

Ea La Mar's Cosmetology & Barber College

1510 Prospect Ave. Kansas City MO, 64127

816-241-4325 *www.ealamarscollege.com * ealamars1@sbcglobal.net

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY & VIOLENCE AGAINST WOMEN ACT (VAWA)

About the Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (Clery Act) is a federal law that requires institutions of higher education, such as Ea La Mar's Cosmetology & Barber College, to comply with certain campus safety and security related requirements as a condition of their participation in federal aid programs authorized under Title IV of the Higher Education Act of 1965(HEA), as amended.

Who was Jeanne Clery?

In 1986, Jeanne Clery was a nineteen-year-old liberal arts freshman at Lehigh University in Bethlehem, Pennsylvania. She was sexually assaulted and murdered in her dorm room by a former Lehigh student working as an employee in Lehigh's residential operations. Jeanne Clery's parents believed Lehigh University failed to share vital information with its students regarding campus safety, including the number of felonies committed at and around the campus, as well as certain security practices and risks, such as propping locked doors to residence halls open. Subsequently, the Clery family campaigned for legislative reform requiring colleges and universities to disclose this type of information, which ultimately lead to the passage of the Clery Act. For more information about the Clery Act, you may visit the Clery Center website located at <https://clerycenter.org/>.

Ea La Mar's Cosmetology & Barber Colleges' Campus Safety & Security includes campus safety policies, procedures and statistics concerning campus crime. It is for students and employees, parents, prospective students and prospective employees, and it describes steps to prevent and respond to crime, and how students, faculty, and staff can work together to maintain a safe community. This report complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Also, see Crime Report Definitions to follow that will assist with the understanding of Campus Security Policies and Crime Statistics. If you should have questions about any of the information provided in this report, please contact the School Director /Title IX Coordinator (Nicole Hall)

816-241-4325

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1510/1504 Prospect

Kansas City, MO 64127

Annual Campus Security Report

Reporting Clery Crimes

The campus community is encouraged to report Clery crimes of which they have knowledge directly to the director (Nicole Hall). When the director becomes aware of Clery crimes in non-emergency situations, they should report the crime to local police authorities unless the victim requests the crime not be reported to local authorities. These measures will ensure timely warnings (see below) are issued when appropriate and that the crime is included in Ea La Mar's annual disclosure of crime statistics.

Timely Warnings

It is the policy of Ea La Mar's to issue notices (timely warnings) to members of the Ea La Mar's community for Clery crimes that occur within the Clery geography if/when it is determined the incident represents a serious or continuing threat to the Ea La Mar's community. The decision to issue a timely warning is made on a case-by-case basis considering the facts surrounding the crime and, if deemed necessary, are issued to the Ea La Mar's community as soon as pertinent information is available; names of victims are confidential and will be withheld. Timely warnings will be distributed for such incidents whether the incident is reported directly or indirectly through a local police agency or a CSA and include the following information, unless issuing the information risks compromising law enforcement efforts:

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Ea La Mar's may also follow the timely warning process for crimes that are not categorized as Clery crimes and crimes that occur outside a campus's Clery geography if it is determined the incident represents a serious or continuing threat to the school community. The decision to issue a timely warning is made on a case-by-case basis considering the facts surrounding the crime and, if deemed necessary, are issued to the Ea La Mar's community as soon as pertinent information is available; names of victims are confidential and will be withheld.

- **Date and time or timeframe of the incident;**
- **A brief description of the incident;**
- **Information that will promote safety and aid in the prevention of similar crimes;**
- **Suspect description when appropriate;**
- **Local police contact information; and any other information deemed appropriate is available; names of victims are confidential and will be withheld.**
- **Date and time or timeframe of the incident;**
- **A brief description of the incident;**
- **Information that will promote safety and aid in the prevention of similar crimes;**
- **Suspect description when appropriate;**
- **Local police contact information; and**
- **Any other information deemed appropriate**

Ea La Mar's may also follow the timely warning process for crimes that are not categorized as Clery crimes and crimes that occur outside a campus's Clery geography if it is determined the incident represents a serious or continuing threat to the school community.

[Preparing the Annual Security Report](#)

Ea La Mar's Campus Safety and Security Administrator (Nicole Hall) requests crime statistics from the most recent calendar year for Clery crimes occurring in the Clery geography for the Ea La Mar's campus from local law enforcement agencies and documented incidents annually in July. This data, once collected, is entered into the Department of Education's Campus Safety and Security web-based data collection – usually in September. Crime statistics for the three most recent completed years, as well as any other changes to the policies and practices listed herein, are updated in this report annually by October 1st. All incidents are reported and documented in the Incident Report, which is sent to the School Director, Nicole Hall Reports are kept in a secure location in the administration office.

- Kansas City Police Department: <https://www.crimereports.com> 816-234-5000
- Local Crime Website: <https://www.neighborhoodscout.com>

[Campus Security Personnel and Policies](#)

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial and geographic considerations, the issue of campus safety is a vital concern. In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, 2000 and 2008. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of Jeanne Clery. It is generally referred to as the Clery Act and is in section 485(f) of the HEA. Ea La Mar's strives to ensure the safety of everyone, especially that of our students, staff and clients. Information about Ea La Mar's programs are designed to inform students and employees about the prevention of crime, campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others may be found in the section below.

[REPORTING CRIMES AND EMERGENCIES](#)

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A safe environment is everyone's responsibility. Students and employees are encouraged to report all criminal acts, suspicious activities, or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the School Director, Nicole Hall. Reports are kept in a secure location in the administrative offices. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Ea La Mar's that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around Ea La Mar's facilities to the School Director, Nicole Hall either in person or by calling (816-241-4325). If the School Director is not available, you may contact the Kansas City Police Department, MO, by dialing 911.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and the School Director, Nicole Hall. Criminal activity might include, but is not limited to, murder/non-negligent manslaughter, negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and hate crimes, including crimes perpetrated based on race, gender, religion, sexual orientation, ethnicity/national origin, or disability. In addition, crimes relating to domestic violence, dating violence, sexual assault and stalking are also included in this report, in compliance with the Violence Against Women Reauthorization Act of 2013.

In the event of fire or medical emergencies, staff and employees should dial 911 and then notify Nicole Hall

Campus Security Authorities

Campus Security Authorities (Nicole Hall) and Staff have the authority to question all persons on school property to determine their legitimate presence and to escort unauthorized persons to the proper office or off school property, control the actions of persons violating school rules or local, state or federal laws and cooperate with local, state or federal law officers should that become necessary.

SECURITY AND ACCESS TO THE INSTITUTION

It is the policy of Ea La Mar's that access to institution's facilities be limited to authorized personnel, students, and invited visitors. Visitors are at all times subject to Ea La Mar's policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Admittance is permitted only at designated entrances. Emergency only exits are secured from outside entry and equipped with alarms to notify Security Authorities of their use. During non-business hours, access to Ea La Mar's facilities is by key through the facility's main entrance, as issued by the Nicole Hall. Emergencies may necessitate changes or alterations to any posted hours of operation. Ea La Mar's does not have a Memorandum of Understanding ("MOU") with local police. Ea La Mar's does not have pastoral counselors or professional counselors on staff, or a policy that encourages pastoral counselors or professional counselors to tell those they counsel to report crimes on a voluntary, confidential basis for inclusion in Ea La Mar's School Clergy Statistics.

Accurate, Prompt Reporting to Director/Administrative Staff and Local Police

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

Risk Reduction and Awareness

Ea La Mar's commitment to raising awareness of the dangers of sexual misconduct includes offering ongoing education through annual training. We periodically educate employees regarding the Title IX policy and

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conduct that could constitute a violation of the policy. As noted above, preventive education are provided to employees and students and include information about risk reduction, including safe and positive options for bystander intervention.

While it is impossible to prevent all crimes, we believe that individuals can be made aware of ways to reduce their chances of becoming victims and increase their chances of staying safe. Students and employees should be assertive, trust their instincts, don't prop open self-locking doors, maintain possession of keys, watch out for unwanted visitors, be wary of isolated spots, travel in groups or pairs, stay or walk in well-lighted areas, report suspicious activities or persons, charge cell phone and have it with you, lock vehicles and personal belongings and know where local police and staff can be reached at any time. Please review the following tips to reduce your risk of becoming a victim of sexual assault, domestic violence and stalking or any crime.

1. Occasionally patrol all unsupervised and unoccupied areas.
2. Ensure that the security contacts are on-site during all hours that the building is open to the students and to the public. The campus hours are:
Tuesday - Friday: 8:00 a.m. to 3:30 p.m.
Saturday: 8:00 a.m. to 5:00 p.m.
Sunday: Closed
3. Report immediately to the school Director any suspicious activities that relate to the school or of its properties, regardless of how minor these may seem. If the School Director is not available, you may contact the Kansas City MO, Police, by dialing 911.
4. Be familiar with all the schools' procedures regarding the handling of any accidents or criminal activities. The procedures are highlighted below:
5. Immediately determine the condition of any injured employees, students, or other parties
6. Notify the appropriate authorities by calling 911.
7. Complete an Incident Report.
8. Obtain a copy of the police report.
9. Obtain information from witnesses.
10. Investigate property damage or theft, following steps 3, 4, and 5 above.
11. Should an alleged sex offense on campus be reported, the parties involved are permitted, if applicable, to change their academic schedule, depending on the availability of classes.
12. Ensure that entrance to the building in the evening is restricted to the front doors, or to doors where entry is continuously monitored. All other doors are locked to prevent entry, but they may be used to exit.
13. Notify the School Director, Nicole Hall if a student becomes ill or is injured while at the campus.
14. During the orientation process, note on the Student Information Sheet any physical condition or regular medications you take that emergency medical personnel would need to know if you require immediate medical attention. A copy of this notification is maintained in the student's permanent confidential file.
15. Gain knowledge of any announcements, newsletter, etc., missed because of absence. These communications contain information important to students. This may also contain information regarding the change of criminal/emergency contact information.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

Ea La Mar's employees are instructed on crime awareness, prevention, and campus security during the hiring process. Employees are instructed on crime awareness, prevention and campus security during staff/faculty meetings, and are also encouraged to take responsibility for their own security, as well as their fellow co-workers and students.

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All Ea La Mar's students are instructed on crime awareness, prevention and campus security during orientation, and are encouraged to take responsibility for their own security, as well as their fellow classmates and the Ea La Mar's employees. The orientation includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the institution, and procedures for reporting any criminal activity or emergency. A paper copy of the report can be requested via email or in person. All active students and employees receive updated campus crime data and information on campus security procedures and practices annually by October 1 as part of this report. Ea La Mar's Student Catalog and Employee Handbook include campus security procedures and practices to encourage students and employees to be responsible for their own security and the security of others. During orientation, students review the school's campus security procedures and practices. Ea La Mar's is committed to preventing crimes including domestic violence, dating violence, sexual assault and stalking.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

In the event the school, with the assistance of the local police, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the schools community by bulletin board notices, notices read by instructors in classrooms, and notices in student handouts. In addition, Ea La Mar's has a text/email system. The text/email system is an electronic method to notify students and employees of threats to the campus community, as well as other types of emergencies affecting the campus and surrounding area. Ea La Mar's will notify employees and students through text message or email of threats or emergencies relevant to the campus. All prospective students and prospective employees

are given information pertaining to this report including the availability of it, advisement that a paper copy will be provided upon request. A paper copy of the report can be requested via email or in person. All active students and employees receive updated campus crime data and information on campus security procedures and practices annually by October 1 as part of this report. Ea La Mar's Student Catalog and Employee Handbook include campus security procedures and practices to encourage students and employees to be responsible for their own security and the security of others. During orientation, students review the school's campus security procedures and practices. Ea La Mar's is committed to preventing crimes including domestic violence, dating violence, sexual assault and stalking. These topics are covered in the programs listed below.

PROGRAMS AND PROCEDURES REGARDING DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING

DEFINITIONS:

Domestic Violence - a felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim
- A person with whom the victim shares a child in common
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA)
- 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.

Dating Violence - violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim, and,
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship
 - The type of relationship

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- The frequency of interaction between the persons involved in the relationship

Stalking - 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

Sexual Assault- Sexual assault happens when someone touches another person in a sexual manner without their consent.

Ea La Mar's crime prevention, personal security and campus security program includes:

* Sexual Assault Prevention

- Sexual Misconduct, Harassment and Discrimination (Title IX)
- Confidential Reporting
- Campus Security Procedures and Practices
 - student safety
 - crime prevention

* Title IX of the Education Amendment Acts

- Values, Identities and Relationships
- Gender Identities and Stereotypes
- Sexual Harassment and Stalking
- Consent, Coercion and Stepping In (Bystanders)
- Reporting and Responding

Ea La Mar's employee crime prevention, personal security and campus security program includes:

* Preventing Harassment & Sexual Violence

- Avoiding Illegal Behavior
- Avoiding Abusive Behavior
- Making a Difference
- Protecting Students – Introduction
 - Key Terms
 - Title IX
 - Crimes & Conduct Violations
 - Your Role & Responsibilities
 - Protecting Students – Conclusion
 - Applying Your Knowledge

Should a student or employee be a victim of any of the above offenses, it is the student(s)/employee(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student's/employee's request, the School Director or other Ea La Mar's officials will assist in notifying the proper authorities. Victims of domestic violence, dating violence, stalking, sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- Do not shower, bathe, douche, or destroy any of the clothing you were wearing at the time of the attack.
- Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risk of pregnancy and venereal disease.
- A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.
- Call someone to be with you as you should not be alone.

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It is also recommended that victims call the National Domestic Violence Hotline; 1-800-799-7233, SMS: text START, to 88788 or Kansas City MO police at 816-HOTLINE. These are open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape or assault. If the victim requests, Ea La Mar's will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that Ea La Mar's personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, if applicable, including the transfer of classes. Education regarding sexual assault is provided to students and employees on an annual basis. Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

Hope House 816*461*4673

Rose Brooks 816*6100

Synergy House 816*321*7050

DRUG AND ALCOHOL POLICIES

Drug and Alcohol Abuse and Prevention Policy

Ea La Mar's has made a commitment to its students to prepare them for a long and successful professional career. Because of this commitment, the institution has a compelling obligation to eliminate illegal drug use from the school. We intend to honor this obligation in the following manner:

1. Imposing an absolute prohibition of the unlawful distribution, dispensation, possession, or use of a controlled substance or alcohol by any student or employee of Ea La Mar's on school property or as a part of any school activity.
2. Making available to all students and employees, information concerning the health hazards involved with alcohol and drug abuse.
3. Making available to all students and employees information concerning the legal sanctions involved with the illegal use of drugs and alcohol.
4. Making available to all students and employees information concerning drug and alcohol counseling and rehabilitation services.

Drug and Alcohol-Free Environment

Ea La Mar's supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The unlawful manufacture, distribution, dispensation, possession or use of an illicit drugs or alcohol by **anyone** on Ea La Mar's property or as a part of any Ea La Mar's activity is prohibited.

Employees

As a condition of employment, employees will notify the school of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Within 30 days of the employee's notification of the first conviction, the school will either terminate the employee or require written documentation from the employee that he/she has entered a rehabilitation program. A second conviction will result in termination.

Students

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by students on Ea La Mar's property or as a part of any Ea La Mar's activity is prohibited. Students taking prescribed or over the-counter medication that may affect one's ability to function should inform staff.

If a final determination is made that any student of Ea La Mar's is found to be abusing alcohol or using, possessing, manufacturing or distributing controlled substances in violation of the law on Ea La Mar's property or at Ea La Mar's events, they shall be subject to, at a minimum, the referral to counseling and automatic and immediate suspension or dismissal from school. Ea La Mar's imposed sanctions are additional to any legal actions taken by local, state or federal authorities.

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The use of alcohol/marijuana is prohibited on Ea La Mar's property regardless of any legal age requirements that would permit the use of alcohol or Marijuana.

Students:

Alcohol Education for Students

- o Overview of Key Definitions
- o Myths and Misperceptions
- o Alcohol and Motivation
- o Standard Drink
- o Blood Alcohol Concentration
- o Key Strategies for Drinkers
- o Key Strategies for Non-Drinkers
- o Bystander Intervention Skills
- o Academic Brain Science
- o Media Literacy and Expectations
- o Alcohol and the Law
- o College, Drinking and Stress

Employees:

- ☒ Drugs and Alcohol at Work
- o The Hazards of Drugs and Alcohol
- o Drugs and Alcohol Are a Major Problem
- o Employees Must Be Fit to Work
- o Test Your Knowledge
- o Defining Substance Abuse
- o Common Drugs
- o Signs of Substance Abuse
- o A Word on Addiction

Referral and Hotline Information

Ea La Mar's does not offer professional counseling services but offers the following resource information:

- ☒ National Institution on Drug Abuse (M-F, 8:30 a.m.-4:30 p.m.) 1-800-662-HELP
- ☒ National Alcohol & Drug Abuse Hotline 1-800-234-0420
- ☒ Cocaine Helpline 1-800-COCAINE
- ☒ Reach-Out Hotline 1-800-448-3000 (alcohol, drug-crisis, intervention, mental health referral)

- ☒ National Domestic Violence Hotline 1-800-799-SAFE
- ☒ National Sexual Assault Hotline 1-800-656-HOPE
- ☒ National Women's Health Information Center 1-800-994-9662 (www.womenshealth.gov)
- ☒ Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse 1-202-357-6206
- ☒ National Suicide Prevention Lifeline 1-800-273-8255 (24 hours/day)

Sexual Misconduct, Harassment and Discrimination Policy

Ea La Mar's defines sexual misconduct as a range of non-consensual sexual activity or unwelcome behavior of a sexual nature. Sexual misconduct, as defined by the policy includes dating and domestic violence, sexual assault and stalking, the four Clery Act Violence Against Women Act (VAWA) offenses. This policy applies to all Ea La Mar's employees, students, including visitors and applicants for employment. It applies to conduct regardless of where it occurs, including off-campus property, if it potentially affects the complainant's education or employment with Ea La Mar's. It also applies regardless of the gender, gender identity or sexual orientation of the complainant or the respondent whether the complaint was made by or against a third party, or whether the complaint was made verbally or in writing. Individuals who engage in sexual

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misconduct may not only be subject to the criminal justice system but will be subject to disciplinary action at Ea La Mar's. Ea La Mar's will take prompt disciplinary action against any individuals on its campus who violate this policy.

[VAWA – Violence Against Women Act Reauthorization](#)

On March 7th, 2013, President Obama signed the Reauthorization of the Violence Against Women Act of 2013 (VAWA) (Pub.Law 113-4), which amended section 485(f) of the HEA also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions of higher education to comply with certain campus safety and security-related requirements as a condition of their participation in the Title IV, HEA programs. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports. Final regulations were put in effect as of July 1, 2015. Ea La Mar's will not tolerate domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to dismissal from school, disciplinary action (suspension), and/or criminal proceedings. The Jeanne Clery Act was amended by VAWA to require institutions to compile statistics for certain crimes that are reported to campus security authorities or local police agencies, including incidents of sexual assault, domestic violence, dating violence, and stalking.

[Discrimination](#)

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

[Reporting Sexual Misconduct](#)

Ea La Mar's strongly encourages any person who wishes to make a complaint under this policy to bring that complaint to Nicole Hall. However, a student may also bring such a complaint to a different staff member, or educator with whom he or she is comfortable. Likewise, an employee may bring such a complaint to their immediate supervisor. In each case, the complainant should understand that the complaint will be forwarded to the Title IX Coordinator. Students and/or employees who are found to be participating in any form of sexual harassment will be subject to disciplinary action, including but not limited to suspension or dismissal from school or employment. Every Responsible Person is required to immediately report to the Title IX Coordinator any incidents of sexual misconduct and other inappropriate conduct of a sexual nature that come to their attention.

[Victim Confidentiality](#)

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

Under federal law, Responsible Employees who receive a report of *sexual misconduct*, whether from the individual involved or a third party, must share that information with the Title IX Coordinator who may need to act to maintain campus safety, to determine whether to investigate further and for inclusion in the Annual Security Report. Ea La Mar's School is obligated by law to act to eliminate sexual misconduct, prevent its recurrence and address its effects. An investigation under Title IX must be initiated if Ea La Mar's School has enough information to reasonably determine key facts, e.g., time, date, location

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and names of parties involved in a complaint. Individuals wishing to remain anonymous can file a complaint in any manner, including by telephone or written communication with the Title IX Coordinator. However, electing to remain anonymous may greatly limit

the school's ability to stop the sexual misconduct, collect evidence, or take effective action against individuals or organizations accused of violating its policies. Ea La Mar's School will protect the confidentiality of victims of domestic violence, dating violence, sexual assault, and/or stalking. Victims of domestic violence, dating violence, sexual assault, and/or stalking will not be retaliated against and will receive written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services, both on campus and in the community. Victims of domestic violence,

dating violence, sexual assault, and/or stalking will also receive written notification about options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested by the victim and if such accommodations are reasonably available

Sexual Assault Information (Aid to Victims of Sexual Violence)

Victims of sexual assault, rape, stalking or dating violence are asked to immediately report the assault or incident to the police by calling 911 on or off campus. Any victim will be assisted by Nicole Hall or a staff member in notifying law enforcement if the victim so chooses; however, the victim may decline to notify such authorities. Police cannot investigate the incident as a crime unless a report is filed. Time is a critical factor for evidence collection and preservation which may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. Reporting a crime to the police or to a school official does not necessarily obligate a student to follow through with criminal prosecution. Filing a police report:

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

The Ea La Mar's School Director or any school employee will assist victims in obtaining medical assistance. Victims are advised to:

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

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

DISCIPLINARY ACTION AND SANCTIONS

On-campus disciplinary procedures against students will be in accordance with Ea La Mar's published Student Conduct Policy. Ea La Mar's School applies procedures that provide swift, fair, and impartial investigation and resolution in incidents involving domestic violence, dating violence, sexual assault, and stalking. These procedures are carried out by Nicole Hall who receives annual training. Ea La

During Ea La Mar's School's investigation of sexual assault allegations, both the accused and the accuser have the same opportunity to have an advisor of their choice present during disciplinary proceedings and any related meetings or proceedings; the role of the advisor is to support the student and they may not interact with any others present. The accused/accuser may choose their advisor; however, the role is limited. The school does not need to wait for the outcome of the outside criminal investigation or legal proceedings to follow its internal disciplinary procedures or make a final determination on the outcome of a complaint. The complainant and the respondent shall be informed concurrently in writing of the result of any disciplinary proceeding that arises from an allegation of domestic violence, dating violence,

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

Record Keeping

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

INFORMATION REGARDING REGISTERED SEX OFFENDERS

Pursuant to the ["Campus Sex Crimes Prevention Act of 2000"](#), all states that register sex offenders are required to develop procedures whereby institutions of higher education in that state can obtain information concerning registered sex offenders such as where the person is employed, carries on a vocation, or is a student. Beginning in October 2002, the registration information is to be made available to law enforcement agencies with jurisdiction where the institutions of higher education are located. Information regarding registered sex offenders is located at:

Missouri State Highway Patrol

1-888-SOR-MSHP (767-6474)

[Missouri Sex Offender Registry](#)

<http://www.msdp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SOR.html>

On-campus computer labs with internet access are available for you to view the above website in the core 1 room from:

Tues- Friday: 8:00 a.m. to 3:30 p.m.

Saturday: 8:00 a.m. to 4:45 p.m.

Sunday/Monday: Closed

The Annual Security Report

Ea La Mar's School publishes its Annual Security Report to keep current and prospective students and employees and prospective students and employees informed regarding campus crime and Ea La Mar's School's safety and security related policies and procedures.

[Clery Crimes](#)

As an institution that receives Title IV, Ea La Mar's School must report to the Department of Education (the "Department") and disclose in its annual security report statistics for the three most recent calendar years concerning the number of each of the following crimes that occurred on or within its Clery geography and that are reported to local police agencies or to a campus security authority:

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Primary crimes, including -

o Criminal homicide:

- Murder and non-negligent manslaughter; and
- Negligent manslaughter

Sex offenses:

- Rape;
- Fondling;
- Incest; and
- Statutory rape

- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

Arrests and referrals for disciplinary actions, including -

- Arrests for liquor law violations, drug law violations, and illegal weapons possession
- Persons not arrested for one of those offenses but who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession

Hate crimes, including -

- The number of each type of crime listed in "primary crimes" of this section that are determined to be hate crimes
- The number of the following crimes that are determined to be hate crimes:
 - Larceny-theft
 - Simple assault
 - Intimidation
 - Destruction/damage/vandalism of property

Dating violence, domestic violence, and stalking

Clery Geography

For the purposes of collecting statistics on the crimes listed in the section above for submission to the Department and inclusion in Ea La Mar's School's annual security report, Clery geography includes -

- Buildings and property that are part of the institution's campus;
- The institution's non-campus buildings and property; and
- Public property within or immediately adjacent to and accessible from the campus

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

Crime Log

Ea La Mar's School does not have a security department and, therefore, is not required to maintain a daily crime log.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

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The institution will use its Emergency Notification System to notify the Campus Community of any immediate threat to the Campus Community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. Students and employees will receive text messages, emails and/or Cell Phone contacts with information relative to the threat and the action to be taken by the Campus Community.

The institution will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

CONFIRMATION OF THE TYPE OF EMERGENCY/DANGEROUS SITUATION

This will be through the School Director's office. The Director will confirm the type of emergency and will determine what emergency response agency will be notified. All emergencies are deemed reportable immediately to any member of the staff and faculty. Upon such notification, those receiving the report are directed to report to the school Director and/or the Administrator. Notification to Campus management does not preclude notification to all emergency authorities by any member of the Campus Community.

School Director: Nicole Hall

Administrator: Tonya Frederick

Action Plans for Specific Emergencies

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

MEDICAL EMERGENCIES

When calling 911, tell the dispatcher:

- ✓ Type of injury or illness of the victim
- ✓ Victim's status (conscious, breathing, or bleeding)
- ✓ Age of victim
- ✓ Check the scene for danger or hazards like exposed electrical wire, broken glass, or chemicals before providing aid
- ✓ DO NOT attempt -- or give ANY medical advice unless properly trained
- ✓ DO NOT move the victim unless he/she is in immediate danger
- ✓ DO NOT jeopardize your health or the health of the victim
- ✓ Remember to use personal protective equipment such as gloves and airway devices
- ✓ For privacy and emergency team accessibility, anyone not directly involved in the situation should stay out of the immediate area
- ✓ Always notify official in charge

Heart Attack

- ✓ Check to see if the victim's airway is open, if he/she is breathing and if he/she has a heart beat
- ✓ Call 911 and state your location – stay on the phone until released by the dispatcher

Burns

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

Bleeding

- ✓ Use gloves or other personal protective gear

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

Suicidal Threats/Attempts

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

WEATHER EMERGENCIES

Severe Storms

- ✓ Severe storm **watch**: issued by the National Weather Service when severe weather conditions are possible in the area
- ✓ Severe storm **warning**: issued by the National Weather Service when severe weather has been sighted in the area
- ✓ Monitor local radio stations for announcements

Flooding

- ✓ Flooding can occur due to major rainstorms, water main breaks and other situations.
- ✓ If you can do so safely, secure vital equipment, records and hazardous materials
- ✓ Shut off non-essential electrical equipment
- ✓ Do not walk or drive through flooded areas
- ✓ Call 911 and state your location, exactly where the flooding is located and if there are any injuries
- ✓ Stay on the phone until released by the dispatcher
- ✓ Notify official in charge
- ✓ Move all personnel to a safe area, away from the affected area/building
- ✓ Move to a clear area at least 500 feet away from the building
- ✓ Keep streets, fire lanes, fire hydrants and all walkways clear for emergency personnel
- ✓ Wait for instructions from emergency personnel or staff
- ✓ Do not re-enter the building until you are directed to do so by emergency personnel

Extreme Heat

- ✓ If possible, avoid strenuous activities
- ✓ Stay indoors and limit exposure to the sun
- ✓ If outside, apply sun screen uniformly to cover all exposed areas 15 minutes before exposure
- ✓ Drink plenty of water
- ✓ Stay in a building's lowest level, out of the sun if air conditioning is not available
- ✓ Eat well balanced meals, avoid excessive salt
- ✓ Dress in loose-fitting, light weight and light-colored clothes that cover as much as your body as possible
- ✓ Protect face and head by wearing a hat
- ✓ NEVER leave children or pets in closed vehicles
- ✓ Schedule outdoor events for a cooler time of the day
- ✓ Call 911 if a victim is experiencing:
 - Heavy sweating Paleness Muscle cramps Tiredness
 - Dizziness Headache Nausea Weakness
 - Vomiting Fainting
 - State your location – stay on the phone until released by the dispatcher

Winter Weather

- ✓ Look to Ea La Mar's website, local TV stations for class delays or school closing
- ✓ Check phone for closing notification
- ✓ Stay clear of drooping or sagging power lines
- ✓ avoid areas with many trees; snow & ice may cause limbs to fall
- ✓ Stay inside if possible
- ✓ Use extreme caution when walking or driving outside
- ✓ If you must travel:
 - Travel during the day light
 - Stay on main roads
 - Carry emergency supplies and kits
 - Dress warm to prevent frostbite or hypothermia

EMERGENCIES RELATED TO THE FACILITY

Fire

- ✓ Activate the nearest fire alarm pull station
- ✓ Call 911 and state your location, exactly where the fire is located, and if there are any injuries
- ✓ Stay on the phone until released by the dispatcher
- ✓ Notify official in charge
- ✓ Warn others to evacuate and help those needing assistance in the immediate area
- ✓ Contain the fire by closing windows and doors (do not lock) as you leave
- ✓ Do not open doors that are hot to the touch
- ✓ Open cool doors slowly to ensure smoke is not blocking your route
- ✓ Be prepared to crawl, if necessary
- ✓ Go to the nearest exit in the building
- ✓ Move to a clear area at least 500 feet away from the building
- ✓ Keep streets, fire lanes, fire hydrants and all walkways clear for emergency personnel
- ✓ Do not re-enter the building until you are directed to do so by emergency personnel

How to Use a Fire Extinguisher

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

If you CATCH ON FIRE

- DO NOT run
- STOP, DROP, and ROLL

If caught in smoke

- Drop to hands and knees; crawl towards the exit
- Stay low
- Breathe shallowly through your nose; use a shirt or towel as a filter
- Hold your breath as much as possible

If forced to advance through flames

- Hold your breath
- Move quickly

- Cover your head and hair

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- Keep your head down and your eyes closed
- **If you are trapped and cannot evacuate**
- Close any doors between you and the fire
- Wedge towels or other cloth materials along the bottom of the door to keep smoke out
- If you need air, break a window only as a last resort
- Hang a towel or cloth material from the window as a signal you are trapped
- If someone is disabled and cannot use the stairs, get into the stairwell landing, closing doors behind
- Notify emergency personnel of your exact location

Active Shooter

- ✓ If possible, exit the building immediately
- ✓ Call 911 and state your location – stay on the phone until released by the dispatcher
- ✓ Provide the number of suspects
- ✓ Give subjects' physical description
- ✓ Subjects' location or direction of travel
- ✓ Weapon information
- ✓ Number of victims and type of injuries
- ✓ If you cannot speak, leave the line open to allow dispatcher to hear what is going on
- ✓ Notify official in charge
- ✓ If you cannot exit, get out of the area immediately
- ✓ Get behind closed doors in a locked or barricaded room
- ✓ Turn phone on silent or off to eliminate pinpointing your location
- ✓ Stay away from windows
- ✓ Look for alternate escape routes
- ✓ Never move in a straight line, a zig-zag pattern make a more difficult target
- ✓ Position yourself for the element of surprise, if the shooter enters
- ✓ Remain calm Follow all directions given to you by emergency personnel
- ✓ When exiting the building, keep your hands raised in front of you so that responding police see that
- ✓ you are not the shooter
- ✓ Move to a clear area at least 500 feet away from the building
- ✓ Keep streets, fire lanes, fire hydrants and all walkways clear for emergency personnel
- ✓ Do not attempt to confront the shooter, unless as a last resort
- ✓ Taking out the shooter is a serious decision ONLY YOU can make
- ✓ Maintain a survival mindset
- ✓ Identify improvised weapons
- ✓ Throw items at the shooters face to cause distraction and disrupt his aim
- ✓ Attack in a group creating multiple points of opposition
- ✓ Swarm the shooter and control his extremities and head
- ✓ Pin him to the ground
- ✓ Continue to fight until you are certain he is no longer a threat
- ✓ Move weapons away from the shooter. DO NOT pick them up

Law enforcement's #1 priority is to CONTAIN & NEUTRALIZE the shooter

- ✓ Responding officers are trained to proceed directly to the shooter
- ✓ If you encounter police, keep your hands visible and follow commands given
- ✓ You may be told to get on the ground
- ✓ You may be restrained

Building Evacuations

- ✓ Know all the evacuation routes of the building
- ✓ Take personal belongings and weather appropriate clothing

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- ✓ If time permits, secure any hazardous material or functioning equipment prior to leaving
- ✓ Proceed in an orderly fashion to the nearest exit for the building
- ✓ Move to a clear area at least 500 feet away from the building and proceed to a designated evacuation area
- ✓ Keep streets, fire lanes, fire hydrants and all walkways clear for emergency personnel
- ✓ Take inventory of all personnel evacuated from the building
- ✓ Report missing persons (and last known locations) to emergency personnel
- ✓ Do not re-enter the building until you are directed to do so by emergency personnel
- ✓ Notify official in charge
- ✓ Secure all doors
- ✓ Call 911 and state your location – stay on the phone until released by the dispatcher

Bomb Threat

- ✓ Remain calm on the phone with the caller
- ✓ Get as much information as possible from the caller
- ✓ Take notes about the caller, such as, demeanor, tone of voice, location and time of detonation
- ✓ If a written threat-do not touch or move anything
- ✓ Preserve the scene for officials
- ✓ Notify official in charge
- ✓ Call 911 and state your location – stay on the phone until released by the dispatcher
- ✓ Search public areas for any suspicious packages or objects
- ✓ If found: Do not touch
- ✓ Evacuate area
- ✓ Notify bomb squad upon arrival

Power Outage

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

Suspicious Activity

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

Suspicious Packages

- ✓ Do not touch, open or disturb the package or object
- ✓ Leave the package on a desk or in an area where it can be monitored and left undisturbed
- ✓ Notify official in charge
- ✓ Look for misspelled words, no return address, excessive postage, foreign country origination, poorly typed/written, protruding wires, oddly shaped, rigidity or bulkiness, strange odors, wrong title with name, or addressed to title only, stains and excessive taping or string
- ✓ Do not use any wireless devices within 500 feet of the package or object

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- ✓ Call 911 and state your location – stay on the phone until released by the dispatcher
- ✓ Notify official in charge and be prepared to evacuate
- ✓ Meet with officers immediately upon arrival

Vapors, Fumes and Gas Leaks

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

Hazardous Materials

- ✓ For a hazardous material spill, incident or release for which assistance is required
- ✓ Do not handle the material
- ✓ Do not clean the material
- ✓ If indoors, close the doors in order to isolate the area and move to a safe location
- ✓ Turn off the HVAC
- ✓ Call 911 and state your location – stay on the phone until released by the dispatcher
- ✓ Provide as much information as possible to the dispatcher, including the name and quantity of the material, the specific room number, whether any one is injured or exposed to the material
- ✓ Notify official in charge
- ✓ Do not leave the safe area you are calling from as you may need to be decontaminated

If contaminated with wet chemicals

- ✓ Flush with water and soap; do not rub the chemical into your skin
- ✓ *If contaminated with dry chemicals*
- ✓ Using gloves, brush from skin
- ✓ Remove all contaminated clothing
- ✓ Once chemical is removed, flush skin with cool water

Emergency Response and Evacuation

All members of the Ea La Mar's School community are encouraged to notify the Responsible Persons at their campus of any situation that could potentially create an immediate threat to the health or safety of the Ea La Mar's School community. These situations could include, but are not limited to: an active shooter on/near campus; a hostage/barricade situation; bomb threat; building evacuation; civil disturbance; a tornado; a fire/explosion; significant flooding; a gas leak; and hazardous material spills. Students, employees and clients, if present, will be directed on how to proceed based on the immediate emergency. Staff understand the importance of remaining calm, avoiding smoking in the immediate area of the emergency, alerting Nicole Hall and NOT speaking to the media.

Preparedness

The leadership team at each Ea La Mar's School campus has been provided with preparedness training and tools, including the following:

- Know all of the exits closest to you in both buildings
- Plan escape routes
- Make note of potential furniture or areas that might provide cover
- Be aware of things that may be used as defensive weapons of opportunity
- Know where and how many fire extinguishers are on your floor
- Know who is trained in first aid or CPR
- Understand your roles and responsibilities during an incident
- Be aware of anyone with disabilities in your immediate area
- Be sure students/employees under your supervision are aware of emergency procedures and discuss at the beginning of each class start

- Maintain an Emergency Preparedness Kit containing:

- operational battery/dynamo wind up weather/AMFMradio
- first aid kit
- operational battery/dynamo flashlight or lantern
- whistle
- sanitizing wipes
- disposable gloves
- disposable masks
- tissues

Emergency Response and Evacuation

- **Seek Shelter**

- In the event the emergency requires persons within the school to seek shelter, everyone should proceed calmly to the school's designated shelter area. Everyone must remain in the shelter area until released to leave by Administrator in charge. Ea La Mar's School periodically conducts evacuation and shelter drills to test emergency response and evacuation readiness.
- An event may require persons within the school to shelter-in-place. Follow instructions and remain in your location until you are released by the Administrator in charge.

- **Safety Drills**

- Annual Safety Drills are conducted every year at every campus on or around October

CRIME STATISTICS

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. Ea La Mar's compiles the crime statistics annually by gathering all reported data and prepares the report for the employees and students. The report consists of the three most recently completed calendar years statistics. Moreover, local police agencies are contacted by the school Director to maintain a working relationship and formulate statistics for the annual crime statistics report. Set forth in the first box below are statistics available to the Institution concerning the occurrence on the Institution's campus which were reported to the Kansas City Police Dept. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on the Institution's campus, non-campus buildings and property, and public property. Finally, in the third box arrests and "referrals for campus disciplinary action" for liquor law violations, drug law violations, and illegal weapons possession are listed. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Ea La Mar's Cosmetology & Barber College Statistics

		Ea La Mar's Cosmetology & Barber College/1510 Prospect, KCMO 64127					
		On-Campus			Public Property		
Clergy or VAWA Criminal Offenses	Location & Year	2020	2021	2022	2020	2021	2022
	Murder/Non-negligent Manslaughter	0	0	0	0	0	0
	Negligent Manslaughter	0	0	0	0	0	0
	Rape	0	0	0	0	0	0
	Fondling	0	0	0	0	0	0
	Incest	0	0	0	0	0	0
	Statutory Rape	0	0	0	0	0	0
	Robbery	0	0	0	0	0	0
	Aggravated Assault	0	0	0	0	0	0
	Burglary	0	0	0	0	0	0
	Motor Vehicle Theft	0	0	0	0	0	0
	Arson	0	0	0	0	0	0
	Domestic Violence	0	0	0	0	0	0
	Dating Violence	0	0	0	0	0	0
	Stalking	0	0	0	0	0	0
Arrests & Referrals	Drug Law Violation	0	0	0	0	0	0
	Liquor Law Violation	0	0	0	0	0	0
	Illegal Weapons Possession	0	0	0	0	0	0
Hate Crimes	Murder/Non-negligent Manslaughter						
	Rape						
	Fondling						
	Incest						
	Statutory Rape						
	Robbery						
	Aggravated Assault				There were no reported Hate Crimes for 2020, 2021 and 2022 reporting period. Any Hate Crime based on the following bias would be included: Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability or Ethnicity/National Origin.		
	Burglary						
	Motor Vehicle Theft						
	Arson						
	Simple Assault						
	Larceny - Theft						
Other	Intimidation						
	Destruction/Damage/Vandalism of Property						
Total Unfounded Crimes		0	0	0	0	0	0

Crimes statistics are compiled using definitions in the Summary Reporting System
 Crime statistics for fondling, incest and statutory rape using definition the National Incident-Based Reporting System ("NIBRS") User Manual

All Students and Employees

POLICY TITLE **Sexual Harassment, Sexual Misconduct and Discrimination on the Basis of Sex – Title IX**
EFFECTIVE DATE **05/2016**
NEW / REVISED **09/2024**

Ea La Mar's School is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in education programs or activities, Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct, as defined later in this policy (see Definitions and Examples), will not be tolerated and will be subject to disciplinary action. Any student or employee of Ea La Mar's School will promptly be disciplined if found in violation of this policy. To ensure that students, employees and third parties with questions concerning this policy or those who wish to make a complaint of an alleged violation of this policy, a designated Title IX Coordinator has been appointed. In addition, Responsible Persons are employed at this location to assist with implementing and enforcing Title IX. Responsible Persons are school employees who have the duty to report incidents of sexual misconduct to the Title IX Coordinator or an employee whom an has this authority. When an investigation is deemed necessary, the Title IX Coordinator and Persons act as investigators.

Title IX Coordinator

Nicole Hall
Ea La Mar's Cosmetology & Barber College
1510 Prospect Ave.
Kansas City MO 64127
816-241-4325
Ealamars1@sbcglobal.net

This policy applies to all Ea La Mar's School employees, students and other individuals within the school's control, including visitors and applicants for admission or employment; regardless of gender, gender identity or sexual orientation of those involved. This policy applies to conduct regardless of where it occurs, including off-campus property, if the conduct potentially affects the complainant's employment or education with Ea La Mar's School or potentially affects the school. Complaints may be made verbally or in writing. Although not required, Ea La Mar's encourages each complainant to put his or her complaint in writing, providing a detailed description of the alleged events that are the basis for the complaint and a list of witnesses to the events.

Persons found to be in violation of this policy will be subject to disciplinary action, which may include, but is not limited to, verbal or written warnings, suspension, or termination from Ea La Mar's. This policy is supplemental to Ea La Mar's School's policies generally prohibiting illegal discrimination and harassment against students and employees, including on the basis of sex, and includes certain additional safeguards and requirements pursuant to Title IX, as fully described below.

Filing a Complaint:

Any student, employee or other person who believes that he or she has been subjected to any form of sex discrimination, sexual harassment, or sexual assault in violation of this policy should make a complaint. Ea La Mar's School takes all such complaints seriously. Criminal complaints and policy violations may be submitted simultaneously.

Ea La Mar's School strongly encourages any person who wishes to make a complaint under this policy to bring that complaint to the Responsible Persons at their campus (Campus Security Authorities and/or the Ea La Mar's School Title IX Coordinator). However, a student may also bring such a complaint to a staff administrator, or educator with whom he or she is comfortable. Likewise, an employee may bring such a complaint to their immediate supervisor, another manager, or employee relations. Complaints may be made in writing using Title IX Complaint Form. In each case, the complainant should understand that the complaint will be forwarded to the Title IX Coordinator.

Employee Responsibility:

At times, Ea La Mar's School employees may have knowledge of conduct (by witnessing it or, alternatively, by hearing a second-hand report about the conduct) that may constitute a violation of this policy. Should this occur:

- When the witnessed or reported conduct is perpetrated against a student, any supervisory employee, staff administrator, or educator who possesses that knowledge is expected to immediately report the matter to their supervisor and the Title IX Coordinator, even if the individual making a report requests that no action be taken; and
- When the witnessed or reported conduct is perpetrated against an employee, any supervisory employee who possesses that knowledge is expected to immediately report the matter to their supervisor and the Title IX Coordinator, even if the individual making a report requests that no action be taken

Employees who fail to meet this reporting expectation will be subject to disciplinary action, up to and including termination.

Confidentiality & Title IX Complaints:

Ea La Mar's School seeks to handle each complaint and investigation with professionalism and discretion. A fair and effective investigation often requires that the details of the complaint and/or the identity of the complainant be shared with those individuals involved in and/or interviewed in the investigation. Such individuals will, however, are expected to maintain the confidentiality of the matter to the extent possible.

Before beginning an investigation, Ea La Mar's will seek the consent of the complainant to (i) proceed with the investigation and (ii) identify him or her in connection with the complaint. If the complainant requests that no investigation occur or that his or her name not be disclosed, Ea La Mar's will:

- Weigh the request(s) against its broader responsibility to provide an environment free from sex discrimination, sexual harassment, and sexual assault for all, considering the totality of the circumstances, the seriousness of the alleged harassment, whether there have been other harassment complaints about the same individual, etc.
- Inform the complainant whether it can comply with the request(s), as applicable.
 - If the request(s) are not granted, conduct the investigation.
 - If the request(s) are granted, consider whether there are other steps that may be taken in lieu of investigation and/or identification of the complainant.

Resources:

If you experience any form of sexual, domestic, or dating violence, you are encouraged to seek immediate medical care. Also, preserving DNA evidence can be key to identifying the perpetrator in a sexual violence case. Victims can undergo a medical exam to preserve physical evidence with or without police involvement. If possible, this should be done immediately. If an immediate medical exam is not possible, individuals who have experienced a sexual assault may have a Sexual Assault Forensic Exam (SAFE) performed by a Sexual Assault Nurse Examiner (SANE) within four (4) days of the incident. With the examinee's consent, the physical evidence collected during this medical exam can be used in a criminal investigation; however, a person may undergo a SAFE even without contacting, or intending to contact, the police. To undergo a SAFE, go directly to the nearest hospital that provides SAFE services. Local providers of SAFE services can be found by calling (800) 656-4673. Individuals may be prescribed medication by their health provider to prevent sexually transmitted infections and/or pregnancy even if a SAFE is not performed or the police are not contacted. For more information about the SAFE, see [SAFE](#). The cost of the forensic portion of the exam is covered by the law enforcement agency that is investigating the assault or, in cases where a report will not be made to the police, the Missouri Department of Public Safety. This does not include fees related to medical treatment that are not a part of the SAFE. Medical care can be provided at a local emergency room or by a private physician.

If an individual experienced or witnessed sexual misconduct, Ea La Mar's School encourages the individual to make a report to the police as described above in this policy, even if time has passed since the misconduct occurred. The police may, in turn, share your report with the Title IX Coordinator. Reporting sexual misconduct to law enforcement does not mean the case will automatically go to criminal trial or lead to a disciplinary hearing. When appropriate, the police may be able to assist the individual with a ride to the hospital or with obtaining other resources and services. If an individual qualifies, the police will also be able to assist with applying for a Protective Order through the appropriate district or county attorney. A Protective Order is a civil court order issued to prevent further acts of family violence, sexual assault, or stalking. Members of the Ea La Mar's School community who have Protective Orders are strongly encouraged to provide copies of their orders to Campus Security Authorities.

Investigations

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Ea La Mar's School will undertake a prompt and thorough investigation, where appropriate. Except in extraordinary circumstances, Ea La Mar's School seeks to conclude each such investigation within 30 calendar days. The investigation process generally occurs in three stages:

- Stage 1: Intake of the complaint by the Title IX Coordinator, including determination of whether an investigation may proceed and the identification of the issues to be determined based on the allegations of the complaint
 - Both parties will receive written notice of the allegations, an equal opportunity to select an adviser of the party's choice (who may be, but does not need to be, an attorney) and an equal opportunity to submit and review evidence throughout the investigation.
- Stage 2: Investigation of the allegations by the investigator(s), including investigatory interviews and review of any additional evidence
 - The privacy of both parties will be protected by requiring a party's written consent before using the party's medical, psychological or similar treatment records during a grievance process.
 - Objective evaluation of all relevant evidence will be conducted, avoiding credibility determinations based on a person's status as a complainant, respondent or witness.
 - Maintaining a presumption of innocence during the grievance process, the school bears the burden of proof and that the standard of evidence is applied correctly.
 - Both parties' voluntary written consent will also be obtained before using any kind of "informal resolution" process, such as mediation or restorative justice, and not use an informal process where an employee allegedly sexually harassed a student.
- Stage 3: Notice of outcome determination including, when applicable, disciplinary action(s) and remedial measure(s)

At no time will complainants inappropriately be asked about prior sexual history.

Ea La Mar's School seeks to conclude stage one (1) within 10 days, stage two (2) within 15 days of completion of stage one; and stage three (3) within five (5) days of completion of stage two. At times, an extension of these timeframes may be necessary and/or appropriate, due to time taken by a complainant to decide whether to provide consent, unavailability of witnesses, complexity or number of allegations under review, or other factors. Ea La Mar's School retains discretion to determine when an extension of the general timelines is warranted based on the totality of the circumstances. Extensions of the timelines, when they occur, will be communicated to the complainant(s).

In this process, the complainant(s) and subject(s) of the complaint may name witnesses and provide other evidence to the investigator(s), as described below. The institution will utilize the preponderance of the evidence standard or the clear and convincing evidence standard and apply it consistently to all formal complaints (whether the respondent is a student or an employee). The steps necessary to thoroughly investigate the complaint will vary, but will often include interviews of the complainant(s), the subject(s) of the complaint, and the identified witnesses, as well as a review of relevant documentation and relevant policies. Where the investigation results in a finding of a violation of this policy, Ea La Mar's School will take immediate steps to end the conduct, prevent its recurrence, and address its effects. Further information concerning the notification of outcomes is provided below.

Outcomes

At the conclusion of the investigation, the investigator(s) will make a finding of whether a violation of this policy has occurred. In making this decision, the investigator(s) will apply the preponderance of the evidence standard to the factual allegations, by determining whether the alleged conduct is more likely than not to have occurred. As to the finding of facts reached under this standard, the investigator(s) will also decide whether those facts constitute a violation of this policy. The investigator(s) will give the complainant(s), subject(s) of the complaint, and Title IX Coordinator (if not already involved in said investigation) written notification of the outcome (specifically, whether or not a violation of the Title IX policy was found to have occurred). In the event a violation was found to have occurred, Ea La Mar's School will impose disciplinary action and, if appropriate, implement other remedial measures. Such other remedial measures for the complainant, where appropriate, will be tailored to the particular circumstance presented and may include, by example, providing opportunities to retake portions of the curriculum and/or quizzes, rubrics or examinations; granting the complainant's request to change campuses or schedule. When implementing corrective actions or other remedial measures, Ea La Mar's School will seek to minimize the burden upon the complainant.

The complainant will generally not be provided information of specific disciplinary action taken against other persons, unless the disciplinary action will directly impact the complainant, such as whether and/or when the subject(s) of the complaint may be present in the school environment.

Student Appeals:

Ea La Mar's Cosmetology & Barber College
1510 Prospect Ave. Kansas City MO, 64127

816-241-4325 *www.ealamarscollege.com * ealamars1@sbcglobal.net

In the event that a student party to a complaint disagrees with the outcome of an investigation under this Title IX policy, the student may seek a review of the outcome by submitting a written appeal statement to:

Nicole Hall
1510 Prospect Ave
Kansas City MO 64127
816-241-4325
Ealamars1@sbcglobal.net

An appeal under this policy must be made within 14 calendar days of receipt of the written notice of the outcome of the investigation. An appeal may be made on one or more of the following grounds only: one (1) an error occurred that, if corrected, may change the outcome of the investigation; or two (2) new information has arisen, that was not available or known to the student at the time of the investigation, which if considered may change the outcome of the investigation. Information that was known or available to the student during the investigation will not be considered.

The Committee will conduct an impartial review of the appeal and will provide the appealing student with a written determination. The Committee seeks to issue its determination on each appeal within 30 calendar days of its receipt of the appeal; however, this timeframe may be longer in certain cases.

Employee parties to a complaint under the Title IX policy do not have a right of appeal.

Anti-Retaliation Policy:

Ea La Mar's School will not retaliate against any person for filing a good-faith complaint or for participating or assisting in good faith in an investigation of alleged sex discrimination, sexual harassment, or sexual assault under this policy. An employee or student who retaliates will be subject to disciplinary action, up to and including termination from Ea La Mar's School.

Any student or employee who feels that he or she has been subject to retaliation in violation of this policy should report the matter immediately to the Title IX Coordinator.

Definitions and Examples:

Coercion - The use of pressure to compel another individual to initiate or continue sexual activity against an individual's will. Coercion can include a wide range of behaviors, including psychological or emotional pressure, physical or emotional threats, intimidation, manipulation, or blackmail that causes the person to engage in unwelcome sexual activity. A person's words or conduct are sufficient to constitute coercion if they eliminate a reasonable person's freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include but are not limited to threatening to "out" someone based on sexual orientation, gender identity, or gender expression; threatening to harm oneself if the other party does not engage in the sexual activity; and threatening to expose someone's prior sexual activity.

Complainant - The student, employee or third party who presents as the victim of any prohibited conduct under this policy, regardless of whether that person makes the report or seeks action under this policy.

Consent - A voluntary, mutually understandable agreement that clearly indicates a willingness to engage in each instance of sexual activity. Consent to one act does not imply consent to another. Past consent does not imply future consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Any expression of an unwillingness to engage in any instance of sexual activity establishes a presumptive lack of consent.

A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be a voluntary, mutually understandable agreement that clearly indicates a willingness to engage in each instance of sexual activity.

Consent is not effective if it results from: (a) the use of physical force, (b) a threat of physical force, (c) intimidation, (d) coercion, (e) incapacitation or (f) any other factor that would eliminate an individual's ability to exercise his or her own free will to choose whether or not to have sexual activity.

Dating Violence – the term "Dating Violence" means violence committed by a person

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship.

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- The type of relationship.
- The frequency of interaction between the persons involved in the relationship.

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

Domestic (Family) Violence– The term “[domestic violence](#)” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, 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.

A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Missouri, 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 state of Missouri.

Hostile Environment– exists when sexual harassment (which is a form of sex-based harassment) is sufficiently severe or pervasive to deny or limit the individual’s ability to participate in or benefit from class/clinic participation or school activities or an employee’s terms and conditions of employment. A hostile environment can be created by anyone involved in the overall school experience (e.g., administrators, employees, students, and visitors).

In determining whether sex-based harassment has created a hostile environment, Ea La Mar’s School considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not adequate, that the conduct was unwelcome to the individual who was harassed. To conclude that conduct created or contributed to a hostile environment, the school must also find that a reasonable person in the individual’s position would have perceived the conduct as undesirable or offensive.

To ultimately determine whether a hostile environment exists for an individual or individuals, Ea La Mar’s School considers a variety of factors related to the severity, persistence, or pervasiveness of the sex-based harassment, including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of the persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and (5) the degree to which the conduct affected an individual’s education or employment.

The more severe the sex-based harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the sex-based harassment is not particularly severe.

Incapacitation– The inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless, either voluntarily or involuntarily, or the individual is unconscious, asleep, or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if they demonstrate that they are unaware at the time of the incident of where they are, how they got there, or why or how they became engaged in a sexual interaction.

The use of alcohol or other drugs can lower inhibitions and create an atmosphere of confusion about whether consent is effectively sought and freely given. If there is any doubt as to the level or extent of one’s own or the other individual’s intoxication or incapacitation, the safest course of action is to forgo or cease any sexual contact.

Being impaired by alcohol or other drugs is not a defense to any violation of this policy.

Intimidation– Unlawfully placing 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.

Other Inappropriate Sexual Conduct – Includes unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature directed towards another individual that does not rise to the level of sexual harassment but is unprofessional, inappropriate for the workplace or campus and is not protected speech. It also includes consensual sexual conduct that is unprofessional and inappropriate for the workplace or campus. Depending on the facts of a complaint, the conduct may not violate this policy but may violate other Ea La Mar’s School policies including but not limited to standards of conduct or professionalism policies.

Quid Pro Quo - An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual’s participation in unwelcome sexual conduct, i.e. “this for that”.

Sexual Assault– The term “sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. An offense that meets the definition of rape, fondling, incest, or statutory rape:

- A. *Rape*: the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- B. *Fondling*: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- C. *Incest*: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- D. *Statutory Rape*: Sexual intercourse with a person who is under the statutory age of consent.

Sexual Exploitation– Conduct where an individual takes non-consensual or abusive sexual advantage of another for their own benefit, or to benefit anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to, engaging in voyeurism; forwarding of pornographic or other sexually inappropriate material by email, text, or other channels to non-consenting students/groups; the intentional removal of a condom or other contraceptive barrier during sexual activity without the consent of a sexual partner; and any activity that goes beyond the boundaries of consent, such as recording of sexual activity, letting others watch consensual sex, or knowingly transmitting a sexually transmitted disease (STD) to another.

Sexual Harassment– Unwelcome conduct of a sexual nature determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity, including but not limited to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's student status, employment, or participation in other school activities; or
- B. Such conduct is sufficiently severe or pervasive that it creates a hostile environment, as defined

above. Sexual harassment is a form of sex discrimination that includes:

- A. Sexual violence, sexual assault, sexual exploitation, stalking, domestic violence, dating violence and quid pro quo as defined herein.
- B. Physical conduct, depending on the totality of the circumstances present and frequency and severity, including but not limited to:
 1. unwelcome intentional touching; or
 2. deliberate physical interference with or restriction of movement.
- C. Verbal conduct not necessary to an argument for or against the substance of any political, religious, philosophical, ideological, or academic idea, including oral, written, or symbolic expression, including but not limited to:
 1. explicit or implicit propositions to engage in sexual activity;
 2. gratuitous comments, jokes, questions, anecdotes or remarks of a sexual nature about clothing or bodies;
 3. gratuitous remarks about sexual activities or speculation about sexual experiences;
 4. persistent, unwanted sexual or romantic attention;
 5. subtle or overt pressure for sexual favors;
 6. exposure to sexually suggestive visual displays such as photographs, graffiti, posters, calendars or other materials; or
 7. deliberate, repeated humiliation or intimidation based upon sex.

Sexual Misconduct – A broad term encompassing a range of non-consensual sexual activity or unwelcome behavior of a sexual nature. The term includes, but is not limited to, sexual assault, sexual exploitation, sexual intimidation, sexual harassment, domestic violence, dating violence, and stalking. The term also includes “other inappropriate sexual conduct,” as defined above. Sexual misconduct can be committed by any person, including strangers or acquaintances.

Sexual Violence – Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. The term includes, but is not limited to, rape, sexual assault, sexual battery, sexual coercion, sexual abuse, and/or indecency with a child.

Stalking – The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

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- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.

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. For the purposes of this definition--

- A. *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- B. *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
- C. *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Role of the Title IX Coordinator

The investigation of complaints under this policy will be overseen by the Title IX Coordinator. The Title IX Coordinator will not conduct investigations, assess credibility of witnesses, or make findings as to whether a violation of this policy has occurred. Rather, his or her role will be to ensure that Ea La Mar's School's Title IX policies and procedures are followed, in part by (i) seeking the complainant's consent to investigate and disclose his or her name in connection with the complaint; (ii) guiding the investigator(s) in order to facilitate and support their compliance with this policy; and (iii) ensuring that the outcome of each such complaint is appropriately communicated. More specifically, the Title IX Coordinator will:

- Consider the complainant's wishes regarding supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain the process for filing a formal complaint.
- Be available to intake both reports and formal complaints and to coordinate effective implementation of supportive measures.
- Upon receiving a complaint of sex discrimination, sexual harassment or sexual assault, seek the consent of the complainant to conduct the investigation and disclose his or her identity in connection with the complaint.
- In the event that a complainant requests that an investigation not be conducted, or that his or her identity not be revealed, communicate the determination on this request to the complainant and direct additional actions as appropriate.
- Recommend any interim protections or other measures to be taken during the course of the investigation, before any findings are determined. Interim measures will be taken within the context of Ea La Mar's School policies and might include placing a student or students on an absence for investigation, placing an employee on administrative leave, limiting contact between the parties, or other measures.
- When an investigation may proceed, designate the appropriate investigator(s) to carry out a prompt and impartial investigation.
- Review the procedural requirements for the investigation with the investigator(s), including without limitation that: (i) the complainant(s) and subject(s) of the complaint are provided equal opportunity to provide evidence and to identify witnesses; and (ii) that Ea La Mar's School maintain the complaint and investigation confidential to the extent possible.
- Review the investigation documentation to determine whether the investigation, before it is closed, has been sufficient. Where additional steps are merited, the Title IX Coordinator will define those additional steps to be taken by the investigator(s) prior to concluding the investigation.

Additionally, the Title IX Coordinator will document all reports and complaints of sex discrimination, sexual harassment, and sexual assault and establish a protocol for keeping records related to such incidents.

All Title IX personnel receive training on the definition of sexual harassment, the scope of the institution's education program or activity, how to investigate and grievance process and how to serve impartially. Decision-makers and investigators also receive training. At no time will the decision-maker be the same person as the investigator or the Title IX coordinator. Additionally, Ea La Mar's School will avoid any potential conflicts of interest or bias relating to Title IX personnel (Title IX coordinators, investigators, decision-makers and people who facilitate any informal resolution process).

Live Hearings

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Ea La Mar's School will provide a live hearing with real-time cross-examination. The live hearings are conducted by a decision-maker who is not the Title IX coordinator or the investigator. The hearings may be conducted in-person or virtually at the institution's discretion, and conducted in a manner considering factors such as preventing further trauma, accessibility for witnesses/parties, respecting court restraining orders, ameliorating administrative burdens, etc. If requested by a party, the institution must hold the live hearing in separate rooms utilizing technology to permit real-time audio and visual interactions with each other, the decision-maker, and the witness. Parties are to be represented by advisers, who will ask questions of witnesses on behalf of the party—attorneys are permitted to serve as advisers, but advisers are not required to be attorneys. Parties are not permitted to cross-examine witnesses or other parties.

All questions must be relevant. The decision-maker must determine whether each question is relevant before a witness responds and explain to the party's adviser asking questions any decision to exclude irrelevant questions. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

The decision-maker cannot draw an inference about responsibility based on a party's or witness's absence from the live hearing. Similarly, a decision-maker cannot rely on statements by a party or witness who will not submit to cross-examination at the hearing. Hearsay statements are also not permitted.

Regardless of the level of formality, the institution must maintain records documenting every Title IX investigation and determination.

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