Illness

- Call 9-1-1.
- Do not move sick or injured person(s).
- Be careful to avoid personal contact with any body fluids such as blood, vomit, or saliva.
- Stay with the victim and reassure her/him that help is on the way.

Power Failure

- Remain calm.
- Do not move.
- Await instructions from staff personnel.
- If instructed to evacuate, use designated emergency exits ONLY.

EMERGENCY CONTACT NUMBERS		
Emergency (Fire, Police, Rescue): 9-1-1	US Marshall: 607-773-2723	National Response Center (Hazardous Spills): 800-424-8802
Fire Department: 607-772-71331	US Secret Service: 315-448-0304	Poison Information Center: 800-222-1222
Sheriff Department: 607-778-1911	FBI: 607-722-5321	National Runaway Switchboard: 800-RUNAWAY
State Police: 607-775-1241	Alcohol, Tobacco & Firearms: 800-800-3855	Child Abuse Hotline: 800-422-4453
Police Department Non -Emergency: 607-723-5321	Suicide Prevention Hotline: 800-273-TALK	Adult Abuse Hotline: 607-778-2635
Deaf/ Hearing Impaired Emergency: 9-1-1 (call or text)		

Drug Prevention Program

The School distributes this policy to all staff members at the start of employment and to all students at the start of their enrollment. The policy is available via the school website at <https://anoushehschoolofhair.com/policies-and-forms/>

The School prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and staff on the property or as part of any School activities. The School will immediately contact law enforcement officials to report all unlawful activities. The health risks of the use of illicit drugs and alcohol abuse require providing education and referral for students and staff. The School provides education annually and refers students and staff to local services. Area drug abuse information, counseling, referral and treatment centers information is made available to students or staff members. The School will expel students and terminate staff involved in unlawful possession, use or distribution of illicit drugs and alcohol. The School will refer such cases to the proper authorities for prosecution. Students and staff may be reinstated upon completion of an appropriate rehabilitation program. As a condition of employment, employees must notify The School of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. There are serious legal sanctions for illegal use of drugs and/or alcohol. All students and/or staff at The School must understand The School's policies as stated above and recognize their impact if the law is broken in relation to drug and/or alcohol use. The School reviews its Drug Prevention Policy and effectiveness of sanctions imposed every **two** years, which includes:

- Dismissal may occur following a final determination of the said proceedings regarding The School Drug Policy, which prohibits the possession, use, and sale of alcoholic beverages to anyone on our property or as part of any of our activities.
- The School policy also prohibits the possession, use, and sale of illegal drugs.
- The School policy supports and enforces state underage drinking laws. Students caught in any of the above situations will be dismissed from the program and will be reported to the authorities.
- In some cases, conviction of drug-related offenses could result in the student's ineligibility of Title IV funding or other forms of financial assistance.

How the Use of Drugs Affects Your Health

The use of drugs can affect your health in a variety of ways, some of which being nausea, anxiety, comas, as well as death. There is multiple risk associated with chronic use of psychoactive drugs as well as alcohol. A pregnant woman who chooses to use alcohol, cigarettes, and drugs not only exposes herself to these risks but also her fetus including miscarriage, low birth weight, and brain damage.

Substance abuse could involve illegal drugs and alcohol as well as controlled substances. All of which pose a health risk, and an even greater risk is posed when these substances are used in combination with one another. Negative effect on the body and mind are multiplied past the effects of an individual drug taken on its own.

Alcohol: One of the most frequently used and abused drugs, not only with students but society in general. Alcohol in the smallest amounts is known to impair judgement, as well as coordination even to be able to operate a vehicle. This of course only increases the chances of automobile accidents. When used in moderate to large quantities the effects are even more severe including not being able to learn and or remember things. The use of alcohol be associated with the incidence of aggressive crimes including assault, rape, and domestic crimes. Alcohol is a depressant, when used in large quantities can cause cardiac and respiratory failure, which could result in death.

Marijuana: Has the ability to impair your short-term memory, as well as the ability to understand or comprehend. It can cause anxiety, lung damage, confusion, and abnormalities in the hormone as well as reproductive system. Once the feeling of getting "high" fades unfortunately the effects on your coordination, and judgement remain, making it even more difficulty to complete other task, especially driving. Cannabis is a fat-soluble substance and can remain in the body for multiple weeks, overdoses could cause panic attacks, as well as psychiatric problems.

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Club Drugs: This term may refer to a variety of substances including Ecstasy, GHB, Ketamine, Methamphetamine, LSD, as well as Rohypnol. These substances are usually used at parties such as raves, dances, bars, etc. None of which are safe due to the variation in their purity, strength, as well as their concentration. Club drugs can cause more severe health problems including death. Again, there will be more serious consequences and dangers when mixed with alcohol. **Depressants:** These may include Valium, Barbiturates, Benzodiazepines, Quaaludes, and other Depressants. They cause slurred speech, disorientation, as well as other drunken behaviors. Overdose effects may include shallow breathing, clammy skin, dilated pupils, rapid as well as weak pulses, and death.

Hallucinogens: Include MDA, LSD, PCP (Angel Dust), Peyote, and Mescaline may cause powerful disorientation in thinking as well as your perception. Strong as well as unpredictable emotional reactions can trigger a panic attack or psychotic reaction. Overdose can cause heart failure, lung failure, comas, as well as death.

Narcotics: Include Cocaine, Heroin, Morphine, Methadone, as well as Opium, these have negative effects on anxiety, may cause mood swings, confusion, constipation, nausea, as well as respiratory depression. Overdose can lead to convulsions, comas, as well as death. Risk of being infected with HIV/AIDS and or other decreases is increased when you inject drugs and share needles with others. There is also a great possibility of developing a dependency on these drugs whether it be psychological, or physical.

Stimulants: Such as Amphetamines, Cocaine, as well as others, may cause agitation, appetite loss, heartbeats that are irregular, chronic sleepiness, as well as hallucinations. Cocaine and Crack Cocaine are severely dangerous as well as both physically and psychologically addictive. Overdoses result in seizures and death.

Tobacco: Has an active ingredient, known as nicotine. Nicotine can increase heart rate and blood pressure. Tar in cigarette smoke is a major causes of cancer, as well as a variety of other respiratory problems. Carbon Monoxide in cigarette smoke promotes arteriosclerosis, and has other long-term effects on the respiratory system, emphysema, chronic bronchitis, heart disease and lung cancer.

Confidential Reporting

If a student wishes to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, [contact Lisa Burke](#).

- The facilities are open Monday through Friday according to assigned class/salon area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner. Only owners and staff members have keys to the building and video surveillance is used throughout the building, thus preventing or minimizing internal crimes.
- We encourage students and employees to be responsible for their own security and the security of others.
- The School does not provide any programs on campus regarding security or prevention of crimes. If students wish to learn more about personal security or prevention of crimes, contact the local Police Department.
- The School does not have any off-campus locations and therefore all monitoring and recording of any criminal activity is conducted on campus and the surrounding accessible areas. (See Campus Geography)

Note: See the Violence Against Women (VAWA) in the report for additional Confidentiality Reporting Information.

Sex Offender Registration

In accordance to the Campus Sex Crimes Prevention Act of 2000, the Clery Act, and the Family Rights and Privacy Act of 1974, **Anousheh School of Hair** are providing information for where students and employees may obtain information regarding registered sex offenders.

The Campus Sex Crimes Prevention Act requires institutions of higher education to provide a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders can be obtained. A complete list of Sex Offenders can be found at www.familywatchdog.us.

Hate Crime Definition

The Clery Act requires institutions collect crime statistics for hates crime associated with either the commission of a primary crime or the lesser offenses of larceny-theft, simple assault, intimidation, destruction of or vandalism of a buildings or property.

A **Hate Crime** is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Under the *Clery Act*, Hate Crimes include any of the following offenses motivated by bias: Murder and Non-negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property. Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property are included in your *Clery Act* statistics only if they are Hate Crimes.

Larceny-theft

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Simple Assault

An unlawful physical attack by one person on another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or conduct, but without displaying a weapon or subjecting the victim to actual attack. Includes cyber-intimidation if victim is threatened on Clery geography.

Destruction, damage or vandalism of property

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of the property.

Violence Against Women (VAWA)

Title IX Coordinator

The Title IX Coordinator is responsible for monitoring and overseeing **Anousheh School of Hair** compliance with Title IX and the prevention of sex harassment, sexual misconduct and discrimination. The Title IX Coordinator is:

- Knowledgeable and trained in **Anousheh School of Hair** policies and procedures and relevant state and federal laws;
- Available to advise any individual, including a complainant, respondent, or a third party, about **Anousheh School of Hair** and community resources and reporting options;
- Available to provide assistance to **Anousheh School of Hair** employee regarding how to respond appropriately to a report of Title IX-related prohibited conduct and related retaliation;
- Participates in ensuring the effective implementation of this Policy, including monitoring compliance with all procedural requirements, record keeping, and timeframes; and
- Responsible for overseeing training, prevention, and education efforts and annual reviews of climate and culture.

Inquiries or concerns about Title IX may be referred to the Institutions Title IX Coordinator:

Donna Wells, 1152 Vestal Avenue, Binghamton, NY 13903, donnaash23@gmail.com

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Reporting to the Institute

An incident of sexual misconduct may be reported directly to the school Title IX Coordinator. If the school Title IX Coordinator is the alleged perpetrator of the sexual misconduct, the report should be submitted to the **Anousheh School of Hair** Owner. Filing a report with a school official will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. An individual who has experienced an incident of sexual misconduct may report the incident at any time, regardless of how much time has elapsed since the incident occurred. **Anousheh School of Hair** is committed to supporting the rights of a person reporting an incident of sexual misconduct to make an informed choice among options and services available. **Anousheh School of Hair** will respond to all reports in a manner that treats each individual with dignity and respect, and will take prompt responsive action to end any misconduct, prevent its recurrence, and address its effects.

Please be advised any campus crime needs to be reported in writing within 24 hours. The report form is located on the wall beside the main office If you yourself are filing the report please remember to keep as much evidence as possible. **Anousheh School of Hair** will review all forms of evidence; however, it will be up to the authorities as to which types of evidence would be admissible.

Reporting to Law Enforcement

An incident of sexual misconduct can be reported to law enforcement at any time, 24 hours a day/7 day a week, by calling 911. At the complainant's request, **Anousheh School of Hair** will assist the complainant in contacting law enforcement. If the complainant decides to pursue the criminal process, the school will cooperate with law enforcement agencies to the extent permitted by law. A complainant has the option to decide whether or not to participate in any investigation conducted by law enforcement. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- Assure the victim has a referral to confidential counseling from counselors specifically trained in the area of sexual assault

Reporting of Crimes & Annual Security Reports

Campus safety and security are important issues at **Anousheh School of Hair**. Our goal is to provide students with a safe environment in which to learn and to keep students, parents, and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to record and report certain information about campus safety, including the number of incidents of certain crimes on or near campus, some of which constitute sexual misconduct under this Policy. Each year **Anousheh School of Hair** prepares this report to comply with the Clery Act. This report is prepared in cooperation with the local law enforcement agencies around our campus. Each year notification is made to all enrolled students and employees that provides the web site to access this report. Copies of the report may also be obtained in person from or by calling the School Director. All prospective employees may obtain a copy from the School Director.

Domestic and Dating Violence, Sexual assault, and Stalking Policies

Please be advised **Anousheh School of Hair** strictly prohibits any of the following and also holds an annual class/PowerPoint in order to educate students on each of the following topics in hopes to help prevent the following"

- **Domestic Violence:** Acts of violence or abuse against a person living in one's household, especially a member of one's immediate family. Also, any type of abuse between a couple.
Although **Anousheh School of Hair** cannot control what goes on in the homes of our students /staff and are also not responsible for what occurs in the homes of our students / staff we will not allow domestic violence of any form to take place inside the building or on the premises of **Anousheh School of Hair**. We will immediately contact the police in order to resolve the issue.
- **Dating Violence: Dating abuse or Dating Violence** is defined as the perpetration or threat of an act of violence by at least one member of an unmarried couple on the other member within the context of [dating](#) or [courtship](#). It is also when one partner tries to maintain power and control over the other through abuse/violence. This abuse/violence can take a number of forms: sexual, [sexual harassment](#), threats, physical violence, [verbal](#), mental, or [emotional abuse](#), social sabotage, and [stalking](#). It can include [psychological abuse](#), [emotional blackmail](#), [sexual abuse](#), [physical abuse](#) and [psychological manipulation](#).^[1]
Although **Anousheh School of Hair** cannot control what goes on in our student's/staff personal lives we will not allow dating violence of any type to occur on the premises or inside the building at any time. We do not allow the institution or its premises to be used for anything other than education. If at any time we learn that this has occurred or taken place we will immediately speak with the student, encourage them to receive counseling, and possibly contact the police in order to resolve the issue if deemed necessary. Any reports or claims of this nature will be written down and kept in students file.
- **Sexual Assault:** A statutory offense forcible or non-forcible that provides that it is a crime to knowingly cause another person to engage in an unwanted sexual act by force or threat;
No forms of assault including sexual are allowed within the intuition or on the premises. We will have zero tolerance for this and if at any time a member of staff or students has been proven to sexually assault anyone, the police will be called, and the person who committed the assault will be automatically terminated. Again, this will be documented and maintained in the students file.
- **Consent:** To permit, approve, or agree; comply or yield. In reference to sexual activity is extremely important. NO means NO! If an individual at any time for any reason says no, this means that they are not consenting, or agreeing to the activity or activities that are taking place.
- **Stalking:** The act or an instance of [stalking](#), or harassing another in an aggressive, often threatening and illegal manner: No forms of stalking will be allowed within the institution or on the premises. We will have zero tolerance for this and if any time a member of staff or students has been proven to stalk another individual, or if they themselves have been stalked we will immediately contact the police, and if the person stalking another individual happens to be one of our students or staff they will be automatically terminated. This again will be documented and maintained in students file.
- **Bystander Intervention:** If you are a bystander and you know of or you witness any of the above taking place, or know that it took place it is important for you to bring it to the attention of the school staff immediately and complete a campus crime report. If the act is in progress, it's important that you contact the police immediately. You can do this anonymously. Do NOT put yourself or your safety at risk. Notify someone. More information about bystander intervention will be provided in the annual class/PowerPoint.

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Risk Reduction (Behavior)

It is also important that we are able to recognize risk, as well as warning signs of abusive behavior. Males and females alike can be abusive or abused. Signs of an abusive person could be past abuse, threats, breaking objects, use of force during an argument, jealousy, controlling behavior, quick involvement, isolation, blaming others, hypersensitivity, cruelty to animals or children, force or rigid sex roles during intimacy, Jeekyll and Hyde personalities. Signs of a person being abused could be: Physical Signs of Abuse

- Bruises (old and new, clustered on one part of body, or on both upper arms)
- Burns
- Cuts or scars
- Marks left by a gag (or some form of restraint)
- Imprint injuries (e.g., marks shaped like fingers, thumbs, hands, belts or sticks)
- Missing teeth
- Spotty balding (from pulled hair)
- Eye injuries (black eyes or detached retinas)
- Broken bones
- Sprains
- Abrasions or scrapes
- Vaginal or rectal pain
- Bleeding from the ears, nose or mouth
- Frequent urinary tract infections or yeast infections
- Painful urination
- Abrasions, bleeding, or bruising in the genital area
- Incontinence in someone who was previously toilet-trained
- Frequent sore throats
- Sudden onset of psychosomatic complaints (males most frequently report stomach aches while females most frequently report headaches)
- Sudden difficulty walking or sitting

If you see any of the above listed in an individual it's important to recognize them for what they are. Don't get involved in a relationship with an abuser, and don't turn your back when you know someone is being abused.

School Policy on Confidentiality

Anousheh School of Hair encourages victims of sexual misconduct to talk to somebody about what happened –so victims can get the support they need, and so the school can respond appropriately. 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 misconduct. **Anousheh School of Hair** encourage victims to talk to someone identified in one or more of these groups.

Privilege and confidential communication— Professional & Pastoral Counselors

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX coordinator without a victim's permission. **Anousheh School of Hair** does not provide professional or pastoral counseling, there is assistance for a victim of sexual misconduct in obtaining support services. Contact information for support organizations is listed in Section 4 of this Policy. A victim who at first requests confidentiality may later decide to file a complaint with **Anousheh School of Hair** or report the incident to local law enforcement, and thus have the incident fully investigated.

NOTE: While these professional and pastoral counselors and advocates may maintain a victim's confidentiality vis-a-vis **Anousheh School of Hair**, they may have reporting or other obligations under state law.

ALSO NOTE: If **Anousheh School of Hair** determine that the alleged perpetrator(s) pose a serious and immediate threat to the school community, the School Director may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

Reporting to Title IX Coordinator

When a victim tells the Title IX Coordinator about an incident of sexual misconduct, the victim has the right to expect **Anousheh School of Hair** to take immediate and appropriate steps to investigate, and to resolve the matter promptly and equitably. To the extent possible, information reported to the Title IX Coordinator will be shared only with people responsible for handling the school's response to the report. The Title IX Coordinator should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

Before a victim reveals any information to the Title IX Coordinator, the Coordinator should ensure that the victim understands the Coordinator's reporting obligations –and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the Title IX Coordinator what happened but also maintain confidentiality, the Coordinator should tell the victim that **Anousheh School of Hair** will consider the request but cannot guarantee that the school will be able to honor it.

The Title IX Coordinator will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for **Anousheh School of Hair** to fully investigate an incident. By the same token, the Title IX Coordinator will not pressure a victim to make a full report if the victim is not ready.

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Requesting Confidentiality: How the School Will Weigh the Request and Respond.

If a victim discloses an incident to the Title IX Coordinator but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, **Anousheh School of Hair** must weigh that request against the school's obligation to provide a safe, non-discriminatory environment for all students, including the victim. If **Anousheh School of Hair** honor the request for confidentiality, a victim must understand that the school's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) maybe limited. Although rare, there are times when **Anousheh School of Hair** may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students. The Title IX Coordinator will evaluate requests for confidentiality. When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual misconduct or other violence, such as:
- whether there have been other sexual misconduct 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 misconduct or other violence against the victim or others;
- whether the sexual misconduct was committed by multiple perpetrators;
- Whether the sexual misconduct was perpetrated with a weapon;
- Whether the victim is a minor;
- Whether **Anousheh School of Hair** possess other means to obtain relevant evidence of the sexual misconduct (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 **Anousheh School of Hair** to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the school will likely respect the victim's request for confidentiality.

If Anousheh School of Hair determines that it cannot maintain a victim's confidentiality

The school will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the school's response. **Anousheh School of Hair** will remain ever mindful of the victim's well-being and will take on going 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 school employees, will not be tolerated. **Anousheh School of Hair** will also:

- Assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance;
- 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

Anousheh School of Hair may not require a victim to participate in any investigation or disciplinary proceeding. Because **Anousheh School of Hair** 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 school 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 **Anousheh School of Hair** determines that it can respect a victim's request for confidentiality, the school will also take immediate action as necessary to protect and assist the victim.

Miscellaneous

Take Back the Night and other public awareness events. Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents of sexual violence, are not considered notice to **Anousheh School of Hair** of sexual misconduct for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts.

Off-campus Counselors and Advocates

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with **Anousheh School of Hair** unless the victim requests the disclosure and signs a consent or waiver form. Contact information for these off-campus resources can be found in Section 4 of this Policy. Investigation Procedures and Protocols the Title IX Coordinator oversees the Institute's investigation, response to, and resolution of all reports of prohibited sexual misconduct, and of related retaliation, involving students, faculty, and staff. The Title IX Coordinator will designate a specially trained investigator (or team of investigators) to interview the complainant, respondent and any witnesses. The investigator will also gather pertinent documentary materials (if any) and other information.

Notice of Investigation

The Title IX Coordinator will inform the complainant before starting an investigation. The complainant may request that an investigation not be undertaken. The Title IX Coordinator will consider such a request in light of **Anousheh School of Hair** commitment to provide a safe and non-discriminatory environment for all students. If the Title IX Coordinator determines not to investigate, she will notify the complainant in writing, including that the determination was made at the complainant's request. At the complainant's request, the Title IX Coordinator will also notify the respondent in writing, including that the complainant asked **Anousheh School of Hair** not to investigate. The investigator will direct the complainant, respondent, witnesses and other interested individuals to preserve any relevant evidence. If an investigation proceeds, **Anousheh School of Hair** will notify the respondent in writing that a report has been filed. The notice will describe the allegations in the report. The complainant and respondent will be given the opportunity to meet separately with the Title IX Coordinator to review the Policy and these Procedures.

Investigation Process

Anousheh School of Hair process for responding to, investigating and adjudicating sexual misconduct reports will continue during any law enforcement proceeding. The investigator may need to temporarily delay an investigation while the police are gathering evidence but will resume the investigation after learning that the police department has completed evidence-gathering and will generally not wait for the conclusion of any related criminal proceeding. The investigator will interview the complainant, respondent and any witnesses. They will also gather pertinent documentary materials (if any) and other information. Investigation Report The investigator will prepare a report detailing the relevant content from the interviews and the documentation gathered. The report will include the assessment of individual credibility and recommended findings of responsibility. The respondent and complainant will each have the opportunity to review a copy of the investigative report and any other information that will be used during the disciplinary proceedings. The names and other identifying information of other students will be redacted from such materials in accordance with the Family Educational Rights and Privacy Act (FERPA), except to the extent that doing so would interfere with the purpose of Title IX to eliminate sex-based discrimination. The Title IX Coordinator will supervise this review and ensure that reasonable time is afforded for review prior to the hearing. Time Frame for Investigation Consistent with the goal to maximize educational opportunities and minimize the disruptive nature of the investigation and resolution, the Title IX Coordinator seeks to resolve all reports in a timely manner. In general, an investigation may last upto30 days, from receipt of written notice from the complainant of the intent to proceed with an investigation. Adjudication will generally take up to 30 days from the date the investigative report is provided to both the complainant and the respondent. The Title IX Coordinator may set reasonable time frames for required actions under the Policy.

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Those time frames may be extended for good cause as necessary to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, accommodate delays by the parties, account for school breaks or vacations, or address other legitimate reasons, including the complexity of the investigation (including the number of witnesses and volume of information provided by the parties) and the severity and extent of the alleged conduct. Any extension of the timeframes, and the reason for the extension, will be shared with the parties in writing. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness. Where necessary, *Anousheh School of Hair* will take immediate steps to protect complainant pending the final outcome of an investigation, including academic accommodations and other interim measures. These steps may include the ability to change class schedules; withdraw from/retake a class without penalty; access academic support, such as tutoring; issue no contact orders; and change the alleged perpetrator's class schedule.

Impact of Victim's Confidentiality

Request a victim's request for confidentiality will likely limit *Anousheh School of Hair* ability to investigate a particular matter. The school may take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Examples include providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; providing training and education materials for students and employees; revising and publicizing *Anousheh School of Hair* policies on sexual misconduct; and conducting climate surveys regarding sexual misconduct.

Voluntary Resolution

Voluntary resolution, when selected by the complainant and deemed appropriate by the Title IX Coordinator, is a path designed to eliminate the conduct at issue, prevent its recurrence, and remedy its effects in a manner that meets the expressed preference of the complainant and the safety and welfare of the *Anousheh School of Hair* community. Voluntary resolution is not appropriate for all forms of conduct under the Policy. *Anousheh School of Hair* retains the discretion to determine, when selected by the complainant, which cases are appropriate for voluntary resolution. If a complainant requests voluntary resolution, and the Title IX Coordinator concludes that voluntary resolution is appropriate, then the Title IX Coordinator will take appropriate action by imposing remedies designed to maximize the complainant's access to all employment, educational, and extracurricular opportunities and benefits at the school and to eliminate a potential hostile environment. A complainant may request and decide to pursue voluntary resolution at any time. In those cases, in which the voluntary resolution involves either the notification to or participation by the respondent, it is the respondent's decision whether to accept voluntary resolution. Voluntary resolution may include: conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; facilitating a meeting with the respondent with the complainant present (in cases that do not involve sexual assault); and any other remedy that can be tailored to the involved individuals to achieve the goals of the Policy. In some forms of voluntary resolution, the remedies imposed will focus on supporting the complainant with no participation or involvement by the respondent. In other forms of voluntary resolution, the respondent may agree to participate. Depending on the type of remedy used, it may be possible for a complainant to maintain anonymity. Voluntary resolution may also include restorative principles that are designed to allow a respondent to accept responsibility for his conduct and acknowledge harm to the complainant or to the *Anousheh School of Hair* community. Restorative models will be used only with the consent of both parties and following a determination by the Title IX Coordinator that the matter is appropriate for a restorative approach.

Anousheh School of Hair will not compel a complainant to engage in mediation, to confront directly the respondent, or to participate in any particular form of informal resolution. Mediation, even if voluntary, is never appropriate in sexual misconduct cases and will not be used in such cases. As the title implies, participation in voluntary resolution is a choice, and either party can request to end this manner of resolution and pursue an investigation and adjudication at any time, including if voluntary resolution is unsuccessful at resolving the report. Similarly, a complainant can request to end an investigation and pursue voluntary resolution at any time.

The time frame for completion of voluntary resolution may vary, but *Anousheh School of Hair* will seek to complete the process within 15 days of the complainant's request.

Grievance/Adjudication Procedures

Hearing Panel

If voluntary resolution is not available, *Anousheh School of Hair* will convene a hearing panel following the end of the investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the matter proceeds to the sanctions stage. The hearing panel will generally include the Title IX Coordinator and two additional members who will be individuals associated with *Anousheh School of Hair*. These additional hearing panel members may include administrators, officers, lawyers or other individuals with relevant experience and special training. Panel members may participate remotely so long as the hearing room is equipped with telephone equipment that allows the panel member to hear all the participants and to be heard by all the participants throughout the hearing proceedings. All panelists will receive training from experts in the field at least once a year. In addition to training on how the adjudicatory process works, the training will include specific instruction about how to approach students about sensitive issues that may arise in the context of sexual misconduct. The complainant and respondent will be informed of the panel's membership before the hearing process begins.

Advisors

Both the complainant and the respondent are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled.

Written Submissions

Both the complainant and respondent will have the opportunity to submit written responses to the investigation report and other relevant information to the hearing panel. Each of the complainant and respondent will have the opportunity to review any written submissions by the other. The hearing panel may set reasonable parameters for these written submissions. The hearing panel will review the investigation report and written submissions.

Hearing Procedures

The Title IX Coordinator will, whenever possible, give the complainant and respondent at least five days' advance notice of the hearing. The Title IX Coordinator will arrange to hold the hearing at an off-campus location. The hearing is a closed proceeding, meaning that no one other than the panel members, the complainant and respondent, their respective advisors, witnesses (when called), and necessary *Anousheh School of Hair* personnel may be present during the proceeding. The School Director will work with school staff so that any student whose presence is required may participate in the hearing.

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In general, hearings will proceed as follows:

- The Title IX Coordinator may set reasonable time limits for any part of the hearing. Each of the complainant and respondent will have the opportunity to present witnesses and other information consistent with the Policy and these Procedures. The panel may determine the relevance of, place restrictions on, or exclude any witnesses or information. When the complainant and respondent are not able to be present for the hearing panel, arrangements will be made for participation via alternate means.
- In cases where either the complainant or respondent opts not to participate in the hearing, the panel may still hear from the other. Additional hearing rules include:
- Questioning. Only the panel may ask questions of the complainant and respondent and any witnesses. Both the complainant and respondent will have the opportunity to suggest questions of the other and of witnesses by submitting suggested questions to the panel in writing. The panel may revise or not ask any or all submitted questions.
- Information Regarding Romantic or Sexual History. The panel will not consider the romantic or sexual history of either the complainant or respondent in cases involving allegations of sexual misconduct, except for testimony offered by one or the other about the complainant's and respondent's shared sexual history that the panel deems relevant. If such information is offered by the complainant or respondent, the other has the right to respond. The existence of a prior consensual dating or sexual relationship between the complainant and respondent by itself does not support an inference of consent to alleged sexual misconduct.
- Prior Conduct Violations. The hearing panel will not consider the respondent's prior conduct violations, unless the investigator provided that information to the hearing panel because the respondent was previously found to be responsible, and the previous incident was substantially similar to the present allegation(s) and/or the information indicates a pattern of behavior by the respondent.

Anousheh School of Hair will keep an audio recording of the hearing for the use of the panel, for sanctioning, and for purposes of appeal. The panelists may request a transcript of the recording. Cell phones and recording devices may not be used in the hearing room(s) unless approved by the panel in advance.

Panel Determinations/Standard of Proof

The panel will use "preponderance of the evidence" as the standard of proof to determine whether a violation of the Policy occurred. Preponderance of the evidence means that a panel must be convinced based on the information it considers that the respondent was more likely than not to have engaged in the conduct at issue in order to find the respondent responsible for violating the Policy. The panel will find a student responsible, or not responsible, based on a majority vote. The panel will generally render a decision within 10 days after the conclusion of a hearing. The panel's decision will include an explanation of the basis for the decision. If the panel finds the respondent responsible, the matter will proceed to the sanctions stage.

Sanctions and Other Remedies

The Title IX Coordinator, with the advice and counsel of the other hearing panel members, shall be responsible for imposing sanctions that are:

- Fair and appropriate given the facts of the particular case;
- Consistent with **Anousheh School of Hair** handling of similar cases;
- Adequate to protect the safety of the campus community; and
- Reflective of the seriousness of sexual misconduct.

The Title IX Coordinator will consider relevant factors, including if applicable:

- (1) the specific sexual misconduct at issue (such as penetration, touching under clothing, touching over clothing, unauthorized recording, etc.);
- (2) the circumstances accompanying the lack of consent (such as force, threat, coercion, intentional incapacitation, etc.);
- (3) the respondent's state of mind (intentional, knowing, bias-motivated, reckless, negligent, etc.);
- (4) the impact of the offense on the complainant;
- (5) the respondent's prior disciplinary history;
- (6) the safety of the **Anousheh School of Hair** community; and
- (7) the respondent's conduct during the disciplinary process.

The Title IX Coordinator will render a sanctioning decision within five days following the receipt of the panel's determination. The sanctioning decision will be communicated in writing to the complainant and the respondent.

Anousheh School of Hair may impose any one or more of the following sanctions on a student determined to have violated the Policy:

- Reprimand/warning
- Changing the respondent's academic schedule
- Disciplinary probation
- Restricting access to **Anousheh School of Hair** facilities or activities
- Community service
- Issuing a "no contact" order to the respondent or requiring that such an order remain in place
- Dismissal or restriction from **Anousheh School of Hair** employment
- Suspension (limited time or indefinite)
- Expulsion

In addition to any other sanction (except where the sanction is expulsion), **Anousheh School of Hair** may require any student determined to be responsible for a violation of the Policy to receive appropriate education and/or training related to the sexual misconduct violation at issue. **Anousheh School of Hair** may also recommend counseling or other support services for the student. Whatever the outcome of the hearing process, a complainant may request ongoing or additional accommodations and the Title IX Coordinator will determine whether such measures are appropriate. Potential ongoing accommodations include:

- Providing an escort for the complainant
- Changing the complainant's academic schedule
- Allowing the complainant to withdraw from or retake a class without penalty
- Providing access to tutoring or other academic support, such as extra time to complete or retake a class

Anousheh School of Hair may also determine that additional measures are appropriate to respond to the effects of the incident on the school community. Additional responses for the benefit of the **Anousheh School of Hair** community may include:

- Increased monitoring, supervision, or security at the school or activities where the misconduct occurred
- Additional training and educational materials for students and employees
- Revision of **Anousheh School of Hair** policies relating to sexual misconduct
- Climate surveys regarding sexual misconduct

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Appeals

Either the respondent or the complainant or both may appeal the determination of the hearing panel and/or the sanctions. Appeals are decided by the Owner of **Anousheh School of Hair**. The three grounds for appeal are:

- A procedural error affecting the determination or sanction;
- New information that was not available at the time of the investigation or hearing and that may change the determination or sanction; and
- Excessiveness or insufficiency of the sanction.

Disagreement with the finding or sanctions is not, by itself, grounds for appeals.

The appealing student must submit the appeal in writing to the Owner of **Anousheh School of Hair** within five days after receiving the sanctioning notice. If either the complainant or respondent submits an appeal, the Title IX Coordinator will notify the other that an appeal has been filed and the grounds of the appeal. The non-appealing student may submit a written response within five days after notice of an appeal.

If the Owner concludes that a change in the hearing panel's determination is warranted, the Owner may enter a revised determination, reconvene the panel to reconsider the determination, or return the matter for additional investigation. After consultation with the Title IX Coordinator, the Owner may also change the sanction. If both the complainant and respondent appeal, the appeals will be considered concurrently. The Owner will notify the complainant and respondent of the final decision in writing. Appeals decisions will be rendered within 15 days after the receipt of the written appeal. All appeal decisions are final.

Education Programs

This information is published, and annually a class is held where we provide this information to promote awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking **Anousheh School of Hair** prohibits all of the above! There is a zero-tolerance policy!

- In the event a stalking, alleged stalking, or any other crime is reported to the institution in writing in the form of a campus crime report, any evidence will be required to be submitted as well, along with any witnesses. At which point the staff, or a member of the staff will review and submit to a member of local law enforcement. This will ensure that it is investigated fairly, impartially, and by someone who receives the necessary annual training to protect the safety of the victim as well as promote accountability. Both parties may be asked to take a leave of absence until the situation is resolved unless otherwise deemed necessary.
- Once the investigation is complete the accused if found to be guilty will be called into the office and released from his or her program at the full cost of their tuition. He or she is welcome to have others present including any advisors he or she may have. Both parties will be informed in writing of the decisions and or results of the investigation. This will include the directions for appeal for both the accuser and the accused. As well as procedures going forward for both the accuser and the accused if found guilty or not guilty. Any meetings both accuser and accused have rights to have others present, including advisors. This does not mean however that other individuals will be allowed to speak during the meeting unless they are a witness or have proof of some type to submit. All new evidence and statuses or changes will be given to both parties at the same time. As well as the final results. As an institution we will work hard to protect the privacy and confidentiality of the victims, as well as the accused. We will not make available public information regarding victims. We will make available the names of the accused if threat of reoccurrence is deemed necessary. This will be something that we will also discuss this with authorities as well. We provided information on counseling in the consumer information handbook along with phone numbers. All students are notified of this upon enrollment by signing the internet notification disclaimer. A Few other resources can be found on:
 - <https://www.rainn.org/national-resources-sexual-assault-survivors-and-their-loved-ones>.

We do not offer on campus housing, or any type of housing so we cannot make changes to a students' living situation. We also do not offer school transportation. However public transportation is available in our area.

We do not have on campus jobs, so no control over working conditions.

Any student or employee who reports a campus crime of any type will be provided written explanation of his or her rights, With the offense occurred on or off campus. This document is also published on the website under student right to know. (policies related to VAWA)

No officer, employee, or agent of the institution shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities. Any person or persons who are found guilty to have violated this policy shall be terminated from their program at full cost to them or employment if they are a staff member.

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Campus Crime Report

Offense	2016			2017			2018		
	On-Campus	Non-campus Property	Public Property	On-Campus	Non-campus Property	Public Property	On-Campus	Non-campus Property	Public Property
Criminal homicide	0	0	0	0	0	0	0	0	0
Murder/ Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	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
Violence Against Women	0	0	0	0	0	0	0	0	0

Hate Crimes

Description	Bias			Date					
Arrests/ Discipline	2016			2017			2018		
Action	On-Campus	Non-Campus Property	Public Property	On-Campus	Non-Campus Property	Public Property	On-Campus	Non-Campus Property	Public Property
Arrests: Weapons	0	0	0	0	0	0	0	0	0
Discipline Actions: Weapons	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse	0	0	0	0	0	0	0	0	0
Discipline Actions: Drugs	0	0	0	0	0	0	0	0	0
Arrests: Liquor Laws	0	0	0	0	0	0	0	0	0
Group B Crimes	2016			2017			2018		
Crime	On-Campus	Non-Campus Property	Public Property	On-Campus	Non-Campus Property	Public Property	On-Campus	Non-Campus Property	Public Property
Larceny	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction of Property, Damage, Vandalism	0	0	0	0	0	0	0	0	0

VAWA	2016			2017			2018		
Action	On-Campus	Non-Campus Property	Public Property	On-Campus	Non-Campus Property	Public Property	On-Campus	Non-Campus Property	Public Property
Domestic	n/a	n/a	n/a	0	0	0	0	0	0
Dating	n/a	n/a	n/a	0	0	0	0	0	0
Stalking	n/a	n/a	n/a	0	0	0	0	0	0