

# **Diamonds Cosmetology and Barber College**

## **(DCBC)**

### **Annual Campus Security Report 2020**



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# Introduction

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), requires that all institutions who participate in Federal Title IV programs, without exception, prepare, publish, and distribute an Annual Security and Fire Safety Report, including the campus policies regarding reporting criminal offenses. The Clery Act is enforced by the U.S. Department of Education.

Diamonds Cosmetology College (DCBC) strives to ensure the safety of all students, staff, and clients and has developed a broad set of policies and procedures to ensure the safety of everyone. DCBC will publish their Annual Security Report by October 1st of each year and will notify all students and employees when the report is available on the school’s website at [www.diamondscollege.com](http://www.diamondscollege.com).

All students and employees are encouraged to report crimes, suspicious activities, injuries resulting from criminal offenses and all other security problems. Students and employees who wish to report a crime, injury, or other security offense may do so by contacting the School Director or Administrator, who will then notify the local police department. If you are experiencing a life-threatening emergency, please call 9-1-1. In the event the School Director determines that a situation constitutes an on- going or continuing threat, a campus-wide timely warning will be issued.

DCBC does not take any retaliatory action against anyone with respect to the implementation of any provision under this act. DCBC does not have any on campus housing, nor do we recognize any off-campus student organizations that would be covered under this act.

Anyone may obtain a paper copy of the Annual Security Report for free through the School Director.

## Campus Security Personnel and Policies

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial and geographic considerations, the issue of campus safety is a vital concern. In 1990, Congress enacted the Crime Awareness and 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 statistics and security information. The act was amended in 1992, 1998, 2000 and 2008. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of Jeanne Clery. It is generally referred to as the Clery Act and is in section 485(f) of the HEA.

DCBC strives to ensure the safety of everyone especially that of our students, staff and clients. Information about DCBC’s programs designed to inform students and employees about the prevention of crime, campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others may be found in the section below titled **Crime Prevention, Personal and**

### Campus Security Program.

#### Security Contacts

School Director

Brittney Morales

[brittney@diamondscollege.com](mailto:brittney@diamondscollege.com)

Title IV Administrator

Robin Abbe

[robin@diamondscollege.com](mailto:robin@diamondscollege.com)

Non- emergency numbers to local Sherman police: [\(903\) 892-7290](tel:9038927290)

## Campus Authorities, Jurisdiction, Campus Access, & Reporting Crimes

### Campus Security Authorities

Campus Security Authorities (CSAs) have the authority to question all persons on school property to determine their legitimate presence and to escort unauthorized persons to the proper office or off school property, control the actions of persons violating school rules or local, state or federal laws and cooperate with local, state or federal law officers should that become necessary. CSAs do not possess arrest power; however, they maintain a highly professional working relationship with local police. DCBCs do not have a Memorandum of Understanding (“MOU”) with local police. No less than two employees at each campus have been designated and trained as Campus Security Authorities.

## Campus Access

During business hours, DCBC will be open to students, staff and the general public. Admittance is permitted only at designated entrances. During non-business hours, access to DCBC facilities is by key through the facility's main entrance, as issued by the Director. Emergencies may necessitate changes or alterations to any posted hours of operation. Campus Security Authorities meet regularly to discuss issues concerning campus security. DCBC does not have facilities for on-campus residences. CSAs do not possess arrest authority; however, they maintain a highly professional working relationship with local police.

## Accurate, Prompt Reporting to Campus Security Authorities and Local Police

All crime victims and witnesses are strongly encouraged to immediately report the crime to Campus Security Authorities and the appropriate police agency. DCBC encourages the prompt reporting of all criminal offenses, including incidents when the victim of a crime elects or is unable to make such a report. In the case of an emergency, people should call 911. Once a crime is reported and if appropriate, officers will complete a police report after the required action has been taken. DCBC in its policies encourages students, staff and the general public to voluntarily report crimes and other emergencies to CSA's and local police in a timely manner. DCBC is limited in its ability to hold reports of crime made to local authorities in confidence as all such reports are available for public examination.

DCBC does not have pastoral counselors or professional counselors on staff.

## **Emergency Response, Timely Warning, & Preparing Annual Report**

### **Emergency Response and Evacuation**

Students will be immediately notified of any significant emergency or dangerous situation involving an immediate threat to their health and safety. Campus Security Authorities and/or local authorities will, without delay, and taking into account the safety of the community, confirm a significant emergency exists, determine who to notify, determine the content and means of the notification, and initiate the notification system. In the event the emergency requires persons within the school to evacuate, everyone should process calmly to the nearest exit and reconvene at the school's designated evacuation area. Evacuation plans are posted in different locations throughout the school and are also distributed to each student at orientation. Emergency exits are marked and all exit doors remain unlocked during school hours. Everyone must remain in the designated shelter area until released by campus security authorities.

### Timely Warnings

In the event a situation arises, either on or off campus, that, in the judgement of the Campus Security Authorities, constitutes an ongoing or continuing threat, a campus wide warning will be issued to all students and employees through appropriate means, such as, but not limited to, email, phone, announcements, the school's communication app "Remind", or text. The community will be made aware in a timely manner of any crimes, suspicious activity, or other security problems through local police reports.

### **Preparing the Annual Security Report**

DCBC's Campus Safety and Security Administrator requests crime statistics from the most recent calendar year for Clery crimes occurring in the Clery geography for the DCBC campus from local law enforcement agencies and Campus Security Authorities annually in July. This data, once collected, is entered into the Department of Education's Campus Safety and Security web-based data collection – usually in September. Crime statistics for the most recent completed years, as well as any other changes to the policies and practices listed herein, are updated in this report annually by October 1st.

## **Awareness and Prevention Programs**

### **Purpose of Awareness and Prevention Programs**

These programs are meant to encourage students and employees to be aware of their responsibility of their own security and the security of others in reporting and preventing crime. Students and employees should be assertive, trust your instincts, don't prop open self-locking doors, watch your keys, watch out for unwanted visitors, be wary of isolated spots, travel in groups or pairs, stay or walk in well-lit areas, report suspicious activities or persons, lock vehicles and personal belongings, and know where local police and campus authorities can be reached at any time.

## Security Awareness Programs

Prior to enrollment, all prospective students are provided a school catalog containing policies, procedures, and practices. At orientation, students will again review the catalog in full, including campus security policies, procedures, and practices. All active students and employees receive updated campus crime data and information on campus security procedures and practices annually as part of the school's annual security report and crime disclosure.

## Crime Prevention Programs

For information on crime prevention programs and tips, students and employees are encouraged to contact the local police department's crime prevention unit. DCBC does not offer on-campus crime prevention programs.

## On-Campus Prohibition of Drugs or Alcohol

### Employees

As a condition of employment, employees will notify the school of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

Within 30 days of the employee's notification of the first conviction, the school will either terminate the employee or require written documentation from the employee that he/she has entered a rehabilitation program. A second conviction will result in termination.

### Students

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol by anyone on DCBC's property or as a part of any school activity is prohibited. Students taking prescribed or over-the-counter medication which may affect one's ability to function should so inform the School Director or Director of Student Services. If a final determination is made that any student of DCBC is found to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances in violation of the law on school property or at school events, they shall be subject to, at a minimum, the referral of counseling and automatic and immediate suspension or dismissal from the school. DCBC imposed sanctions are additional to any legal actions taken by local, state, or federal

authorities.

### Dissemination of Information

#### Employees

The school will distribute to all employees:

- This policy statement
- Information concerning health hazards of substance abuse
- Information concerning legal sanctions involved with the illegal use of drugs and alcohol
- Information concerning drug counseling or rehabilitation
- Information concerning sex offenses and offenders

#### Students

Items 1-5 in the employee dissemination section above will be provided to students prior to enrollment.

## Drug Free Workplace

The National Institute on Drug Abuse estimates that one in every five workers ages 18-25 and one in every eight workers age 26-34 uses drugs on the job. While it is difficult to put a price tag on the cost to employers of the theft, low morale, impaired judgement, high absenteeism, and high turnover cause by substance abuse, employers are aware of these costs and attempt to ascertain that a person is not a potential substance abuser before hiring them.

## Drug and Alcohol Abuse and Prevention Policy

Here at DCBC, we have made a commitment to our students to prepare them for a long and successful professional career. DCBC, as a result of these responsibilities, has a compelling obligation to eliminate illegal drug use from the school. We intend to honor this obligation in the following manner:

- Imposing an absolute prohibition of the unlawful distribution, dispensation, possession, or use of a controlled

substance or alcohol by any student or employee of DCBC on school property or as party of a school activity.

- Making available to all students and employees information concerning health hazards involved with alcohol and drug abuse.
- Making available to all students and employees information concerning the legal sanctions involved with the illegal use of drugs and alcohol.
- Making available to all students and employees information concerning drug and alcohol counseling and rehabilitation services.

The use of alcohol is prohibited on DCBC property regardless of any legal age requirements that would permit the use of alcohol.

State Resources

DF W AR EA	Drug Prevention Resources, Inc.	HOUSTON AREA	Council on Alcohol and Drugs - Houston	SAN ANTONIO AREA	Prevention Resource Center
	1200 Walnut Hill Lane #1500		303 Jackson Hill Street		7500 Hwy. 90 West
	Irving, TX 75038		Houston, TX 77007		San Antonio, TX 78227
	972-518-1821		713-942-4100		210-354-3331

Referral and Hotline Information

DCBC does not offer professional counseling services but offers the following resource information:

- National Institution on Drug Abuse (M-F, 8:30 a.m.-4:30 p.m.) 1-800-662-HELP
- National Alcohol & Drug Abuse Hotline 1-800-234-0420
- Cocaine Helpline 1-800-COCAINE
- Reach-Out Hotline 1-800-448-3000 (alcohol, drug-crisis, intervention, mental health referral)
- National Domestic Violence Hotline 1-800-799-SAFE
- National Sexual Assault Hotline 1-800-656-HOPE
- National Women’s Health Information Center 1-800-994-9662 (www.womenshealth.gov)
- Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse 1-202-357-6206
- Care Unit Hospital Program 1-800-854-0318
- National Suicide Prevention Lifeline 1-800-273-8255 (24 hours/day)

Legal Sanctions

The Texas Health and Safety Code sets the possession law, dividing controlled substances into five penalty groups, plus a marijuana category. While some of the substances are legal, it is illegal to possess them without a prescription, and the health code establishes the punishments for illegal possession.

ILLICIT DRUGS

1	Cocaine, heroin, methamphetamine, GHB, ketamine, oxycodone and hydrocodone
1A	LSD
2	Ecstasy, PCP and mescaline
3	Valium, Xanax and Ritalin
4	Compounds containing Dionine, Motofen, Buprenorphine or Pryovalerone

Penalty Group 1

Weight (grams)	Classification	Penalty
Less than 1	State Jail Felony	180 days to 2 years in state jail; fine up to \$10,000
1 or more, less than 4	Third-Degree Felony	2-10 years in state prison; fine up to \$10,000
4 or more, less than 200	Second-Degree Felony	2-20 years in state prison; fine up to \$10,000
200 or more, less than 400	First-Degree Felony	5-99 years in state prison; fine up to \$10,000
400 or more	Enhanced First-Degree Felony	10-99 years in state prison; fine up to \$100,000

Penalty Group 1A

Amount (units)	Classification	Penalty
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Less than 20	State Jail Felony	180 days to 2 years in state jail; fine up to \$10,000
20-79	Third-Degree Felony	2-10 years in state prison; fine up to \$10,000
80-3999	Second-Degree Felony	2-20 years in state prison; fine up to \$10,000
4000-7999	First-Degree Felony	5-99 years in state prison; fine up to \$10,000
8000 or more	Enhanced First-Degree Felony	15-99 years in state prison; fine up to \$100,000

Penalty  
Group 2

Weight (grams)	Classification	Penalty
Less than 1	State Jail Felony	180 days to 2 years in state jail; fine up to \$10,000
More than 1, less than 4	Third-Degree Felony	2-10 years in state prison; fine up to \$10,000
More than 4, less than 400	Second-Degree Felony	2-20 years in state prison; fine up to \$10,000
400 or more	Enhanced First-Degree Felony	5-99 years in state prison; fine up to \$10,000

Texas law prohibits the possession of drug paraphernalia which is defined as equipment, a product, or material that is used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, or concealing a controlled substance, or in injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of the Texas Controlled Substances Act. For more detailed information on Texas law regarding drugs and paraphernalia, see the Texas Controlled Substance Act (<https://statutes.capitol.texas.gov/Docs/HS/htm/HS.481.htm>).

Federal law prohibits the possession of a controlled substance not directly obtained by a valid prescription, and the manufacture, distribution, dispensation, or possession with intent to manufacture, distribute, or dispense, a controlled substance. A controlled substance under federal law means a drug or other substance, or immediate precursor, covered under the federal Controlled Substances Act. Federal law prohibits the sale, offer for sale, use of mails or interstate commerce, import and export of drug paraphernalia. Drug paraphernalia under federal law means any equipment, product, or material of any kind which is primarily intended or designed for use in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance, possession of which is unlawful under this subchapter.

Offense	Minimum Punishment	Maximum Punishment
Manufacture, distribution or dispensing drugs (includes marijuana)	A term of imprisonment for up to 5 years, and a fine of \$250,000	Life imprisonment without release or parole; fine up to \$8M (for an individual) or \$2M (if other than an individual)
Possession of drugs (includes marijuana)	Imprisonment for up to 1 years, and a fine of \$1,000	Imprisonment of 5-20 years; fine not less than \$5,000 plus costs of investigation/prosecution
Operation of a Common Carrier under the influence of alcohol or drugs	N/A	Imprisonment for up to 15 years and a fine not to exceed \$250,000

For more detailed information on federal laws regarding drugs and paraphernalia, see the Federal Controlled Substances Act here: <https://www.deadiversion.usdoj.gov/21cfr/21usc/>.

**ALCOHOL**

Offense	Minimum Punishment	Maximum Punishment
Driving while intoxicated (Includes intoxication from alcohol, drugs or both)	Confinement in jail for a term of no more than two years or less than 72 hours, and a fine not more than \$2,000 or less than \$100	Confinement in jail for a term of no more than two years or less than 30 days, or confinement in TDC for a term of not more than 5 years or less than 60 days, and a fine of not more than \$2,000 or more than \$500

Possession, consumption, purchase or attempt to purchase alcohol by a person under 21 years of age (a minor)*	Fine of not less than \$250 or more than \$2,000, confinement in jail for a term not to exceed 180 days	Both the fine and the confinement
Public Intoxication	N/A	A fine not to exceed \$200
Adults and minors who make alcohol available to minors or buy alcohol for minors	N/A	A fine up to \$2,000, confinement in jail for up to 180 days or both
Adults who sell alcohol to a minor	N/A	A fine up to \$4,000, confinement in jail for one year or both

\*Underaged drinking in Texas is governed by the Texas Alcoholic Beverage Code, Chapter 106. More detailed information on the laws governing underage drinking in Texas can be found here: [https://www.tabc.state.tx.us/laws/code\\_and\\_rules.asp](https://www.tabc.state.tx.us/laws/code_and_rules.asp).

## Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

### Alcohol

May provide a feeling of confidence and being in control. Those likely to be addicted may have an enzyme deficiency that allows them a high rate of consumption without drunkenness, encouraging a belief that since one doesn't get obviously drunk, no harm is done. The tolerance is only on the surface. Liver, brain, heart, and stomach destruction goes on even without apparent symptoms. Over time, beer, wine, and wine coolers, as well as hard alcohol, often cause dependency and may be fatal.

### Marijuana

Use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research shows that knowledge retention may be lower when information is given while the person is "high." Motivation and cognition are altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. The tar in marijuana smoke is a highly irritating carcinogenic. Long-term use may develop psychological dependence.

### Cocaine

Chronic use can cause ulceration of the mucous membrane in the nose. Cocaine can produce psychological dependency, a feeling that the user cannot function without the drug. Crack or free-base rock, a concentrated form of cocaine, is extremely potent. Its effects are felt within ten seconds of administration. Physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. Cocaine use may lead to death through disruption of the brain's control of heart and respiration.

### Amphetamines and other stimulants

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may perspire, experience headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to the physical effects of amphetamines and other stimulants, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period can develop an amphetamine psychosis that includes hallucination, delusions, and paranoia.

### Narcotics (Including Heroin, Methadone, Morphine, Opium, and Codeine)

Tolerance to narcotics develops rapidly and dependence is likely. The use of unsterilized syringes may result in transmission of diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and death.

### Depressants

The use of depressants can cause both physical and psychological dependence. Regular use over time may result in tolerance to the drug, leading the user to increase the quantity consumed. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can increase the effects of the drugs, thereby multiplying the risks. When regular users stop taking depressant drugs, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death. Babies born to



mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems have been associated with these children.

### **Hallucinogens**

Chronic users of PCP report persistent memory problems and speech difficulties. Mood disorders (depression, anxiety, and violent behavior) also occur. In later stages, chronic users often exhibit paranoid and violent behavior and experience hallucinations. Large doses of PCP may produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dizziness, weakness, tremor, nausea, and drowsiness. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after the use has ceased.

### **Designer Drugs**

Underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be hundreds of times stronger than the drugs that they are designed to imitate. Examples of these types of drugs include but are not limited to: Ecstasy, PCP, LSD, GHB, and Ketamine.

The narcotic analogs can cause symptoms such as those seen in Parkinson's disease; uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or perspiration, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perception.

### Review of the Effectiveness of the Drug and Alcohol Abuse and Prevention Program

In September of 2020, DCBC conducted a review of the effectiveness of our Drug and Alcohol Program, as outlined above. The CFO, the School Director, and the Administrator met to discuss the policy and any occurrences of drugs on campus or instances in which the policy was violated. The results of our review showed that the presence of drugs and alcohol (or their after-effects) at our campuses isn't measurable and the use of drugs is not impacting our school environments.

On a biennial basis, during the fall, the review team performs a review of the effectiveness of our drug and alcohol prevention policy. To determine if the drug and alcohol prevention policy is meeting its objectives, the below methods are used:

- Determine how many violations of the drug and alcohol prevention policy occurred during the prior two years;
- Determine how many students had been terminated due to violation of the drug and alcohol prevention policy;
- If there are two or less individuals, per campus, who have violations during the period, and one or less individual who has been terminated due to a violation, then DCBC deems that there is not a drug and/or alcohol issue at the campus - otherwise, there is a potential drug/alcohol issue at the campus;
- If a campus is determined to have a potential drug/alcohol issue, follow up action is taken
  - In such case, the School Director must develop a report to explain the situation and determine if changes to the policy are required.
  - The School Director report process includes reviewing the violations in order to identify the root causes of the violations and what actions could be taken to address them and provide a summary of recommendations to be reviewed by the DAAPP review team.
  - In reviewing the report, the DAAPP review team will look to see if any of the violations could/should have been prevented or addressed sooner based on previous knowledge, reports, red flags, etc.
  - Based on this analysis, the DAAPP team will make appropriate changes and updates to the drug and alcohol prevention policy so that future violations can be reduced or eliminated.

### 2020 Review Outcomes and Analysis:

- Number of violations of our drug policy - 0
- Number of violations that resulted in student termination - 0
- No campus-wide drug/alcohol issue was identified
- N/A - No changes were recommended to the drug and alcohol policy as a result.

## Title IX/VAWA/Clery Act Policy Sexual Misconduct, Harassment and Discrimination

DCBC's policy on Sexual Harassment, Sexual Misconduct and Discrimination on the Basis of Sex (Title IX) defines sexual misconduct as a range of non-consensual sexual activity or unwelcome behavior of a sexual nature. Sexual misconduct, as defined by the policy includes dating and domestic violence, sexual assault and stalking, the four Clery Act Violence Against Women Act (VAWA) offenses. This policy applies to all DCBC employees, students and third parties within DCBC's control, including visitors and applicants for employment. It applies to conduct regardless of where it occurs, including off-campus property, if it potentially affects the complainant's education or employment with the DCBC. It also applies regardless of the gender, gender identity or sexual orientation of the complainant or the respondent whether the complaint was made by or against a third party, or whether the complaint was made verbally or in writing. Individuals who engage in sexual misconduct may not only be subject to the criminal justice system, but will be subject to disciplinary action at DCBC. DCBC will take prompt disciplinary action against any individuals on its campus who violate this policy.

### Violence Against Women Reauthorization Act

On March 7th, 2013, President Obama signed the Reauthorization of the Violence Against Women Act of 2013 (VAWA) (Pub. Law 113-4), which amended section 485(f) of the HEA also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions of higher education to comply with certain campus safety and security-related requirements as a condition of their participation in the Title IV, HEA programs. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports. Final regulations were put in effect as of July 1, 2015.

DCBC will not tolerate domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to dismissal from school, disciplinary action (suspension), and/or criminal proceedings. The Jeanne Clery Act was amended by VAWA to require institutions to compile statistics for certain crimes that are reported to campus security authorities or local police agencies, including incidents of sexual assault, domestic violence, dating violence, and stalking.

### Domestic Violence

A felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim
- a person with whom a victim shares a child in common
- a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

### Dating Violence

Violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim.

Where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors:

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

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition domestic violence.

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

## Discrimination

DCBC is committed to complying with all laws that prohibit discrimination on the basis of sex in admission to, employment with, and otherwise in the operation of its educational program and activities. Among the applicable laws, Title IX of the Education Amendments of 1972 prohibits sex discrimination and sexual harassment in schools. In compliance with Title IX, DCBC is committed to ensuring that all its students have equal opportunity to benefit from our program and activities, and that all its employees enjoy equal employment opportunity, free from sex discrimination and sexual harassment. The protections of Title IX also extend to third parties. DCBC has developed this Title IX policy and the associated processes to ensure that all complaints of sex discrimination and sexual harassment—whether brought by students, employees, or third parties—are promptly investigated and, where a violation is found, that DCBC acts to end the conduct, prevent its recurrence, and address its effects.

## Reporting Sexual Misconduct

DCBC strongly encourages any person who wishes to make a complaint under this policy to bring that complaint to the Responsible Persons at their campus (Campus Security Authorities and/or the DCBC Title IX Coordinator). However, a student may also bring such a complaint to a student advisor, area manager, campus support personnel, or educator with whom he or she is comfortable. Likewise, an employee may bring such a complaint to their immediate supervisor, another manager, or employee relations. In each case, the complainant should understand that the complaint will be forwarded to the Title IX Coordinator. Students and/or employees who are found to be participating in any form of sexual harassment will be subject to disciplinary action, including but not limited to suspension or dismissal from school or employment. Names and contact information for Title IX coordinators may be found in section titled Campus Security Authorities.

Every Responsible Person is required to immediately report to the Title IX Coordinator any incidents of sexual misconduct and other inappropriate conduct of a sexual nature that come to their attention.

## Victim Confidentiality

Respecting the privacy of the parties in a complaint is a priority for DCBC. In all instances, DCBC will comply with the Family Educational Rights and Privacy Act (FERPA), and to the extent possible, will protect the privacy of all victims of domestic violence, dating violence, sexual assault and stalking. DCBC does not publish the name of crime victims or other identifiable information regarding victims in the annual crime statistics that are disclosed in compliance with the Clery Act.

Under federal law, Responsible Employees who receive a report of *sexual misconduct*, whether from the individual involved or a third party, must share that information with the Title IX Coordinator who may need to act to maintain campus safety, to determine whether to investigate further and for inclusion in the Annual Security Report. DCBC is obligated by law to act to eliminate sexual misconduct, prevent its recurrence and address its effects. An investigation under Title IX must be initiated *if* DCBC has enough information to reasonably determine key facts, e.g., time, date, location and names of parties involved in a complaint. Individuals wishing to remain anonymous can file a complaint in any manner, including by telephone or written communication with the Title IX Coordinator. However, electing to remain anonymous may greatly limit the school's ability to stop the sexual misconduct, collect evidence, or take effective action against individuals or organizations accused of violating its policies.

DCBC will protect the confidentiality of victims of domestic violence, dating violence, sexual assault, and/or stalking. Victims of domestic violence, dating violence, sexual assault, and/or stalking will not be retaliated against and will receive

written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services, both on campus and in the community. Victims of domestic violence, dating violence, sexual assault, and/or stalking will also receive written notification about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested by the victim and if such accommodations are reasonably available.

## Sexual Assault Information (Aid to Victims of Sexual Violence)

Victims of sexual assault, rape, stalking or dating violence are asked to immediately report the assault or incident to the police by calling 911 on or off campus. Any victim will be assisted by a CSA in notifying law enforcement if the victim so chooses; however, the victim may decline to notify such authorities. Police cannot investigate the incident as a crime unless a report is filed. Time is a critical factor for evidence collection and preservation which may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.

Reporting a crime to the police or to a campus office does not necessarily obligate a student to follow through with criminal prosecution. Filing a police report:

- Ensures that a victim of sexual assault receives necessary medical treatment and tests, at no expense to the victim
- Provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later
- Assures the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The DCBC Campus Director or any School Employee will assist victims in obtaining medical assistance. Victims are advised to:

- Go to a hospital emergency room as soon as possible if the assault involved a sexual penetration or other physical injuries. (Evidence can be collected several hours after an attack, but its value may be diminished.) A victim should not wash, change clothing, or otherwise “clean up,” and should bring a full change of clothing because the clothes he/she was wearing at the time of the attack may be kept as evidence.
- Receive follow-up medical care. This is crucially important as the victim may need tests for sexually transmitted diseases and pregnancy.

No matter when or where an assault occurred, the victim, where applicable has the institution’s support and referral resources available. The victim also has the right for orders of protection, “no-contact” orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court, or institution.

### Resources for Victims of Sexual Assault

The National Center for Victims of Crime:

<http://victimsofcrime.org/> Rape, Abuse & Incest National Network

(RAINN): <https://www.rainn.org/> Texas Association Against Sexual

Assault: <http://taasa.org/>

Texas Department of Family and Protective Services: <http://www.dfps.state.tx.us/>

## Investigation and Disciplinary Action

DCBC applies procedures that provide swift, fair, and impartial investigation and resolution in incidents involving domestic violence, dating violence, sexual assault, and stalking. These procedures are carried out by the Campus Security Authorities located at each campus who receive annual training. DCBC also provides a lead Title IX Coordinator which provides guidance and assistance to CSAs located at each campus.

During DCBC’s investigation of sexual assault allegations, both the accused and the accuser have the same opportunity to have an advisor of their choice present during disciplinary proceedings and any related meetings or proceedings; the role of the advisor is to support the student and they may not interact with any others present. The accused/accuser may choose their advisor; however, the role is limited. The school does not need to wait for the outcome of the outside criminal investigation or legal proceedings to follow its internal disciplinary procedures or make a final determination on the outcome of a complaint.

The complainant and the respondent shall be informed concurrently in writing of the result of any disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking. DCBC does not have an appeal process for this type of proceeding. If a final determination is made that any student or employee of DCBC is found to be committing acts of sexual misconduct in violation of the law on DCBC property or at DCBC events, they shall be subject to, at a minimum, the referral to counseling, automatic and immediate suspension or dismissal from school or employment. DCBC imposed sanctions are additional to any legal actions taken by local, state or federal authorities. Student victims have the option to change their academic situation after an alleged sexual assault, if such changes are reasonably available.

### Record Keeping

DCBC shall confidentially maintain information related to complaints as required by law. The Title IX Coordinator will document each complaint or request for assistance, whether made by a victim, a third party, or anonymously, and will review and retain copies of all reports generated as a result of investigations. These records will be kept confidential to the extent permitted by law. Any person who knowingly and intentionally makes an unauthorized disclosure of confidential information contained in a complaint or otherwise related to the investigation of a complaint is subject to disciplinary action.

### Registered Sex Offenders

Pursuant to the "[Campus Sex Crimes Prevention Act of 2000](#)", all states that register sex offenders are required to develop procedures whereby institutions of higher education in that state can obtain information concerning registered sex offenders such as where the person is employed, carries on a vocation, or is a student. Beginning in October 2002, the registration information is to be made available to law enforcement agencies with jurisdiction where the institutions of higher education are located. In Texas, information regarding registered sex offenders may be obtained at the [Texas Department of Public Safety web page](#) or by contacting the police department with which the sex offender is registered.

### Risk Reduction and Awareness

DCBC's commitment to raising awareness of the dangers of sexual misconduct includes offering ongoing education through annual training. We periodically educate and train employees and supervisors regarding the Title IX policy and conduct that could constitute a violation of the policy. As noted above, preventive education and training programs are provided to employees and students and include information about risk reduction, including safe and positive options for bystander intervention.

While it is impossible to prevent all crimes, we believe that persons can be made aware of ways to reduce their chances of becoming victims and increase their chances of staying safe. Students and employees should be assertive, trust their instincts, don't prop open self-locking doors, maintain possession of keys, watch out for unwanted visitors, be wary of isolated spots, travel in groups or pairs, stay or walk in well-lighted areas, report suspicious activities or persons, lock vehicles and personal belongings and know where local police and Campus Security Authorities can be reached at any time.

## Appendix A – Action Plans for Specific Emergencies

In the event of an emergency, school personnel shall respond in the appropriate manner, depending on the type of emergency.

### Emergency Response and Evacuation

All members of the DCBC community are encouraged to notify the Responsible Persons at their campus of any situation that could potentially create an immediate threat to the health or safety of the DCBC community.

These situations could include, but are not limited to: an active shooter on/near campus; a hostage/barricade situation; bomb threat; building evacuation; civil disturbance; a tornado; a fire/explosion; significant flooding; a gas leak; and hazardous material spills. Students, employees and clients, if present, will be directed by CSAs how to proceed based on the immediate emergency.

#### Preparedness

The leadership team at each DCBC campus has been provided with preparedness training and tools, including the following:

- Know all of the exits closest to you in any building
- Plan escape routes
- Know where and how many fire extinguishers are on your floor
- Know who is trained in first aid or CPR
- Understand your roles and responsibilities during an incident

- Be aware of anyone with disabilities in your immediate area
- Be sure students/employees under your supervision are aware of emergency procedures and discuss at the beginning of each class start
- Maintain an Emergency Preparedness Kit containing:
  - first aid kit
  - operational battery/dynamo flashlight or lantern
  - sanitizing wipes
  - disposable gloves
  - disposable masks

### Notification

In the event of any significant emergency or dangerous situation involving an immediate threat to their health or safety, students will be notified. Campus Security Authorities and/or local authorities will, without delay, and taking into account the safety of the community, confirm a significant emergency exists, determine who to notify, determine the content and means of the notification and initiate the notification system.

### Evacuation Plans and Designated Areas

In the event the emergency requires persons within the school to evacuate, everyone should proceed calmly to the nearest exit and reconvene at the school's designated evacuation area. Evacuation plans are posted in several areas throughout the school. Emergency exits are clearly marked and all exit doors remain unlocked during school hours.

### Safety Drills

Annual Safety Drills are conducted every year.

### Medical Emergencies

When calling 911, tell the dispatcher:

- Type of injury or illness of the victim
- Victim's status (conscious, breathing, or bleeding)
- Age of victim
- DO NOT attempt -- or give ANY medical advice unless properly trained
- DO NOT move the victim unless he/she is in immediate danger
- Remember to use personal protective equipment such as gloves and airway devices
- For privacy and emergency team accessibility, anyone not directly involved in the situation should stay out of the immediate area
- Always notify official in charge

#### **Heart Attack**

- Call 911 and state your location – stay on the phone until released by the dispatcher

#### **Burns**

- Remove victim from source of burn
- Flush the area with large amount of cool water (DO NOT USE ICE)
- Do not apply creams or lotions
- Call 911 and state your location – stay on the phone until released by the dispatcher

#### **Bleeding**

- Use gloves or other personal protective gear
- Apply firm but gentle pressure to the wound with a clean cloth
- If you come in contact with blood or bodily fluid, wash with soap & water, seek medical attention
- Call 911 and state your location – stay on the phone until released by the dispatcher

#### **Suicidal Threats/Attempts**

- Do not leave the person alone
- Speak calmly and listen carefully; being positive is extremely critical
- Have someone notify official in charge
- Have someone call 911 and state your location

### Weather Emergencies

Severe storm **watch**: issued by the National Weather Service when severe weather conditions are possible in the area

- Monitor other media outlets such as internet and weather channels for information
- Check local TV stations for class delays or campus closing

# Emergencies Related To The Facility

## Fire

- Notify official in charge
- Call 911 and state your location, exactly where the fire is located, and if there are any injuries
- Stay on the phone until released by the dispatcher
- Warn others to evacuate and help those needing assistance in the immediate area
- Go to the nearest exit in the building
- Move to a clear area at least 500 feet away from the building
- Do not re-enter the building until you are directed to do so by emergency personnel

### *How to Use a Fire Extinguisher*

- If the fire is small, and it falls within the scope of your abilities, deploy a fire extinguisher
- Keep your back to the exit; NEVER place the fire between you and the exit
- Remember PASS
  - P = pull the pin
  - A = aim the nozzle at the base of the flame
  - S = squeeze the trigger
  - S = sweep the fire extinguisher from side to side

## Active Shooter

- If possible, exit the building immediately
- Call 911 and state your location – stay on the phone until released by the dispatcher
- If you cannot exit, get out of the area immediately
- Get behind closed doors in a locked or barricaded room
- Turn phone on silent or off to eliminate pinpointing your location
- Stay away from windows
- Look for alternate escape routes
- Remain calm
- Follow all directions given to you by emergency personnel
- When exiting the building, keep your hands raised in front of you so that responding police see that you are not the shooter
- Move to a clear area at least 500 feet away from the building

## Building Evacuations

- Know all the evacuation routes of the building
- Take personal belongings and weather appropriate clothing
- If time permits, secure any hazardous material or functioning equipment prior to leaving
- Proceed in an orderly fashion to the nearest exit for the building
- Move to a clear area at least 500 feet away from the building and proceed to a designated area
- Keep streets, fire lanes, fire hydrants and all walkways clear for emergency personnel
- Take inventory of all personnel evacuated from the building
- Report missing persons (and last known locations) to emergency personnel
- Do not re-enter the building until you are directed to do so by emergency personnel

## Power Outage

- Remain calm and provide assistance to others if necessary
- Move cautiously to a lighted area
- Exits may be indicated by lighted signs of the emergency power that is operating
- Turn off and unplug computers and other voltage-sensitive equipment
- When notifying the Campus Support Center be prepared to indicate:
  - What areas are affected by the outage
  - How long the power has been out
  - Any significant damage or other utility failure
  - Any injuries
- Provide appropriate ventilation by opening windows or doors

## Suspicious Activity

- Do not confront the person exhibiting the behavior
- Do not block a person's access to an exit
- Notify official in charge
- Call 911 and state your location – stay on the phone until released by the dispatcher
- Describe suspicious behavior by stating what you saw, where it happened, when it happened, why it was suspicious to you, and how you can be contacted for further information
- Meet with officers immediately upon arrival

## Vapors, Fumes and Gas Leaks

- Do not pull fire alarms
- Do not touch light switches or electrical equipment
- Clear the area
- Notify official in charge
- Provide as much information as possible, including what the smell is, where it is coming from, and if there are any injuries

Policy OSM-601 is DCBC's policy on Sexual Harassment, Sexual Misconduct and Discrimination on the Basis of Sex (Title IX). It defines sexual misconduct as a range of non-consensual sexual activity or unwelcome behavior of a sexual nature. Sexual misconduct, as defined by the policy includes dating and domestic violence, sexual assault and stalking, the four Clery Act Violence Against Women Act (VAWA) offenses. This policy applies to all DCBC employees, students and third parties within DCBC's control, including visitors and applicants for employment. It applies to conduct regardless of where it occurs, including off-campus property, if it potentially affects the complainant's education or employment with the DCBC. It also applies regardless of the gender, gender identity or sexual orientation of the complainant or the respondent whether the complaint was made by or against a third party, or whether the complaint was made verbally or in writing. Individuals who engage in sexual misconduct may not only be subject to the criminal justice system, but will be subject to disciplinary action at DCBC. DCBC will take prompt disciplinary action against any individuals on its campus who violate this policy.

### Discrimination

DCBC is committed to complying with all laws that prohibit discrimination on the basis of sex in admission to, employment with, and otherwise in the operation of its educational program and activities. Among the applicable laws, Title IX of the Education Amendments of 1972 prohibits sex discrimination and sexual harassment in schools. In compliance with Title IX, DCBC is committed to ensuring that all its students have equal opportunity to benefit from our program and activities, and that all its employees enjoy equal employment opportunity, free from sex discrimination and sexual harassment. The protections of Title IX also extend to third parties. DCBC has developed this Title IX policy and the associated processes to ensure that all complaints of sex discrimination and sexual harassment—whether brought by students, employees, or third parties—are promptly investigated and, where a violation is found, that DCBC acts to end the conduct, prevent its recurrence, and address its effects.

### Reporting Sexual Misconduct

DCBC strongly encourages any person who wishes to make a complaint under this policy to bring that complaint to the Responsible Persons at their campus (Campus Security Authorities and/or the DCBC Title IX Coordinator). However, a student may also bring such a complaint to an instructor or campus support personnel with whom he or she is comfortable. Likewise, an employee may bring such a complaint to their immediate supervisor, another manager, or employee relations. In each case, the complainant should understand that the complaint will be forwarded to the Title IX Coordinator. Students and/or employees who are found to be participating in any form of sexual harassment will be subject to disciplinary action, including but not limited to suspension or dismissal from school or employment.

Every Responsible Person is required to immediately report to the Title IX Coordinator any incidents of sexual misconduct and other inappropriate conduct of a sexual nature that come to their attention.

### Victim Confidentiality

Respecting the privacy of the parties in a complaint is a priority for DCBC. In all instances, DCBC will comply with the Family Educational Rights and Privacy Act (FERPA), and to the extent possible, will protect the privacy of all victims of domestic violence, dating violence, sexual assault and stalking. DCBC does not publish the name of crime victims



or other identifiable information regarding victims in the annual crime statistics that are disclosed in compliance with the Clery Act.

Under federal law, Responsible Employees who receive a report of *sexual misconduct*, whether from the individual involved or a third party, must share that information with the Title IX Coordinator who may need to act to maintain campus safety, to determine whether to investigate further and for inclusion in the Annual Security Report. DCBC is obligated by law to act to eliminate sexual misconduct, prevent its recurrence and address its effects. An investigation under Title IX must be initiated *if* DCBC has enough information to reasonably determine key facts, e.g., time, date, location and names of parties involved in a complaint. Individuals wishing to remain anonymous can file a complaint in any manner, including by telephone or written communication with the Title IX Coordinator. However, electing to remain anonymous may greatly limit the school's ability to stop the sexual misconduct, collect evidence, or take effective action against individuals or organizations accused of violating its policies.

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Reporting a crime to the police or to a campus office does not necessarily obligate a student to follow through with criminal prosecution. Filing a police report:

- Ensures that a victim of sexual assault receives necessary medical treatment and tests, at no expense to the victim;
- Provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later;
- Assures the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The DCBC Campus Director or any School Employee will assist victims in obtaining medical assistance. Victims are advised to:

- Go to a hospital emergency room as soon as possible if the assault involved a sexual penetration or other physical injuries. (Evidence can be collected several hours after an attack, but its value may be diminished.) A victim should not wash, change clothing, or otherwise "clean up," and should bring a full change of clothing because the clothes he/she was wearing at the time of the attack may be kept as evidence.
- Receive follow-up medical care. This is crucially important as the victim may need tests for sexually transmitted diseases and pregnancy.

No matter when or where an assault occurred, the victim, where applicable has the institution's support and referral resources available. The victim also has the right for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court, or institution.

### Resources for Victims of Sexual Assault

- The National Center for Victims of Crime:  
<http://victimsofcrime.org/> Rape, Abuse & Incest National Network (RAINN): <https://www.rainn.org/> Texas Association Against Sexual Assault: <http://taasa.org/>
- Texas Department of Family and Protective Services: <http://www.dfps.state.tx.us/>

## Procedures For Disciplinary Action

A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay; Conducted in a manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused
- Includes timely notice of meetings at which the accuser or accused, or both, may be present
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

### Investigations and Hearings

The investigation may include, but is not limited to, conducting interviews of the complainant, the alleged perpetrator, and any witnesses; reviewing law enforcement investigation documents, if applicable; reviewing student and personnel files; and gathering and examining other relevant documents, including any fact-finding and hearings and must comply with the Family Educational Rights and Privacy Act ("FERPA") and other applicable privacy laws. Investigations shall begin immediately, with hearings scheduled in less 14 calendar days.

### Remedies and Notice of Outcome

Effective remedial action may include disciplinary action against the perpetrator, providing counseling for the perpetrator, remedies for the complainant and others, as well as changes to the school's overall services or policies.

### Retaliation and Protection

Title IX includes protections against retaliation, and that school officials will not only take steps to prevent retaliation but also take strong responsive action if it occurs. This includes retaliatory actions taken by the school and school officials. Where applicable, the rights of victims and the institution's responsibilities for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution.  
\*Disciplinary complaints can be filed with the campus security officer.

*Diamonds Cosmetology College prohibits the offenses of domestic violence, dating violence, stalking and sexual assault.* DCBC fully supports the prevention of any sexual harassment or sexual abuse/assault, forcible or non-forcible. To get help with domestic violence, dating violence, stalking, sexual assault and pregnancy, information is available and located on all bulletins throughout the school. A list of agencies and phone numbers are maintained in the administrative office and posted in the restrooms. This is all discussed during an overview on 1<sup>st</sup> day orientation for all students and employees.

The Clery Geography for each DCBC campus is unique to its location and crimes are reported accordingly. DCBC does not officially recognize student organizations and, therefore, does not monitor or record through local police agencies any criminal activity by students at non-campus locations.

### Crime Log

DCBC does not have a security department and, therefore, is not required to maintain a daily crime log.

### Dissemination

In accordance with federal regulations, this report is published and actively distributed as a single document. On or before October 1 of each year, DCBC distributes a notice to all students and employees, which includes a statement of the report's availability and its exact electronic address, a description of its contents, as well as an advisement that a paper copy will be provided upon request. A paper copy may be requested via email or in person from the Director of Compliance and Regulatory Affairs. These regulations also require institutions to provide a notice containing this information to all prospective students and prospective employees. This notice must also advise interested parties of their right to request a paper copy of the ASR and to have it furnished upon request. DCBC distributes its report, and associated statement, description and advisements, as mentioned above, in the following

ways:

- Current Employees
  - Via company email address on or before October 1 annually
  - Sent by the Director of Compliance and Regulatory Affairs (DCRA)
- Current Students
  - Via email address provided during enrollment on or before October 1 annually
  - Sent by the Executive Director of Marketing, or designate, using student list provided by (DCRA)
- Prospective Employees
  - Via email address provided during electronic inquiry
  - Via email address provided during verbal inquiry
  - Provided with email sent by Executive Assistant from weekly inquiry list
- Prospective Students
  - Via email address provided during electronic inquiry
  - Provided within automated response sent via website
  - Via email address provided during verbal (phone) inquiry
  - Provided within email sent daily by Admissions Coordinator Manager using Lead Master List Summary report

## Background

DCBC is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in education programs or activities, Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct, as defined later in this policy (see Definitions and Examples), will not be tolerated and will be subject to disciplinary action. Any student or employee of DCBC will promptly be disciplined if found in violation of this policy.

To ensure that students, employees and third parties with questions concerning this policy or those who wish to make a complaint of an alleged violation of this policy, a designated Title IX Coordinator has been appointed. In addition, Responsible Persons are employed at each campus location to assist with implementing and enforcing Title IX. Responsible Persons are school employees who have the duty to report incidents of sexual misconduct to the Title IX Coordinator or an employee whom an individual could reasonably infer has this authority. When an investigation is deemed necessary, the Title IX Coordinator and the Responsible Persons act as investigators.

## Discrimination, Harassment, & Hate Crimes

### Discrimination

DCBC is committed to complying with all laws that prohibit discrimination on the basis of sex in admission to, employment with, and otherwise in the operations of its educational program and activities. Among the applicable laws, Title IX of the Education Amendments of 1972 prohibits sex discrimination and sexual harassment in schools. In compliance with Title IX, DCBC is committed to ensuring that all its student have equal opportunity to benefit from our program and activities, and that all its employees enjoy equal opportunity, free from sex discrimination and sexual harassment. The protections of Title IX also extend to third parties. DCBC has implemented this Title IX policy and the associated processes to ensure that all complaints of sex discrimination and sexual harassment—whether brought by students, employees, or third parties—are promptly investigated and, where a violation is found, that DCBC take action to end conduct, prevent its recurrence, and address its effects.

### HATE CRIMES

Reportable Offenses: these crimes meet definition in the Uniform Crime Reporting System of the Department of Justice, FBI, as modified by the Hate Crime Statistics Act:

• Assault	• Arson
• Burglary	• Drug Abuse Violation
• Hate Crime	• Liquor Law Violation
• Motor Vehicle Theft	• Murder and Manslaughter
• Rape, Forcible and Non-Forcible Sexual Offenses	• Robbery
• Weapons	• Possessions

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A criminal act involving one/more of the listed crimes which was motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation, or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics.

*Hate Incident*

Any noncriminal act motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics.

*Intimidation*

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism or Property (except Arson): 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 it.

*Race*

A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.

*Gender*

A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

*Religion*

A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and Purpose of the universe and the existence or nonexistence of a supreme being.

*Sexual Orientation*

A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

*Ethnicity/national origin*

A preformed negative opinion or attitude toward a group of persons of the same race or national origins who share common or similar traits, languages, customs, and traditions.

*Disability*

A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness

In compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics of 1998 and the Violence Against Women Act (VAWA) the following information is included in crime reporting statistics:

<ul style="list-style-type: none"> <li>• Murder and Non-Negligent Manslaughter</li> </ul>	<ul style="list-style-type: none"> <li>• Negligent Manslaughter</li> </ul>
<ul style="list-style-type: none"> <li>• Sex Offenses, Forcible</li> </ul>	<ul style="list-style-type: none"> <li>• Sex Offenses, Non-Forcible</li> </ul>
<ul style="list-style-type: none"> <li>• Robbery</li> </ul>	<ul style="list-style-type: none"> <li>• Aggravated Assault</li> </ul>
<ul style="list-style-type: none"> <li>• Burglary</li> </ul>	<ul style="list-style-type: none"> <li>• Motor Vehicle Theft</li> </ul>
<ul style="list-style-type: none"> <li>• Arson</li> </ul>	<ul style="list-style-type: none"> <li>• Domestic Violence</li> </ul>
<ul style="list-style-type: none"> <li>• Dating Violence</li> </ul>	<ul style="list-style-type: none"> <li>• Stalking</li> </ul>
<ul style="list-style-type: none"> <li>• Hate Crimes</li> </ul>	<ul style="list-style-type: none"> <li>• Arrests or Disciplinary Referrals for Illegal Weapons Possession and Substance Law Violations of Illegal Weapons Possession</li> </ul>
<ul style="list-style-type: none"> <li>• Drug Law Violations</li> </ul>	<ul style="list-style-type: none"> <li>• Liquor Law Violations</li> </ul>

Definitions

- *Criminal Homicide Murder & Non-negligent Manslaughter*
  - The willful (non-negligent) killing of one human being by another.
- *Negligent Manslaughter*
  - The killing of another person through gross negligence.
- *Sex Offenses-Forcible*
  - Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.
- *Forcible Rape*
  - The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- *Forcible Fondling*
  - The touching of the private body parts (the sexual organ, anus, groin, or buttocks, breast of a female) of another person for the purpose of sexual gratification, forcibly and/or against that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity
- *Sex Offense Non-Forcible*
  - Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. B) Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- *Robbery*
  - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- *Aggravated Assault*
  - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.) This type of assault usually requires more than first aid.
- *Other Assaults-Simple, Not Aggravated*
  - All other assaults that do not use the use of a firearm, knife, cutting instrument or other dangerous weapon and in which the victim did not sustain serious or aggravated injury. This type of assault may require basic first aid.
- *Burglary*
  - The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with the intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- *Larceny-Theft*
  - The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.
- *Motor Vehicle Theft (Stolen Vehicle)*
  - The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—include joyriding.)
- *Arson*
  - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- *Vandalism*
  - To willfully or maliciously destroy, injure, disfigure or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth or any other such means as may be specified by local law.
- *Intimidation*
  - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

## Geographic Areas Associated with The Clery Act

**On-Campus:** Any building or property owned or controlled (leased) by an institution within the same reasonably adjoining geographic area and used by the institution in direct support of, or in a manner related to the institution's educational purposes.

**Non-Campus:** Includes any building or property owned or controlled by student organizations recognized by the school and any building or property owned or controlled by the school, that is not within the same reasonable adjoining area. DCBC does not have any non-campus buildings; this would not apply.

**Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

## Crime Statistics

A copy of the Employee/Student Drug-Free Workplace/School Drug Prevention Policy Statement and Campus Crime Report is available to all students and employees. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus or on public property. DCBC does not have residential housing or off-campus property.

Location & Year		Sherman Campus					
		On-Campus			Public Property		
		2018	2019	2020	2018	2019	2020
Reported Offenses	Murder/Non-negligent Manslaughter	0	0	0	0	0	0
	Negligent Manslaughter	0	0	0	0	0	0
	Rape	0	0	0	0	0	0
	Fondling	0	0	0	0	0	0
	Incest	0	0	0	0	0	0
	Statutory Rape	0	0	0	0	0	0
	Robbery	0	0	0	0	0	0
	Aggravated Assault	0	0	0	0	0	0
	Burglary	0	0	0	0	0	0
	Motor Vehicle Theft	0	0	0	0	0	0
	Arson	0	0	0	0	0	0
	Domestic Violence	0	0	0	0	0	0
	Dating Violence	0	0	0	0	0	0
	Stalking	0	0	0	0	0	0
	Drug Law Violation	0	0	0	0	0	0
	Liquor Law Violation	0	0	0	0	0	0
	Illegal Weapons Possession	0	0	0	0	0	0

There were no reported Hate Crimes for 2018, 2019 and 2020 reporting period.

Any Hate Crime based on the following bias would be included:

Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability or Ethnicity/National Origin.

Hate Crimes	Murder/Non-negligent Manslaughter			
	Rape	0	0	0
	Fondling			
	Incest	0	0	0
	Statutory Rape			
	Robbery	0	0	0
	Aggravated Assault			
	Burglary	0	0	0
	Motor Vehicle Theft			
Arson	0	0	0	

	Simple Assault			
	Larceny - 1 theft	0	0	0
	Intimidation			
	Destruction/Damage/Vandalism of Property	0	0	0
Other	Total Unfounded Crimes	0	0	0

Appendix B POLICY SECTION All Students and Employees  
Appendix C POLICY TITLE Sexual Harassment, Sexual Misconduct and Discrimination on the Basis of Sex – Title IX  
Appendix D EFFECTIVE DATE 07/2014 NEW / REVISED Revised 10/2020