



Aveda Arts & Sciences Institute Nashville

OPEID# 026009

1765 Galleria Blvd.

Franklin, Tennessee 37067

2024 ANNUAL SECURITY REPORT

CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS

This document has been prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. 1092(f) ("Clery Act") and the amendments made by section 204 of the Violence Against Women Reauthorization Act of 2013, and is designed to inform all students and employees (staff and faculty) of Aveda Arts & Sciences Institutes about its safety and security procedures and policy. Preparation for the annual disclosure of crime statistics and Annual Security Report is obtained by the Institute Director, in cooperation with the local law enforcement agencies surrounding our campuses.

The safety of our students, employees, and guests is an important concern of the administration. This document explicates this institution's policy regarding crime and accident prevention, public safety, and criminal incident reporting procedures. A copy of this policy and the Clery Act are available upon request to students, employees, and prospective students and employees. The institution publishes and distributes this policy at least on an annual basis by October 1. In addition, all information is available from the admissions office upon request. The institution does not maintain a police or security department, thus maintaining a crime log is not required.

The Aveda Arts & Sciences Institute campuses are herein referred to as "school," "institution," "institute," or "campus."

Clery Geography

Aveda Arts & Sciences Institute Nashville collects and reports crime statistics for its campus, which is located at 1765 Galleria Blvd., Franklin, Tennessee 37067. In addition to the facility located at this address, the campus includes the parking lot surrounding the building.

In addition, the institution provides statistical information for crimes that occur on public property that is immediately accessible from campus when such statistics are known or can be obtained from local law enforcement.

Public property within the institution's Clery geography includes the following:

The street directly in front of the building (Galleria Blvd.).

Security and Access to Campus Facilities

Only students, employees, guests, and other parties having business with this institution should be on institutional property. The institution does not have any campus residences. When the school closes for the night, the school's official or supervisor will inspect the building to see that it is empty and then set the alarms. Other individuals present on institutional property at anytime without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

Campus Law Enforcement and Security

Several Aveda Arts & Sciences Institute campuses are located in shopping centers; security is the responsibility of property owners and or managers. However, aggressive safety practices are strongly advocated by administrators, staff, students, and those who visit the campus.

The institution currently has no procedures for facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

Institute officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.

Crime Prevention Policies and Programs

The institution provides crime awareness and prevention programs and programs to prevent dating violence, domestic violence, sexual assault and stalking as part of its orientation, where all the institution's policies and regulations are properly disclosed to incoming students and new employees.

Employees (staff and faculty) will check doors, emergency exits, and student areas throughout each day to ensure campus safety.

Reporting Criminal Actions or Other Emergencies Occurring on Campus

This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to a Campus Security Authority, supervisor, or nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911). Prompt reporting will assure timely warning notices on campus and timely and accurate disclosure of crime statistics.

If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official or Campus Security Authority will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official or Campus Security Authority without signature. If the student or employee wishes not to maintain confidentiality, the student or employee will contact a Campus Security Authority or institutional official who in turn will report criminal actions or emergencies to the appropriate agency by calling (911). If possible, in the interim, the Campus Security Authority or institutional official shall attempt to non-violently deal with the crime or emergency on campus. Individual discretion must be used, as undue risk should not be taken.

The Campus Security Authorities are:

Institute Director: Connie Koecke, connie.koecke@avedaarts.edu

Student Care Manager: Ashley Hendrixson, ashley.hendrixson@avedaarts.edu

Title IX Coordinator: Kalli Blackwell Peterman, kallib@avedaarts.edu

Reports to the above-referenced Campus Security Authorities will be used for the purpose of making timely warning reports, emergency response and notification, and reporting crime statistics in accordance with the Clery Act. The above-designated Campus Security Authorities are responsible for documenting incidents using the Institute's incident report protocol.

Timely Warnings

A timely warning will be issued for any Clery crime committed on the Institute's Clery geography that is reported to a Campus Security Authority or local law enforcement agency and is considered to represent a serious or continuing threat to students and employees.

The Institute Director drafts, decides to issue and through what method, and issues timely warnings. The Student Care Manager is responsible for forwarding the Institute Director incident reports as soon as received. The Compliance Director is responsible for providing him or her with reports from local law enforcement as soon as received.

Timely warnings are issued through written notification, the PA system, postings in school or website, text or email messaging, or other reasonable methods. The warning will include all information that promotes safety and that aids in the prevention of similar crimes. It will also include information that triggered the crime if available. The warning will not include the names of the victim(s).

Distinction between Emergency Notification and Timely Warnings

Whereas the scope of emergency notification is typically a wide focus on a significant emergency or dangerous situation (may include Clery crimes), a timely warning is narrowly focused on only Clery crimes. Emergency notification procedures will be initiated for any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. Timely warnings are triggered by crimes that have already occurred but represent an ongoing threat. A timely warning will be issued for any Clery crime committed on the Institute's Clery geography that is reported to a Campus Security Authority or local law enforcement agency and is considered by the Institute to represent a serious or continuing threat to students and employees. Emergency notification may serve as a timely warning when the circumstances have not changed.

The Family Educational Rights and Privacy Act (FERPA) and the Timely Warning Requirement

The Institute may, in appropriate circumstances, include personally identifiable information in a timely warning. Although personally identifiable information is generally precluded from disclosure under FERPA, such information may be released in an emergency situation if knowledge of the information is necessary to protect the health or safety of the students or other individuals.

Emergency Response and Evacuation Procedures

Aveda Arts & Sciences Institute's emergency response and evacuation plan is detailed below. The institute will notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

A. Response

In the event of an emergency, the top priorities of Aveda Arts & Sciences Institute are to (1) protect life; (2) protect critical facilities; and (3) restore campus operations.

1. Reporting Emergencies

When anyone at Aveda Arts & Sciences Institute becomes aware of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus, he or she must immediately notify the security guard on duty (if applicable), the Institute Director ("Responsible Party"), and 911 (if the situation warrants it). The Responsible Party, working with any other necessary parties, such as the police, fire department, etc. will take the necessary action to keep the institute safe.

This policy and procedure contains several specific scenarios. In each, evacuation or shelter-in-place may be necessary. Below are the steps to take in each of those scenarios.

2. Evacuation

The Responsible Party, working in conjunction with any other necessary parties, will determine whether it is necessary to evacuate the building. If directed to evacuate the building, all individuals shall follow the emergency routes posted in the rooms throughout the building. Students and employees shall also direct all guests to follow them outside the building. Students shall congregate in each of their respective phases to aid instructors in taking attendance.

Assuming that it is safe to do so, the Responsible Party shall sweep through the building to ensure that all building occupants have evacuated from the building. After doing so, he or she shall remain at a main point of entry to ensure that no unauthorized individuals attempt to enter the facility.

Employees and students shall not use the elevators to exit the building. Once outside the facility, all faculty and managers shall take roll call for their staff or students. If any students or employees are determined missing, the faculty or manager shall immediately notify emergency personnel of the missing person. No one shall reenter the building until determined safe to do so. The Responsible Party working with the necessary parties will make that determination.

3. Shelter-in-Place Procedure

Shelter-in-place orders may be issued in situations where dangerous intruders or other incidents may result in harm to persons if they leave the campus facility. In such a case, the Responsible Party will issue a shelter-in-place order by making an announcement over the PA, sending a messenger to each classroom, or alternative method as deemed necessary by the situation. Faculty will then do the following:

- Lock classroom doors;
- Close windows and, if available, close window blinds, curtains, or shades;
- Direct all persons to move away from the windows and doors so that they cannot be seen from outside the room; and
- Direct all persons to get down on the floor.

4. Specific Scenarios

The below section contains directions that students and employees must follow under specific emergency situations. If an emergency scenario occurs that is not listed below, the student or employee shall defer to the general reporting instructions listed above. The Responsible Party will then decide on what steps need to occur to keep the institute community safe.

a. Armed and Violent Intruders and Burglaries

If a person is suspected of carrying a weapon onto the campus, is acting in a violent manner, or is committing a burglary, the student or employee must notify 911 and the Responsible Party. If the suspect threatens a student or employee, he or she should not try to disarm the suspect or resist the intruder's instructions. Rather, he or she should back away from the situation. The Responsible Party, working in conjunction with any other necessary parties, will determine whether a warning announcement should be made and/or if an evacuation or shelter-in-place is necessary depending on the facts of the case. After all is secure, the Responsible Party shall complete an incident report detailing the events and forward it to the appropriate parties.

b. Assaults/Fights

Students and employees must report all assaults and fights to 911 (if necessary) and the Responsible Party. The Responsible Party will try to diffuse the situation, if possible. After the situation is under control, the Responsible Party shall ask victims/witnesses for their account of the incident and complete an incident report and forward it to the appropriate parties.

c. Bomb Threat

The person who receives a bomb threat shall immediately call 911 and notify the Responsible Party. The Responsible Party shall then initiate evacuation procedures. No student or employee may reenter the building until the entire building is declared safe. All employees who receive a bomb threat shall remain calm and obtain as much information from the caller as possible, including: (1) number of bombs; (2) type of bomb; (3) location of bombs; and (4) where they are set to explode. After all is secure, the Responsible Party shall complete an incident report detailing the events and forward it to the appropriate parties.

d. Hazardous Materials (including chemical spills or leaks) and Biological Threats

Hazardous material events should be treated with the utmost caution. The person experiencing the event shall immediately contact 911 (if necessary), and the Responsible Party and provide the following information: (1) your name; (2) location of the spill/hazardous materials; (3) injuries requiring medical attention (if any); and (4) nature of the spill/hazardous material – what it is, if known, and how much.

If the spill is non-hazardous, the Responsible Party will advise members of the operation team to coordinate cleanup. If the spill is hazardous, the Responsible Party will direct a professional company to coordinate cleanup. If a parcel is opened and an unidentified substance is detected, students and employees shall do the following:

- Alert others to stay away from the area;
- Turn off any fans, air conditioners, or heaters;
- Close doors and windows to the area;
- Do not wash off or disperse the substance; and
- Do not touch, test, smell or assess the substance.

The Responsible Party, working in conjunction with any other necessary parties, will determine whether a warning announcement should be made and/or if an evacuation or shelter-in-place is necessary depending on the facts of the case. After all is secure, the Responsible Party shall complete an incident report detailing the events and forward it to the appropriate parties.

e. Medical Emergency, Injury, Death

If a medical emergency, injury, or death occurs at the institute, the person who encounters the situation shall immediately contact 911 (if necessary) and notify the Responsible Party. The Responsible Party will then respond to the scene with the first aid kit (if necessary), call the paramedics (if necessary), and ensure that safety is established and maintained. He or she will also direct someone to look out for and direct the emergency medical responders to the scene if any are called. After all is secure, the Responsible Party shall complete an incident report detailing the events and forward it to the appropriate parties.

If the incident involves an employee, the employee on duty must also complete the appropriate Human Resources forms and submit them within 24 hours of the injury. If the employee is unable to complete the form, then his or her Manager must complete it.

In the event of a work-related death the incident must be reported to the Occupational Health and Safety Administration within 8 hours of the incident. An in-patient hospitalization, amputation, or eye loss must be reported within 24 hours of the incident. Reports can be made online at <https://www.osha.gov/pls/ser/serform.html> or by calling 1-800-321-6742 (OSHA).

f. Weather

Students and employees will be notified of closing or delayed openings that are the result of severe weather on the Emergency Status webpage <https://avedaarts.edu/status/>. The Responsible Party will decide to close or modify the operating hours of a location. Students and employees will be alerted to monitor the webpage for updates.

Students and employees who are at the institutes when severe weather develops, shall remain in the building and proceed to the severe weather shelter areas. The Responsible Party trains students and employees where the severe weather shelter areas are located during orientation. If students are with a guest, they shall bring that guest with them. The Responsible Party will watch out for severe weather watches and warnings and notify the individuals at the institutes via PA system to proceed to the shelter area. The Responsible Party will also direct everyone when it is safe to leave the severe weather shelter areas.

g. Fires

Smoke and heat detectors are located throughout the institutes to protect occupants from potential fires. Anyone who witnesses a fire is directed to pull the fire alarm, call 911, and let the Responsible Party know of the fire and its location. The Responsible Party will then initiate an evacuation of the building. Employees are not required to perform firefighting activities. However, employees trained in fire extinguisher duties may extinguish incipient-stage fires on their own. Fires larger than incipient-stage (larger than the size of an office garbage can) should not be fought. After all is secure, the Responsible Party shall complete an incident report detailing the events and forward it to the appropriate parties.

h. Civil Unrest (Major or Minor)

There are both major and minor disturbances to which a facility may be subjected, ranging from the acts of pranksters to mass armed aggression. Some of the more common causes of these are labor problems, racial tension, or public displeasure with company policy. The person who discovers the unrest shall call 911 (if necessary) and notify the Responsible Party. If necessary to call 911, the person shall let them know the following: (1) location of disturbance; (2) how many people are involved; and (3) if known, what the disturbance is about. The Responsible Party, working in conjunction with and any other necessary parties, will determine whether a warning announcement should be made and/or if an evacuation or shelter-in-place is necessary depending on the facts of the case.

Assuming that it is safe to do so, all employees shall (1) lock up vital information; (2) secure work areas as if it was an extended holiday; and (3) draw the curtains/windows. Also assuming that it is safe to do so, the Responsible Party shall (1) lock and patrol all points of egress; (2) if necessary, try to control the crowd; (3) repair any damage promptly; and (4) secure all utilities and fire protection equipment. After all is secure, the Responsible Party shall complete an incident report detailing the events and forward it to the appropriate parties.

i. Terrorist Attack

Weapons of mass destruction likely to be employed by terrorists fall into two categories: nuclear and conventional.

- Nuclear- If a nuclear device is detonated the person who discovers the attack shall immediately call 911 and report the incident to the Responsible Party. The Responsible Party will then determine whether an evacuation of the campus or shelter-in-place is necessary. If the attack is far enough way, shelter-in-place may be the best option. The Responsible Party shall shut down all utility systems to the building.

- Conventional- The danger from the blast effect of conventional explosive devices is similar to nuclear devices with a higher rate of survival. If responding to the threat of an imminent blast nearby, the person perceiving the attack shall immediately call 911 and report the incident to the Responsible Party. The Responsible Party will then determine whether an evacuation of the campus or shelter-in-place is necessary. If the source of the threat is outside, it is likely that the parties shall follow the shelter-in-place procedures. The Responsible Party shall then close all windows and doors to minimize flying glass. All individuals shall assume the duck, cover, and hold position on the ground. However, if the source of the threat is inside the building, then the Responsible Party shall evacuate the building using the evacuation procedures. In that case, no one shall reenter until the entire building is declared safe by public safety, emergency management, or military authorities.

B. Notification

The Responsible Parties are responsible for (1) confirming that there is a significant or dangerous situation involving an immediate threat to the health or safety of students or employees on campus; (2) determining the appropriate segment(s) of the community to receive the notification; (3) determining the content of the notification; and (4) initiating the notification system. They must work in conjunction with necessary parties depending on the situation, including for example, institute administration, faculty, the police, fire department, and/or emergency services. The Responsible Parties will follow the guidelines listed below to complete the above steps.

1. *Gather Facts*: The Responsible Parties will gather facts from the necessary parties. They will then determine the threat level and impact to the institute. If they determine that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring at campus, they will move to the assessment phase.
2. *Assess the Situation*: The Responsible Parties will consult with emergency responders and any necessary parties at the institute to assess the nature and severity of the incident and appropriate response.
3. *Communicate*: The Responsible Parties 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. The Responsible Parties will notify the campus community as quickly as possible with special consideration given to the timeliness and urgency of the situation, areas or group(s) affected, and potential for further harm to the community and its members. The notification system may be any combination of the following systems: PA system, fire alarms, postings in school or website, text or email messaging, or other reasonable methods. The Responsible Parties will select the method(s) that best reach the community depending on the situation and determine which segment(s) of the community should receive the message. If the situation affects everyone on campus, everyone will be notified. However, if the emergency situation affects only a segment, then only that segment will be notified. The Responsible Parties listed above will continually assess the situation to determine if the correct parties were notified and if beneficial what order they should be notified. If necessary to notify the non-campus community, the Responsible Parties will work with the police to deliver the message to the media.
4. *Ensure that necessary operations are taking place*: The Responsible Parties will also ensure that all applicable safety plans and measures are being implemented, if warranted.
5. *Evaluate response*: After responding, the Responsible Parties will assess the effectiveness of the response, and whether the response needs to be changed if necessary. General information about the emergency response and evacuation procedures are publicized each year as part of the institutes' Clery Act compliance efforts. The Responsible Parties will send a copy of all emergency notifications to the Compliance Director.

C. Testing the Emergency Response and Evacuation Plan

At least once a year, the Responsible Parties test the institutes' emergency response and evacuation plan. The test may be announced or unannounced and (1) is scheduled; (2) contains drills; (3) contains exercises; (4) contains follow-through activities; and (5) is designed for the assessment and evaluation of emergency plans and capabilities. After the test occurs, the Compliance Director publicizes the emergency response and evacuation procedures to all students and employees. The Responsible Parties also document for each test a description of the exercise, the date, time, and whether it was announced or unannounced. The Compliance Director also will request the local police's cooperation in informing the institutes about any situation that may warrant an emergency response.

Campus Crime Statistics

The Clery Act requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution or any public property which is used for activities related to or in direct support of the educational purpose of the institution, and/or any building or property owned or controlled by student organizations recognized by this institution.

In compliance with that law, the following campus crime, arrest, and referral statistics include those reported to the Campus Security Authorities and/or local law enforcement agencies that occurred on campus or surrounding public property during the most recent calendar year and the two preceding calendar years.

Report Distribution Date: October 1, 2024
Occurrences within the 2021, 2022, and 2023 Calendar Years

Type of Crime	2021		2022		2023	
	Occurrences	Arrests	Occurrences	Arrests	Occurrences	Arrests
Murder	0	0	0	0	0	0
Sex Offenses (forcible)	0	0	0	0	0	0
Sex Offenses (non-forcible)	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
--Referrals for Disciplinary Action	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
--Referrals for Disciplinary Action	0	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0	0
--Referrals for Disciplinary Action	0	0	0	0	0	0
Hate Crimes*	0	0	0	0	0	0
--Based on Race	0	0	0	0	0	0
--Based on Gender	0	0	0	0	0	0
--Based on Religion	0	0	0	0	0	0
--Based on National Origin	0	0	0	0	0	0
--Based on Sexual Orientation	0	0	0	0	0	0
--Based on Gender Identity	0	0	0	0	0	0
--Based on Ethnicity	0	0	0	0	0	0
--Based on Disability	0	0	0	0	0	0
Hate Crimes Involving Larceny	0	0	0	0	0	0
Hate Crimes Involving Theft	0	0	0	0	0	0
Hate Crimes Involving Simple Assault	0	0	0	0	0	0
Hate Crimes Involving Intimidation	0	0	0	0	0	0
Hate Crimes Invol. Destruction/ Damage/Vandalism of Property	0	0	0	0	0	0

Hate Crimes Involving Bodily Injury	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking Incidents	0	0	0	0	0	0

*Crimes that manifest evidence of prejudice based on race, gender and gender identity, religion, disability, sexual orientation, or ethnicity as prescribed by the Hate Crime Statistics Act (28 U.S.C 534).

These crime statistics are updated annually and redistributed to all current students and employees no later than October 1 of each calendar year.

Off-Campus Crimes

This institution does not operate any off-campus facilities or organizations, therefore crimes that may occur off-campus are not included in the reported crime statistics. All crimes occurring off-campus should be reported to local law enforcement.

Possession, Use, and Sale of Alcoholic Beverages and Enforcement of Drug and Alcohol Laws

This institution does not permit the sale, possession, or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.

The institution does not permit the possession, use, or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination, and/or arrest.

Information concerning the institution's Drug and Alcohol Abuse Prevention Program is distributed annually to students and staff. Information on agencies that provide counseling and help on drug and alcohol abuse education is included in the Drug and Alcohol Abuse Prevention Program and is available to students and staff.

Registered Sex Offenders

Pursuant to Tennessee Code Annotated 40-39-206, the Tennessee Bureau of Investigation makes information concerning the presence of registered sexual offenders/predators available to local law enforcement officials and the public. This information may be obtained by visiting their website at <https://www.tn.gov/tbi/section/tennessee-sex-offender-registry>. Questions regarding the Tennessee Sex Offender Registry can be addressed to the Sex Offender Registry Hotline by phone at 888-837-4170 or by email at tbisormgr@tn.gov.

Prevention of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

This institution prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking, defined by Federal law as follows:

Domestic violence means a felony or misdemeanor crime of violence committed by—

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred, or
- 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 occurred.

Dating violence means violence committed by a person—

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

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to

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

Consent is a voluntary agreement to engage in sexual activity. Someone who is incapacitated cannot consent. Past consent, silence, or an absence of resistance does not imply present or future consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent.

Incapacitation prevents a person from having the capacity to give consent, such as due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability.

Tennessee state law provides the following definitions:

“Domestic assault” occurs when a person

- intentionally, knowingly or recklessly causes bodily injury to another;
- intentionally or knowingly causes another to reasonably fear imminent bodily injury; or
- intentionally or knowingly causes physical contact with another and a reasonable person would regard the contact as extremely offensive or provocative

against a person in one of the following categories:

- adults or minors who are current or former spouses;
- adults or minors who live together or who have lived together;
- adults or minors who are dating or who have dated or who have or had a sexual relationship, but does not include fraternization between two (2) individuals in a business or social context;
- adults or minors related by blood or adoption;
- adults or minors who are related or were formerly related by marriage; or
- adult or minor children of a person in any of the relationships described above.

"Stalking" means a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

“Course of conduct” means a pattern of conduct composed of a series of two (2) or more separate noncontinuous acts evidencing a continuity of purpose.

"Harassment" means conduct directed toward a victim that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable person to suffer emotional distress, and that actually causes the victim to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose.

"Unconsented contact" means any contact with another person that is initiated or continued without that person's consent, or in disregard of that person's expressed desire that the contact be avoided or discontinued. Unconsented contact includes, but is not limited to, any of the following:

- Following or appearing within the sight of that person;
- Approaching or confronting that person in a public place or on private property;
- Appearing at that person's workplace or residence;
- Entering onto or remaining on property owned, leased, or occupied by that person;
- Contacting that person by telephone;
- Sending mail or electronic communications to that person; or
- Placing an object on, or delivering an object to, property owned, leased, or occupied by that person.

Bystander Intervention

Violence affects the entire community and all members have a responsibility to take action against sexual assault and relationship abuse. One major way that you can take action is by being an active bystander. Bystanders are individuals that witness either an act of violence or the actions that lead up to violence.

For instance, in a situation involving sexual assault, domestic violence, dating violence, or stalking, a bystander should minimize risk and:

- Approach everyone as a friend;
- Not be antagonistic;
- Avoid violence;
- Create a distraction;
- Be honest and direct whenever possible;
- Recruit help, if possible;
- Keep safe; and
- If things get out of hand, contact the police.

Examples of warning signs that we may observe that give cause for us to speak up and intervene are:

- A friend telling a sexist joke or saying something degrading or violent towards women.
- A person or group encouraging the excessive use of alcohol or other substances as a means to facilitate sex.
- A friend reporting being the initiator or recipient of controlling behavior in a relationship.
- A person who is sexually harassing someone and making them feel uncomfortable.
- A friend being followed or stalked in person, on the phone, or by use of technology.

Intervening in these situations may prevent actions and behaviors that lead up to a violent incident and keep you from having to intervene in a more dangerous situation. So not only do you have an opportunity to prevent violence immediately before it happens or during a violent act, but you also have opportunities to intervene on an ongoing basis.

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

Any member of the Institute community may report conduct that may constitute domestic violence, dating violence, sexual assault or stalking. In addition, managers and other designated employees are responsible for taking whatever action is necessary to prevent sexual misconduct, to correct it when it occurs, and to report it promptly to the Title IX Coordinator.

If you believe that you have experienced or witnessed domestic violence, dating violence, sexual assault or stalking, notify your instructor, supervisor, Human Resources, or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the Institute is exempt from the

prohibitions in this policy. Supervisors will refer all domestic violence, dating violence, sexual assault or stalking complaints to the Title IX Coordinator for student-related complaints and to the Human Resources Department if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

The Institute recognizes that domestic violence, dating violence, sexual assault or stalking frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or “proof” should not discourage individuals from reporting domestic violence, dating violence, sexual assault or stalking under this policy. However, making false charges of domestic violence, dating violence, sexual assault or stalking is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

Title IX Coordinator

Kalli Blackwell Peterman, General Manager, is the Institute’s Title IX Coordinator and can be reached in person at 303 South Pine St., Hammond, LA 70403, by telephone at 985.520.4776, or via email at kallib@avedaarts.edu.

Investigating Incidents of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

The Institute takes all reports seriously and will provide a prompt and equitable response to all reports of domestic violence, dating violence, sexual assault or stalking. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs designed to prevent recurrence of any sexual misconduct. Mediation will not be used to resolve domestic violence, dating violence, sexual assault or stalking complaints. If an investigation is warranted, the Institute shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment. Nonparty witnesses who participate in domestic violence, dating violence, sexual assault or stalking investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation.

The time necessary to conduct an investigation will vary based on complexity but generally the Institute will conduct an investigation within 60 days of receipt of the complaint. Every complainant will have the right to present his or her case, which includes the right to an adequate, reliable, and impartial investigation of the complaint. Parties will be given an equal opportunity to present witnesses and evidence. The preponderance of the evidence standard will apply to investigations, meaning that the Institute will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will be given periodic status updates and will receive written notice of the outcome of the complaint. During the investigation, the Institute will provide interim measures, as necessary, to protect the safety and well-being of students and/or employees involved. Either party may file an appeal, if applicable.

If the Institute determines that domestic violence, dating violence, sexual assault, stalking, or other prohibited behavior has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the Institute will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the Institute to be responsible for domestic violence, dating violence, sexual assault or stalking will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension, or expulsion.

Aveda Arts & Sciences Institute will, upon written request, simultaneously disclose, in writing, to the alleged victim and perpetrator of domestic violence, dating violence, sexual assault, or stalking the outcome of any institutional disciplinary proceeding, the institution’s procedures to appeal the results, any change to the results that occurs prior to the time such results become final, and when such results become final. Aveda Arts & Sciences Institute will protect the identity and confidentiality of victims in internal and publicly-available documentation to the extent permissible by law. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for these purposes.

To initiate a criminal investigation, reports of domestic violence, dating violence, sexual assault or stalking should be made to “911” or local law enforcement. The criminal process is separate from the Institute’s disciplinary process. To the extent that an employee or contract worker is not satisfied with the Institute’s handling of a complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

Victim Resources

Victims of sexual assault or rape should follow these recommended steps:

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

It is also recommended that victims call a local or national sexual assault hotline, such as those listed below. Advocates can help provide information, counseling, and emotional support for sexual assault victims in complete confidence.

- Rape and Sexual Abuse Center, Nashville, TN: 800-879-1999
- Tennessee Coalition to End Domestic & Sexual Violence: 800-289-9018
- Y.W.C.A. Domestic Violence Program and Shelter, Nashville, TN: 615-242-1199
- National Sexual Assault Hotline: 800-656-4673
- National Domestic Violence Hotline: 800-799-7233
- Love Is Respect (Dating Violence Hotline): 866-331-9474

The National Center for Victims of Crime is a national resource and advocacy organization for victims of crime. Its crime victim assistance directory can be found online at <https://ovc.ncjrs.gov/findvictimservices/>.

Students and employees should refer to their Institute Director or immediate supervisor when reporting or seeking help on any criminal incident. Any emergency that requires immediate attention should not be waited upon on to report to the school’s official but rather the appropriate agency should be contacted by calling (911).