House of Heavilin

BEAUTY COLLEGE

Handbook for Campus Security, Safety Reporting, and Policy Manual

2000 SW State Rte 7 Hwy
Blue Springs, MO 64014

5720 Troost Ave
Kansas City, MO 64110

This report is required by federal law and contains policies, procedures, policy statements and crime statistics for the school.

10/2026

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HOUSE OF HEAVILIN BEAUTY COLLEGES

OWNED BY: HOUSE OF HEAVILIN OF BLUE SPRINGS INC.

PRESIDENT-SHARA BARROW, VICE PRESIDENT-JASON BARNETT

Campus Administration

Director of Education, Campus Safety and Title IX Coordinator – Jason Barnett 816-229-9000 x 233 jbarnett@kc-hair.com

Director of Administrative Services– Lisa Davis 816-229-9000 x 215 ldavis@kc-hair.com

Director of Financial Aid – Mandy Gross 816-229-9000 x250 mandy@kc-hair.com

Campus Managers:

Blue Springs – 816-229-9000 x220 bseducator@kc-hair.com

Kansas City – 816-229-9000 x210 kceducator@kc-hair.com

Emergency Numbers

Law Enforcement, Fire Department, Ambulance (Emergency)	911
Jackson County Sherriff's Office	(816) 524-4302

Availability of Annual Security Report

This manual has been created to inform all students and employees of House of Heavilin Beauty College about its safety and security procedures and policies. A report is created to comply with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Cleary Act) and the Higher Education Opportunity Act (HEOA). This report can also be requested at any time from the Admissions Department or Campus Manager. The annual disclosure document is completed each year by contacting the local police department and the building management to compile the statistics used in the report. The safety of our students and employees is an important concern of the administration. This document explains this institution's policy regarding crime and accident prevention, public safety, criminal and accident reporting procedures, and fire safety. Read this document carefully and ask if you have any questions.

During orientation for new students and employees, as well as in September of each year, each student and employee is informed of the school's campus security report, procedures, and safety practices. We also review with students and employees they need to be responsible for their own security and safety at all times.

Designated Reporting Locations

The Jeanne Clery Disclosure of campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act (HEOA) require that House of Heavilin Beauty College report crimes on campus, and campus buildings or properties that meet all of the following criteria: House of Heavilin Beauty College owns or controls them; they are reasonably contiguous to one another; they directly support or relate to House of Heavilin's educational purposes.

Blue Springs Main Campus 2000 SW State Rte 7 Hwy Blue Springs, MO 64014	Blue Springs Annex Building 1405 Smith Ave Blue Springs, MO 64015	Kansas City Campus 5720 Troost Ave Kansas City, MO 64110

Crime & Accident Prevention

The school does not assume liability for any stolen property. Students are responsible for their won textbooks, equipment, and all personal property. Student lockers are provided for students and employees to secure their personal belongings. Do not leave any of your items at school. Vehicles should be properly secured; valuable items stored in a locked trunk, widows rolled up, keys removed, and all doors locked. The institution encourages students and staff not to bring or wear expensive jewelry, money or other valuables to the school or store them in your car. Such items should be left at home in order to reduce the chance of theft.

The school reserves the right to prosecute any student or employee to the full extent of state and United States federal law for any criminal violation committed on the school premises. The school will take into consideration the specifics of any student who may be accused of a crime on a case-by-case basis, which may include suspension or termination from school. Criminal violations may include by may not be limited to the following:

• Murder	• Burglary
• Rape	• Larceny
• Forcible Sex Offenses	• Domestic Violence
• Non-forcible sex offenses	• Dating Violence
• Robbery/Theft	• Stalking
• Simple or Aggravated Assault	
• Unlawful Consumption/possession of alcohol or other controlled/illegal substance(s)	
• Hate crime(s) including; larceny-theft, simple assault, intimidation or vandalism	

Further Preventative Measures Include:

- Students and/or employees shall not be permitted to consume and/or be under the influence of illegal or controlled substances, including alcoholic beverages, during school hours or at school functions.
- Students and/or employees shall not be permitted to have any illegal or otherwise dangerous weapons in their possession or on school property. Such a violation will result in the confiscation of the weapon, possible prosecution, and possible termination from enrollment or employment. Students may not bring firearms into the school even if they possess a concealed carry permit.
- Students and/or employees must keep their property securely locked in the designated areas in order to preventtheft.
- Students and/or employees must park in the designated areas and should always keep their cars securely locked.
- Employees and/or students must not remain alone within the facility after closing without administrative approval. If approval is given, the outside door must remain locked and the employee must not allow any unauthorized individual entrance.
- All employees make certain the offices always remain securely locked.

- Students and/or Employees will report hazardous conditions (i.e. faulty/broken equipment, water leaks, exposed wires, etc.) to the campus manager for immediate attention.
- The institutions manager will handle all hazards with appropriate caution and contact the appropriate agencies if necessary.
- Students and/or Employees should handle all equipment correctly: i.e., within the manufacturer's specifications. The school will not be responsible for accidents caused by the inappropriate or negligent use of any of its equipment.
- Students and/or employees shall not be permitted to use unauthorized equipment. The school will not accept liability for accidents involving such unapproved equipment.

Campus Security

In order to protect employees, students and clients, House of Heavilin Beauty College requires certain procedures to be followed. House of Heavilin Beauty College does not have, nor offer, dormitories or housing options. Security rules and regulations are as follows:

1. Visitors and clients must check in at the reception desk. All visitors and clients are always to be escorted while on campus. Employees are responsible for any visitors they bring to the school.
2. Visitors and clients may be required to submit themselves to a search before entering institutional property. Items being brought onto or removed from the property may be searched.
3. Any instances of non-compliance will be reported to the school manager.

Alcoholic Beverage Possession or Consumption

House of Heavilin Beauty College is designated "Drug Free". At no time is possession, sale, manufacturing, distribution, consumption or being under the influence of alcohol permitted on the institution's property. The possession, sale, manufacturing or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the police department and the county sheriff's office. Violators are subject to disciplinary action from House of Heavilin Beauty College and criminal prosecution, fine and/or imprisonment from state and local authorities. It is unlawful to sell, furnish or provide alcohol to a person under the age of twenty-one. The possession of alcohol by anyone under the age of twenty-one in a public place or place open to the public is illegal. It is also a violation of House of Heavilin Beauty College's Policy for anyone to consume, possess or be under the influence of alcohol in any public or private areas of the institution. Any persons violating alcohol/substance policies or laws may be subject to sanctions by the police department and/or the county sheriff's office.

Illegal Drug Possession or Consumption

At no time is the possession, sale, manufacturing, distribution, consumption, or being under the influence of illegal drugs permitted on House of Heavilin Beauty College's property. The possession, sale, manufacturing or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the police department and the county sheriff's office. Violators are subject to disciplinary action from the institution and criminal prosecution, fine and/or imprisonment from state and local authorities.

House of Heavilin Beauty College Drug and Alcohol Policy Regarding Medical Marijuana

Federal Compliance:
The federal government regulates drugs through the Controlled Substances Act (CSA) (21 U.S.C. A 811) which does not recognize the difference between medical and recreational use of marijuana.

House of Heavilin Beauty College receives federal funding through Title IV in the form of student financial aid (grants, loans, and work-study programs). As a condition of accepting this money, House of Heavilin Beauty College is required to certify that it complies with the Drug-Free Schools, and Communities Act (DFSCA) (20 U.S.C. 1145g part 86 of the Drug and Alcohol Abuse Prevention Regulations).

Thus, to comply with the Federal Drug Free School and Communities Act and avoid losing federal funding, House of Heavilin Beauty College must prohibit all marijuana use, including medical marijuana, and provide sanctions for its use. The possession, use or sale of marijuana and paraphernalia is condemned by the college. Students found responsible for selling or distributing marijuana and paraphernalia on or off campus may be subject to immediate suspension from the college. Any individual(s) involved found responsible for possession or use of marijuana and paraphernalia, on or off campus, will be subject to serious disciplinary sanctions such as probation, suspension and up to termination. Students found responsible for subsequent offenses will be subject to expulsion from the institution.

Medical Marijuana:
Even if a student possesses a valid medical marijuana card, the student cannot use or store marijuana on House of Heavilin Beauty College's campus or property. Medical marijuana, which we understand is prescribed for healing purposes; however, marijuana and its active ingredient THC are illegal drugs under federal law, and, in addition, their use presents serious safety risks for many of our academic programs and the employment opportunities students will have after graduation. Accordingly, they are included in this definition as a prohibited drug.

- Can a student now study/work on campus while he/she is high? No. The campus can still enforce its drug-free workplace policies prohibiting students from working under the influence of marijuana.
- The law also prohibits Students from filing legal claims against their college if the claims are based upon the student being terminated or disciplined at the college because he/she was under the influence of marijuana.
- Can a student have medical marijuana in their possession while on campus, even in their locker? No. The possession, use or sale of marijuana and paraphernalia is condemned by the college.
- Can a campus student consume or use marijuana while at school/work? No. Even if the student qualifies for marijuana use because of a medical condition, the law expressly prohibits public use of marijuana.
- Can a student or job applicant still be drug-tested? Yes. The Campus can still drug test current or potential Students. This is especially true for Students in a safety-sensitive position, such as servicing the public.
- What if the institution believes Student is under the influence of marijuana? The situation will still be processed the same as it would prior to the passage of Missouri Constitutional Amendment 2. If a student is showing signs of marijuana impairment (i.e. ,red eyes, lethargic demeanor, lack of coordination, confusion, lack of focus, etc.), the administration will immediately assess the situation. The policy for compliance will be upheld.

What if I have other questions?
For more information, please call the Federal Student Aid Information Center at 800-433-3243, or contact the House of Heavilin Beauty College Financial Aid office at 816-229-9000.

Substance Abuse Education
Following the guidelines set forth with the Drug-Free Schools and Communities Act of 1989, House of Heavilin Beauty College has a contact and resource list with information available to educate our employees, staff and students and prevent the illicit use of illegal drugs and the abuse of alcohol. If you or someone you know has a problem and needs help, there are many resources for getting help for their drug and/or alcohol usage toward having a drug-free lifestyle. To contact an alcohol/drug abuse counselor, please call Toll Free 1-800-780-2294.

Criminal & Accident Reporting Procedures

House of Heavilin Beauty College does not have individual campus security. All crimes are reported to the local police department for investigation and action. We encourage all students and/or employees to timely report all crimes to Jason Barnett, who will promptly contact the local authorities to address the issue. Victims and witnesses are encouraged to report crimes, but it tis solely on a voluntary basis. The school will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations and/or protective measures.

1. **Campus Violence (burglary/robbery/larceny)**
   - Contact 911.
   - Remain Calm and agreeable
   - Do NOT attempt any heroic measures
   - Do NOT attempt to intercede or restrain aggressive individuals.
   - Encourage others not to become involved and leave the area.

2. **Illness-Injury-Accident**
   - Contact 911 if the illness or injury is serious or life-threatening.
   - Notify the instructor.
   - If the injury/illness is not serious or life-threatening, ask the individual what assistance is needed.

3. **General Emergency within Premises**
   - Notify the campus manager
   - The school personnel will evaluate the situation and appropriate steps will be taken

If an emergency exists in which students and staff is in danger, an immediate announcement will be made by the manager who will notify the student body and staff of the steps to follow. Police and/or authorities will be contacted for assistance. The staff will direct you where to go in the event of an emergency in order to ensure your safety. The school will review its evacuation plans and procedures during orientation as well as yearly. The school will also conduct announced emergency evacuation tests annually in order for the staff and students to clearly understand the procedures. Students and staff are expected to be present on these days. Each test will be documented in the school's records as to the date, time, and whether it was an announced or unannounced test.

Emergency Notifications

Depending on the circumstances of the crime, House of Heavilin Beauty College may also issue and emergency notification. The notification will be announced by the campus manager or administration and will inform the students and employees as soon as they have confirmed a significant emergency or dangerous situation exists, and will:

- Consider the safety of the students and employees
- Determine what information to release
- Begin the notification process including but not limited to public address announcements, personal notifications and texts/emails.

House of Heavilin will not immediately issue a notification for a confirmed emergency or dangerous situation if doing so will compromise efforts to:

- Assist a victim
- Contain the emergency
- Respond to the emergency or
- Otherwise mitigate the emergency

Regulations require, emergency notification methods to be tested for the purpose of assessment and evaluation. Tests are conducted twice a year, once as an announced drill/exercise and once not announced. The tests must:

- Be scheduled
- Contain drills
- Contain exercises
- Contain follow-through activities
- Be designed for assessment of emergency plans and capabilities and
- Be designed for evaluation of emergency plans and capabilities

Emergency Procedures

House of Heavilin Beauty College is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. An “immediate” threat as used here encompasses an imminent or impending threat. Some examples of significant emergencies or dangerous situations are:

• Fire	• Bomb threat
• Explosion	• Terrorist incident
• Earthquake	• Outbreak of serious illness
• Chemical spill	• Active shooter
• Tornado/extreme weather	• Armed intruder
• Gas Leak	• Civil unrest or rioting

In an emergency evacuation the school should proceed as rapidly and safely as possible. The plan accounts for two scenarios of evacuation:

1. In-place evacuation: keeping students and staff in place but securing the location
2. On-site evacuation: movement of students and staff out of the building affected and relocation to another area near the school.

All questions regarding fire drills and emergency evacuation procedures are directed to Jason Barnett , Director of Campus Security.

Timely Warning for Community

- For community safety, 911 will be dialed to notify of a dangerous situation.

Emergency Evacuation

In the event of a fire, bomb threat, electrical, chemical, or other emergency that would require the evacuation of the building, *a whistle will blow two times* all staff members should adhere to the following:

- Call 911, indicating the need for assistance from the local fire department and law enforcement.
- Make certain all students and staff members are accounted for and are safe.
- Evacuate all students and staff members to an area as far from the building as safely practical.
- Adhere to predetermined evacuation routes, if possible; however, do not hesitate to adjust these routes to avoid dangerous areas.
- All students and staff members with special needs are to be assisted as needed.
- Conduct a second head count for students and staff members.
- Notify the Director of Campus Security as soon as possible.
- Do not approach or re-enter the building until consultation with the proper authorities has deemed re-entry safe.

Fire-Smoke-Explosion

- Evacuate the area of the fire. (Always stay low as smoke and heated gasses collect near the ceiling first.)
- Activate the fire alarm (if so equipped).
- Call 911, indicating the need for assistance from the fire department and law enforcement. Other communication networks should be identified and utilized in the event that the fire has caused the telephone system to become out of order.
- Evaluate the situation; determine quickly, if possible, the size, nature, and location of the fire within the facility.
- Upon the arrival of the fire department, the Director of Campus Security shall establish contact with the senior fire department official and coordinate subsequent activities with him or her.
- Make certain that all students and staff members are accounted for and safe. Move to another location as required. A fire deemed in any way to be a threat to the safety of the students or the staff calls for evacuation to the outside area, away from the building.
- Any of the steps above may be done simultaneously as the number of staff members on duty permits.
- The decision to not follow any of these steps is justifiable only when there is certainty that there is no imminent danger.
- If the fire is small, any of the facility's fire extinguishers may be used to extinguish it, if the staff member has received proper training. Although there should be no hesitation regarding the use of fire extinguisher(s), the fighting of any fire by staff members should be undertaken only if there is no imminent danger.

Bomb Threat(s)

- Any bomb threat should be treated as real until proven otherwise.
- Unidentified or suspicious objects should be reported to the authorities.
- The area to be evacuated to should be searched quickly before evacuation.
- Evacuation should be to an outdoor area as far from the building as safely possible.
- Upon arrival of law enforcement authorities, the facility director, or designee, will assist with the search (i.e., unlocking doors, identifying strange or suspicious objects, etc.)
- The appropriate authorities should be consulted prior to re-entry into the building.

Campus Violence

- Contact 911.
- Do not attempt to intercede or restrain aggressive individuals.
- Encourage others not to become involved and leave the area.

Weather Warnings

- Listen for warning sirens.
- Stay away from windows and exterior doors.
- Follow directions given by your instructors as to where the designated safe location is for each campus
    - BS annex and BS School (back classroom)
    - Raymore (back hallway)
    - Troost (basement hallway)
- All students and staff will move to the designated location
- Maintain flashlight and voice contact among staff members at all times
- Do not attempt to weather watch**.**
- Once there is absolute certainty the storm has passed:
    - The staff members should conduct a head count.
    - Provide any necessary first aid and call 911 for any necessary response agencies.
    - Check the entire building for any damages such as fire, water, or structural.
    - Turn on and test utilities.
    - Notify the Director of Campus Safety as soon as possible with an update of conditions.
    - Notify any agents if services are needed.

Illness-Injury-Accident

- Minor
    - Treat with medical supplies on hand.
    - Evaluate periodically to see if further medical attention is required.
    - Complete an incident/injury report.
- Major
    - Employ first aid techniques as trained, if needed.
    - Contact 911 if immediate medical attention is required.
    - If an illness or an injury requires a doctor's care, but emergency services are not required, the staff members should then arrange for transportation to the emergency room, clinic, or hospital.
    - Complete an incident/injury report.

Utilities and Maintenance Emergencies

- **Gas Leak-If any staff member or student smells gas, act quickly and adhere to the following:**
    - Open windows immediately.
    - Call 911 and report the possible gas leak.
    - Do not turn any electrical switches on OR off; eliminate all flames.
    - Check all gas taps and turn them off.
    - If necessary, turn off the gas main; the shutoff valve is next to the meter.
    - If the gas odor remains strong, evacuate the area immediately.
    - Do not return to the building until the fire department announces it is safe.

Lock Down

- If there is a time, the instructors feel it would benefit your safety to remain in the building, *a whistle will blow onetime* and you *must* remain in the building.
- Anyone going out of the building will assume personal responsibility.

Active Shooter

PROFILE OF AN ACTIVE SHOOTER:

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation—

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

RUN

- Have an escape route or plan in mind.
- Visitors will follow the example of faculty, staff and students.
- If possible, help others escape.
- Leave your belongings behind.
- Remain calm and follow officers' instructions.
- Keep your hands raised and keep them visible at all times.
- Avoid making sudden moves or grabbing the police officers.
- Do not stop the officer and ask for assistance, other emergency personnel following on will assist you.
- Provide the police with the location, number and description of shooter(s).

HIDE

- If an evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- Lock and barricade the doors by moving heavy objects, such as desks, or cabinets in front of the door.
- Move away from all windows and pull any blinds or shades.
- Hide behind something substantial.
- Remain quiet and calm.
- Silence all cellphones, radios and televisions.
- Dial 911, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen

FIGHT

- Only when your life is in imminent danger, and you cannot run away or hide, taking action is the last resort.
- Do not be afraid to fight.
- Act aggressively as possible against the shooter.
- Use common items as weapons, such as chairs, books, fire extinguishers or other heavy items.
- Use numbers to overwhelm the attacker. There is strength when you work together.

CALL 9-1-1 WHEN IT IS SAFE TO DO SO!

Inform them of the following:

- Location of the shooter (s)
- Physical description of the shooter(s)
- Number and type of weapons the shooter has
- Number of potential victims at the location

Severe Weather & School Closing Procedures

The school will be closed when snow, icy and other weather conditions make driving hazardous or impossible. All weather closings are based on the judgment of the Director of Campus Security. Other closings that could occur are heat, air conditioning, water or electrical outages. All closing information will be announced on television station Fox 4 as well as on each location's Facebook page.

If a school closure is warranted after students have arrived, the students will be advised to leave in an orderly and calm manner and to watch for updates on the above-mentioned places.

Students Right to Know Policy

All criminal activity and accidents that occur on the school premises must be reported to the Director of Campus Security who must keep a confidential file of the circumstances surrounding each incident. The Director of Campus Security will make the information available to employees and students keeping all personal information confidential. The Director of Campus Security will use the following procedures for informing students and employees of criminal activity and accidents:

- During monthly meetings between staff members, a general account of any criminal activity will be given
- Each month, a general account of any criminal activity will be posted in the student break room for access. Confidential information will not be available
- A confidential file will be kept, describing each accident and criminal incident in detail. The file will include dates, times, names, extenuating circumstances, and all agencies notified.
- Emphasis will be placed on accident and crime prevention.
- Statistics regarding the incidence of rape, burglary, drug violations, motor vehicle theft, murder andsimple or aggravated assaults that occurred within the institution will be available to any and all students and/or employees upon request.

Statistics concerning the number of arrests for on-campus crimes of murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug law violations, illegal weapon possessions, arson, negligent manslaughter and non-negligent manslaughter during three most recent calendar years are listed in this section.

- An incident must meet three conditions to be classified as a burglary; First, there must be evidence of unlawful entry. Both forcible entry and unlawful entry – no force is counted. Second, unlawful entry must occur within a structure, which is defined as having four walls, a roof and a door. Finally, unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is larceny.
- Referred for disciplinary action is defined as: the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.
- Weapons: Carrying, Possessing, Etc., is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
- Drug Abuse Violations are defined as: the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possessions, sale use, growing, manufacturing and making of narcotic drugs.
- Liquor Law Violations are defined as: the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

The institution monitors and records any criminal activity that takes place at a school event off campus by contacting local police. Each of these events is supervised by instructors and staff of the institution.

In accordance with the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. § 14071 (j)), we are notifying you that you can obtain information concerning registered sec offenders by going to www.familywatchdog.us for a list of registered offenders near the school premises.

An institution must report to the Department and disclose in its annual security report statistics the total number of crime reports that were “unfounded” and subsequently withheld from its crime statistics report during each of the three most recent calendar years. Only a sworn or commissioned law enforcement personnel can make a formal determination that a report is false or baseless. A reported crime cannot be designated “unfounded” if no investigation was conducted or the investigation was not completed nor can a crime report be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation.

Total Criminal Offenses-Blue Springs Campus (2000 SW State Rte 7 Hwy Blue Springs MO, 64014)

Campus	2023	2024	2025
Criminal Homicide			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sexual Assault- Sex offenses			
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Noncampus	2023	2024	2025
Criminal Homicide			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sexual Assault- Sex offenses			
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Public Property	2023	2024	2025
Criminal Homicide			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sexual Assault- Sex offenses			
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Total Hate Crimes - Any of the previously mentioned Criminal Offenses PLUS

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.

On Campus	2023	2024	2025
Simple assault	0	0	0
Aggravated assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

Noncampus	2023	2024	2025
Simple assault	0	0	0
Aggravated assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

Public Property	2023	2024	2025
Simple assault	0	0	0
Aggravated assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

VAWA Offences

On Campus	2023	2024	2025
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0

Noncampus	2023	2024	2025
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0

Public Property	2023	2024	2025
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0

Arrests and Disciplinary Referrals for Violations of Weapons, Drug Abuse and Liquor Laws

On Campus - Arrests	2023	2024	2025
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Noncampus - Arrests	2023	2024	2025
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Public Property - Arrests	2023	2024	2025
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

On Campus Disciplinary Actions/Referrals	2023	2024	2025
Weapons; Carrying, Possession, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Noncampus Disciplinary Actions/Referrals	2023	2024	2025
Weapons; Carrying, Possession, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Public Property Disciplinary Actions/Referrals	2023	2024	2025
Weapons; Carrying, Possession, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Unfounded Crimes-includes all criminal offenses, hate crimes, domestic violence, dating violence or stalking incidents that have been unfounded on campus and public property.

	2023	2024	2025
Total Unfounded Crimes	0	0	0

Total Criminal Offenses-Kansas City Campus (5720 Troost Ave Kansas City , MO 64110)

On Campus	2023	2024	2025
Criminal Homicide			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sexual Assault- Sex offenses			
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Public Property	2023	2024	2025
Criminal Homicide			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sexual Assault- Sex offenses			
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	3	1
Arson	0	0	0

Total Hate Crimes - Any of the above-mentioned Criminal Offenses PLUS

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.

On Campus	2023	2024	2025
Simple assault	0	0	0
Aggravated assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

Public Property	2023	2024	2025
Simple assault	0	0	0
Aggravated assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

VAWA Offences

On Campus	2023	2024	2025
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0

Public Property	2023	2024	2025
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0

Arrests and Disciplinary Referrals for Violations of Weapons, Drug Abuse and Liquor Laws

On Campus - Arrests	2023	2024	2025
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Public Property - Arrests	2023	2024	2025
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

On Campus Disciplinary Actions/Referrals	2023	2024	2025
Weapons; Carrying, Possession, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violation	0	0	0

Public Property Disciplinary Actions/Referrals	2023	2024	2025
Weapons; Carrying, Possession, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Unfounded Crimes-includes all criminal offenses, hate crimes, domestic violence, dating violence or stalking incidents that have been unfounded on campus and public property.

	2023	2024	2025
Total Unfounded Crimes	0	0	0

Violence Against Women Act

House of Heavilin Beauty College prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking. Training and information is provided to promote awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, as well as outlines options for risk reduction of such offenses occurring, the warning signs of abusive behavior, and how to avoid potential attacks. Please read this carefully and direct questions to House of Heavilin Beauty College's Title IX Coordinator, Jason Barnett.

What is domestic violence?

Domestic violence is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten blame, hurt, injure, or wound someone.

"**Physical abuse**" includes sexual abuse and means any of the following: (1) the knowing or reckless use of physical force, confinement, or restraint; (2) knowing, repeated, and unnecessary sleep deprivation; and/or (3) knowing or reckless behavior that creates an immediate risk of physical harm.

"**Sexual abuse**" sexual abuse is coercing or attempting to coerce any sexual contact or behavior without consent. Consent means that both people in a sexual encounter must agree to it, and either person may decide at any time that he or she no longer consents and wants to stop the activity. Consenting to one behavior does not obligate you to consent to any other behaviors. Consenting on one occasion also does not obligate you to consent on any other occasion Consenting means only that at this particular time, you would like to engage in this particular sexual behavior. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred or treating one in a sexually demeaning manner.

"**Emotional abuse**" undermining an individual's sense of self-worth and/or self-esteem is abusive. This may include, but is not limited to constant criticism, diminishing one's abilities, name-calling, or damaging one's relationship with his or her children.

"**Economic abuse**" is defined as making or attempting to make an individual financially dependent by maintaining total control over financial resources, withholding one's access to money, or forbidding one's attendance at school or employment.

"**Psychological abuse**" elements of psychological abuse include, but are not limited to, causing fear by intimidation; threatening physical harm to self, partner, children, or partner's family or friends; destruction of pets and property; and isolation from family, friends, or school and/or work.
Domestic violence can happen to anyone. It affects not only those who are abused, but also family members, friends, coworkers, other witnesses and the community at large. Anyone affected by domestic violence, whether it happened to you or someone you care about can find support by contacting the National Domestic Violence Hotline at 1-800-799- 7233

What is sexual assault?

Occurs when a physical, sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. This includes rape, fondling, incest, or statutory rape. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication or drug use).

What is consent?

"Consent" means voluntary, active and clear agreement, communicated by words or actions, to participate in specific sexual activity. Consensual sexual activity happens when each participant willingly chooses to participate. Consenting on one occasion does not obligate you to consent on any other occasion. Consenting means only that at this particular time, you would like to engage in this particular sexual behavior.

A sleeping, unconscious, or incompetent person cannot consent. A person cannot consent to force causing or likely to cause death or grievous bodily harm or to being rendered unconscious. A person cannot consent while under threat or in fear.

In cases where a victim asserts that sexual activity occurred without consent, the standard is whether a sober, reasonable person in the same circumstances as the respondent should have known that the victim did not or could not consent to the sexual activity in question.

Lack of consent may be inferred based on the circumstances of the offense. All the surrounding circumstances are to be considered in determining whether a person gave consent, or whether a person did not resist or ceased to resist only because of another person's actions.

What is dating violence?

Dating violence means the use or threat of use of physical, mental or emotional abuse, or sexual violence by a person who is in a social relationship of a romantic or intimate nature with the victim.

Anyone affected by dating violence, whether it happened to you or someone you care about, can find support by contacting the National Domestic Violence Hotline at 1-800-799-7233.

What is stalking?

Stalking is a dangerous crime that affects an estimated 6.6 million people each year. Stalking is generally defined as a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking is a pattern of repeated and unwanted attention, harassment contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking can include:

- Repeated, unwanted, intrusive, and frightening communications from the perpetrator by telephone, mail, and/or email.
- Repeatedly leaving or sending the victim unwanted items, presents or flowers.
- Following or waiting for the victim at places such as home, school, work, or recreational places.
- Making direct or indirect threats to harm the victim or the victim's children, relatives, friends, or pets.
- Damaging or threatening to damage the victim's property.
- Harassing the victim through the Internet.
- Posting information or spreading rumors about the victim on the Internet, in a public place, or by word of mouth.
- Obtaining personal information about the victim by accessing public records, using Internet search services, hiring private investigators, going through the victim's garbage, following the victim, contacting the victim's friends, family, work, or neighbors, etc.

If you feel you are being stalked and are in immediate danger call 911 for assistance.

All crimes are reported to the local police department for investigation and action. The institution encourages all students and employees to report all crimes in a timely manner to Jason Barnett, who will promptly contact the local authorities to address the issue.

Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis. If you are a witness to the crime, you must contact 911 for immediate assistance, and if you feel it is safe to intervene on behalf of the victim, do so in the presence of others, if possible, or call out to the perpetrator that you have contacted the police and indicate that they are on their way; do not put yourself in danger.

If you are a victim of a sexual assault, domestic violence, dating violence, or stalking at this school or off the school premises, your first priority should be to get to a safe place. You should then obtain the necessary medical treatment. If you believe that you have experienced or witnessed harassment or sexual violence notify your instructor, supervisor, Human Resources, or the Title IX coordinator as soon as possible.

Risk Reduction

House of Heavilin Beauty College is committed to promoting a safe educational and working environment and provides information designed to reduce the risk of dating violence, domestic violence, sexual assault, and stalking.

Risk reduction means options designed to decrease perpetration and bystander inaction, increase empowerment for victims in order to promote safety, and help individuals and communities address conditions that facilitate violence.

Students and employees are encouraged to consider the following risk-reduction strategies:

- Be aware of your surroundings and trust your instincts when a situation feels unsafe.
- Clearly communicate personal boundaries and respect the boundaries communicated by others.
- Understand that consent must be knowing, voluntary, and mutual. Consent may be withdrawn at any time.
- Never assume consent based on a person's clothing, behavior, relationship status, previous sexual activity, silence, or lack of resistance.
- Recognize behaviors that may indicate an unhealthy or potentially abusive relationship, including threats, intimidation, controlling behavior, excessive monitoring, isolation, or unwanted repeated contact.
- Use caution when sharing personal information, locations, schedules, or other identifying information online or through social media.
- When possible, remain with trusted individuals when attending unfamiliar locations or social situations and have a plan for safely leaving a situation if necessary.
- Be aware that alcohol or drugs can impair judgment and a person's ability to recognize potentially dangerous situations. A person who is incapacitated cannot provide consent.
- Look out for others. If you observe behavior that may place someone at risk, consider safe and appropriate ways to intervene, seek assistance, or contact emergency services.
- Do not engage in or ignore behavior that could constitute dating violence, domestic violence, sexual assault, or stalking.
- Preserve relevant communications, messages, photographs, or other documentation if you experience stalking, threats, harassment, or other concerning behavior.
- Contact law enforcement, school officials, or community resources when assistance or support is needed.

No risk-reduction strategy can prevent all incidents of violence. Responsibility for dating violence, domestic violence, sexual assault, and stalking rests with the person who commits the prohibited conduct and not with the individual who experiences it.

House of Heavilin Beauty College encourages students and employees to support one another, safely intervene when appropriate, report concerning behavior, and seek assistance when they or someone else may be at risk.

Procedures for Reporting Dating Violence, Domestic Violence, Sexual Assault, and Stalking

House of Heavilin Beauty College is committed to providing a safe educational and working environment. The following procedures apply when the College receives a report or disciplinary complaint involving dating violence, domestic violence, sexual assault, or stalking.

1. Immediate Safety, Medical Assistance, and Law Enforcement
The first priority following an incident of dating violence, domestic violence, sexual assault, or stalking is the safety and well-being of the victim. A person who is in immediate danger should move to a safe location and contact 911.

Victims have the option to notify appropriate law enforcement authorities and to seek medical assistance. At the victim's request, a House of Heavilin Beauty College official will assist the victim in contacting law enforcement or emergency medical services.

Victims are encouraged to report an incident as soon as possible because timely reporting may assist with the collection and preservation of evidence. Evidence should be preserved when possible because it may be helpful in obtaining a protective order or in a criminal or institutional disciplinary proceeding.

A victim has the right to decline to notify law enforcement. A person is not required to file a criminal complaint or participate in a criminal investigation in order to report an incident to House of Heavilin Beauty College or participate in the College's disciplinary process.

2. Reporting an Incident and Filing a Disciplinary Complaint
Students and employees may report dating violence, domestic violence, sexual assault, stalking, harassment, or sexual misconduct to an instructor, supervisor, Campus Manager, Human Resources, Director of Campus Security, Title IX Coordinator, or another designated school official.

A disciplinary complaint may be made verbally or in writing. A complaint should include, to the extent known:

- the name of the person making the complaint;
- the name of the person alleged to have engaged in the conduct;
- a description of the alleged conduct;
- the date and location of the incident;
- the names of any witnesses; and
- any other information or evidence the person believes may be relevant.

A report to law enforcement is not required before a disciplinary complaint may be filed with House of Heavilin Beauty College. The College's disciplinary process is separate from any criminal investigation or criminal proceeding.

3. Supportive and Protective Measures
House of Heavilin Beauty College will provide appropriate supportive, protective, or interim measures when reasonably available and necessary to protect the safety and well-being of the individuals involved.

Available measures may include, as appropriate, changes to a student's schedule, academic accommodations, directives limiting contact between individuals, assistance with accessing counseling or community resources, and other measures the College determines appropriate based upon the circumstances.

A student or employee may request available accommodations or protective measures regardless of whether the individual chooses to report the incident to law enforcement.

The College will maintain the confidentiality of accommodations and protective measures to the extent that maintaining confidentiality does not impair the College's ability to provide those accommodations or protective measures.

House of Heavilin Beauty College will also comply with lawful orders of protection, no-contact orders, restraining orders, or similar orders issued by a criminal, civil, or tribal court when the College is made aware of the order.

4. Type of Disciplinary Proceeding and Determination of the Applicable Proceeding
House of Heavilin Beauty College uses one formal institutional disciplinary proceeding for allegations of dating violence, domestic violence, sexual assault, and stalking.

When a disciplinary complaint is received, the College will conduct an initial review of the allegations to determine whether the reported conduct involves dating violence, domestic violence, sexual assault, stalking, or other conduct covered by College policy.

Because House of Heavilin Beauty College uses the same disciplinary proceeding for allegations of dating violence, domestic violence, sexual assault, and stalking, the College does not select among separate disciplinary proceedings based upon which of these offenses is alleged.

If the allegations may also constitute a violation of another College policy, the related allegations may be considered as part of the same proceeding when appropriate.

5. Investigation and Disciplinary Proceeding
House of Heavilin Beauty College will provide a prompt, fair, and impartial process from the initial investigation through the final result.

The disciplinary proceeding will include the following steps:

Initial Review and Safety Assessment: Upon receiving a disciplinary complaint, the College will review the information provided, determine whether the disciplinary process applies, and determine whether immediate supportive or protective measures are appropriate.

Notice of Allegations: The complainant and respondent will receive appropriate notice of the allegations and information regarding the disciplinary process.

Investigation: The College will conduct a prompt, fair, and impartial investigation. The investigation may include interviews with the complainant, respondent, and witnesses and review of relevant documents, communications, photographs, video, electronic information, or other evidence.

Opportunity to Provide Information: The complainant and respondent will have an equal opportunity to identify witnesses and provide relevant information and evidence.

Access to Information: The complainant and respondent will be provided timely and equal access to information that will be used during the disciplinary proceeding, consistent with applicable law.

Notice of Meetings: Both parties will receive timely notice of disciplinary meetings or hearings at which either or both parties may be present.

Disciplinary Hearing: Following the investigation, a disciplinary hearing will be conducted before the designated College decision-makers. Both parties will have an equal opportunity to participate in the disciplinary proceeding.

Advisor: The complainant and respondent may each be accompanied to any related meeting or disciplinary proceeding by an advisor of their choice. House of Heavilin Beauty College will not limit the choice or presence of an advisor. The College may establish reasonable restrictions regarding the extent to which an advisor may participate in the proceeding, provided those restrictions apply equally to both parties.

6. Decision-Making Process, Standard of Evidence, and Sanctions
The initial disciplinary determination will be made by:

- Jason Barnett, Title IX Coordinator; and
- Mandy Gross, Director of Financial Aid.

Officials involved in the investigation and disciplinary process will receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Officials involved in conducting the disciplinary proceeding will not have a conflict of interest or bias for or against the complainant or respondent.

House of Heavilin Beauty College uses the preponderance of the evidence standard when determining responsibility. Under this standard, the decision-makers determine whether it is more likely than not that the alleged conduct occurred.

If a student is found responsible, possible sanctions and remedies may include, but are not limited to:

- a directive to stay away from or have no contact with another individual;
- disciplinary warning or probation;
- suspension; or
- expulsion.

The sanction imposed will be determined based upon the circumstances of the case and the nature and severity of the conduct.

7. Anticipated Timeline

House of Heavilin Beauty College will make every reasonable effort to complete the investigation, disciplinary hearing, and initial determination within 30 calendar days after receiving a disciplinary complaint.

The 30-calendar-day timeframe may be extended for good cause. Good cause may include, but is not limited to, the complexity of the investigation, availability of the parties or witnesses, school closures, concurrent law enforcement activity, or other circumstances that reasonably require additional time.

If the College extends the timeframe, both the complainant and respondent will receive written notice of the delay and the reason for the delay.

8. Written Notification of the Result and Appeal

The complainant and respondent will be simultaneously notified in writing of the result of the disciplinary proceeding.

The written notification will include the result of the proceeding and the rationale for the result and sanctions, as applicable. It will also provide information regarding the College's appeal procedures and when the result becomes final.

Either party may submit a written appeal to Shara Barrow within five (5) business days after receiving written notification of the initial disciplinary decision.

An appeal may be based upon:

- a procedural error that materially affected the outcome;
- newly available evidence that could materially affect the outcome; or
- a conflict of interest or bias involving an individual who participated in the investigation or decision-making process.

The written appeal must identify the basis for the appeal and provide any supporting information.

Shara Barrow will review the appeal and issue a determination ordinarily within ten (10) business days after the appeal period closes. Both parties will be simultaneously notified in writing of:

- the outcome of the appeal;
- any change to the result; and
- when the disciplinary result becomes final.

If no appeal is submitted within the five-business-day appeal period, the initial disciplinary result becomes final at the conclusion of the appeal period.

9. Confidentiality, Records, Counseling, and Additional Assistance

House of Heavilin Beauty College will protect the privacy and confidentiality of individuals involved in reports of dating violence, domestic violence, sexual assault, and stalking in accordance with applicable law.

Information will be shared with College officials only to the extent necessary for the College to respond to the report, conduct the disciplinary process, provide accommodations or protective measures, or meet applicable legal requirements.

The Director of Campus Security will maintain appropriate records regarding reported incidents.

House of Heavilin Beauty College encourages victims to seek professional counseling and other available support services. Students or employees needing assistance accessing professional counseling or other community resources may contact Jason Barnett, Title IX Coordinator, for assistance and referrals.

House of Heavilin Beauty College is required to disclose statistics for certain crimes reported to Campus Security Authorities or local law enforcement, including applicable incidents of dating violence, domestic violence, sexual assault, and stalking. The College's published crime statistics do not include the names or personally identifying information of victims.

No officer, employee, or agent of House of Heavilin Beauty College will retaliate, intimidate, threaten, coerce, or otherwise discriminate against an individual for exercising rights or responsibilities under applicable campus safety requirements.

Reportable Criminal Offenses

Criminal homicide-These offenses are separated into two categories:

1. Murder and Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another.
2. Negligent Manslaughter: the killing of another person through gross negligence (the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another).

Sex Offenses- These are separated into two categories:

1. 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. There are four types of Forcible Sex Offenses:
    a. *Forcible Rape:* carnal knowledge of a person, forcibly and/or against that person's will; nor not forcibly or against the person's will where the victim is incapable of giving consent because of a temporary or permanent mental or physical incapacity (or because of youth). This includes forcible rape of both males and females.
    b. *Forcible Sodomy:* oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of youth or temporary or permanent mental or physical incapacity.
    c. *Sexual Assault With an Object:* the use of an object or instrument to unlawfully penetrate, however slightly, either genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of youth or temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia.
    d. *Forcible Fondling:* the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of youth or temporary or permanent mental or physical incapacity.
2. Non-Forcible: unlawful, non-forcible sexual intercourse. There are two types of non-forcible re-offenses:
    a. *Incest:* non-forcible sexual intercourse with a person who is under the statutory age of consent.
    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: 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.

Burglary: unlawful entry of a structure to commit a felony or theft

Motor Vehicle Theft: the theft or attempted theft of a motor vehicle.

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.

The Hierarchy Rule: When counting multiple offenses, you must use the FBI's UCR Hierarchy Rule. This rule requires you to count only the most serious offense when more than one offense was committed during a single incident. A single incident means that the offenses were committed at the same time and place. That is, the time interval between the offenses and the distance between the locations where they occurred were insignificant. Beginning with the most serious offense, the following list shows the hierarchy for Clery Act reporting:

- Murder and Non-negligent Manslaughter
- Negligent Manslaughter
- Forcible Sex Offenses
- Non-forcible Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arrests
- Referrals for Disciplinary Action

Hate Crimes

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias (a preformed negative opinion or attitude toward a group of persons based on race, gender, religion, disability, sexual orientation or ethnicity/national origin).

Although there are many possible categories of bias, under Clery, only the following six categories are reported:

- ***Race:*** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which 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.
- ***Gender Identity:*** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity (e.g., bias against transgender or gender nonconforming individuals).
- ***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 (e.g., Catholics, Jews, Protestants, Atheists etc.).
- ***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 (e.g., gays, lesbians, heterosexuals).
- ***Ethnicity/National Origin:*** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics etc.).

- ***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.

Hate crimes can be any of the previously mentioned criminal offenses and also include the following:

Larceny-Theft: the unlawful taking, carrying leading, or riding away of property from the possession or constructive possession (the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing) of another.

- ***Simple Assault:*** unlawful physical attack by one person upon another where neither the offender nor the victim displays a weapon, 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 other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- ***Destruction/Damage/Vandalism of Property:*** to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or person having custody or control of it.

The school is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take our mandatory sexual harassment and prevention training upon starting with the school and generally every year thereafter.

Any student or employee who reports to the school that he or she has been the victim of one of the previously listed offenses, whether the offense occurred on or off campus, shall be provided with an explanation of the student's or employee's rights and options. No officer, employee, or agent o the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of the Violence Against Women Act (VAWA). All designated staff will review the Campus Safety and Security Reporting Training each year to stay abreast of changes to the regulations. The training can be accessed at:

https://www2.ed.gov/campus-crime/HTML/cc_off/Contents.html

U.S. Department of Education, Office of Postsecondary Education, *The Handbook for Campus Safety and Security Reporting,* Washington, D.C., 2016.

https://www2.ed.gov/admins/lead/safety/campus.html

Court orders of protection, "no contact" orders, restraining orders

A victim may have the right to obtain an order of protection, a "no contact" order, a restraining order or a similar lawful order issued by a criminal, civil or tribal court. House of Heavilin Beauty College does not directly issue an order of protection, a "no contact" order, a restraining order or any similar lawful order but does uphold any of these court orders and safety of the students and staff to the utmost importance. Any court orders of protection, "no contact" orders or restraining orders should be reported to the campus manager. More information can be requested by contacting, Jason Barnett.

Professional Assistance

If at any time a student feels the need, the student can requests referral or if an instructor feels that a student should be referred to a professional agency, the instructor should submit the student's name to one of the following staff: Jason Barnett or Mandy Gross. This is held in the strictest of confidence. One of the above staff will provide the student with a list of appropriate agencies.

- You may contact the above staff to assist you in the following ways:
- If you are unsure of where to turn for help.
- If you have questions regarding the House of Heavilin Policy on Harassment, Discrimination, and Sexual Misconduct.
- If you have questions regarding Title IX.
- If you are seeking information regarding or the implementation of interim protective measures and accommodations related to a sexual misconduct matter.

- If you have a complaint or question regarding staff, student body, or other academic appointees engaging in harassment, discrimination, sexual misconduct, dating violence, domestic violence, stalking, or retaliation.
- If you need information regarding campus accessibility and accommodations for individuals with disabilities.

WHAT IS 211?

The Universal UNITED WAY **211** referral number, is an overall assistance bank of local agencies and support operations.

Types of Referrals Offered by 211 211 provides callers with information about and referrals to social services for everyday needs and in times of crisis. For example, 2-1-1 can offer access to the following types of services:

- Basic Human Needs Resources – including food and clothing, shelters, housing, utility assistance.
- Disaster Response and Recovery – works with the emergency management team during a disaster to offer support and a place for the dissemination of information.
- Mental Health and Health Resources – including counseling, support groups, drug and alcohol treatment, health insurance programs, Medicaid and Medicare, maternal health resources, health insurance programs for children, medical information lines, clinics, and hospitals.
- Employment Supports – including job training, employment services, transportation assistance and education programs.
- Older Adults and Persons with Disabilities – including adult day care, community meals, respite care, home health care, transportation and homemaker services.
- Children, Youth and Family Support – including childcare, after-school programs, educational programs for low-income families, family resource centers, recreation programs, mentoring, tutoring and protective services.
- Volunteer Opportunities and Donations – Individuals who wish to donate time, goods or money to community organizations can find this information by dialing 211.

Voluntary and Confidential Reporting

If you are a victim of a crime and do not want to pursue action with House of Heavilin Beauty College or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Campus Security can file a report detailing the incident without revealing your identity. The purpose of a confidential report is to comply with your desire to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, House of Heavilin Beauty College can keep an accurate record of the number of incidents involving students, faculty and staff, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the students and staff of House of Heavilin Beauty College of potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for House of Heavilin Beauty College.

Accurate and Prompt Crime Reporting

House of Heavilin Beauty College's students, faculty, staff and clients are encouraged to report all crimes and public safety incidents and/or concerns to the Director of Campus Security and the local police in a timely fashion. Only by the prompt reporting of the crime and the subsequent action taken by appropriate authorities will issues be quickly investigated and resolutions effected. In the process of making an accurate and prompt report the students, faculty, staff and clients help to ensure increased safety for all. To report a crime, an emergency, non-emergency security or public safety-related matter at House of Heavilin Beauty College, call the institution at (816) 229-9000.

Under Clery, a crime is "reported" when it is brought to the attention of a CSA or local law enforcement personnel by a victim, witness, other third party or even the offender. It doesn't matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the institution. If a CSA receives the crime information and believes it was provided in good faith, he or she should forward the crime report to the local police.

- In "good faith" means there is a reasonable basis for believing that the information is not simple rumor or hearsay. That is, there is little or no reason to doubt the validity of the information.

What you must disclose, therefore, are statistics from reports of alleged criminal incidents. It is not necessary for the crime to have been investigated by the police or a CSA, nor must a finding of guilt or responsibility be made to disclose the statistic. If your institution is in doubt as to whether a crime has been reported, rely on the judgment of law enforcement professionals.

Timely Warnings

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 requires universities and colleges to notify the campus community (Timely Warnings) about any crimes or situations that present an ongoing threat to persons or property.

This "Timely Warning" provision may take two forms:

1. A "Security Alert" will be issued when House of Heavilin Beauty College is made aware of a crime that has occurred on or near campus that may pose a threat to the safety of the campus community. Examples include, but are not limited to, homicide, sexual assault, assault, or robbery.
2. A "Security Advisory" will be issued when a pattern of property theft has been identified on campus. Examples include, but are not limited to, thefts from buildings or vehicles.

House of Heavilin Beauty College works closely with local Police Departments and other neighboring agencies, sharing information regarding crimes and crime trends.

House of Heavilin Beauty College will make a determination on sending the alert or advisory once information from police reports and/or other sources is verified. Other factors considered include: the immediate and long-term safety of the campus community, privacy interests of persons involved, and impact on police and campus investigations. Names and other personal identifiers will not be used in alerts or advisories.

Information provided in an alert or advisory will be a description of the crime, the date(s), time(s), and location(s), as well as suspect(s) description, if known. Other relevant information may be included that will help protect and inform but will not hinder the investigation of the crime. Prevention strategies and House of Heavilin contact information will also be provided.

Alerts and advisories will be sent via e-mail and posted on the House of Heavilin Facebook Page, along with the impacted individual campus' Facebook Page. Other distribution methods may be used as needed.

FERPA does not preclude an institution's compliance with the timely warning provision of the campus security regulations. FERPA recognizes that information can in case of an emergency, be released without consent when needed to protect the health and safety of others.

Missing Person

The purpose of this policy is to establish procedures for House of Heavilin Beauty College's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

This policy applies to all currently enrolled students. For purposes of this policy, a student may be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

If a student has not been seen on campus for more than 24 hours and community members do not know where the student may be or are concerned about their whereabouts, the Campus Safety Director should be notified. If this report is made after typical business hours, community members should immediately contact 911.

If the student of concern has been missing for 24 hours and is 18 or older, the College will notify the proper local authorities and cooperate with any initiated investigation. At this time, the College may also begin contacting close acquaintances of the missing student to assist with the investigative process.

If the student of concern has been missing for 24 hours and is under the age of 18, their permanent legal guardian will be contacted immediately by the Campus Safety Director. After the permanent legal guardian has been contacted, the College will cooperate with both the guardian and the local authorities to pursue the appropriate course of action.

If community members are concerned about the student's whereabouts and feel that they may be in danger, they should immediately contact Campus Safety Director, or 911 if there is an immediate, present danger.

Depending on the circumstances regarding the student's absence or status, the College reserves the right to notify parents and/or permanent legal guardians regarding the report of the missing student at any time, regardless of their age.

Fire and Safety Reporting

As part of the U.S. Department of Education's reporting requirements, we are required to notify our student body of any fires that have occurred on our campus. Should you have any questions regarding our statistics or policies, please see Jason Barnett, Director of Campus Security, for assistance.

Fire Reports-Blue Springs Campus	**2023**	**2024**	**2025**
Unintentional Fire	0	0	0
Intentional Fire	0	0	0
Undetermined Fire	0	0	0
Injuries resulting in treatment at a medical facility	0	0	0
Deaths related to fire	0	0	0
Value of property damaged caused by fire	0	0	0

Fire Reports-Kansas City Campus	**2023**	**2024**	**2025**
Unintentional Fire	0	0	0
Intentional Fire	0	0	0
Undetermined Fire	0	0	0
Injuries resulting in treatment at a medical facility	0	0	0
Deaths related to fire	0	0	0
Value of property damaged caused by fire	0	0	0

A copy of our fire safety report is provided to the U.S. Department of Education yearly and to our students at the time of enrollment and by October 1st of each year.

The school does not have on-campus housing; therefore, we do not have fire statistics to report for student housing.

In the event of a fire:

1. All occupants proceed to the nearest available exit in an orderly, calm manner.
2. Leave all personal belongings behind
3. Assist the elderly, handicapped, and children to the nearest exit.
4. Do not attempt to contain the fire. Evacuate immediately and leave containment to trained professionals.
5. Once outside, stand in a group at a safe distance from the building. Instructors will take a count to ensure everyone has exited.
6. The campus manager will call fire officials or delegate it to 1 person.
7. When reporting the fire to the officials:
    - Indicate the name and location of the institution
    - Indicate your name
    - Indicate possible injuries (need for paramedics)
    - Indicate the suspected cause: i.e., electrical, chemical, gas, etc.
    - Remain calm

The institution holds four fire drills during the calendar year. The school's fire safety procedures and exit plans are reviewed during student orientation. Emergency evacuation plans are posted throughout the school and are reviewed with students and staff.

The school is a non-smoking facility. Students at no time should have an open flame within the school premises. The use of portable electrical appliances is limited to appliances used in the practice of cosmetology and cosmetology-related services and are to be used only after training has been provided by the instructional staff and under instructional supervision.

If a fire should occur, please pull the fire alarm and inform the nearest staff member who in turn will notify the campus manager or assistant campus manager. The administrator will call 911 to alert the fire department. The school has an effective plan for the implementation of fire safety and evaluates it yearly. At this time, the institution has no plans to make any changes to its policy or procedure.

Prevention and Awareness Efforts

The prevention and awareness of criminal activity is an ongoing effort at House of Heavilin Beauty College. The administrators attend conferences and training yearly to stay informed of any changes to the Clery Act or Title IX regulations. There is also open communication with the local police departments and county sheriff's office to ensure the security of our students and employees. The administrators of House of Heavilin will continue to make crime prevention and awareness a priority.