



## **POLICY ON TITLE IX AND SEXUAL MISCONDUCT**

In compliance with Title IX regulations, along with state and federal laws, the Pineville Beauty School prohibits sexual harassment. As per the Department of Education’s Title IX Final Regulations, “Sexual harassment means conduct on the basis of sex that satisfies one or more of the following: A school employer conditioning education benefits on participation in an unwelcome sexual conduct (i.e., quid pro quo); Any type of unwelcome conduct that a reasonable individual would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity; sexual assault, dating violence, domestic violence, or stalking, as those terms defined under other Federal Law, the Clery Act and Violence Against Women Act (VAWA)”. These regulations protect everyone from sexual harassment under Title IX. Sexual harassment may consist of verbal, physical or other types of behavior which target an individual based on their sex and that the individual consider unwelcome. Any individual regardless of sexual orientation, disability status, or gender identity may be a victim or perpetrator of sexual harassment.

The Pineville Beauty School will respond promptly and supportively to all reports of individuals alleged to be victimized by sexual discrimination, sexual harassment, and/or sexual misconduct. The Pineville Beauty School will resolve complaints promptly and accurately in a manner which is not deliberately indifferent. The Pineville Beauty School’s policy ensures for a fair grievance process that provides due process protections to alleged victims and alleged perpetrators of sexual harassment.

### **DEFINITIONS**

**Advisor**- Both the complainant and respondent have to right to an advisor of their choice who will be there for support and guidance. An advisor may be, but does not have to be an attorney. If a party does not have an advisor, the school will be required to, without fee or charge, provide one of its choice.

**Complainant** – (As per Summary of the Department of Education’s Final Rule- <https://www2.ed.gov/about/offices/list/ocr/docs/titleix-summary.pdf>) An individual who is alleged to be the victim of conduct that could constitute sexual harassment. \*This also pertains to the legal rights of parents and guardians to act on behalf of parties (including by filing formal complaints) in Title IX matters.

**Consent** – (As defined by RAINN.org) The laws about consent vary by state and situation. It can make the topic confusing, but you don't have to be a legal expert to understand how consent plays out in real life.

### **What is consent?**

Consent is an agreement between participants to engage in sexual activity. There are many ways to give consent, and some of those are discussed below. Consent doesn't have to be verbal, but verbally agreeing to different sexual activities can help both you and your partner respect each other's boundaries.

### **How does consent work in real life?**

When you're engaging in sexual activity, **consent is about communication**. And it should happen every time. Giving consent for one activity, one time, does not mean giving consent for increased or recurring sexual contact. For example, agreeing to kiss someone doesn't give that person permission to remove your clothes. Having sex with someone in the past doesn't give that person permission to have sex with you again in the future.

### **You can change your mind at any time.**

You can withdraw consent at any point if you feel uncomfortable. One way to do this is to clearly communicate to your partner that you are no longer comfortable with this activity and wish to stop. The best way to ensure both parties are comfortable with any sexual activity is to talk about it.

### **Positive consent can look like this:**

- Communicating when you change the type or degree of sexual activity with phrases like "Is this OK?"
- Explicitly agreeing to certain activities, either by saying "yes" or another affirmative statement, like "I'm open to trying."
- Using physical cues to let the other person know you're comfortable taking things to the next level (see note below).

Note: Physiological responses like an erection, lubrication, arousal, or orgasm are involuntary, meaning your body might react one way even when you are not consenting to the activity. Sometimes perpetrators will use the fact that these physiological responses occur to maintain secrecy or minimize a survivor's experience by using phrases such as, "You know you liked it." In no way does a physiological response mean that you consented to what happened. If you have been sexually abused or assaulted, it is not your fault.

### **It does NOT look like this:**

- Refusing to acknowledge "no"

- Assuming that wearing certain clothes, flirting, or kissing is an invitation for anything more
- Someone being under the legal age of consent, as defined by the state
- Someone being incapacitated because of drugs or alcohol
- Pressuring someone into sexual activity by using fear or intimidation
- Assuming you have permission to engage in a sexual act because you've done it in the past

*If you've experienced sexual assault, you're not alone. To speak with someone who is trained to help, call the National Sexual Assault Hotline at 800.656.HOPE (4673) or chat online at [online.rainn.org](https://www.rainn.org).*

### **Legal Disclaimer**

**The Rape Abuse and Incest National Network (RAINN) website provides general information that is intended, but not guaranteed, to be correct and up-to-date. The information is not presented as a source of legal advice. You should not rely, for legal advice, on statements or representations made within the website or by any externally referenced Internet sites. If you need legal advice upon which you intend to rely in the course of your legal affairs, consult a competent, independent attorney. RAINN does not assume any responsibility for actions or non-actions taken by people who have visited this site, and no one shall be entitled to a claim for detrimental reliance on any information provided or expressed.**

**Dating Violence (Clery Act)** - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition – **(34CFR 668.46(a)(b)(ii))**

(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(B) Dating violence does not include acts covered under the definition of domestic violence.

**Dating Violence (Louisiana Law)** For purposes of this Section, "dating violence" includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one dating partner against the other. (LA RS § 46.2151(C). For purposes of this Section, "dating partner" means any person who is involved or has been involved in a sexual or intimate relationship with the offender characterized by the expectation of affectionate involvement independent of financial considerations, regardless of whether the person presently lives or formerly lived in the same residence with the offender. "Dating partner" shall not include a casual relationship or ordinary association between persons in a business or social context.

**Domestic Violence (Clery Act)**- A felony or misdemeanor crime of violence committed—

(A) By a current or former spouse or intimate partner of the victim;

(B) By a person with whom the victim shares a child in common;

(C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

(D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or

(E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Domestic Abuse (Louisiana Law)** -As per LA RS § 46:2132(3) "Domestic abuse" includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one family or household member against another. "Domestic abuse" also includes abuse of adults as defined in R.S. 15:1503 when committed by an adult child or adult grandchild.

As per LA RS § 46:2132(4) "Family members" means spouses, former spouses, parents and children, stepparents, stepchildren, foster parents, and foster children. "Household members" means any person of the opposite sex presently or formerly living in the same residence with the defendant as a spouse, whether married or not, who is seeking protection under this Part. If a parent or grandparent is being abused by an adult child, adult foster child, or adult grandchild, the provisions of this Part shall apply to any proceeding brought in district court.

**Fondling** - (As per 34 CFR § A to subpart D of part 668) 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.

**Gender-Based Harassment** – A form of sexual discrimination involving stereotyping according to the roles and functions with a particular gender or the gender an individual identifies with. Gender-based harassment does not have to be sexual in nature but can lead to a hostile environment.

**Gender-Equality** - The state in which access to rights or opportunities is unaffected by gender.

**Hostile Environment** - A setting where sexual conduct that is severe or pervasive and is sufficiently serious that it denies or limits a student's ability to participate in or benefit from the school's program and an employee's ability to benefit from employment.

**Incest** – (As per 34 CFR § A to subpart D of part 668) Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Preponderance of Evidence** -The greater weight of the evidence to decide in favor of one side or the other. "Preponderance of the Evidence" is required and is contrasted with "beyond a reasonable doubt," which is the more severe test of evidence. It is based on clear and convincing evidence" which means "more likely than not" or "fifty-fifty" likelihood of guilt.

**Rape**- (As defined from the Summary Reporting System (SRS) User Manual From the FBI's UCR Program-<https://ucr.fbi.gov/crime-in-the-u.s/2013/crime-in-the-u.s.-2013/violent-crime/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. Attempts or assaults to commit rape are also included; however, statutory rape and incest are excluded.

**Reporting Party**- The individual reporting the incident. This may include the individual who experienced the sexual harassment, family members of the individual, bystanders, employees of the school, etc.

**Title IX Coordinator**- The Title IX Coordinator is responsible for responding to, investigating, and resolving sexual harassment issues. The Title IX Coordinators duties also include ensuring adequate training to personnel and students on the Pineville Beauty School's sexual harassment policy, prevention, and education. The Title IX Coordinator will ensure the complainant and respondent are informed of all support measures and other resources available to them, ensure the complainants wishes are honored, and the resolution process is fair, non-bias, and completed in a timely manner. The Title IX Coordinator will also ensure the Pineville Beauty School's policy on sexual harassment is followed and meets all federal guidelines.

**Respondent** – (As per Summary of the Department of Education's Final Rule-<https://www2.ed.gov/about/offices/list/ocr/docs/titleix-summary.pdf>) An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**Retaliation** - Engagement in protected speech under the First Amendment does not constitute retaliation. Retaliation against an individual for the purpose of interfering with the exercising of Title IX rights is prohibited. This includes retaliation against any individual who has made a report, the alleged perpetrator, witnesses, and any other individuals who may be involved in the matter.

**Sexual Assault (Clery Act)** -An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

**Sexual Assault (Louisiana Law)** - As per LA RS § 46:2184 Sexual assault means any nonconsensual sexual contact including but not limited to any act provided in R.S. 15:541(24) or obscenity (R.S. 14:106).

**Sexual Violence**- (As defined by the CDC-[https://www.cdc.gov/violenceprevention/pdf/sv\\_surveillance\\_definitions1-2009-a.pdf](https://www.cdc.gov/violenceprevention/pdf/sv_surveillance_definitions1-2009-a.pdf))

More information can be found at Sexual violence is defined as a sexual act that is committed or attempted by another person without freely given consent of the victim or against someone who is unable to consent or refuse. It includes: forced or alcohol/ drug facilitated penetration of a victim; forced or alcohol/drug facilitated incidents in which the victim was made to penetrate a perpetrator or someone else; nonphysically pressured unwanted penetration; intentional sexual touching; or non-contact acts of a sexual nature. Sexual violence can also occur when a perpetrator forces or coerces a victim to engage in sexual acts with a third party.

Sexual violence involves a lack of freely given consent as well as situations in which the victim is unable to consent or refuse:

- **Consent** Words or overt actions by a person who is legally or functionally competent to give informed approval, indicating a freely given agreement to have sexual intercourse or sexual contact.
- **Inability to Consent** A freely given agreement to have sexual intercourse or sexual contact could not occur because of the victim's age, illness, mental or physical disability, being asleep or unconscious, or being too intoxicated (e.g., incapacitation, lack of consciousness, or lack of awareness) through their voluntary or involuntary use of alcohol or drugs.
- **Inability to Refuse** Disagreement to engage in a sexual act was precluded because of the use or possession of guns or other non-bodily weapons, or due to physical violence, threats of physical violence, intimidation or pressure, or misuse of authority.

**Sexual Harassment** – (As per Summary of the Department of Education's Final Rule- <https://www2.ed.gov/about/offices/list/ocr/docs/titleix-summary.pdf>) conduct on the basis of sex that satisfies one or more of the following: A school employer conditioning education benefits on participation in an unwelcome sexual conduct (i.e., quid pro quo); Any type of unwelcome conduct that a reasonable individual would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; sexual assault, dating violence, domestic violence, or stalking, as those terms defined under other Federal Law, the Clery Act and Violence Against Women Act (VAWA).

**Sexual Discrimination**- Discrimination against an individual on the basis of sex.

**Stalking (Clery Act and CFR 34 § 668.46(a)(b)(c)(ii))**- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

(A) Fear for the person's safety or the safety of others; or

(B) Suffer substantial emotional distress.

(ii) 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.

**Stalking (Louisiana Law)** -As per LA. RS § 14.40.2-Stalking is the intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal, written, or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping, or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted.

**Statutory Rape** - (As per 34 CFR § A to subpart D of part 668) Sexual intercourse with a person who is under the statutory age of consent.

**Supportive Measures** – (As defined by The Department of Education Office of Civil Rights Webinar -Title IX: An Introduction to the New Regulations) -Free, individualized services designed to restore or preserve equal access to education, protect safety, or deter sexual harassment. Supportive measures do not require the individual to file a formal complaint. These measures support a student, and they aren't punitive or disciplinary with respect to the other student.

### **NONDISCRIMINATION NOTICE**

Pineville Beauty School does not discriminate on the basis of race, creed, sex, age, religion, color, ethnic origin, disability, veteran status, marital status, national origin, ancestry, parental status, pregnancy, sexual orientation, gender identity, and gender expression in its administration of any education or financial aid programs. The school Administrator, Brandi Perego, is the individual designated to handle inquiries regarding non-discrimination policies and complaints of discrimination and can be contacted by visiting the campus, via email at [staff@PinevilleBeauty.com](mailto:staff@PinevilleBeauty.com), or via telephone at (318)445-1040. Questions or concerns may also be directed to the Office of Civil Rights of the United States Department of Education at:

U.S. Department of Education Office for Civil Rights  
Lyndon Baines Johnson Department of Education Bldg  
400 Maryland Avenue, SW  
Washington, DC 20202-1100

Telephone: (800)-421-3481  
Fax: (202) 453-6012 TDD: (800)877-8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

You may also visit the following: <https://www2.ed.gov/about/offices/list/ocr/index.html>

## **COMPLAINANT AND RESPONDENT**

The complainant is defined as an individual who is alleged to be the victim of conduct that could constitute sexual harassment. This also pertains to the legal rights of parents and guardians to act on behalf of parties (including by filing formal complaints) in Title IX matters. The respondent is defined as an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. ((As per Summary of the Department of Education's Final Rule- <https://www2.ed.gov/about/offices/list/ocr/docs/titleix-summary.pdf>).

## **INSITUTIONAL TERRITORY**

The Pineville Beauty School will respond when sexual harassment occurs in the school's education program or activity, against a person in the United States. Areas of jurisdiction of the Pineville Beauty School include incidents on and off the school's premises. This applies to all educational programs including locations, events, or circumstances over which the school exercises significant control over both the respondent and the setting in which the sexual harassment occurs. This may also include any incidents off campus which may interfere with the health and safety of the school's employees and students. This policy applies to all students, employees, contractors, and visitors. Although the Pineville Beauty School cannot impose this policy on incidents which occur outside of the school's jurisdiction, the school will still assist the student and/or employee in reporting an incident to the local law enforcement, information on supportive services and accommodations, and available resources within the community.

## **CONFIDENTIALITY**

The Pineville Beauty School must respond to and investigate incidents sexual harassment as defined by the Department of Education, Clery Act and Violence Against Women Act (VAWA). In accordance with the Family Educational Rights and Privacy Policy of 1974 (FERPA), the Pineville Beauty School will make every attempt to keep all information confidential. Only pertinent information will be provided to those investigating and responding to the incident. The institution will maintain confidentiality pertaining to accommodations and supportive services provided to the complainant and respondent. Information given to the Pineville Beauty School's staff designated to respond and investigate these incidents will not be divulged to any other individual unless the individual who provided the information gives permission to do so. Certain campus officials, medical personnel, mental health providers, ordained clergy, and rape counselors are bound by confidentiality as recognized by law. Information may be released by those bound by confidentiality when there is an imminent threat of harm to self or others or a minor is involved.

## **FREE SPEECH**

Any enforcement of Title IX regulations by the Pineville Beauty School will always be consistent with the individual's freedom of speech rights as defined in the First Amendment of the Constitution of the United States.

## **RETALIATION**

Engagement in protected speech under the First Amendment does not constitute retaliation. Retaliation against an individual for the purpose of interfering with the exercising of Title IX rights is prohibited. This includes retaliation against any individual who has made a report, the alleged perpetrator, witnesses, and any other individuals who may be involved in the matter. The Pineville Beauty School will not charge a person with a violation of the code of conduct for pursuing a



sexual harassment report, formal complaint, or for exercising their Title IX rights. The school will attempt to preserve the identities of the individuals involved in the investigation confidential except that which is permitted by Family Educational Rights and Privacy Act), (FERPA), that which is required under other laws, or that which is necessary in order to conduct the grievance process. Individuals who have been retaliated against will have the right to file a complaint. Individuals found to be in violation of this policy will be subject to disciplinary actions.

### **TITLE IX COORDINATOR INFORMATION**

The Title IX Coordinator is responsible for responding to, investigating, and resolving sexual harassment issues. The Title IX Coordinators duties also include ensuring adequate training to personnel and students on the Pineville Beauty School's sexual harassment policy, prevention, and education. The Title IX Coordinator will ensure the complainant and respondent are informed of all support measures and other resources available to them, ensure the complainants wishes are honored, and the resolution process is fair, non-bias, and completed in a timely manner. The Title IX Coordinator will also ensure the Pineville Beauty School's policy on sexual harassment is followed and meets all federal guidelines. Any individual wanting to report sexual discrimination, sexual harassment, or sexual misconduct, whether or not the individual reporting is or is not the alleged victim, may do so by contacting the Pineville Beauty School's Title IX Coordinator. A report may be at any time, even during non-business hours, in person, via mail, via electronic mail, or by phone at the information listed below. This may be done verbally or in writing. An anonymous report may also be made but may make resolution difficult.

#### **Title IX Coordinator**

Brandi Perego  
1008 Main Street  
Pineville, LA 71360  
(318) 445-1040  
[staff@PinevilleBeauty.com](mailto:staff@PinevilleBeauty.com)

### **OFFICIALS TO ASSIST THE TITLE IX COORDINATOR-REVIEW COMMITTEE**

The following are individuals available to assist the Title IX Coordinator in the grievance process, including assistance with assessments, counseling complainant and respondent on supportive services and accommodations, resources, interim measures, and to participate in the formal grievance hearings to include acting as the decision-maker:

**Michelle Hays: Owner/Instructor**  
**(318) 445-1040**

**Josephine Nelson: Owner/Instructor**  
**(318) 445-1040**

**Jessica Norman: Director of Education**  
**(318) 445-1040**

## **EQUALITY FOR BOTH COMPLAINANTS AND RESPONDENTS**

When concluding whether or not sexual harassment has occurred, the Pineville Beauty School will respond promptly in a manner that is not deliberately indifferent. This means in a manner that is not currently unreasonable in light of the known circumstances. The institution will utilize “preponderance of evidence” standard which means “more likely than not” or “fifty-fifty” likelihood of guilt. The school must provide due process protections to ensure non-restriction of the rights protected under the United States Constitution. This includes the First Amendment, Fifth Amendment, and Fourteenth Amendment rights of an individual. The “preponderance of evidence” standard also ensures that both the complainant and respondent have the same opportunity to provide relevant facts and will be treated equally. The school will not be deliberately indifferent by offering the complainant support measures and following the grievance process outlined in this policy. The respondent will also be offered the option of support measures and assistance with other resources available to him/her. Both the complainant and respondent will have the right to notify local law enforcement and file a report, inform the school of an alleged sexual harassment incident, participate or remain silent throughout the grievance process, have an Advisor of their choice to be present during any interviews, meetings and throughout the resolution and appeals process, if applicable. If a party does not have an advisor, the school will be required to, without fee or charge, provide one of its choice. If the respondent decides to not participate, the investigation will not cease and will proceed without the respondent being able to provide his or her accounts of the alleged incident.

## **FALSE ACCUSATIONS**

Any individual found to have purposely submitted or provided false information in connection to an incident to cause harm to the other individual may be subject to disciplinary actions under the Student Code of Conduct.

## **ADVISORS**

Both the complainant and respondent have to right to an advisor of their choice who will be there for support and guidance. The Advisor may be but does not have to be an attorney. If a party does not have an advisor, the school will be required to, without fee or charge, provide one of its choice. The Advisor will be allowed to be present throughout the process. The advisor will be the only individual allowed to cross-exam during live hearings.

## **SECURITY AND SAFETY**

The Pineville Beauty School has 24-hour security camera surveillance and its premises is continuously monitored by its local law enforcement. Students and/or employees should always attempt to ensure their own safety by being aware of their surroundings.

## **REPORTING AN INCIDENT TO LOCAL LAW ENFORCEMENT**

The institution educates new students and employees about sexual discrimination, sexual harassment and sexual violence through mandatory orientations when entering as a student or start of employment at the institution. If you are a victim of a sexual assault at the Pineville Beauty School, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Local law enforcement agencies and the Pineville Beauty School strongly advocates that a victim of sexual assault report the incident in a timely manner but is not required to do so. Time is a critical factor for evidence collection and preservation. An assault should be

reported directly to the Title IX Coordinator and/or to the Pineville City Police Department or Rapides Parish Sheriff's Department. Filing a report with the school will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions. Filing a report will:

- › Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- › Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- › Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The institution will take all necessary steps to ensure it assists the student and/or employee with his/her incident and filing a policy report if the student and/or employee requests assistance. Student and/or employees can contact the Pineville Beauty School and may also contact their local law enforcement agency by dialing 911. The following is information regarding the school's local law enforcement agencies:

Other than calling 911, we have also listed contact information for law enforcement agencies.

**Louisiana State Police**

Website: <http://www.lsp.org/contact.html>

Phone: LSP HQ Main Number: 225-925-6006

**Pineville City Police Department - (318) 442-8362**

**Rapides Parish Sheriff's Department - (318) 473-6717**

The institution does not require a student and/or employee to report the incident to their local law enforcement agency to investigate.

When reporting an incident to the Pineville Beauty School, you may contact the Title IX Coordinator:

Title IX Coordinator

Brandi Perego

1008 Main Street

Pineville, LA 71360

(318) 445-1040

[staff@PinevilleBeauty.com](mailto:staff@PinevilleBeauty.com)

## **INVESTIGATIVE MODEL**

The Pineville Beauty School will not utilize a “single investigator model”. As per new Title IX regulations, the Pineville Beauty School will have three separate officials to complete the process. The Title IX Coordinator will handle all reports, initial assessments, and the informal process if there was found to be a violation of policy. If a formal resolution is required, a separate official will be required to conduct the formal investigation. Once the formal investigation is completed, another official will be required to proceed as the decision maker through the formal proceedings. If there is an appeal, the initial decision-maker will not be able to act in that capacity and another official will be deemed as the functioning decision-maker. The Pineville Beauty School will attempt to resolve complaints within sixty (60) calendar days of receipt unless circumstances prevent so. If the sixty (60) calendar days’ time frame must be extended, all parties will be notified in writing.

## **COMPLAINTS AND NOTIFICATION**

All complaints not involving the sexual discrimination, sexual harassment, or sexual misconduct, should contact the school’s Administrator and follow the school’s regular Grievance Policy. Sexual Harassment, as defined earlier, also includes sexual assault, dating violence, domestic violence, or stalking. Any individual has the right to notify the Pineville Beauty School’s Title IX Coordinator of a sexual harassment incident. This may include the individual who experienced the sexual harassment, family members of the individual, bystanders, employees of the school, etc. The Pineville Beauty School also recommends the individual contact the local authorities and preserve evidence. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions. All responsible employees who know or may have had reasonable knowledge of sexual misconduct, are required to report this information to the Title IX Coordinator immediately.

Once the school is notified, it will respond and take action promptly. Although the school recommends contacting the local authorities, the complainant is not required to contact the police to file a complaint with the school. A report may be submitted at any time, even during non-business hours, in person, via mail, via electronic mail, or by phone to the Pineville Beauty School’s Title IX Coordinator. Anonymous reports can be made, but may make resolution difficult.

### **Title IX Coordinator**

Brandi Perego  
1008 Main Street  
Pineville, LA 71360  
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## **ACTUAL KNOWLEDGE AND RESPONSE**

Actual Knowledge is defined as direct and clear knowledge where the relevant party knows of a particular item or event. Under the Title IX regulations, actual knowledge is once a notice of sexual harassment or an allegation is made to the Title IX Coordinator or an official of the school who has the authority to take action. Once there is actual knowledge, The Pineville Beauty School will respond promptly and supportively to all reports of individuals alleged to be victimized. The

Pineville Beauty School will resolve allegations promptly and accurately in a manner which is not deliberately indifferent. The Pineville Beauty School will attempt to resolve complaints within sixty (60) calendar days of receipt unless circumstances prevent so. If the sixty (60) calendar days' time frame must be extended, all parties will be notified in writing. The Pineville Beauty School's policy ensures for a fair grievance process that provides due process protections to alleged victims and alleged perpetrators of sexual harassment, and effectively implements solutions for victims.

### **RIGHTS OF THE COMPLAINANT**

The Pineville Beauty School recommends seeking necessary help and filing a report with local law enforcement after a sexual harassment incident, especially the following: Sexual assault, non-consensual sexual conduct, rape, intimate partner violence, stalking, or other sexual or gender-base misconduct. This ensures the individual receives the necessary medical treatment and tests, provides the opportunity for opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and assures the individual has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention. Filing a police report will not obligate the individual to prosecute, nor will it subject the individual to scrutiny or judgmental opinions. Choosing not to file a report does not prohibit the individual from filing a report with the school. Although these are the Pineville Beauty School's recommendations, the complainant has the rights as follows:

1. The right to or not to file a report with local law enforcement;
2. The right to or not to file an informal or formal complaint with the Pineville Beauty School;
3. The right to file an anonymous report (Although anonymous complaints can make resolution difficult);
4. Obtaining medical treatment including counseling after the alleged incident; and
5. Requesting support measures and/or accommodations;

Regardless of whether or not to file a complaint, the Title IX Coordinator is available to assist with supportive services, accommodations and available resources. The individual does not have to file a formal complaint to receive this assistance. If the individual does file an informal or formal complaint, a written notice will be sent to the complainant with this information. The Title IX Coordinator will not force the individual to divulge information if they do not prefer to. If the individual chooses to confide in the Title IX Coordinator, the Title IX Coordinator will assess the situation and what necessary steps to take to resolve. The Pineville Beauty School will always attempt to respect the wishes of the individual. If the individual does decide to proceed with an informal or formal complaint, it is recommended the complainant provide the following information to assist in the initial assessment by the Title IX Coordinator.

1. Names of the individuals involved in the alleged incident. (Alleged victim, alleged perpetrator, and any witnesses to the alleged incident).
2. The alleged incident including place, date, and time.
3. Details of the alleged incident, only if the alleged victim is comfortable with providing the information, including information on whether or not this is the first time the alleged harassment has taken place.
4. Any other pertinent information which will assist in the assessment of the alleged incident.

### **CONFIDENTIAL RESOURCES AVAILABLE**

If an individual prefers not to file a report with law enforcement or the Pineville Beauty School and would like to seek other assistance, the following can provide confidential help. Medical providers, mental health professionals, ordained clergy, rape counselors who operate under their realm of certification are prohibited from divulging personal information. These professionals may be able to assist the individual in receiving assistance in coping with the incident and refer the individual to other resources for assistance and support.

### **INITIAL CONTACT WITH COMPLAINANT**

Once, the Title IX Coordinator receives the report regarding the alleged incident, the Title IX Coordinator will contact the complainant, if the individual is identified. The Title IX Coordinator will speak to the complainant and gather more information in order to provide them with written information on supportive services, accommodations, and other resources. The information will be provided by email or mail, if no email is provided. The Title IX Coordinator will also attempt to get the complainant to agree to a meeting to discuss support services, accommodations, other resources, resolutions options, give the complainant the opportunity to provide more information regarding the alleged incident, and how to proceed, whether it be to proceed or not, and if so, whether to file an informal or formal complaint.

Once the school is notified, the Title IX Coordinator will attempt to make contact with the complainant to discuss availability of supportive services without having to file a formal complaint, the process and differences of filing an informal and formal complaint, grievance procedures and the school's non-retaliation policy. The complainant will also be notified of resources available to them along with requesting accommodations. The school will honor the rights of the complainant if he/she chooses not to proceed with the process or support measures or decides to cease the grievance process.

### **LAW ENFORCEMENT INVESTIGATIONS**

If there is a current investigation by law enforcement, at their request, the school will defer its assessment until the investigation by law enforcement is complete. Although the school's assessment may be deferred, information regarding supportive services, accommodations, resources, rights, interim measures (if required), and procedural information will be disclosed to both the complainant and respondent in writing. Final outcome of the investigation by law enforcement will not affect the outcome of the Pineville Beauty School's investigation, even if the respondent is not prosecuted under the federal or state judicial system. Resolutions by the Pineville Beauty School do not prevent the judicial process.

### **INITIAL ASSESSMENT**

After contact has been made and the Title IX Coordinator has spoken with the complainant, the Title IX Coordinator will evaluate all information gathered so far and decide whether or not the school's policies may have been violated. If the Title IX Coordinator feels there is sufficient evidence, he/she will proceed with the resolution process. The Title IX Coordinator will also decide if the alleged incident is severe enough to put into effect interim measures. The institution will utilize "preponderance of evidence" standard which means "more likely than not" or "fifty-fifty" likelihood of guilt when evaluating information obtained.

During the initial assessment, the Title IX Coordinator will do the following:

1. Review the information on the alleged incident.
2. The presumption of innocence.
3. Assess the need to interim measures.
4. Discuss options with complainant regarding informal and formal resolutions.
5. Notify the complainant of the opportunity to provide further information and accounts of alleged incident during the resolution process along with the school's policy on sexual harassment and false statements.
6. Discuss with complainant the option of contacting law enforcement and the school's assistance in doing so.
7. Discuss supportive services, accommodations, and available resources including medical and mental treatment along with the importance of preserving evidence.
8. Discuss timely manner as defined by Clery Act with the complainant.
9. Inform both the complainant and respondent they may both have an Advisor of their choosing to accompany them throughout the process along with the right to review certain evidence.
10. Inform the respondent of allegations along with information on supportive services, accommodations, other available resources, and the ability to meet with the Title IX Coordinator regarding school's policy on Sexual Harassment and false statements.
11. Explain the Pineville Beauty School's policy regarding retaliation against both the complainant and respondent.

The Title IX Coordinator will issue both parties details in writing. During this time, the Title IX Coordinator will gather information from the complainant, respondent, and any witnesses.

### **MANDATORY AND DISCRETIONARY DISMISSALS**

A school must dismiss complaints where the conduct does not violate the school's sexual harassment policy, if the alleged incident did not occur during the school's educational program or activity, and if the sexual harassment did not occur within the United States. Although the school may dismiss the allegations, the school may still address the allegations through their code of conduct policy. The school may dismiss, at their discretion, if the complainant withdraws the complaint, if the respondent is no longer a student or employee at the school, or if the school is prevented from gathering sufficient information to reach a determination. The Title IX Coordinator must inform both the complainant and respondent in writing containing details of why the complaint was dismissed. If wanting to appeal, the complainant and/or respondent must submit in writing an appeal to the Title IX Coordinator within ten (10) business days of receipt of the notification.

### **INTERIM MEASURES**

After reviewing the initial assessment, if the Title IX Coordinator, finds there is a significant threat to anyone's physical health or safety, the Title IX Coordinator may put into effect interim protective measures, certain accommodations, and support services necessary to ensure the safety of its employees, students, and civilians on school grounds. The Pineville Beauty School will attempt to ensure all interim protective measures are kept private as long as it does not pose a further threat to the school community. If the Title IX Coordinator feels these measures need to be

expanded, the respondent may be placed on interim separation. Although the respondent may be placed on interim separation and cannot be on school property, the Pineville Beauty School will continue to not be deliberately indifferent and accommodations will be made for the respondent to continue his/her education. Respondents which are employees may be put on administrative leave.

### **SUPPORTIVE MEASURES AND ACCOMODATIONS**

Support services and accomodations are provided to both the complainant and respondent after the report has been made, throughout the resolution process, and after the resolution process has been completed. Support services and accomodations are even available if both parties agree to not proceed in the resolution process. The Department of Education Office of Civil Rights defines supportive measures as “free, individual services which are not punitive or disciplinary and not there to unjustly cause a burden to the other individual involved, but to ensure equal access to education, protect safety, and deter sexual harassment”. Any student and/or employee has the right to obtain a protective order through Child Protective Services and/or their local judicial system. The Pineville Beauty School will cooperate with any protective orders including no-contact, restraining, or similar lawful orders issued by a criminal, civil, or tribal court. If requested, the Pineville Beauty School will attempt to accommodate the student and/or employee within reasonable limits.

The Title IX Coordinator will be responsible for ensuring the individual, if he/she wants, has access to supportive services and accomodations which are reasonably available. The complainant does not have to file a formal complaint to be eligible for supportive services. The complainant and/or respondent does have the right to refuse supportive services and the school must ensure they indicate this on the report. All supportive survices and accomodations will be kept confidential. Examples of supportive services are: Medical services; Counseling; Extending deadlines; Modifying class or work schedules; Placing mutual restrictions on contact between the parties; Providing campus escort services; Changing work hours; and Providing leaves of absense. The Pineville Beauty School will also inform the complainant and/or respondent of other resources which may be available to them. Support services will continue as long as they are resonably available. Written notifications of support services and accomodations will be given to both the complianant and respondent.

### **NOTIFICATION OF INITIAL ASSESSMENT**

The Title IX Coordinator will review all information gathered from the complainant, respondent, and any witnesses. The institution will utilize “preponderance of evidence” standard which means “more likely than not” or “fifty-fifty” likelihood of guilt when evaluating information obtained. The Title IX Coordinator can choose to dismiss the report if there is not sufficient enough evidence to indicate the incident was a violation of policy. The Title IX Coordinator with notify the complainant and respondent in writing within fifteen (15) business days of the initial assessment of the outcome of findings unless further due diligence is necessary. If the Title IX Coordinator finds there was no evidence that a violation of policy was committed, the complaint will be dismissed. If the Title IX Coordinator finds sufficient enough evidence that there was a violation of policy, the Title IX Coordinator will discuss the option of proceeding with an informal or formal resolution process. Although the Pineville Beauty School will attempt to honor the rights of the complainant, the Title IX Coordinator may decide to proceed in a different direction from what the complainant prefers. If the Title IX Coordinator does so, both parties will be notified in writing.



The Title IX Coordinator cannot facilitate an informal resolution process if the allegations when an employee was involved.

### **INFORMAL RESOLUTION**

The informal resolution process must be agreed upon by both the complainant and respondent. Either party cannot be coerced or threatened into proceeding with the informal resolution process and will be informed of their rights, the allegations, and about withdrawing from the informal resolution process. An informal resolution may be unacceptable if the Title IX Coordinator believes the resolution does not meet the severity of the violation of the policy, the parties cannot come to a final resolution, or the respondent does not choose to take responsibility for the violation of the policy. Both parties will be informed confidentiality will be retained for both during the process and reports will be filed in their personal files. Filing an informal complaint does not prevent the complainant from deciding to file a formal complaint in the future.

The Title IX Coordinator will speak with the respective parties individually to discuss his/her findings and actions to be taken, including possible disciplinary actions. The Title IX Coordinator will review his/her findings prior to issuing written notification to both parties. The Title IX Coordinator will attempt to conclude the informal resolution process within ten (10) business days. The Title IX Coordinator will issue a written notification to both the complainant and respondent regarding the resolution proceedings. If the complainant and/or respondent disagree, they will have ten (10) business days from the receipt of the notification to submit a written request to the Title IX Coordinator to proceed with a formal resolution process. If the respondent accepts responsibility, the Review Committee will review and issue sanctions, which may include no disciplinary action other than the requests from the complainant, as long as the requests are reasonable.

### **FORMAL RESOLUTION**

The Pineville Beauty School will attempt to complete the formal resolution process within thirty (30) business days. If the timeframe should need to be extended, the parties will be notified in writing of the reason. A formal resolution will occur when one or both parties do not come to an agreement during the informal process or if the Title IX Coordinator feels there is a significant threat. The Title IX Coordinator will inform both the complainant and respondent during the process. The respondent may at any point, prior to the investigation, accept responsibility. At this time, the respondent will be required to submit a written notification of the acceptance of responsibility to the Title IX Coordinator. If the Title IX Coordinator receives additional information during this time, he/she will notify the respondent of the new information in writing. If the respondent still agrees to accept responsibility, the Title IX Coordinator will waive the investigation and submit a written summary of the initial assessment and submit to the school's review committee for review and to determine disciplinary action. The complainant and respondent will be informed in writing of the summary for review within ten (10) business days of the respondent accepting responsibility. The review committee will determine and issue written notification to both the complainant and respondent once all information has been reviewed. The complainant and/or respondent will only be able to appeal the decision of the review committee if the complainant or respondent feels the disciplinary action is too lenient or severe. A written notification must be presented to the review committee within fifteen (15) business days of receipt of decision to appeal.

If the issue cannot be resolved through the informal resolution, the Title IX Coordinator will inform through written notification to the complainant and respondent of the process of the formal resolution. The information contained in the notification will consist of of the allegations, preliminary findings, the investigation process, and information regarding proceedings.

The Pineville Beauty School will make every attempt to keep all information confidential. Only pertinent information will be provided to those investigating and responding to the incident. The institution will maintain confidentiality pertaining to accommodations and supportive services provided to the complainant and respondent. Information given to the Pineville Beauty School's staff designated to respond and investigate these incidents will not be divulged to any other individual unless the individual who provided the information gives permission to do so. Certain campus officials, medical personnel, mental health providers, ordained clergy, and rape counselors who are bound by confidentiality as recognized by law. Information may be released by those bound by confidentiality when there is an imminent threat of harm to self or others or a minor is involved.

### **PRIOR NOTIFICATION OF INVESTIGATION REQUIREMENTS**

The Pineville Beauty School will notify both parties with information regarding dates, times, location and participants. Both parties will also be informed of the reason for all processes during the resolution process in order for the parties involved to prepare and allowed to review information collected during the investigation as long, as the information is relevant to the allegations. The complainant and respondent will have the option to have their advisors, if applicable, to assist in their review. Reasonable time will be given to both parties to respond.

### **INVESTIGATION**

The Title IX Coordinator will designate an investigator who is trained and has experience in investigating sexual harassment allegations. The Title IX Coordinator will submit information obtained through the initial assessment and details of the informal resolution to the investigator. Both the complainant and respondent will be informed of their equal rights and protections. The investigator will interview the complainant, respondent, and all witnesses. The school must ensure both parties have an equal opportunity to provide witnesses and evidence. The school cannot prevent parties from discussing the allegations and obtaining relevant information. The school will inform both parties they may have other individuals with them including the right to have an advisor present during the process. The investigator will review any prior behavior which may have occurred by both parties. The investigator will attempt to obtain as much information as possible, other than personal records maintained by a physician, psychiatrist, psychologists, or other professionals which are treating the party and bound by confidentiality, unless the individual agrees to voluntarily provide authorization to obtain said information. Both parties will have an opportunity to discuss with the investigator any further information to be considered, their recollection of the alleged incident, and any additional witnesses they deem could be relevant to the investigation. The investigator will inform both parties of the retaliation policy.

The investigator may question witnesses regarding the alleged incident. All witnesses will be asked to maintain confidentiality and of the school's retaliation policy. In order to utilize the information received from the witnesses, the witnesses must have observed the incident or have relevant

information pertaining to the alleged incident. Other sexual history will can never be used unless it is to understand a possible prior relationship between the two parties.

### **FORMAL PROCEDURES INVOLVING EMPLOYEES**

When the formal procedure consists of an employee, the Title IX Coordinator and a member of the review committee will conduct the investigation. Both the complainant and respondent will be treated equally. The Pineville Beauty School will respond promptly in a manner that is not deliberately indifferent. This means in a manner that is not currently unreasonable in light of the known circumstances. The institution will utilize “preponderance of evidence” standard which means “more likely than not” or “fifty-fifty” likelihood of guilt. The school must provide due process protections to ensure non-restriction of the rights protected under the United States Constitution. These include the First Amendment, Fifth Amendment, and Fourteenth Amendment rights of an individual.

### **INVESTIGATION REPORT**

Once the investigation is completed, the investigator will compose a package of information obtained from all parties including the complainant, respondent, and witnesses. The investigator will not be allowed to make a recommendation of action as that is the role of the decision-maker.

The complainant and respondent will be given a written copy of the investigation packet to review. Both parties will have ten (10) business days to respond. If neither party has issues, the investigator will be allowed to finalize the investigative packet. If either party disagrees with the draft investigation packet, both parties will have the opportunity to request changes, request their be further investigation, and submit any additional information to the investigator. The investigator will gather further information and submit a final investigation report for the parties to review. The parties will be given an additional ten (10) business days to review before any determination of responsibility or hearing, if applicable.

The Title IX Coordinator will have the opportunity to review the final investigation packet. If the respondent is found not to be responsible during the investigation, the complaint will be dismissed. If the complaint is dismissed the complainant will have ten (10) business days to appeal the decision, which will be reviewed by the Review Committee and a final decision made. The appeal must be in writing and submitted to the Title IX Coordinator. If the respondent accepts responsibility, both parties will be notified in writing of the conclusion and the Review Committee will issue sanctions as described in the school’s policy on disciplinary sanctions and restrictions. If the respondent rejects the decision, the process will move to a live hearing consisting of the Review Committee. The Review Committee will designate one of the individuals to act as the decision-maker. The Title IX Coordinator may be present during the live hearing.

### **DECISION-MAKER REGULATIONS**

The decision-maker cannot be the same individual who acted in the preliminary process, such as the Title IX Coordinator or Investigator. The decision-maker may objectively evaluate the evidence and reach conclusions. He/She cannot be impartial to one party and must have special training on how to be impartial and be able to determine what evidence is relevant to meet the standard of evidence for sexual harassment allegations.

## **HEARINGS**

The live hearing will consist of cross-examination. The parties will not be allowed to cross-examine parties, only their advisors. The live hearing may be conducted physically or virtually as long as all parties have the ability to see and hear one another during real time. Telephone calls are not allowed during the live hearing as they do not meet regulations. Parties may request hearings be in separate rooms during the live hearing. Live hearings will be recorded, either by audio, audiovisual recordings, or transcript. Recordings will be made available to parties for review. This assists in appeals and to ensure the decision-maker did not act impartially. Only advisors may have the right to cross-exam. If a party does not have an advisor, the school will be required to, without fee or charge, provide one of its choice. The decision-maker must review all questions of the advisors to ensure relevancy. If the decision-maker determines the questions are not relevant, the decision-maker will inform the parties the reason the questions were excluded. Advisors will be able to cross-exam complainants, respondents, and witnesses. If a party or witness refuses to submit to cross-examination, the decision-maker is unable to utilize statements made by said party or witness in his/her decision making as long as his/her decision is not based on the refusal to be cross-examined. Evidence and questions regarding the complainant's prior sexual predisposition cannot be considered relevant unless the evidence is to prove that someone other than the respondent committed the alleged incident or that the complainant had prior sexual behavior with the respondent and the evidence is being used to prove consent. The "preponderance of evidence" standard will be utilized in the determination process.

## **WRITTEN NOTIFICATION OF DECISION**

After the live hearing has commenced, the decision-maker will objectively evaluate the evidence and make a determination. A written notification will be sent to both parties simultaneously along with information on how to appeal the decision along with details of the formal proceedings. The written notification must include the following:

1. The policy which was violated.
2. Details of all processes that lead to the decision.
3. A section detailing the findings.
4. A section detailing the conclusions after applying the facts obtained with the school's policy that applies.
5. A statement regarding the basis of the determination.
6. Notifications of any sanctions that will be brought against the respondent and solutions available to the complainant.
7. A statement addressing the basis of how the solutions were determined for the complainant and how they will restore or preserve equal access.
8. A statement regarding appeals procedures, the right to appeal, the basis of the initial determination, and what is a permissible basis to file an appeal.

If the respondent is found to be responsible of the allegations, the Review Committee will impose sanctions and ensure the complainant is provided with solutions. The Pineville Beauty School will also ensure non-retaliation measures are taken for the complainant. If it is decided the respondent was not responsible, he/she will be afforded the same services and measures as the complainant. The Title IX Coordinator will be responsible for ensuring all solutions are carried out.

## **APPEALS PROCESS**

The complainant or respondent has the right to appeal the decision after a dismissal prior to the grievance process, whether mandatory or discretionary, or at the end of the grievance process. Once the school issues the written notification from the formal proceedings, the parties will have fifteen (15) business days from the date of notification to file a written appeal. The written appeal should include the details of what he/she is appealing. The following are grounds for appeal:

1. A procedural error occurred and affected the outcome.;
2. Information or evidence that was not readily available during the process that could have affected the outcome.
3. That the Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or had a preconception of the matter.

Both parties will issue a written notification informing them they equally have the right to appeal. Both parties will have the right to submit written statements accepting or rejecting the outcome. The official acting as the decision-maker on the appeal must be a different individual who was acting as the decision-maker during the hearing proceedings. The new decision-maker will review the written statements provided by the complainant and respondent. Once the information has been reviewed, the decision-maker will inform both parties simultaneously in writing of the decision. Once the decision has been made, the appeals process is final and neither party may appeal this decision. If the determination stands and the respondent is still found to be responsible for the violation of policy, the Review Committee will impose sanctions and ensure the complainant is provided with solutions. The Pineville Beauty School will also ensure non-retaliation measures are taken for the complainant. If it is decided the respondent was not responsible, he/she will be afforded the same services and measures as the complainant. The Title IX Coordinator will be responsible for ensuring all solutions are carried out.

## **STANDARD OF EVIDENCE**

The institution will utilize “preponderance of evidence” standard which means “more likely than not” or “fifty-fifty” likelihood of guilt. The school must provide due process protections to ensure non-restriction of the rights protected under the United States Constitution. These rights include the First Amendment, Fifth Amendment, and Fourteenth Amendment. The “preponderance of evidence” standard also ensures that both the complainant and respondent have the same opportunity to provide relevant facts.

## **PRESUMPTION OF NON-RESPONSIBILITY**

Until the conclusion of the grievance process, Title IX regulations require the respondent not be deemed responsible. This does not mean that the respondent’s statements are deemed true or take precedent over that of the complainant, but this allows for a neutral process and no pre-conceptions of guilt.

## **RECORDKEEPING**

Investigation records, appeal records, materials associated with the appeal process, records of supportive measures taken in response to a report or complaint of sexual harassment, materials used in the training of Title IX Coordinators, investigations, documented hearing details, decision-

makers, and any individual who facilitates an informal resolution will be retained for seven (7) years.

### **DISCIPLINARY SANCTIONS AND/OR RESTRICTIONS**

The Pineville Beauty School does not discriminate on the basis of race, color, creed, national and ethnic origin, sex, age, religion, disability, sexual orientation or other legally protected status in its administration of any educational programs or financial aid programs. In order to ensure the health and safety of our employees and students, the Pineville Beauty School prohibits sex discrimination, sexual harassment and/or sexual violence. This includes incidents on and off the institution's premises. This applies to all institutional programs including extra-curricular activities pertaining to the institution. This may also include any incidents off campus which may interfere with the health and safety of the institute's employees and students. This policy applies to all students, employees, contractors, and visitors. Punishment is at the discretion of the institution and could include suspension, expulsion, or disciplinary action to include termination of employment for employees and a no-contact order for individuals deemed responsible. Punishment may also include protective orders or similar lawful orders issued by a criminal, civil, or tribal court.

### **TRAINING**

The Pineville Beauty School presents crime prevention awareness and prevention sessions on sexual discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking, as well as educational sessions on personal safety to incoming students and all employees. Quarterly training is conducted to educate students and employees. These programs will cover how to identify, prevent and respond to incidents of sexual discrimination, and sexual harassment, include sexual assault, domestic violence, dating violence, and stalking. The institution will educate its students and employees on how to identify sexual harassment, sexual assault, domestic violence, dating violence, and stalking along with the behaviors associated with sexual violence. All students and employees will be notified on who to contact when an incident occurs along with contact information, definition of sexual harassment including defining associated terms listed in the Pineville Beauty School Sexual Harassment Policy, the process of filing an informal and formal report, resource information, supportive services, and accommodations available to them within and outside of the institution. A review of the Annual Security Report will also be discussed with both students and employees. A common theme of all awareness and crime prevention programs is also to encourage students and employees to be aware of their responsibility for their own security and the security of others. In addition to trainings, information will be disseminated to students and employees through crime and sexual assault prevention awareness packets and placed on the Pineville Beauty School's website. The following will be samples of trainings which will be required by all employees and students.

Although we education students and employees on sexual harassment, the Pineville Beauty School always tries to ensure that its students and employees have access to information regarding this topic.

Sexual Assault, Consent and Sexual Harassment: What's The Difference?

<https://www.youtube.com/watch?v=4qWt2qZ59w8>

## **RAINN.ORG (Rape, Abuse, & Incest National Network)**

Staying Safe on Campus

<https://www.rainn.org/articles/staying-safe-campus>

Warning Signs for College-Age Adults

<https://www.rainn.org/articles/warning-signs-college-age-adults>

Warning Signs for Teens

<https://www.rainn.org/articles/warning-signs-teens>

What is consent?

<https://www.rainn.org/articles/what-is-consent>

Alcohol Safety

<https://www.rainn.org/articles/alcohol-safety>

Steps You Can Take To Prevent Sexual Assault

<https://www.rainn.org/articles/steps-you-can-take-prevent-sexual-assault>

## **National Domestic Violence Hotline**

Healthy Relationships

<https://www.thehotline.org/healthy-relationships/>

## **National Center For Victims of Crime**

Stalking: Real Fear, Real Crime

<https://www.youtube.com/watch?v=K3bTc22pq-o>

## **You Tube**

What is Sexual Assault?

[https://www.youtube.com/watch?v=Y\\_yJZ9G-tt4](https://www.youtube.com/watch?v=Y_yJZ9G-tt4)

## **EMPLOYEE TRAININGS**

All employees will be trained on the Title IX process. Training will include training on the Pineville Beauty School's sexual harassment policy including, but not limited to, the new regulations definition of sexual harassment along with how Title IX extends to all educational programs and activities, the process of how to proceed from the initial report to final disciplinary actions, if applicable, the "preponderance of evidence" standard, due process, and how to serve impartially to avoid pre-judgment, conflicts of interest, and bias opinions, supportive measures and accommodations, the new method of investigation, the process of informal and formal hearings, and how to conduct live hearings and any software which may be utilized in holding virtual live hearings quarterly. The Pineville Beauty School will build and add training, as necessary, to ensure all employees are correctly trained and follow all regulations as stated in the new Title IX regulations. New employees will be trained during orientation. All employees will also be subject to the same training as students. The following are examples of trainings which will be required by all employees.

US Department of Education/Office for Civil Rights

Title IX: An Introduction to the New Regulations.

Webinar: <https://www.youtube.com/watch?v=TdfT5R8ibm4&feature=youtu.be>

US Department of Education / Office for Civil Rights

Due Process Protections Under New Title IX Regulations

Webinar: <https://www.youtube.com/watch?v=48UwobtiKDI>

Friedfel, Susan D., and Crystal L. Tyler. "Department of Education Amended Title IX Regulations." *The National Law Review* X, no. 223 (June 11, 2020). Accessed August 10, 2020.

<https://www.natlawreview.com/article/department-education-amended-title-ix-regulations>.

### **ANNUAL CAMPUS SECURITY REPORT**

The Annual Campus Security Report can be found at

<http://nces.ed.gov/collegenavigator/?q=pineville+beauty+school&s=all&id=160199> or may be

obtained by requesting a copy from the institution's Administrative Office. Each student will receive a hard copy annually by October 1. (Due to COVID-19, the Annual Report will not be published or obtained until December 2020.)

### **IMPORTANT CONTACTS**

#### **OFFICE OF CIVIL RIGHTS**

Questions or concerns regarding discrimination may also be directed to the Office of Civil Rights.

U.S. Department of Education Office for Civil Rights

Lyndon Baines Johnson Department of Education Bldg

400 Maryland Avenue, SW

Washington, DC 20202-1100

Telephone: (800)-421-3481

Fax: (202) 453-6012 TDD: (800)877-8339

Email: [OCR@ed.gov](mailto:OCR@ed.gov)

You may also visit the following: <https://www2.ed.gov/about/offices/list/ocr/index.html>

#### **SEX OFFENDERS**

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education.

You may obtain a list of registered sex offenders in Louisiana by visiting:

<http://www.lsp.org/socpr/default.html>

You may obtain a list of registered sex offender in the United States by visiting:

<https://www.nsopw.gov/>



## **LAW ENFORCEMENT AGENCIES**

In case of an emergency, please dial 911 and they will contact local law enforcement to get you help. We have also listed contact information for law enforcement agencies:

### **LOUISIANA STATE POLICE**

Website: <http://www.lsp.org/contact.html>

Phone: LSP HQ Main Number: 225-925-6006

### **LOCAL LAW ENFORCEMENT AGENCIES**

Pineville City Police Department - (318) 442-8362

Rapides Parish Sheriff's Department - (318) 473-6717

## **DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

[dcfs.louisiana.gov](http://dcfs.louisiana.gov)

627 N. Fourth St.

Baton Rouge, LA 70802

(225) 524-3578

## **RESOURCES**

The Pineville Beauty School wants to ensure the wellbeing of all its students and employees. In order to do so, the Pineville Beauty School has put together a list of resources available to all students and employees regarding sexual assault, domestic violence, dating violence, and stalking. If more information is needed, please speak to the Title IX Coordinator of the institution. The Pineville Beauty School will assist its students and/or employees to provide all supportive measures and accommodations which are reasonably accessible.

### **TITLE IX COORDINATOR INFORMATION**

Brandi Perego

1008 Main Street

Pineville, LA 71360

(318) 445-1040

[staff@PinevilleBeauty.com](mailto:staff@PinevilleBeauty.com)

## **HOTLINES**

### **The National Sexual Assault Hotline (RAINN) (Rape, Sexual Assault & Incest)**

(800) 656-HOPE (4673)

Visit <https://rainn.org/get-information> to obtain additional information regarding sexual assault.

### **The National Domestic Violence Hotline**

(800) 799-SAFE (7233)

TTY (800) 787-3224

Visit <http://www.thehotline.org/resources/> to obtain additional information regarding domestic violence.

### **Child Abuse Hotline**

(800) 4-A-CHILD (800-422-4453)

Visit <https://www.childhelp.org/hotline/> to obtain additional information regarding child abuse.

**The National Center for Victims of Crime – Stalking**

(855) 4-VICTIM (855-484-2846)

Visit <https://victimsofcrime.org/stalking-resource-center/> to obtain additional information regarding stalking.

**Child Abuse and Neglect Hotline**

(800) 4 A Child (1.800.422.4453)

Visit <https://www.childwelfare.gov/> for more information regarding child abuse and neglect.

**Louisiana Department of Children & Family Services**

(855) 4LA-KIDS (855) 452-5437

**The National Suicide Prevention Hotline**

(800) 273-8255

Visit <https://suicidepreventionlifeline.org/> for more information regarding suicide prevention.

**The National Domestic Violence Hotline**

(800) 799-7233

TTY (800) 787-3221

Visit <https://www.thehotline.org/resources/> for more information and resources.

**LOCAL DOMESTIC ABUSE AND SEXUAL ASSAULT RESOURCES****Rapides Outreach of Faith House Crisis Center**

(318) 448-0884

(318) 231-8954

(888) 411-1333

24 Hour Toll Free Crisis Line – (888) 411-1333

<http://faithhouseacadiana.com/>

**Louisiana Coalition Against Domestic Violence**

<http://lcadv.org/programs-resources/>

24 Hour Statewide Hotline – (888) 411-1333

24 Hour National Hotline – (800) 799-7233

<http://lcadv.org/programs-resources/>

This site contains a link for all the Battered Women’s Shelters for the State of Louisiana.

**Louisiana Foundation Against Sexual Assault**

<http://www.lafasa.org/main/home>

[http://www.lafasa.org/main/find\\_a\\_local\\_center](http://www.lafasa.org/main/find_a_local_center) (Link for Sexual Assault Centers in Louisiana)

(225) 372-8995

**YWCA (Domestic and Sexual Violence Services)**

5912 James Street

Alexandria, LA 71303-2015

(318) 442-3397

Visit <https://www.ywca.org/> for more information and resources.

## **COUNSELING AND VICTIM'S ADVOCACY**

### **Center for Family & Individual Counseling**

5615 Jackson St, #K  
Alexandria, LA 71303  
(318) 443-7711

### **Rapides Children's Advocacy Center**

1506 Albert Street  
Alexandria, LA 71309  
(318) 448-4006

Information on other counseling services can be obtained by contacting the hotlines and resources listed above.

## **OTHER RESOURCES**

### **Manna House (Meals)**

2655 Lee Street  
Alexandria, LA 71301  
(318) 445-9053

### **FoodPantries.org**

<https://www.foodpantries.org/st/louisiana>

### **Louisiana Department of Children and Family Services**

1-888-524-3578

1-844-224-6188 TTY

Visit <http://www.dcfslouisiana.gov/page/get-snap> for more information.

### **Hope House of Central Louisiana -Alexandria (Shelter)**

5115 South MacArthur Drive  
Alexandria, LA 71302  
(318) 487-2061

### **Evergreen Safe House (Shelter)**

205 Hill Street  
Evergreen, LA 71333  
(318) 346-4962

### **Shelter Search**

<https://www.shelterlist.com/state/louisiana>

### **Volunteers of America**

<https://www.voa.org/>