

## **SOHO Academy Sexual Assault Policy on Prevention & Awareness**

SOHO Hair Academy prohibits sex discrimination and sexual misconduct. We are committed to addressing sexual misconduct as described on the following pages. The following policies apply to all students and employees regardless of sexual orientation or gender identity. The policies apply to sexual discrimination, sexual violence and sexual harassment in all programs in SOHO Hair Academy.

### Reporting and Confidentially Disclosing Sexual Violence: Know the Options

SOHO Academy encourages victims of sexual violence to talk to somebody about what happened so victims can get the support they need, and so the college can respond appropriately. Confidentiality is a common concern among those who bring potential violations to our attention.

**Reporting to Responsible Employees:** When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the college to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A Responsible Employee must report to the Title IX Coordinator all relevant details about the alleged sexual assault shared by the victim and that the college will need to determine what happened, including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including time, date and specific location of the alleged incident.

*Responsible Employees include all staff of SOHO Hair Academy.*

Before revealing any information to a responsible employee, understand that they have an obligation to report it to the school Title IX Coordinator.

If the student/victim wants to maintain confidentiality, this is a confidential resource:  
Phoenix House -Violence Sexual Assault Crisis Line, 712-328-0266 or 1-888-612-0266.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the college's response to the report. A responsible employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

If the victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation be conducted or disciplinary action be taken, the college must weigh that request against the college's obligation to provide a safe, non-discriminatory environment for all students, including the victim. Although rare, there are times when the college may not be able to honor the victim's request in order to provide a safe, non-discriminatory environment for all students.

SOHO Academy has designated the following individual to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence:

Courtney Holiday / Title IX Coordinator

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, Courtney Holiday, Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as,
  - whether there have been other sexual violence complaints about the same alleged perpetrator.
  - whether the alleged perpetrator threatened further sexual violence for other violence against the victim, or others.
  - whether the sexual violence was committed by multiple perpetrators.
- whether the sexual violence was perpetrated with a weapon;
- whether the victim is a minor;
- whether the college possesses other means to obtain relevant evidence of the sexual violence (e.g., security camera or personnel, physical evidence).
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

If the SOHO Academy determines that it cannot maintain a victim's confidentiality, the college will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the college's response. Retaliation against the victim, whether by students or employees, will not be tolerated.

## **A STATEMENT OF CURRENT POLICIES CONCERNING THE SEXUAL ASSAULT PREVENTION PROGRAM AND THE PROCEDURES THAT ARE FOLLOWED**

The Campus Sexual Violence Act of 2013 requires schools to educate students, staff, and faculty on the prevention of rape, acquaintance rape, domestic violence, dating violence, and stalking. As a part of SOHO Hair Academy compliance with the Act requirements for prevention and awareness programs that address the specified areas above, the institution has several relevant brochures available in the office.

The CSA/ Title IX Coordinator is Courtney Holiday.

These brochures are from nationally recognized organizations and include awareness and prevention information. Additionally, SOHO Academy has a crime prevention program that includes:

- o Using a Buddy System when walking to parked cars at night
- o If an assault occurs, notify the CSA or School President immediately
- o Do not disturb the crime scene
- o Notify local law enforcement officials
- o Offer a referral to appropriate entities that provide counseling for the victim
- o Change academic schedule, if the victim requests, to the extent of the school's ability and purview
- o Disciplinary actions include dismissal from the school

As a part of the effort to provide an environment conducive to the school's mission, the following services relating to sexual assault are provided at SOHO Academy. The school provides education (referenced above) to enhance awareness of sexual assault and conditions that foster this offense on school campuses. The school undertakes efforts to safeguard the rights and interest of the survivor and pursues sanctions against the perpetrator(s) of sexual assault. The school official will, upon request, arrange the transportation to a hospital for treatment and evidence collection; provide notification to the survivor of an off-campus support and counseling service, ([Sexual Abuse Resource www.iowacasa.org/resources](http://www.iowacasa.org/resources)); provide assistance in contacting the appropriate law enforcement agency, as applicable.

SOHO Academy does not tolerate sexual assault against females or males, whether committed by a stranger or by an acquaintance. Conduct prohibited includes sexual harassment, hostile environment caused by sexual harassment, sexual assault (non-consensual sexual conduct and non-consensual intercourse), domestic violence, dating violence, sexual exploitation, stalking, retaliation and intimidation. Definition of consent is voluntary agreement to engage in sexual activity. Someone who is incapacitated cannot consent, and past consent does not imply future consent. Silence or absence of resistance does not imply 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. Coercion, force, or threat of either invalidates consent. Incapacitation includes the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the person from having the capacity to give consent.

The school attempts to protect members of the school community, including visitors, from sexual assaults and offers any student or staff member who survives a sexual assault that occurs within the context of the school our assistance.

Title IX Coordinator receives annual outside VAWA (Violence Against Women Act) training. The Title IX Coordinator delivers annual training regarding reporting sexual violence and sexual misconduct to the Responsible Employees.

### **Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics and the Safe and Drug Free School and Communities Act Policies, Warnings, And Notifications**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is contained in Section 485 of the Higher Education Act, codified at 20 U.S.C. 1092. It requires postsecondary education institutions to keep records and report annually on the nature, date, place of crimes occurring on campus, including hate crimes. It also prescribes a number of security related protocols for emergency response procedures, timely notifications for on campus crime.

For your information, a copy of SOHO Hair Academy's Annual Campus Security Report was given at time of enrollment and October of each year. This report is distributed in compliance with the Clery Act. Also included is a copy of the information relating to SOHO Hair Academy's Drug and Alcohol Prevention.

SOHO Hair Academy's commitment to safety includes:

- o Providing a secure and crime free environment for students and staff.
- o Performing regular evaluation of security programs.
- o Monitoring and following up on each crime reported at SOHO Hair Academy.

We believe students and staff behavior which promotes security awareness is important aspects of our lives and we encourage all students and staff to accept responsibility for their own security as well as the security of other members of SOHO Hair Academy.

As you read the report, comments, questions or concerns may be addressed to :

SOHO Hair Academy  
Attn: Somer Krueger or Courtney Holiday  
2600 South 9th Street  
Council Bluffs, IA 51501

SOHO Hair Academy's President is Somer Krueger, CSA (Campus Security Authority) and Title IX Coordinator is Courtney Holiday

**STATEMENT OF CURRENT POLICIES REGARDING PROCEDURES FOR STUDENTS AND OTHERS TO REPORT CRIMINAL ACTIONS AND POLICIES CONCERNING THE INSTITUTION RESPONSE TO SUCH REPORTS.**

Students and staff who wish to report criminal actions, should immediately contact Somer Krueger or Courtney Holiday. The criminal action will then be immediately reported by student or staff to the local authorities for investigation. The SOHO Hair Academy Incident Report Form is completed with the assistance of the person reporting the criminal action. The report should be filed as soon as possible with the President/ Title IX Coordinator who will follow up on the report personally or assign responsibility to appropriate administrators to follow up and report the outcome as well as any preventative actions taken to ensure the safety and security of all students and staff.

Copies of the SOHO Hair Academy Incident Report Form may be requested from Somer Krueger or Courtney Holiday

**Annual Disclosure**

The SOHO Hair Academy Campus Security Authority (CSA)/ Title IX Coordinator, Courtney Holiday, has the responsibility of gathering the data used to prepare the annual campus crime report. Campus crime data is gathered the same day that it is reported. The data is obtained by reports made to the local law enforcement. Crimes are counted in the disclosure based upon the crime having been reported, not whether there was a conviction. Data is obtained annually from local law enforcement and compared with the data gathered at the school. The resulting data is used to report the annual crime statistics report. The Annual Security Report (ASR) is published and distributed by October 1 of each year to current students and staff and a paper copy of the ASR is distributed to prospective students and staff.

**REPORTABLE OFFENSES UNDER THE CLERY ACT**

*The Clery Act requires reporting on the following offenses:*

- murder;
- manslaughter;
- sex offenses, forcible and non-forcible;
- robbery;
- aggravated assault;
- burglary;
- motor vehicle theft;
- arson;
- arrests, of persons referred for campus disciplinary action for liquor law

- violations;
- arrests, of persons referred for campus disciplinary action for drug-related violations;
- arrests, of persons referred for disciplinary action for weapons possession
- hate crimes (which for the Clery Act purposes include any crimes listed in preceding points and larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property which is intentionally selected because of his/her actual or perceived race, gender, religion, sexual orientation or disability)

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA). Among other provisions, this law amended the Clery Act to require postsecondary institutions to include in their Annual Campus Security Report all instances of domestic violence, dating violence and stalking; and instances of gender identity and national origin crimes which fall under the category of Hate Crimes. These new reportable items must be included in the ASR released in October.

### Geographical Area

The Clery Act requires each institution to disclose crime statistics that occur on three types of property: campus, non-campus buildings or property, and public property areas.

“Campus” is defined as buildings or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in a manner related to the institution’s educational purpose. It also includes property in that contiguous area owned by the institution but controlled by another person, if that property is used by students and supports institutional purposes (e.g., a food or retail vendor). Branch campuses and geographically disconnected administrative divisions or schools would be considered separate campuses for purposes of reporting.

“Public Property” is property that is located within the same reasonably contiguous geographic areas of the campus, like a sidewalk, street or public parking lot, which is adjacent to a facility owned or controlled by the institution for purposes related to the institution’s educational purposes. Crimes occurring on “public property” must also be reported in the crime statistics.

A “non-campus building or property” is one that is owned or controlled by a school recognized student organization, or one that is owned or controlled by the institution and used by students or by the institution for education-related purposes and that is not within the same reasonably contiguous geographic area of the campus. Crimes occurring on “non-campus property” must be reported. However, incidents occurring on public property adjacent to “non-campus buildings or property” do not have to be included. *SOHO Hair Academy does not have such property in this category for which we must report.*

### Timely Campus Warnings or Alerts

A timely warning to the campus community is distributed regarding any of the above listed crimes which are deemed to represent a threat to the students and

employees, and which are reported to campus officials or to the local police agencies. The campus crime alert is distributed in such a manner that is timely and will aid in the prevention of similar crimes. The manner of dissemination to alert the campus community may include one or more of the following methods: announcement system and/or face-to-face communication on the clinic floor and in the classrooms. In addition, the CSA or other campus official may post relevant warnings, updates and advisories on the campus bulletin boards and its social media web page. 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, the Academy President and/or CSA will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. In the event emergency response or evacuation is deemed necessary, responsible officials of the school will initiate notification via the announcement system and/or face-to-face communication on the clinic floor and in the classrooms.

The Academy performs annual emergency response testing procedures on emergency alerts and evacuation procedures.

### **A STATEMENT OF CURRENT POLICIES CONCERNING CAMPUS LAW ENFORCEMENT AND POLICIES THAT ENCOURAGES PROMPT REPORTING OF ALL CAMPUS CRIME TO THE CAMPUS OFFICIALS AND LOCAL POLICE**

SOHO Hair Academy is a non-residential School and does not have a campus police force. Therefore, all crimes are reported to local authorities as described in the first section regarding policies and procedures to report crimes. The SOHO Hair Academy Accident/Incident Report Form (referenced above) may be requested from the Administration Office to assist in the description and recording of an incident of crime or emergency.

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

#### Crime Reporting

Efforts are made to inform members of the campus community on a timely basis about campus crime and crime-related issues. These efforts include the following:

Crime Log- The CSA maintains a log of all Incident Reports of crimes, which is available for review within two days of request except in cases such as where disclosure of such information may be prohibited by law, jeopardize the confidentiality of the victim, etc.

Crime Alerts- Crime Alerts are given when a crime occurs on or near campus that potentially threatens the campus community. The crime alerts are distributed in a variety of methods, depending upon the incident. (See Timely Campus Warnings above.)

## How to Report Crimes on Campus

Students and employees are cautioned never to attempt to apprehend or pursue a suspected criminal. Crimes or suspected criminals should be reported to the CSA or other designated staff member or, if appropriate, to 911. Immediately report any crimes or suspicious activity by:

- o Going to the CSA office or President's office and report in person.
- o Call 712-328-2613 Courtney Holiday/Campus Security Authority
- o Call 712-328-2613 Somer Krueger/ President

If you have any doubts about whether to report something that has occurred, report it. Victims or witnesses to crimes may disclose them on a voluntary, confidential basis to the CSA, which can then determine whether the event constitutes a crime that has to be collected and statistically reported. Your cooperation in timely reporting assists the school in assuring equally timely warnings to the campus community. All crimes must be reported immediately. Always use your eyes, ears, and telephone to keep campus officials advised of what you see or hear.

Call the CSA or President's office when you see:

- o Strangers loitering in office areas, hallways, classrooms, or lounge areas, etc.
- o Unsecured doors in campus building that are supposed to be locked
- o Anyone tampering with a motor vehicle or loitering in the parking lot
- o Persons publicly displaying weapon
- o Persons loitering in dark or secluded areas
- o Suspicious persons carrying articles, equipment, luggage, or other packages out of campus building.

Crime is a serious problem with no easy solutions. Therefore, all members of the school campus community are encouraged to assist one another by taking responsibility for personal safety and assisting with the security needs of others. While school staff and security measures may offer assistance regarding safety concerns, ultimately the primary responsibility for your personal safety rests with you.

## Safety Tips

- Stay alert of your surroundings, wherever you are.
- If you feel uncomfortable in a place, leave right away.
- Keep eyes and ears open, hands free.
- Choose busy streets and avoid going through deserted areas.
- At night, walk in well-lit areas whenever possible.
- Try not to walk or jog alone. Take a friend or walk in a group.
- Avoid carrying large sums of cash.
- When in public spaces, keep valuable items including jewelry, mobile phones, and wallets out of sight.
- Carry pepper or mace spray as a precautionary measure.
- Avoid returning to campus after dark or walk in groups to and from buildings.
- Communicate suspicious behavior immediately to a staff member.

## **A STATEMENT OF PROGRAMS AND INFORMATION AVAILABLE TO STUDENTS AND EMPLOYEES SECURITY, PERSONAL SAFETY AND CRIME PREVENTION**

SOHO Hair Academy provides information on personal safety and crime prevention. The Administrative office has a directory of services that are available, within the community, to assist those who have suffered a criminal act, i.e., legal services, health care, and mental health care. These services may be free and are provided by the community. During the orientation of students, faculty and staff, these written procedures are distributed which outline the reporting of all criminal acts.

### **Campus Sex Crimes Prevention Act**

The federal Campus Sex Crimes Act that became effective October 27, 2002, requires eligible institutions participating in the Title IV Federal Student Aid programs to issue a statement advising the campus community where the State law enforcement agency information concerning registered sex offenders/predators may be obtained. Sex offenders are required to be registered according to the State law in the State in which they reside and are also required to notify appropriate State officials of each postsecondary school at which the offender is employed or student. Any such offender is also required to give notice to the appropriate State authorities of any changes in enrollment for employment status at the postsecondary school.

In the State of Iowa, information concerning registered sex offenders and predators may be obtained from:

Iowa Sex Offender Registry  
Division of Criminal Investigation  
Dept. of Public Safety Building  
215 East 7<sup>th</sup> St  
Des Moines, Iowa 50319  
515-725-6059  
[www.iowasexoffender.com](http://www.iowasexoffender.com)

Information is also available in the United State Department of Justice national sex offender registry at <http://www.nsopw.gov>