



## **Safety and Security/Crime Reporting Disclosure Clery Act and Annual Security Report**

By October 1st of each year, every school must publish and distribute its annual campus security report. The annual security report includes the following: the school crime statistics, VAWA offenses, Arrests and Disciplinary Referrals procedures for reporting crimes and other emergencies occurring on campus, the school's policies concerning the security of, and access to, the campus facilities, the school's policies concerning campus law enforcement.

The Executive Director of Compliance has the responsibility of gathering the data used to prepare the annual campus crime statistics. The data is obtained from reports made to the local law enforcement. Campus crime data is gathered the same day that it is reported. Data is obtained annually from local law enforcement and compared with the data gathered at the campus. The resulting data is used to prepare the annual crime statistics report.

An individual notice is given to students and employees via email each year notifying them of the availability of the Crime Report. A hard copy of the Crime Report can be obtained by contacting the Director of Education at Boca Raton location at 561-487-1191 and for Parkland location at 954-764-4357.

For your information, a copy of Boca Beauty's Annual Campus Safety and Security Survey is attached. This report is distributed in compliance with the "Crime Awareness and Campus Security – Clery Act." Also included in this report is a copy of information relating to Boca Beauty's Drug and Alcohol Abuse Prevention Policy and Programs.

Students, Faculty or Staff who wish to report criminal actions, should immediately contact the academic administrator or other responsible supervisory personnel. The criminal action should then be immediately reported by students, faculty or staff to the local authorities for assistance and /or investigation. The Boca Beauty Accident/Incident Report Form is completed with the assistance of the person reporting the criminal action. The report should be filed as soon as possible with the Director of Education who will follow-up on the report personally or assign responsibility to another appropriate administrator to follow-up and report on the outcome as well as any preventative or other actions taken to ensure the safety and security of all staff, faculty and students.

Additional copies of the Boca Beauty Accident / Incident Report Form may be requested from the Education Office.

Security issues on campus are handled by our Director of Education. In addition, The Director of Education is empowered to enforce Boca Beauty Academy school regulations, to investigate incidents, and to apprehend those who violate school regulations or commit crimes on campus.

Boca Beauty Academy is a non-residential academy, and does not have a campus police force, however, our parking lot maintains security guard presence. Regardless, all crimes are reported to local authorities as described in the above section regarding policies and procedures to report crimes.

Criminal violators who are apprehended will be turned over for arrest processing to the Palm Beach Sheriff's Office, District #7 located at Palm Beach County Sheriff's Office. 17901 U.S. Hwy 441, Boca Raton, Florida, 33498. Emergency 911, non-emergency 561-995-2800 for the Boca Raton campus.

Criminal violators who are apprehended at the Parkland Campus will be turned over for arrest processing to the Broward County Sheriff's Office, District #17 located at 6650 Academy Drive, Parkland, Florida, 33067. Phone (954)-764-4357.

Boca Beauty Academy reserves the right to press charges against the criminal violators when deemed appropriate by senior management. Boca Beauty Academy will post the crime report on the company's website. The report can be accessed by visiting the Consumer Disclosures page at [www.bocabeautyacademy.edu](http://www.bocabeautyacademy.edu). An individual notice is given to students and employees via email each year notifying them of the availability of the Crime Report. A hard copy of the Crime Report can be obtained by contacting the Director of Education at 561-487-1191 for the Boca Raton Campus. For the Parkland Campus please contact the Director of Education at (954)-866-1011.

We encourage students and employees to be responsible for their own security and the security of others.

Voluntary confidential reporting: As Boca Beauty Academy is essentially a non-residential Academy, and does not have a campus police force, all crimes must be reported to local authorities. Local law enforcement will allow a victim or witness to report crime on a voluntary and confidential basis.

Boca Beauty Academy provides information on personal safety and crime prevention.

The Student Services office has a directory of services that are available, within the community, to assist those who have suffered from a criminal act. These services are usually free and are provided by the community. During the orientation of students, faculty and staff, procedures are outlined to cover the reporting of all criminal acts.

In addition, the Student Services Department has available resources addressing Domestic Violence, Dating Violence and Stalking. Additional information can be accessed by visiting the Consumer Disclosures page at [www.bocabeautyacademy.edu](http://www.bocabeautyacademy.edu).

The federal 2002 Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders/predators may be obtained. Registered sex offenders are also required to notify appropriate state officials of each institution of higher education at which the offender is employed or is a student.

The Florida Department of Law Enforcement ( FDLE ) makes information concerning the presence of registered sexual offenders available to local law enforcement officials and the public. It is the responsibility of the county sheriff to notify the campus if an offender is enrolled or employed on the campus. The school is required to inform members of the campus community where to obtain information about such offenders.

Information regarding sexual offender / predators in our area may be found at the FDLE Website <https://offender.fdle.state.fl.us/offender/>. Information on sexual offenders and Predators can also be obtained by contacting The Florida Department of Law Enforcement ( FDLE ) Sexual Offender & Predator Unit, P. O. Box 1489 Tallahassee, FL 32302 or by phone at (850) 410-8572, toll free at (888) 357-7332 and email at [sexpred@fdle.state.fl.us](mailto:sexpred@fdle.state.fl.us).

Information is also available in the United States Department of Justice national sex offender registry, see <https://www.nsopw.gov/en-us/>

Title IX of the Education Amendments of 1972 ("Title IX") protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance.

Title IX states: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Boca Beauty Academy not only complies with the letter of Title IX's requirements but also endorses the law's intent and spirit. The Academy is committed to compliance in all areas addressed by Title IX, including access to career education, education for pregnant and parenting students, learning environment, and technology, as well as sexual harassment. The purpose of this policy is to ensure that the Academy's policies are applied and interpreted in ways consistent with Title IX and other applicable law.

It is the policy of the Academy to provide educational, preventative and training programs regarding sexual or gender-based harassment; to encourage reporting of incidents; to prevent incidents of sexual and gender-based harassment from denying or limiting an individual's ability to participate in or benefit from the Academy's programs; to make available timely services for those who have been affected by discrimination; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence.

Violations of this Policy may result in the imposition of sanctions up to, and including, termination, dismissal, or expulsion, as determined by the appropriate officials at Boca Beauty Academy.

### Discrimination

Boca Beauty Academy prohibits discrimination and harassment based on race, color, creed, religion, sex, gender, national origin, citizenship, ethnicity, marital status, age, disability, sexual orientation, gender identity and gender expression, genetic information, veteran status, or any other status protected by applicable law to the extent prohibited by law.

### Boca Beauty Academy's Title IX Officer

The Academy's Title IX Officer is Stefanie Sundberg, Corporate Registrar.

7820 Glades Road, suite 175, Boca Raton, Florida, 33434

Phone 561-487-1191 ext 201

[ssundberg@bocabeautyacademy.edu](mailto:ssundberg@bocabeautyacademy.edu)

### Sexual Harassment

Boca Beauty Academy defines sexual harassment as unwelcome behavior of a sexual nature that relates to the gender or sexual identity of an individual and that has the purpose or effect of creating an intimidating, offensive or hostile environment for study. This policy applies to all interactions between students and Boca Beauty Academy faculty members and other faculty, staff, and administrative personnel, and other students. Conduct alleged to be sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the questioned behavior.

Repeated incidents or a pattern of harassing behavior may be cause for serious corrective action. However, a more serious incident, even if isolated, may be sufficient cause for action under this policy including referral to law enforcement when applicable.

Quid pro quo sexual harassment can occur whether a person resists and suffers the threatened harm, or the person submits and avoids the threatened harm. Both situations could constitute discrimination on the basis of sex.

A hostile environment can be created by persistent or pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment.

Sexual violence, including rape, sexual assault, and domestic and dating violence, is a form of sexual harassment. In addition, the following conduct may violate this Policy:

1. Observing, photographing, videotaping, or making other visual or auditory records of sexual activity or nudity, where there is a reasonable expectation of privacy, without the knowledge and consent of all parties.
2. Sharing visual or auditory records of sexual activity or nudity without the knowledge and consent of all recorded parties and recipients.
3. Sexual advances, whether or not they involve physical touching.
4. Commenting about or inappropriately touching an individual's body.
5. Requests for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits, or continued employment.
6. Lewd or sexually suggestive comments, jokes, innuendoes, or gestures.
7. Stalking

Other verbal, nonverbal, graphic, or physical conduct may create a hostile environment if the conduct is sufficiently persistent, pervasive, or severe so as to deny a person equal access to the Academy's programs or activities.

Whether the conduct creates a hostile environment may depend on a variety of factors, including: the degree to which the conduct affected one or more person's education or employment; the type, frequency, and duration of the conduct; the relationship between the parties; the number of people involved; and the context in which the conduct occurred.

### Unwelcome Conduct

Conduct is unwelcome if a person (1) did not request or invite it and (2) regarded the unrequested or uninvited conduct as undesirable or offensive. That a person welcomes some sexual contact does not necessarily mean that person welcomes other sexual contact. Similarly, that a person willingly participates in conduct on one occasion does not necessarily mean that the same conduct is welcome on a subsequent occasion.

Whether conduct is unwelcome is determined based on the totality of the circumstances, including various objective and subjective factors.

The following types of information may be helpful in making that determination:

- a. statements by any witnesses to the alleged incident;
- b. information about the relative credibility of the parties and witnesses;
- c. the detail and consistency of each person's account;
- d. the absence of corroborating information where it should logically exist;

- e. information that the respondent has been found to have harassed others;
- f. information that the complainant has been found to have made false allegations against others;
- g. information about the complainant's reaction or behavior after the alleged incident;
- h. and information about any actions the parties took immediately following the incident, including reporting the matter to others.

In addition, when a person is so impaired or incapacitated as to be incapable of requesting or inviting the conduct, conduct of a sexual nature is deemed unwelcome, provided that the respondent knew or reasonably should have known of the person's impairment or incapacity.

The person may be impaired or incapacitated as a result of drugs or alcohol or for some other reason, such as sleep or unconsciousness. A respondent's impairment at the time of the incident as a result of drugs or alcohol does not, however, diminish the respondent's responsibility for sexual or gender-based harassment under this Policy.

### Gender-Based Harassment

Gender-based harassment is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation or gender identity, but not involving conduct of a sexual nature, when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the Academy's education or work programs or activities. For example, persistent disparagement of a person based on a perceived lack of stereotypical masculinity or femininity or exclusion from an activity based on sexual orientation or gender identity also may violate this Policy.

### Investigation of Complaints

A complaint that a student, staff or faculty member has committed sexual harassment or engaged in nonconsensual sexual activity may be made to the Title IX Compliance Officer, or the Campus President/COO. The Academy will conduct an investigation, as appropriate under the circumstances.

The investigatory process involves interviewing the parties involved and any witnesses while gathering documentary or other evidence. In cases involving alleged criminal conduct, the complainant may file a criminal complaint with the local police department. A complainant need not pursue a criminal complaint in order to seek or to hold the accused responsible through the Academy's Student Code of Conduct.

As soon as possible, the complainant and the accused will be offered appropriate assistance, and our Education Department will be contacted if course adjustments are required. Based on the outcome of the investigation, the Title IX Officer or their designee will determine if there is sufficient cause to proceed with the complaint. If so, the Title IX Officer or their designee will arrange for an informal resolution conference with the accused. (Complainants do not attend informal resolution meetings but are apprised of the meeting's outcome.) If the accused does not accept responsibility for the allegations and/or the proposed sanction, the Title IX Officer or their designee will determine if the evidence warrants a formal hearing before the Grievance Committee.

The exact nature of the responsive action depends on the circumstances but may include discipline up to and including suspension or dismissal from the Academy for a student, staff or faculty who is found to have violated Academy policies.

## Implementing Provisions/Policies

The Academy will take appropriate action (i.e., an investigation, adjudication and disciplinary and remedial/corrective steps) in response to a complaint made pursuant to the complaint policies/procedures listed above.

The Academy will make every effort to handle complaints and investigations with sensitivity to both the rights of the person who complains and the rights of the accused. The Academy handles complaints discreetly and attempts to maintain privacy throughout the investigatory process, to the extent practicable and appropriate under the circumstances. However, in order to conduct an investigation, it is generally necessary to discuss the allegations with the accused and other potential witnesses.

Additionally, the Academy may have legal obligations to disclose information to law enforcement or in the context of legal proceedings. Complaints may be made anonymously. While the Academy endeavors to investigate all complaints, including anonymous complaints, the nature of anonymous complaints makes investigation, determination, and remediation more difficult and, at times, impossible.

Further, while the Academy attempts to protect the identity of complainants who do not wish to be identified, this may not always be possible. In appropriate cases as determined by the Academy, conflict resolution may be possible. This is permitted only where both the complainant and accused voluntarily agree to participate, and either party may terminate informal resolution attempts and commence formal grievance procedures at any time prior to reaching a mutually acceptable resolution. Depending on the circumstances, a mediated resolution may not necessarily involve face-to-face discussions between the complainant and the accused. Certain cases are not appropriate for conflict resolution, such as complaints of particularly egregious sexual harassment or cases involving sexual assault or violence. Occasionally, an individual makes a complaint and later wishes to revoke or discontinue the investigation or adjudication process. Similarly, it may occur that someone other than the victim reports an incident, and the victim declines to participate in the investigation or adjudication process. In other instances, complaints may be received anonymously, and/or the victim may not wish to be personally identified.

The Academy endeavors to respect the wishes of a victim to either not be identified and/or not participate in the process. In these situations, the Academy attempts to investigate and address complaints in accordance with the victim's wishes.

Anyone wishing to have an incident investigated, mediated or adjudicated must make a complaint either orally or in writing in accordance with the procedures described above. In determining whether sex discrimination, sexual harassment or sexual misconduct occurred, the Academy does not apply the criminal standard of "beyond a reasonable doubt," nor do formal court rules of evidence apply. Instead, the Academy uses a "preponderance of the evidence" standard, and the Academy may consider any evidence it deems relevant. A "preponderance of the evidence" means the evidence which is of greater weight or is more convincing than opposing evidence such that it is "more likely than not" that an act occurred. If the applicable investigatory or adjudicatory process allows for parties to offer witnesses and evidence, the complainant and the accused will have an equal opportunity to do so. The complainant and the accused will be informed in writing of the outcome of the complaint, to the extent permitted by law. An accused who is a student may appeal the outcome to an impartial decision maker. An employee who is deemed guilty shall have whatever rights are granted by law. The particular method and grounds for appeal are explained in the student policies listed above.

The Academy endeavors to resolve complaints promptly. Ordinarily, the investigative stage will take no longer than 60 calendar days from the time the complaint is received. In exceptional circumstances (including but not limited to especially complex cases or when the Academy is not in session – during holidays), it may be necessary to extend these timelines. If that occurs, the parties will be informed of the expected timeline for completion.

Boca Beauty Academy prohibits retaliation against any individual who in good faith makes a complaint of sex discrimination, sexual harassment, or sexual misconduct or participates as a witness in a proceeding under this or any other Academy's policy. Retaliation is also unlawful pursuant to Title IX and other laws.

### Boca Beauty Academy's Notice of Petitioners Rights under the Violence Against Women Act

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Academy wants to inform you of our policy and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus as well as your rights, and The Academy's responsibilities.

As a petitioner of sexual assault, dating violence, domestic violence or stalking, you will receive a full copy of our institution's Title IX Policy. This policy has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking. These procedures include our right to inform you of your rights to file criminal charges as well as the availability of medical, counseling, and support services. We also offer additional remedies to prevent contact between a complainant and an accused party. The policy also addresses possible sanctions and interim and/or long-term protective measures that the Academy may impose.

### Definitions

Consent is defined in Florida as "intelligent, knowing, and voluntary consent and does not include coerced submission. Consent shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender." (Florida Statute Chapter 794.011)

Sexual Assault is defined as an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Sexual violence includes any one incident of:

1. Sexual battery, as defined in Florida Statute Chapter 794.
2. A lewd or lascivious act, as defined in Florida Statute Chapter 800, committed upon in the presence of a person younger than 16 years of age.
3. Luring or enticing a child, as described in Florida Statute Chapter 784.
4. Sexual performance by a child, as described in Florida Statute Chapter 827.
5. Any other forcible felony wherein a sexual act is committed or attempted regardless of whether criminal charges based on the incident were filed, reduced, or dismissed by the state attorney. (Florida Statute Chapter 794.011)

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or 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.

Domestic violence means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member of another family or household member. A family or household member means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit. (Florida Statute Chapter 741.28

Dating Violence: Means violence committed by a person:

- (a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (b) Where the existence of such a relationship will be determined based on a consideration of the following factors:
  - (i) The length of the relationship
  - (ii) The type of relationship
  - (iii) The frequency of interaction between the persons involved in the relationship

Dating violence means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. A dating relationship must have existed within the past 6 months.
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties.
3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time, and on a continuous basis during the course of the relationship.

The term does not include violence in a casual acquaintanceship or violence between individuals who have engaged in ordinary fraternization in a business or social context.

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. "Credible threat" means a verbal or nonverbal threat, or a combination of the two, including threats delivered by electronic communication or implied by a pattern of conduct, which places the person who is the target of the threat in reasonable fear for his or her safety, or the safety of his or her family members or individuals closely associated with the person, and which is made with the apparent ability to carry out the threat to cause such harm. It is not necessary to prove that the person making the threat had the intent to actually carry out the threat. The present incarceration of the person making the threat is not a bar to prosecution under this section "Cyber stalk" means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic



communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. A person who willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person commits the offense of stalking, a misdemeanor of the first degree, punishable as provided in Florida Statutes 775.082 or 775.083. A person who willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person and makes a credible threat to that person commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in Florida Statutes 775.082, 775.083, or 775.084.

**Bystander Intervention:** A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking, or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, dating violence, domestic violence, or stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse.

### Reporting sexual assault, dating violence, domestic violence, or stalking

After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible at a local hospital that will supply a physical evidence recovery collection kit. In Florida evidence may be collected even if you chose not to make a report to law enforcement. A victim's name and identifying information will be withheld from the public and press in accordance with the Florida Public Records Law. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to the Academy hearing boards/investigators or police. Although the academy strongly encourages all members of its community to report violations to law enforcement, it is the victim's choice whether or not to make such a report, and victims have the right to decline involvement with the police.

To report an incident involving a sexual assault, domestic violence, stalking or dating violence, contact the Academy's Title IX Officer – Stefanie Sundberg, Corporate Registrar.

7820 Glades Road, suite 175, Boca Raton, Florida, 33434

Phone 561-487-1191 ext 201

[ssundberg@bocabeautyacademy.edu](mailto:ssundberg@bocabeautyacademy.edu)

In Florida, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

- (1) A law enforcement officer who investigates an alleged sexual battery shall:
  - (a) Assist the victim in obtaining medical treatment, if medical treatment is necessary as a result of the alleged incident, a forensic examination, and advocacy and crisis-intervention services from a certified rape crisis center and provide or arrange for transportation to the appropriate facility.
  - (b) Advise the victim that he or she may contact a certified rape crisis center from which the victim may receive services.

(c) Prior to submitting a final report, permit the victim to review the final report and provide a statement as to the accuracy of the final report.

(2) The law enforcement officer shall give the victim immediate notice of the legal rights and remedies available to a victim on a standard form developed and distributed by the Florida Council Against Sexual Violence in conjunction with the Department of Law Enforcement. The notice will include the resource listing, including telephone number, for the area certified rape crisis center as designated by the Florida Council Against Sexual Violence.

A person who is the victim of sexual violence or the parent or legal guardian of a minor child who is living at home who is the victim of sexual violence has standing in the circuit court to file a sworn petition for an injunction for protection against sexual violence on his or her own behalf, or on behalf of the minor child if:

1. The person has reported the sexual violence to a law enforcement agency and is cooperating in any criminal proceeding against the respondent, regardless of whether criminal charges based on the sexual violence have been filed, reduced, or dismissed by the state attorney; or
2. The respondent who committed the sexual violence against the victim or minor child was sentenced to a term of imprisonment in state prison for the sexual violence and the respondent's term of imprisonment has expired or is due to expire within 90 days following the date the petition is filed.

Further, the Academy complies with Florida law in recognizing orders of protection for dating violence, domestic violence, repeat violence, and sexual violence. Any person who obtains an order of protection from Florida or any reciprocal state should provide a copy to their Campus President. A petitioner should then meet with Campus President to develop a Safety Action Plan, which is a plan to reduce risk of harm while on campus, or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, or other measures to assist the petitioner.

Below are details on how to file a restraining order:

1. Prepare a petition and file the petition with Circuit Court.
2. Petition includes information on the petitioner and respondent, such as, address, employment, children, and description of the respondent.
3. Allegation
4. Must be described in detail
5. Relationship to the respondent
6. Dates of incidents
7. Reviewed by Judge immediately

Below are details on what to expect after filing a restraining order:

1. If requirements are met
2. Judge will grant a temporary restraining order
3. Restraining order will be valid for 15 days
4. Once order is served to the respondent it will be valid and enforceable
5. Court Hearing
6. Scheduled 15 days after filing.
7. Hearing will be extended 15 days if respondent cannot be found. (Temporary restraining order will not be valid or enforceable until respondent is served.)

8. Gather witnesses, and any other evidence to present to the Judge.
9. All documents must be certified under Florida Rules of Evidence, or a live witness must testify at the hearing to document authenticity of the documents.
10. Evidence must relate to the allegation on the petition.
11. Hearing
12. Respondent does not appear at hearing.
13. Petitioner allowed to present evidence.
14. Ruling will be based on evidence presented.
15. Respondent appears at hearing.
16. Respondent can object to evidence which is based on Florida Rules of Evidence.
17. Respondent can cross-examine witnesses and the petitioner.
18. Petitioner will rest their case.
19. Respondent can introduce evidence.
20. Judge Rules on:
21. Custody (if required)
22. Visitation (if required)
23. Restraining Order can be for a certain time period or indefinitely.
24. Judge can also deny petition.
25. At any time either the petitioner or respondent can file to remove the Restraining Order.

The Hearing is considered a trial and is applicable to Florida Rules of Evidence. Non-authenticated and hearsay are not allowable at the hearing.

To the extent of the victim's cooperation and consent, all Academy's offices will work cooperatively to ensure that the petitioner's health, physical safety, work and academic status are protected, pending the outcome of a formal Academy investigation of the complaint. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The Academy does not publish the name of crime victims nor publish any identifiable information regarding victims in the crime logs. Victims may request that their directory information be withheld by making a request in writing to the campus Director of Education.

#### Disciplinary Procedures Following a Complaint

The investigatory process involves interviewing the parties involved and any witnesses while gathering documentary or other evidence. In cases involving alleged criminal conduct, the complainant may file a criminal complaint with the local police department. A complainant need not pursue a criminal complaint in order to seek, or to hold the accused responsible through the Academy's Student Code of Conduct. As soon as possible, the complainant will be offered appropriate assistance.

Based on the outcome of the investigation, the assigned Title IX Officer or their designee will determine if there is sufficient cause to proceed with the complaint. If so, the Title IX Officer or the designee will arrange for an informal resolution conference with the accused. Complainants do not attend informal resolution meetings but are apprised of the meeting's outcome. If the accused does not accept responsibility for the allegations and/or the proposed sanction, the Title IX Officer or their designee will determine if the evidence warrants a formal hearing before the Grievance Committee. The exact nature of the responsive action depends on the circumstances, but may include discipline up to and including suspension or dismissal from the Academy for a student, staff or faculty who is found to have violated Academy policies.

The Academy will take appropriate action i.e., an investigation, adjudication and disciplinary and remedial/corrective steps in response to a complaint made pursuant to the complaint policies/procedures listed above. The Academy will make every effort to handle complaints and investigations with sensitivity to both the rights of the person who complains, and the rights of the accused.

The Academy handles complaints discreetly and attempts to maintain privacy throughout the investigatory process, to the extent practicable and appropriate under the circumstances. However, in order to conduct an investigation, it is generally necessary to discuss the allegations with the accused and other potential witnesses. Additionally, the Academy may have legal obligations to disclose information to law enforcement or in the context of legal proceedings.

Complaints may be made anonymously. While the Academy endeavors to investigate all complaints, including anonymous complaints, the nature of anonymous complaints makes investigation, determination, and remediation more difficult and, at times, impossible. Further, while the Academy attempts to protect the identity of complainants who do not wish to be identified, this may not always be possible.

In appropriate cases as determined by the Academy, conflict resolution may be possible. This is permitted only where both the complainant and accused voluntarily agree to participate, and either party may terminate informal resolution attempts and commence formal Grievance procedures at any time prior to reaching a mutually acceptable resolution. Depending on the circumstances, a mediated resolution may not necessarily involve face-to-face discussions between the complainant and the accused. Certain cases are not appropriate for conflict resolution, such as complaints of particularly egregious sexual harassment or cases involving sexual assault or violence.

Occasionally, an individual makes a complaint and later wishes to revoke or discontinue the investigation or adjudication process. Similarly, it may occur that someone other than the victim reports an incident, and the victim declines to participate in the investigation or adjudication process. In other instances, complaints may be received anonymously and/or the victim may not wish to be personally identified. The Academy endeavors to respect the wishes of a victim to either not be identified and/or not participate in the process. In these situations, the Academy attempts to investigate and address complaints in accordance with the victim's wishes.

If a victim wishes to talk about an incident with the assurance that the discussion will be confidential and will not result in an investigation or follow up action, the Academy will also proceed in this regard. In determining whether sex discrimination, sexual harassment or sexual misconduct occurred, the Academy does not apply the criminal standard of "beyond a reasonable doubt," nor do formal court rules of evidence apply. Instead, the Academy uses a "preponderance of the evidence" standard, and the Academy may consider any evidence it deems relevant. A "preponderance of the evidence" means the evidence which is of greater weight, or is more convincing than opposing evidence such that it is "more likely than not" that an act occurred.

If the applicable investigatory or adjudicatory process allows for parties to offer witnesses and evidence, the complainant and the accused will have an equal opportunity to do so. The complainant and the accused will be informed in writing of the outcome of the complaint, to the extent permitted by law. An accused who is a student may appeal the outcome to an impartial decision maker. An employee who is deemed guilty shall have whatever rights are granted by law. The particular method and grounds for appeal are explained in the student policies listed above.

The Academy endeavors to resolve complaints promptly. Ordinarily, the investigative stage will take no longer than 60 calendar days from the time the complaint is received. In exceptional circumstances (including but not limited to especially complex cases, or when the Academy is not in session), it may be necessary to extend these timelines. If that occurs, the parties will be informed of the expected timeline for completion.

The Academy prohibits retaliation against any individual who in good faith makes a complaint of sex discrimination, sexual harassment, or sexual misconduct or participates as a witness in a proceeding under this or any other Academy policy. Retaliation is also unlawful pursuant to Title IX and other laws.

The Academy engages in educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

1. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
2. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
3. Defines what behavior and actions constitute consent to sexual activity in the State of Florida;
4. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
5. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
6. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

This educational campaigns will consist of but not be limited to the distribution of educational materials to new students, participating in and presenting information and materials during employee orientation and through emails among other means of distribution through the year. The Office of Student Services also has a directory of services that are available to victims within the community to assist those who have suffered from a criminal act.

#### Risk Reduction/Warning Signs of Abusive Behavior

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warnings signs of abusive behavior and how to avoid potential attacks.

#### Warning Signs of Abusive Behavior

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

- 1) Being afraid of your partner.
- 2) Constantly watching what you say to avoid a "blow up."
- 3) Feelings of low self-worth and helplessness about your relationship.
- 4) Feeling isolated from family or friends because of your relationship.

- 5) Hiding bruises or other injuries from family or friends.
- 6) Being prevented from working, studying, going home, and/or using technology (including your cell phone.)
- 7) Being monitored by your partner at home, work, or school.
- 8) Being forced to do things you don't want to do.

### Help Reduce Your Risk and Avoid Potential Attacks

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

1. Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners.
2. Consider making a report with the Campus President and ask for a “no contact” directive from the Academy to prevent future contact.
3. Consider getting a protective order or stay away order.
4. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
5. Trust your instincts—if something doesn't feel right in a relationship, speak up or end it.

### Sexual Assault Prevention (From Rape, Abuse and Incest National Network – RAINN)

- Try not to leave your drink unattended.
- Only drink from un-opened containers, or from drinks you have watched being made and poured.
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.
- If you suspect you have been drugged, go to a hospital and ask to be tested.
- Keep track of how many drinks you have had.
- Try to come and leave with a group of people you trust.
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours.

Boca Beauty Academy has a sexual assault prevention program that includes, but is not limited to the following:

- If an assault occurs, notify the Campus President immediately
- Do not disturb the crime scene
- Notify local law enforcement officials
- Secure counseling for the victim
- Change the academic schedule if victim requests
- Disciplinary actions include dismissal from the Academy

### Drug and Alcohol Abuse Prevention

Drug abuse affects all aspects of American life. It threatens the workplace, our homes, our schools and our community. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees through the Safe and Drug Free Schools

and Communities Act. All students are expected to conduct themselves as mature adults and as members of an academic community. The consumption of alcohol or drugs while attending class is prohibited and may be subject to disciplinary action.

Use of Illegal Drugs (including marijuana), controlled substances, or alcohol is strictly prohibited. This may result in automatic termination from school and the student may be turned over to legal authorities for an investigation. All students and employees are furnished with a copy of the schools Drug Abuse Policy Handbook & Drug Prevention Program and a signed acknowledgment is maintained on file.

In compliance with the Drug-Free Schools and Communities Act (DFSCA), the school has set forth in this guide the legal penalties under Federal law for the illegal possession or distribution of drugs and alcohol, as well as the range of school sanctions that can be imposed for violation of the school's policies regarding substance abuse. Both students and employees should read this carefully.

#### Policy:

The United States Department of Education has issued regulations for the implementation of the provisions of the "Drug-Free Schools and Communities Act Amendments of 1989" (Public law 101-226). The school will distribute annually to each student and employee information regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school property.

#### Standards of Conduct:

The school is committed to a campus free of illegal drug use, misuse and abuse of prescription drugs, underage drinking and alcohol abuse. The school has no tolerance for illegal activity or any other harmful conduct influenced by drugs or alcohol. Unlawful possession as well as the distribution of illegal drugs or alcohol is prohibited on school property or as part of its activities. The school will cooperate fully with law enforcement agencies and will apply appropriate internal disciplinary processes should a student or an employee violate criminal statutes with regards to illegal drugs or possession or sale of alcohol.

#### Pell Grant

Federal guidelines state the grantee must certify that he or she will not engage in unlawful activities related to controlled substances during the period covered by the grant.

#### Federal Financial Aid Penalties for Drug Violations

Federal guidelines focus strongly on illicit drug use and distribution. The Higher Education Opportunity Act states students convicted of an illicit drug violation can be denied federal financial aid for a specific period, in addition to other legal penalties. The Free Application for Federal Student Aid (FAFSA) asks students if they have been convicted of a drug-related offense: "Have you ever been convicted of possessing or selling illegal drugs?" If you answer "yes," the Academy will send a worksheet in the mail to determine if your conviction affects your eligibility for aid. Failure to answer the question automatically disqualifies students from receiving federal financial aid. Answering this question falsely could result in fines up to \$20,000, imprisonment or both.

More information about federal penalties and sanctions is located at <https://www.dea.gov/drug-information>

## Penalties for Drug Convictions

If the student was convicted of both possessing and selling drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

The following shows the Federal penalties:

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	<b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.  <b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs or more mixture	<b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		100 gm or more pure or 1 kg or more mixture	

PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<b>First Offense:</b> Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.  <b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gram			
Other Schedule III drugs	Any amount	<b>First Offense:</b> Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.  <b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
All other Schedule IV drugs	Any amount			
Flunitrazepam (Schedule IV)	Other than 1 gram or more	<b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
All Schedule V drugs	Any amount	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		



DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants;	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

\*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

## Health Risks

The following briefly summarizes health risks and symptoms associated with the use of alcohol and other drugs. It is important to note that individuals experience alcohol and drugs in different ways based on physical tolerance, body size and gender, and on a variety of other physical and psychological factors.

### Alcohol:

Alcohol consumption causes a number of changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasingly the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental functions severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of developing alcohol related problems.

### Cigarettes and other Nicotine Products:

In 1989, the U.S. Surgeon General issued a report that concluded that cigarettes and other forms of tobacco, such as cigars, pipe tobacco and chewing tobacco, are addictive and that nicotine is the drug in tobacco that causes addiction. In

addition, the report determined that smoking was a major cause of stroke and the third leading cause of death in the United States. Nicotine is both a stimulant and a sedative to the central nervous system. Nicotine is absorbed readily from tobacco smoke in the lungs, and it does not matter whether the tobacco smoke is from cigarettes, cigars, or pipes, Nicotine also is absorbed readily when tobacco is chewed.

In addition to nicotine, cigarette smoke is primarily composed of a dozen gases (mainly carbon monoxide) and tar. The tar in a cigarette, which varies from about 15 mg for a regular cigarette to 7 mg in a low-tar cigarette, exposes the user to a high expectancy rate of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in the smoke increases the chance of cardiovascular diseases. The Environmental Protection Agency has concluded that secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children and sudden infant death.

#### Prescription Medications:

Prescription drugs that are abused or used for non-medical reasons can alter brain activity and lead to dependence. Commonly abused classes of prescription drugs include opioids (often prescribed in the treatment of pain), central nervous system depressants (often prescribed to treat anxiety and sleep disorders), and stimulants (prescribed to treat narcolepsy, ADHD, and obesity). Long-term use of opioids or central nervous system depressants can lead to physical dependence addiction. Taken in high doses, stimulants can lead to compulsive use, paranoia, dangerously high body temperatures and irregular heartbeat.

#### Marijuana:

Marijuana use can lead to a number of long term and short term physical and psychological effects. Marijuana use leads to a substantial increase in the heart rate, impairs short term memory and comprehension and motivation can be altered.

#### Cocaine and Crack:

Health risks may include changes in body temperature and blood pressure as well as heart and breathing rates. Even small amounts may cause the body to exceed its own limits, sometimes resulting in death. Snorting cocaine may severely damage nasal tissue and the septum. Smoking cocaine may damage the lungs. Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a crash, a runny or bleeding nose, and depression. Other symptoms of cocaine use may include nausea, vomiting, insomnia, tremors, and convulsions. Chronic users may become paranoid and/or experience hallucinations.

#### Barbiturates:

In small doses, barbiturates produce calmness, relaxed muscles, and lowered anxiety. Larger doses cause slurred speech, staggering gait, and altered perception. Very large doses or doses taken in combination with other central nervous system depressants (e.g., alcohol) may cause respirator depression, coma and even death. A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, or inattentive, or have slowed reactions.

#### Amphetamines:

Amphetamines, methamphetamines, or other stimulants can cause increased heart rate and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever, heart failure and death. An individual using amphetamines might begin to lose weight, have the sweats, and appear restless, anxious, moody, and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

### Hallucinogens:

PCP, or angel dust, interrupts the part of the brain that controls the intellect and keeps instincts in check. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure and tremors. Someone under the influence of PCP might appear moody, aggressive, or violent. Sleeplessness, confusion, anxiety, and panic, and may report perceptual distortions. Flashbacks may occur.

### Steroids (anabolic):

Anabolic steroids are human-made substances related to male sex hormones. Some athletes abuse anabolic steroids to enhance performance. Abuse of anabolic steroids can lead to serious health problems, some of which are irreversible. Short term side effects include depression, hallucinations, paranoia, severe mood swings and aggressive behavior. Major side effects also can include liver tumors and cancer, jaundice, high blood pressure, kidney tumors, severe acne and trembling. In males side effects may include shrinking of the testicles and breast development. In females, side effects may include growth of facial hair, menstrual changes and deepened voice. In teenagers, growth may be halted prematurely and permanently.

### Narcotics:

Because narcotics are generally injected, the use of contaminated needles may result in the contraction of many different diseases, including AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin, convulsions, and coma and may result in death. Some signs of narcotic use are euphoria, drowsiness, constricted pupils, and nausea. Other symptoms include itchy skin, needle or "track" marks on the arms and legs, nodding, lack of sex drive and appetite, sweating, cramps and nausea when withdrawing from the drug.

### Treatment:

Medication and behavioral therapy, alone or in combination, are aspects of an overall therapeutic process that often begins with detoxification, followed by treatment and relapse prevention. Easing withdrawal symptoms can be important in the initiation of treatment; preventing relapse is necessary for maintaining its effects. And sometimes, as with other chronic conditions, episodes of relapse may require a return to prior treatment components. A continuum of care that includes a customized treatment regimen, addressing all aspects of an individual's life including medical and mental health services, and follow-up options (e.g. community or family based recovery support systems) can be crucial to a person's success in achieving and maintaining a drug-free lifestyle.

### Hotline Numbers:

Substance Abuse & Mental Health Services Administration National Helpline TTY Helpline	877-662-HELP (800-622-4357) 800-487-4889
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### School Disciplinary Sanctions:

It is the school policy to discourage all violations of Federal, State or local laws by any member of the school community. In addition to possible prosecution and punishment by civil authorities, a student or employee violating any law may be subject to sanctions imposed by the school.

### Students:

Sanctions against students include, but are not limited to, disciplinary expulsion, suspension, and/or probation. When appropriate, school sanctions may be entered into permanent records. Parents of dependent students will be notified of pending charges or subsequent decisions.

### How to Regain Eligibility

A student can regain eligibility for federal student aid funds the day after the period of ineligibility ends or upon successful completion of a qualified drug rehabilitation program that must:

- Include at least two unannounced drug tests;

AND

- Have received or be qualified to receive funds directly or indirectly under a federal, state or local government program.

Students denied eligibility for an indefinite period can regain it after successfully completing a rehabilitation program, passing two unannounced drug tests from such a program, or if a conviction is reversed, set aside or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record.

In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. The student is responsible to certify that a rehabilitation program was successfully completed. As with the conviction question on the FAFSA, the Academy is not required to confirm the reported information unless conflicting information is determined.

### Convictions During Enrollment

Federal regulations require enrolled students convicted of a drug offense after receiving federal financial aid to notify Boca Beauty Academy immediately. The student will then become ineligible for further federal financial aid and must repay federal financial aid received after the conviction.

### Faculty:

Faculty who violate the school's standards of conduct are subject to disciplinary action including reprimand, suspension, or dismissal.

### Other Employees:

The school may impose sanctions against any employee who violates Federal, State or local laws, or the standards of school conduct. Depending on the nature and severity of the violation, these sanctions can range from warnings and/or mandatory referral for drug or alcohol rehabilitation to outright termination of employment.

## Institutional Sanctions for Alcohol and Drug Violations

Any member of the Academy community found consuming or selling drugs on Academy property shall be subject to discipline on a case-by-case basis.

- Discipline will be based on the seriousness of the situation.
- A case may result in dismissal from the Academy.
- In all cases, the Academy will abide by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.
- Additional state penalties and sanctions may also apply.
- The Academy has adopted a zero-tolerance policy regarding underage drinking.

The Drug Free Schools and Communities Act requires, as a condition of receiving any federal funding or other financial assistance, that an institution of higher education certify it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol for students and employees on school premises and as a part of its activities. Boca Beauty Academy is in compliance with the Drug Free Schools and Communities Act and continues to conduct a biennial review on the effectiveness of its alcohol and other drug programs and services.

Boca Beauty Academy provides alcohol and other drug prevention initiatives and programs. In addition, in accordance with federal law, the Academy annually provide every employee and student with an “Annual Crime Statistics” email notification that includes the following (as required by 34 CFR 86.100):

- Standards of conduct that prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on school property or part of school activities.
- A description of the applicable legal sanctions under federal, state or local law for the unlawful possession or distribution of illicit drugs and alcohol.
- A description of the health risks associated with the use of illicit drugs and abuse of alcohol.
- A description of counseling and treatment programs available to students and staff.
- A clear statement and description of the disciplinary sanctions Boca Beauty Academy will impose on students and employees.

As seen in our reports, Boca Beauty Academy has steadily had no drug or alcohol related violations over the past few years. Based on this data, Boca Beauty Academy has determined that its current Drug and Alcohol policy and programs are inherently effective.

As Boca Beauty Academy has not encountered any violations related to drugs or alcohol, disciplinary sanctions for violation of campus drug and alcohol policies are non-existent. That being said, Boca Beauty Academy reviews its policies and sanctions on an annual basis to determine whether industry standards and best practices are being adhered to.

## Emergency and Evacuation Procedures

Boca Beauty Academy utilizes the School Messenger system to notify it's students, staff and faculty members of pertinent information such as emergency situations, in climate weather or any other reason the school may be closed during regular class hours etc., this system can directly connect through, voicemail, text-messages and emails.

The decision to evacuate the Boca Beauty Academy campus will be made by the Director/ Designee. When the decision is made to evacuate the Boca Beauty Academy campus, the Director/ Designee will make the announcement in the most expeditious way possible that all persons are to evacuate to their classrooms and or offices and await further instructions and/or activate the campus fire alarm. The Director will notify appropriate personnel.

Boca Beauty Academy Education Department will assist the students and staff with the evacuation and then proceed to account for all staff and students in attendance for the day. The Designated School Official will notify appropriate authorities; i.e., Fire Department, the Police Department, Security, of the results and report any missing students, staff or visitors, providing information as to possible locations.

The Emergency Designated Area is an area outside north of the Boca Beauty Academy campus that is designated by the Fire Department for assembly of the campus Students and staff in the event of an emergency. The Campus President is the person responsible for the evacuation of Boca Beauty Academy's Staff and students.

Training, exercises and tests will be conducted annually by Boca Beauty Academy on the campus level and by the individuals relevant to mass notification via School Messenger. The Campus Presidents and the Education department will document each test conducted by all relevant entities.

Boca Beauty Academy is responsible for issuing timely warnings in compliance with the Clery Act and the Handbook for Campus Safety and Security Reporting.

The objective of the timely warning is to keep the campus community informed in timely manner related to crimes that represent a threat to the campus community, and to assist in the prevention of similar crimes. The decision to issue a timely warning shall be decided on a case-by-case basis based on the nature of the crime, and by considering the totality of the circumstances. The timing of the notification shall, in the first instance, be based upon whether the crime is considered a serious or continuing threat to students or employees, and any potential risks related to compromising law enforcement efforts.

Timely warnings typically address Clery Act classified crimes: arson, burglary, aggravated assault, criminal homicide, motor vehicle theft, robbery and sex offenses. Timely warnings is not limited to Clery offenses and may also be issued for any other crimes as deemed necessary. Upon receipt of all relevant information, such warnings will, as circumstances warrant, be issued in a manner to best protect the campus community.

### Procedures

When a determination has been made that a timely warning of emergency notification is appropriate, the Campus Presidents and Directors of Education will take action to ensure timely notification of the campus community utilizing utilize some or all of its mass notification capabilities to notify its campus community.

Timely warnings may include, but are not limited to, the following: type of crime, time frame and location of the crime, available suspect description and safety tips and information.

Depending on situational circumstances, the warning may be e-mailed, posted around campus, provided as a text message or otherwise distributed.

### Annual Security Report

The Annual Security Reports for the Boca Raton and Parkland Campus have been included below. The annual crime statistics are available year-round to students, staff and employees and can be accessed by visiting the Disclosure page at [www.bocabeautyacademy.edu](http://www.bocabeautyacademy.edu).

The hard copy of the report can be obtained in the Education office department.

#### **ANNUAL SECURITY REPORT DATA: BOCA RATON CAMPUS**

	<b>Criminal Offenses - On Campus</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
a.	Murder/Non-negligent manslaughter	0	0	0
b.	Negligent manslaughter	0	0	0
c.	Rape	0	0	0
d.	Fondling	0	0	0
e.	Incest	0	0	0
f.	Statutory rape	0	0	0
g.	Robbery	0	0	0
h.	Aggravated assault	0	0	0
i.	Burglary	0	0	0
j.	Motor vehicle theft	0	0	0
k.	Arson	0	0	0

	<b>Criminal Offenses - Public Property</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
a.	Murder/Non-negligent manslaughter	0	0	0
b.	Negligent manslaughter	0	0	0
c.	Rape	0	0	0
d.	Fondling	0	0	0
e.	Incest	0	0	0
f.	Statutory rape	0	0	0
g.	Robbery	0	0	0
h.	Aggravated assault	0	0	0
i.	Burglary	0	0	0
j.	Motor vehicle theft	0	0	0
k.	Arson	0	0	0









**Vawa Offenses - On Campus**

	<b>Crime</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
a.	Domestic Violence	0	0	0
b.	Dating Violence	0	0	0
c.	Stalking	0	0	0

**Vawa Offenses - Public Property**

	<b>Crime</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
a.	Domestic Violence	0	0	0
b.	Dating Violence	0	0	0
c.	Stalking	0	0	0

**Arrests - On Campus**

	<b>Law Violation</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
a.	Weapons: Carrying, Possessing, etc.	0	0	0
b.	Drug Abuse Violations	0	0	0
c.	Liquor Law Violations	0	0	0

**Arrests - Public Property**

	<b>Law Violation</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
a.	Weapons: Carrying, Possessing, etc.	0	0	0
b.	Drug Abuse Violations	0	0	0
c.	Liquor Law Violations	0	0	0

**Disciplinary Actions - On Campus**

	<b>Law Violation</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
a.	Weapons: Carrying, Possessing, etc.	0	0	0
b.	Drug Abuse Violations	0	0	0
c.	Liquor Law Violations	0	0	0

**Disciplinary Actions - Public Property**

	<b>Law Violation</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
a.	Weapons: Carrying, Possessing, etc.	0	0	0
b.	Drug Abuse Violations	0	0	0
c.	Liquor Law Violations	0	0	0

**Unfounded Crimes - Unfounded Crimes**

		<b>2021</b>	<b>2022</b>	<b>2023</b>
a.	Total Unfounded Crimes	0	0	0

## **ANNUAL SECURITY REPORT DATA: PARKLAND CAMPUS**

	<b>Criminal Offenses - On Campus</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
a.	Murder/Non-negligent manslaughter	0	0	0
b.	Negligent manslaughter	0	0	0
c.	Rape	0	0	0
d.	Fondling	0	0	0
e.	Incest	0	0	0
f.	Statutory rape	0	0	0
g.	Robbery	0	0	0
h.	Aggravated assault	0	0	0
i.	Burglary	0	0	0
j.	Motor vehicle theft	0	0	0
k.	Arson	0	0	0

	<b>Criminal Offenses - Public Property</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
a.	Murder/Non-negligent manslaughter	0	0	0
b.	Negligent manslaughter	0	0	0
c.	Rape	0	0	0
d.	Fondling	0	0	0
e.	Incest	0	0	0
f.	Statutory rape	0	0	0
g.	Robbery	0	0	0
h.	Aggravated assault	0	0	0
i.	Burglary	0	0	0
j.	Motor vehicle theft	0	0	0
k.	Arson	0	0	0







**Vawa Offenses - On Campus**

	<b>Crime</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
a.	Domestic Violence	0	0	0
b.	Dating Violence	0	0	0
c.	Stalking	0	0	0

**Vawa Offenses - Public Property**

	<b>Crime</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
a.	Domestic Violence	0	0	0
b.	Dating Violence	0	0	0
c.	Stalking	0	0	0

**Arrests - On Campus**

	<b>Law Violation</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
a.	Weapons: Carrying, Possessing, etc.	0	0	0
b.	Drug Abuse Violations	0	0	0
c.	Liquor Law Violations	0	0	0

**Arrests - Public Property**

	<b>Law Violation</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
a.	Weapons: Carrying, Possessing, etc.	0	0	0
b.	Drug Abuse Violations	0	0	0
c.	Liquor Law Violations	0	0	0

**Disciplinary Actions - On Campus**

	<b>Law Violation</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
a.	Weapons: Carrying, Possessing, etc.	0	0	0
b.	Drug Abuse Violations	0	0	0
c.	Liquor Law Violations	0	0	0

**Disciplinary Actions - Public Property**

	<b>Law Violation</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
a.	Weapons: Carrying, Possessing, etc.	0	0	0
b.	Drug Abuse Violations	0	0	0
c.	Liquor Law Violations	0	0	0

**Unfounded Crimes - Unfounded Crimes**

		<b>2021</b>	<b>2022</b>	<b>2023</b>
a.	Total Unfounded Crimes	0	0	0