

Annual Security Report

Rev. 03/21/19

Wethersfield Campus
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Wethersfield, CT 06109
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Plainville Campus
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Office responsible: **Dean of Students**
Area information is located: **Admissions Office**
Date Document was last Updated: **March 2019**
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Campus Security

In accordance with the Crime Awareness and Campus Security Act of 1990, the *International Institute of Cosmetology* collects campus crime statistics and prepares this report for distribution to all current and prospective students and employees.

1. Campus is defined as "any building or property owned or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its educational purpose." The campus includes the facilities located at both Wethersfield, CT and Plainville, CT. There are no buildings or properties owned or controlled by campus student organizations which are recognized by this institution.
2. The report is disseminated annually by September to all current and prospective students and employees. In addition, the report is provided to all individuals during enrollment or employment orientation which is conducted with each start class or upon hiring of a new employee. At that time students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crimes. Each year an email blast will be sent to all enrolled students and staff, giving the website to access the updated report. A paper copy of this report can be requested in the admissions office.
3. No student will have access to the campus facilities, other than the parking area, at any time unless supervised by a staff member. Any off campus events which are sponsored by the school are supervised by school employees. Thus, the school will monitor and report any criminal activity at such events to local law enforcement authorities should they occur.
4. The campus does not employ security guards or have a campus police. The campus security authorities are Marie Bobair, Director of Education, Angela Urcioli Asst. Director of Education, and Martin Gugliotti, Dean of Students. The security of the campus is the direct responsibility of each employee and the campus administrator. No such individuals have the authority to make arrests. All individuals are encouraged and requested to report immediately any known criminal offense or other emergency occurring on campus to the school administration office, and/or any staff member and are also encouraged to promptly report all crimes to appropriate police agencies. To report a crime to the campus call 860-571-0330 ext 111, if it is an emergency dial 9-1-1, or local police department. Any victim or witness can report any crime to the school anonymously and voluntarily.
5. All students and employees are encouraged to be responsible for their own security and the security of others.
6. Safety & Security Measures: Safety is maintained 24-7 with an alarm monitored security system, and surveillance cameras throughout the facility. Only certain management staff members have access to view the camera system which can save video in the event of shoplifting or criminal activity. Any accident occurring on campus must be reported immediately to the Director of Education or the next in charge.

7. Access Policy: During normal business hours, IIC is open to all students, parents, employees, clients, contractors, and guests. During non-business hours, access to IIC is by select staff members with alarm codes. Additionally, maintenance and cleaning personnel have key access to building.
8. Statistics concerning the number of arrests for on-campus crimes of murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and violations of liquor laws, drug abuse, weapons possession current to above report date are listed within this report.

Prevention/Counseling Services

Sexual assault prevention programs are discussed during new student/employee orientation which includes handouts and procedures directed toward personal protection, the prevention of crime, increasing awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. List of CT registered sex offenders can be found at:

http://www.communitynotification.com/cap_office_disclaimer.php?office=54567

Additionally, a Title IX sexual assault training video is played for students during their orientation and the Title IX policy is shown to students.

The only on-campus services available to victims of sex offenses are described in this report. There is no on-campus victim counseling, mental health or other victim services available. However, the following are associations and help lines dedicated to assisting in the counseling and/or coping from sex offenses or mental health disorders:

Connecticut Sexual Assault Crisis Services, Inc	www.connsacs.org	888-999-5545
Rape Crisis Center of Milford, Inc	24/7 crisis hotline	203-878-1212
Wellpath Behavioral Health for Children & Families	www.wellpathct.org	203-756-7287
YWCA Sexual Assault Crisis Services (of New Britain)	www.ywcanewbritain.org/sacs	860-223-1787
Mental Health Association of Connecticut, Inc	www.mhact.org	800-842-1501
National Institute of Mental Health	www.nimh.nih.gov	
Substance Abuse and Mental Health Administration	www.samhsa.gov	

Crime Statistics

Annual crime statistics disclosures are compiled by the Dean of Students, data is collected through mailings sent to the Wethersfield and Plainville police departments and combined with any reports made to any School official. Victims or witnesses can report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Wethersfield Campus (2018 Calendar Year)

Reporting Dates: January 1, 2018 – December 31, 2018

HATE CRIMES - ON CAMPUS (632 Silas Deane Hwy Wethersfield, CT 06109)									
	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	2018 Total
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny – Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of Property	0	0	0	0	0	0	0	0	0

HATE CRIMES – ADJACENT PUBLIC PROPERTIES (Public Properties Surrounding the School)									
	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	2018 Total
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny – Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/ vandalism of Property	0	0	0	0	0	0	0	0	0

	On Campus	ADJ Public Properties
CRIMINAL OFFENSES		
Murder/ Non-negligent Manslaughter	0	0
Negligent Manslaughter	0	0
Sex Offences- Forcible	0	0
Rape	0	0
Fondling	0	0
Sex Offences- Non-forcible	0	0
Incest	0	0
Statutory Rape	0	0
Robbery	0	0
Aggravated Assault	0	0
Burglary	0	0
Motor Vehicle Theft	0	0
Arson	0	0
Larceny - Theft	0	0
Unfounded Crimes	0	0
DISCIPLINARY ACTIONS		
Weapons: carrying, possessing, etc	0	0
Drug Abuse Violations	0	0
Liquor Law Violations	0	0

VIOLENCE AGAINST WOMEN ACT OFFENSES		
Domestic Violence	0	0
Dating Violence	0	0
Stalking	0	0
ARRESTS		
Weapons: carrying, possessing, etc	0	0
Drug Abuse Violations	0	0
Liquor Law Violations	0	0

Plainville Campus (2018 Calendar Year)

Reporting Dates: January 1, 2018 – December 31, 2018

HATE CRIMES - ON CAMPUS (65 Whiting St Plainville, CT 06062)									
	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	2018 Total
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny – Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of Property	0	0	0	0	0	0	0	0	0

HATE CRIMES – ADJACENT PUBLIC PROPERTIES (Public Properties Surrounding the School)									
	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	2018 Total
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny – Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/ vandalism of Property	0	0	0	0	0	0	0	0	0

	On Campus	ADJ Public Properties
CRIMINAL OFFENSES		
Murder/ Non-negligent Manslaughter	0	0
Negligent Manslaughter	0	0
Sex Offences- Forcible	0	0
Rape	0	0
Fondling	0	0
Sex Offences- Non-forcible	0	0
Incest	0	0
Statutory Rape	0	0

Robbery	0	0
Aggravated Assault	0	0
Burglary	0	0
Motor Vehicle Theft	0	0
Arson	0	0
Larceny - Theft	0	0
Unfounded Crimes	0	0
DISCIPLINARY ACTIONS		
Weapons: carrying, possessing, etc	0	0
Drug Abuse Violations	0	0
Liquor Law Violations	0	0
VIOLENCE AGAINST WOMEN ACT OFFENSES		
Domestic Violence	0	0
Dating Violence	0	0
Stalking	0	0
ARRESTS		
Weapons: carrying, possessing, etc	0	0
Drug Abuse Violations	0	0
Liquor Law Violations	0	0

Wethersfield Campus (2017 Calendar Year)

Reporting Dates: January 1, 2017 – December 31, 2017

HATE CRIMES - ON CAMPUS (632 Silas Deane Hwy Wethersfield, CT 06109)									
	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	2017 Total
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny – Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of Property	0	0	0	0	0	0	0	0	0

HATE CRIMES - ADJACENT PROPERTIES (Properties Surrounding the School)									
	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	2017 Total
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny – Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/ vandalism of Property	0	0	0	0	0	0	0	0	0

	On Campus	Adjacent Properties
CRIMINAL OFFENSES		
Murder/ Non-negligent Manslaughter	0	0
Negligent Manslaughter	0	0
Sex Offences- Forcible	0	0
Rape	0	0
Fondling	0	0
Sex Offences- Non-forcible	0	0
Incest	0	0
Statutory Rape	0	0
Robbery	0	0
Aggravated Assault	0	0
Burglary	0	0
Motor Vehicle Theft	0	0
Arson	0	0
Larceny - Theft	0	0
Unfounded Crimes	0	0
DISCIPLINARY ACTIONS		
Weapons: carrying, possessing, etc	0	0
Drug Abuse Violations	0	0
Liquor Law Violations	0	0
VIOLENCE AGAINST WOMEN ACT OFFENSES		
Domestic Violence	0	0
Dating Violence	0	0
Stalking	0	0
ARRESTS		
Weapons: carrying, possessing, etc	0	0
Drug Abuse Violations	0	0
Liquor Law Violations	0	0

Plainville Campus (2017 Calendar Year)

Reporting Dates: January 1, 2019 – December 31, 2017

HATE CRIMES - ON CAMPUS (632 Silas Deane Hwy Wethersfield, CT 06109)									
	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	2017 Total
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny – Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of Property	0	0	0	0	0	0	0	0	0

HATE CRIMES - ADJACENT PROPERTIES (Properties Surrounding the School)									
	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	2017 Total
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0

Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny – Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/ vandalism of Property	0	0	0	0	0	0	0	0	0

	On Campus	Adjacent Properties
CRIMINAL OFFENSES		
Murder/ Non-negligent Manslaughter	0	0
Negligent Manslaughter	0	0
Sex Offences- Forcible	0	0
Rape	0	0
Fondling	0	0
Sex Offences- Non-forcible	0	0
Incest	0	0
Statutory Rape	0	0
Robbery	0	0
Aggravated Assault	0	0
Burglary	0	0
Motor Vehicle Theft	0	0
Arson	0	0
Larceny - Theft	1	0
Unfounded Crimes	0	0
DISCIPLINARY ACTIONS		
Weapons: carrying, possessing, etc	0	0
Drug Abuse Violations	0	0
Liquor Law Violations	0	0
VIOLENCE AGAINST WOMEN ACT OFFENSES		
Domestic Violence	0	0
Dating Violence	0	0
Stalking	0	0
ARRESTS		
Weapons: carrying, possessing, etc	0	0
Drug Abuse Violations	0	0
Liquor Law Violations	0	0

Wethersfield Campus (2016 Calendar Year)

Reporting Dates: January 1, 2016 – December 31, 2016

HATE CRIMES - ON CAMPUS (632 Silas Deane Hwy Wethersfield, CT 06109)									
	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	2016 Total
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny – Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0

Destruction/damage/vandalism of Property	0	0	0	0	0	0	0	0	0
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HATE CRIMES - ADJACENT PROPERTIES (Properties Surrounding the School)									
	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	2016 Total
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny – Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/ vandalism of Property	0	0	0	0	0	0	0	0	0

	On Campus	Adjacent Properties
CRIMINAL OFFENSES		
Murder/ Non-negligent Manslaughter	0	0
Negligent Manslaughter	0	0
Sex Offences- Forcible	0	0
Rape	0	0
Fondling	0	0
Sex Offences- Non-forcible	0	0
Incest	0	0
Statutory Rape	0	0
Robbery	0	0
Aggravated Assault	0	0
Burglary	0	0
Motor Vehicle Theft	0	0
Arson	0	0
Larceny - Theft	0	5
Unfounded Crimes	0	0
DISCIPLINARY ACTIONS		
Weapons: carrying, possessing, etc	0	0
Drug Abuse Violations	0	1
Liquor Law Violations	0	0
VIOLENCE AGAINST WOMEN ACT OFFENSES		
Domestic Violence	0	0
Dating Violence	0	0
Stalking	0	0
ARRESTS		
Weapons: carrying, possessing, etc	0	0
Drug Abuse Violations	0	0
Liquor Law Violations	0	0

Plainville Campus (2016 Calendar Year)

Reporting Dates: January 1, 2016 – December 31, 2016

HATE CRIMES - ON CAMPUS (632 Silas Deane Hwy Wethersfield, CT 06109)									
	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	2016 Total
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0

Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny – Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of Property	0	0	0	0	0	0	0	0	0

HATE CRIMES - ADJACENT PROPERTIES (Properties Surrounding the School)									
	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	2016 Total
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny – Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/ vandalism of Property	0	0	0	0	0	0	0	0	0

	On Campus	Adjacent Properties
CRIMINAL OFFENSES		
Murder/ Non-negligent Manslaughter	0	0
Negligent Manslaughter	0	0
Sex Offences- Forcible	0	0
Rape	0	0
Fondling	0	0
Sex Offences- Non-forcible	0	0
Incest	0	0
Statutory Rape	0	0
Robbery	0	0
Aggravated Assault	0	0
Burglary	0	0
Motor Vehicle Theft	0	0
Arson	0	0
Larceny - Theft	0	0
Unfounded Crimes	0	0
DISCIPLINARY ACTIONS		
Weapons: carrying, possessing, etc	0	0
Drug Abuse Violations	0	0
Liquor Law Violations	0	0
VIOLENCE AGAINST WOMEN ACT OFFENSES		
Domestic Violence	0	0
Dating Violence	0	0
Stalking	0	0
ARRESTS		
Weapons: carrying, possessing, etc	0	0
Drug Abuse Violations	0	0
Liquor Law Violations	0	0

Emergency Procedure

The **Emergency Procedure Guide** contains instructions to assist members of the International Institute of Cosmetology's Community in responding to a variety of emergencies that may affect a campus. The most important information you can use in an emergency is 911 to contact police, fire or ambulance. A copy of the Emergency Response Guide can be found at the Admissions and Educator Offices.

Timely Warning

The school will provide timely warning to the campus community of any applicable crimes that have been reported to the campus administration or local police agencies that are considered to represent a continuing threat to students and/or employees. Crimes should be reported to International Institute of Cosmetology campus security authorities immediately to insure inclusion in the annual crime statistics and to aid in providing timely warning notices to students and staff when needed. The reporting of a crime that the school considers an ongoing "threat to students and staff" will result in a timely warning alarm. The timely warning alarm will be made verbally by an IIC administrator or educator and via our "ONE CALL NOW" Alert system. Instructions on how to proceed will be made on a situational basis. Should a timely warning alarm be made during non-business hours, our "ONE CALL NOW" system will send a text message and/or email to all students and staff with instructions as to how to proceed.

Notification System

Upon confirmation on a significant emergency or threat the institution will notify the campus community (students & staff) via our "ONE CALL NOW" system which sends text messages, phone calls, and/or emails. IIC will promptly determine the content of the notification and initiate the notification system, unless issuing 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. Email notification will issue the threat, and/or evacuation that is needed. Email notification will be sent to all current students and staff at both campuses. The email will specify at which campus the threat is. Email notification system is tested annually by sending a test message to all recipients, both students and staff. Responsible staff to administer notification are: Damian Gugliotti (CFO), Martin Gugliotti (Dean of Students), Marie Bobair (Director of Education), Gina Musumeci-Werner (Assistant Director of Education-Wethersfield), Angela Urcioli (Assistant Director of Education-Plainville), Mark Anderson (School Dean)

Initiating Emergency Protocol

In an emergency situation, initiating the Emergency Protocol will help save lives and assure proper notification and warning takes place. A supervisor is able to initiate the Emergency Protocol.

1. Call 911
2. Get yourself and if possible, others to safety. See **Emergency Procedures Guide** for "Evacuation/Shelter in Place" instructions
3. Notify community via "One Call Now" system

Drug Free Workplace/School

The Drug and Alcohol Abuse Prevention Program policy applies to all students and all employees. The unlawful possession, use, or distribution of illicit drugs and alcohol are strictly prohibited at the International Institute of Cosmetology and its grounds. Students or employees not complying with this standard will be subject to institutional sanctions.

The prohibitions for use, possession, and distribution of illegal drugs or alcohol apply to all persons on school property or as part of any school activity.

A copy of the **Drug Free School/Workplace Annual Disclosure** can be found at the Admissions and Educator Offices.

TITLE IX: Anti-Harassment and Discrimination Policy

(for students and employees)

The School is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take our mandatory Sexual Harassment and Prevention Training upon starting with the School. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the School prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the School has jurisdiction over Title IX complaints.

The School's anti-harassment policy applies to all persons involved in the operation of the School, and prohibits unlawful harassment by any employee of the School, as well as students, customers, vendors or anyone who does business with the School. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the School does business engages in unlawful harassment or discrimination, the School will take appropriate corrective action.

As part of the School's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to the School community through publications, the School website, new employee orientations, student orientations, and other appropriate channels of communication. The School provides training to key staff members to enable the School to handle any allegations of sexual harassment or sexual violence promptly and effectively. The School will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Definitions

Sexual Harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual

nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

Sexual Violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Domestic Violence is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

Dating Violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Prohibited Conduct

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
2. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
3. it creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories. Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or

displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

Complaint/Grievance Procedure

If you believe that you have experienced or witnessed harassment or sexual violence, 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 School is exempt from the prohibitions in this policy. Supervisors will refer all harassment 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.

All complaints involving a student will be referred to the campus's Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Title IX Coordinators and Emergency Contacts

Damian Gugliotti, CFO
Financial Aid Office
860-571-0330 ext. 115, 158
damiang@studyhair.com

Martin Gugliotti, Dean of Students
Administrative office
860-571-0330 ext. 114, 159
marting@studyhair.com

The School ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the School's grievance procedures operate. Because complaints can also be filed with an employee's supervisor or Human Resources, these employees also receive training on the School's grievance procedures and any other procedures used for investigating reports of sexual harassment.

For Emergencies students are urged to call 9-1-1
Wethersfield Police Department at 860-721-2900
Plainville Police Department at 860-747-1616

Investigation of Complaints

In response to all complaints, the School promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. The School shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, the School will weigh the student's request for confidentiality against the impact on School safety to determine whether an investigation

must proceed. 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. The accuser and the accused may have others present during the campus disciplinary proceeding.

On campus disciplinary action in cases of alleged sexual assault will be based on findings by the law enforcement agency investigation, facts pertaining to the crime, and other related mitigating circumstances. The preponderance of the evidence standard will apply to investigations, meaning the School will evaluate whether it is more likely than not that the alleged conduct occurred.

The institution will provide simultaneous notification in writing, to both the accuser and the accused, of the result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking. Both parties will receive written notice of the outcome of the complaint.

During the investigation, the School will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved. The school does not provide living accommodations. The school may change a victim's academic situation after the alleged sex offense if requested by the victim, and the change is reasonably available.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from the School's disciplinary process. To the extent that an employee or contract worker is not satisfied with ILC's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

Possible Sanctions

If the School determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the School will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the School to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination.

Possible sanctions the school may impose following a final determination regarding rape, acquaintance rape, or other forcible or non-forcible sex offense vary depending upon the final determination and may include but are not limited to, an order to stay away, suspension or expulsion.

Retaliation Prohibited

The School will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your supervisor, Human Resources or the Title IX Coordinator.

Reporting

In the event a sex offense occurs on campus, the accuser has the option to and should take the following steps:

- a) Report the crime to local law enforcement agencies.
- b) Report the offense to school administration in the administration office.
- c) Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies
- d) Preserve any evidence as may be necessary to prove criminal sexual assault.
- e) Request a change in the academic situation if desired.
- f) Contact an appropriate agency in the community for counseling or other services that may be needed.

Victims of sexual misconduct should be aware that School administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The School will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The School reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Additional Information

Employees should contact Human Resources for more information or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

Crime Definitions *(from the Uniform Crime Reporting Handbook)*

Arson- Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Criminal Homicide—Manslaughter by Negligence- The killing of another person through gross negligence.

Criminal Homicide—Murder and Non-negligent Manslaughter- The willful (non-negligent) killing of one human being by another.

Robbery- The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault- An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary- The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft-The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

Weapons: Carrying, Possessing, Etc.- The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Drug Abuse Violations-The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Law Violations- The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Sex Offenses Definitions *(From the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program)*

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

- a. A current or former spouse or intimate partner of the victim
- b. A person with whom the victim shares a child in common
- c. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- d. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA) or
- e. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence- violence committed by a person:

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

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

- a. Fear for his/her safety or the safety of others; or
- b. Suffer substantial emotional distress.

Sex Offenses—Forcible- Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

a. *Forcible Rape*—The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

b. *Forcible Sodomy*—Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

c. *Sexual Assault With An Object*—The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

d. *Forcible Fondling*—The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the

person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses—Nonforcible- Unlawful, nonforcible sexual intercourse.

a. *Incest*—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

b. *Statutory Rape* —Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Hate Crime Definitions *(from the Uniform Crime Reporting Handbook)*

Larceny-Theft (Except Motor Vehicle Theft)- The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Simple Assault- An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation- To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property- To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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