



# **ANNUAL SECURITY REPORT**

## **2025**

Plainfield

Judith Stewart – Campus Security Director

PJS College of Cosmetology

Plainfield, Indiana

This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off campus buildings or property owned or controlled by PJS College of Cosmetology; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the admissions office.

#### **The Annual Disclosure of Crime Statistics:**

The admission Office staff at PJS College of Cosmetology prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. The full report is in our administrative office and will be distributed to anyone who may make a request at any time. The students and staff of PJS College of Cosmetology will be notified annually of the availability of the updated report via email or memo. This report has been prepared in cooperation with the local police department. Sources of crime statistics include those reported to the Local police Department and those reported directly to PJS College. These statistics are also submitted to the Department of Education through their web-based data collection site. All requests for the report can be requested in person.

#### **Policies and Procedures:**

Choosing a post-secondary institution is a major decision for students and their families. Along with academic, financial, and geographic considerations, the issue of campus safety is a vital concern. In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101- 542), which amended the Higher Education Act of 1965 (HEA). This act required all post-secondary institutions participating in the Title IV financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data are collected, reported, and disseminated to the campus community and are also submitted to ED. The act is intended to provide students and their families, as higher education consumers, with accurate, complete, and timely information about safety on campus so that they can make informed decisions. The report distributed electronically to the students and staff by October annually.

#### **Procedures for Reporting a Crime or Emergency:**

For non-emergencies, please contact PJS College at 317-846-6444 and the local police department. For emergencies only please dial 911 and inform school staff of the emergency. Any suspicious activity or person seen in the parking areas or loitering and around vehicles, inside the building or outside the building should be reported to either-to-either school staff or the Local Police Department.

PJS College encourages anyone who is a victim or a witness to any crime to report the incident promptly and accurately to the police. Police reports are public records, and PJS College of Cosmetology cannot hold reports of crimes in confidence. Crimes should be reported to PJS College to ensure inclusion in the Crime Statistics Report and to aid in providing timely warnings and notices to the students, staff, and guests when appropriate. Reports that are to be included in the Crime Statistics Report will be made confidential.

All incidents are reviewed by owners of PJS College of Cosmetology and potential action will be taken if, after investigation, it is deemed appropriate. Upon receipt of this report PJS College will determine the appropriate response, which could include disciplinary action against the offender(s), notification to the campus community or other public safety alternatives deemed appropriate given the circumstance. If the incident is criminal in nature, local law enforcement agencies will be notified immediately. If the incident is an emergency call 911 immediately. If a sexual assault or rape should occur, staff on the scene, will offer the victim a wide variety of services.

#### **Security and Access Policy:**

During business hours, PJS College will be open to students, parents, employees, contractors, clients, and invitees. During non-business hours, access to PJS College of Cosmetology is only open by key, if issued.

Security cameras are currently present inside and outside the school as well as in the front entranceway, school directors are available to show the locations of all security cameras in use. PJS College of Cosmetology also has a security system installed. PJS College does not have off campus locations for monitoring and recording from local police.

#### **Crime Preventions & Security Awareness:**

A common theme of crime prevention is to encourage students and employees to be aware of their own security and the security of others. The following Safety Tips are distributed to new students at the time of orientation.

1. Do not allow the opportunity for a crime to occur- avoid placing yourself in environments in which makes it easier for criminals to commit a personal crime.
2. Always keep your doors and windows locked.
3. If possible, let a friend or roommate know where you are, whom you'll be with, and when you'll be back when going out.
4. Trust your instincts! If you feel uncomfortable about someone near you on the street, in an elevator, or getting off a bus, head for a populated place or yell for help.
5. Use well-lit and busy sidewalks.
6. Avoid walking alone or walking near vacant lots, alleys, construction sites, and wooded areas.
7. Carry a cell phone, whistle, or a personal alarm to alert people that you need help.
8. Lock our car doors and roll up the windows completely, even if you're only running a quick errand. Do not leave valuables in the car in plain sight.

9. If you choose to drink, drink legally and responsibly. Remember that your ability to respond is diminished by over-consumption of alcohol.
10. Always stay alert and call the police immediately to report suspicious activity.
11. Never leave personal property left unattended.
12. Put ICE (In Case of Emergency) in your cell phone, along with a name and telephone number of a loved one, to enable emergency services to personally contact your family in case of an emergency.
13. Listening to loud music or using your cell phone distracts you from being alert to potential safety issues. Unplug yourself and stay tuned in with your immediate environment.
14. Utilize crosswalks always obey signal when at an intersection when walking.
15. When driving, be aware of pedestrians and bicyclists and yield to them when required by law.

**Campus Law Enforcement and/or Security:**

PJS College does not always employ visible Campus Security.

**Pastoral Counselors and Professional Counselors:**

PJS College of Cosmetology does not employ any Pastoral or Professional Counselors.

**Emergency Testing:**

PJS College will test the emergency response and evacuation procedure on an annual basis through performing drills of these procedures. Staff members will be made aware of these tests in advance; however, students will not be notified ahead of time. Students are notified about drill procedures through email and a class about this. Documentation of the description of the test including the date, time began, time ended, and if students and staff were announced will be taken.

**Emergency Response and Evacuation Procedures**

If significant emergency or dangerous situations were to be confirmed on campus, involving an immediate threat to the health or safety of students or employees, PJS College will immediately notify all students and staff of the emergency or situation. An emergency or dangerous situation will be confirmed by the Director/Campus Security of the school prior to notifying students and staff. Confirmation of such an event will be made after investigation of the situation and determination that an immediate threat is posed. In the situation that such an event arises PJS College of Cosmetology's Directors/Campus Security will initiate the notification of staff and students through verbal and electronic announcements. The content of the notification will depend on the emergency taking place. If the owners are unable to be contacted, all staff members will have the authority to carry out notification to staff and students. PJS College will, without delay, and considering the safety of the students and staff, 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. Evacuation of the school will take place

if deemed necessary and beneficial by Director/Campus Security: Staff members will be notified of the decision to evacuate and will be responsible for assisting in the evacuation of all students, clients, and other staff members. Any of the personnel listed above and responsible for confirming an emergency and initiating the notification system. To disseminate information to the larger community emergency information will be disseminated by television, radio, or PJS College social media accounts.

**Who to contact:**

Anyone with information warranting a timely warning should report circumstances to any of the following personnel:

Judith Stewart/Campus Security  
Director [info@gotopjs.com](mailto:info@gotopjs.com), 317-846-

6444 **Timely Warning Procedure:**

Personnel at PJS College will issue a timely warning when a report is received of violent crime against a person or particularly threatening crime against property on the campus that represents an ongoing danger to the safety of students, faculty, and staff. Timely warnings are sequentially numbered, beginning January 1 of each year, and provide details of the crime, a description of the suspect if known, information on whom to contact about the investigation.

When Director/Campus Security at PJS College becomes aware of off-campus crimes investigated by the Local Police Department that may present a serious or continuing threat to the campus community, a Timely Warning may be issued. This will be determined by personnel on a case-by- case basis based on the facts of the situation, the possible impact on the campus community, and the information provided by the Local Police Department.

Information included in Timely Warnings:

1. A succinct statement of the incidents
2. Possible connection to previous incidents, if applicable.
3. Physical description of the suspect, if applicable.
4. Photo or composite drawing of the suspect, if available.
5. Date and time the bulletin was released.
6. Other relevant and important information.

The warning will be issued through email, memos, texts or announcement to students, faculty, and staff by a member of the administrative personnel listed above. Personnel may also contact the media directly to distribute information about criminal incidents in some situations.

**Geography:**

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:

2026 STAFFORD ROAD, PLAINFIELD, IN 46168

There are no buildings or properties owned or controlled by campus student organizations which are recognized by this institution. However, public property that is within PJS College campus would include our parking lots, as well as the sidewalks alongside and directly in front of the school.

**Off-Campus Locations and Student Organizations:**

PJS College does not own any off-campus locations for student organizations.

**Alcoholic Beverages:**

The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to school disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. It is also a violation of PJS College policy for anyone to consume or possess alcohol in any public or private area of its campus.

**Illegal Drugs and Financial Aid:**

An important sanction under federal law is that persons convicted of any federal or state offense involving possession of a controlled substance are ineligible to receive any or all federal benefits (e.g., social security, student loans) for up to one year. If the offense involves distribution of a

controlled substance, the guilty person could be ineligible for any or all federal benefits for up to 5 years. Any students convicted of possessing or selling illegal drugs while receiving Title IV assistance will be ineligible for FSA funds based on the following chart:

<b>Offense (s)</b>	<b>Possession of Illegal Drugs</b>	<b>Sale of Illegal Drugs</b>
1 <sup>st</sup> offense	1 year from date of conviction	2 years from date of conviction
2 <sup>nd</sup> offense	2 years from date of conviction	Indefinite period
3 <sup>rd</sup> offense	Indefinite period	Indefinite period

## Alcohol and Substance Abuse Information:

# DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM ATTENTION TO ALL STUDENTS AND EMPLOYEES' STANDARDS CONDUCT

The PJS College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and staff on the property or as part of any PJS College activities. PJS College will immediately contact law enforcement officials to report all unlawful activities.

The health risks of the use of illicit drugs and alcohol abuse require providing education and referral for students and staff. PJS College provides education annually and refers students and staff to local services. Area drug abuse information, counseling and referral and treatment centers information is made available to students or staff members.

PJS College distributes drug and alcohol prevention information to all students and employees annually.

PJS College will expel students and terminate staff involved in unlawful possession, use or distribution of illicit drugs and alcohol. PJS College will refer such cases to the proper authorities for prosecution. Students and staff may be reinstated upon completion of an appropriate rehabilitation program.

As a condition of employment, employees must notify PJS College of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.

There are serious legal sanctions for illegal use of drugs and/or alcohol. There are serious health risks associated with such use. Health risks associated with the use of illicit drugs and the abuse of alcohol include impaired mental and physical health, neurological disease/damage, memory violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, gastritis, anemia, liver failure and pancreatic disease, deteriorating relationships, and death.

As a student and/or staff member at PJS College, I understand PJS College of Cosmetology's policies as stated above and recognize their impact on my future at the school if I break the law related to drug and/or alcohol use.

## **Institutional Sanctions**

Immediate termination from employment, or in case of a student from school, will be imposed for use, distribution, or possession of illicit drugs and alcohol.

The institution will notify the student or employee in writing if the institution becomes aware of any violation of this policy. The student or employee may request a formal hearing after receiving said notice. Three (3) members from the faculty and staff will comprise the hearing board. If the student or employee fails to request a hearing within 3 business days, then immediate termination will take place.

If a student or employee requests a hearing, the owner will notify the student/employee of when the hearing date will take place. The student or employee has the right to be present by legal counsel for this purpose. The hearing board will take testimony from all individuals involved

in the case.

The institution's administration will then be notified of the owner's decision. In all cases the owner's decision will be final. The institution's administration will then notify the student or employee of the owner's decision. In the party is found to have violated the institution's Drug and Alcohol Prevention Policy, then immediate termination from the school or employment will result.

**Legal Sanctions (Federal, State, and Local)**

Please see the list below.

**Health Risks associated with use and abuse of drugs and alcohol.**

Please see the list below.

**Drug and alcohol counseling/treatment availability**

Please see the list below.

Those students or employees in violation of Federal, State, and local laws for use, possession or distribution of controlled substances or alcohol abuse are subject to any of the following sanctions or combination thereof:

1. Prison sentence
2. Probation
3. Monetary penalties
4. Substance abuse programs
5. Suspension of driving privileges
6. Driver's education program
7. Community service

An overview of Federal Sanction is enclosed. The State Sanctions are included in R:964, Section 202 of the Controlled Substance Act.

**Resources for Treatment at Locations:**

The following is a list of the entities that provide services for alcohol and drug education and help:

- National Domestic Violence Hotline: 80-799-SAFE (7233)
- National Institute on Drug Abuse Hotline: 1-800-662-HELP
- National Institute on Drug Abuse Workplace Helpline: 1-800-843-4971
- National Clearinghouse for Alcohol and Drug information: 1-301-468-2600
- The Center for Substance Abuse Treatment and Referral Hotline 1-800-662-Help
- The Center for Substance Abuse Prevention Helpline 1-800-967-5752

**SAMHSA's National Helpline phone number: 800-662-HELP**

Any student who suspects they or someone else may be at risk is invited to seek services that can be of help. PJS College maintains drug and alcohol education information and a list of counseling and support services, including local services, which can be obtained from any staff member.

### **Vaccination Policy:**

PJS College does not have a vaccination requirement.

### **Weapons:**

The possession and/or use of weapons on school property are strictly prohibited. The carrying of a weapon on college property is a violation of PJS College policy and state and federal law. Carrying a weapon on campus will result in campus discipline and the offender may be referred to local law enforcement for criminal charges.

### **Health Risks**

PJS College is committed to providing its students and employees with a drug and alcohol-free workplace and learning environment. PJS College prohibits the unlawful possession, use, manufacture, or distribution of unauthorized drugs and alcohol in the workplace, on the campus, or at any activities. PJS College will provide a safe, responsive environment for all students and employees.

Outlined below is a listing of drugs of abuse and their health risks taken from the U.S. Drug Enforcement Administration website.

### **Alcohol**

Alcohol (beer, wine, or liquor) has a high potential for physical and psychological dependence as well as resulting in increased tolerance. Possible effects include impaired memory, slurred speech, drunken behavior, slow onset, vitamin deficiency, and organ damage. Overdose may result in vomiting, respiratory depression, loss of consciousness, and possible death. Withdrawal may include trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, and convulsions.

Females who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. Alcohol use is often related to acquaintance rape and failure to protect oneself from sexually transmitted diseases (STDs). Additionally, alcohol-related accidents are the number one cause of death in the 16-24-year-old age group.

Narcotics (including heroin, morphine, hydrocodone, oxycodone, codeine, and others) have a high potential for both physical and psychological dependence as well as resulting in increased tolerance. The possible effects of using narcotics include euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Overdose may result in shallow breathing, clammy skin, convulsions, coma, and death. Withdrawals may include irritability, tremors, panic nausea, chills, and sweating.

### **Other Depressants**

Other depressants (including GHB or liquid ecstasy, valium, Xanax, Ambien, and barbiturates) have a potential for both physical and psychological dependence as well as resulting increase tolerance. The possible side effects include slurred speech, disorientation, appearance of intoxication, and impaired memory. Overdose may result in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death. withdrawal may include anxiety, insomnia tremors, delirium, convulsions, and possible death.

### **Stimulants**

Stimulants (including cocaine, methamphetamine, and methylphenidate) have a possible risk of physical and psychological dependence. Tolerance can develop in all stimulants. The possible side

effects include increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, and decreased appetite. Overdose may result in agitation, increased body temperature, hallucinations, convulsions, and possible death. Withdrawal may result in apathy, long periods of sleep, irritability, depression, and disorientation.

### **Hallucinogens**

Hallucinogens (including MDMA, LSD, Phencyclidine, and others) are less likely to result in physical dependence, except for phencyclidines and analogs, and vary in terms of psychological dependence, ranging from non to moderate (MDMA) to high (phencyclidine and analogs). Tolerance can develop. Possible side effects include heightened senses, teeth grinding, and dehydration (MDMA and analogs) and hallucinations, altered perception of time and distance in other types of hallucinogens. Overdose may result in increased body temperature and cardiac arrest for MDMA and more intense episodes for LSD. Some hallucinogens may result in muscle aches and depression when in withdrawal (MDMA) or may result in drug seeking behavior.

### **Cannabis**

Cannabis includes marijuana, tetrahydrocannabinol (THC), and hashish or hashish oil. All may result in moderate psychological dependence with THC resulting in physical dependence. Tolerance can develop in all forms. Possible effects include euphoria, relaxed inhibitions, increased appetite, and disorientation. Overdose may result in fatigue, paranoia, and possible psychosis. Withdrawal may occasionally result in insomnia, hyperactivity, and decreased appetite. If Cannabis is legalized in Kentucky or Indiana for medical or recreational use it is still prohibited from being used on any PJS College campus. Students may not attend classes under the influence of any substance that impairs performance.

### **Crime Prevention and Safety Awareness Programs**

PJS College engages in comprehensive educational programming consisting of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees. Crime prevention and security awareness programs and information available from crime prevention specialists and officers include, but are not limited to, new student and employee orientation, campus safety, personal safety, security surveys, theft prevention, robbery prevention techniques and basic assault---date rape prevention. These and other programs are available upon request and are presented throughout the year to students and employees on campus.

Crime prevention officers address classes or groups in crime prevention. PJS College has developed an annual educational campaign consisting of presentations and the distribution of educational material to new students; participating in and presenting information and materials during new employee orientation; and presenting programs throughout the year.

### **PJS College definition of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

**Definitions of Prohibited Conduct** The term “prohibited conduct” includes dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, and stalking, as defined in this document, even if the behavior does not rise to the level of unlawful conduct. Dating Violence

In accordance with the Violence Against Women Reauthorization Act of 2013 (VAWA), the term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship will be determined based on the reporting party’s statement and a consideration of: 1. The length of the relationship, 2. The type of relationship, and 3. The frequency of interaction between the persons involved in the

relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence below. Domestic Violence In accordance with the Violence Against Women Reauthorization Act of 2013 (VAWA), the term “domestic

violence” includes felony or misdemeanor crimes of violence committed by 1. A current or former spouse or intimate partner of the victim; 2. A person with whom the victim shares a child in common; 3. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; 4. Any other member of

of the victim’s family as defined by state law; 5. Any other current or former member of the victim’s household as defined by state law (i.e., 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 6. Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs (i.e., any other person against an adult or youth victim who is protected from that person’s actions under the domestic or family violence laws of the jurisdiction in which the violence occurred). Gender-Based Harassment Gender-based harassment includes physical, verbal, or non-verbal conduct based on the student’s or employee’s gender, the student’s or employee’s expression of characteristics perceived as stereotypical for the student’s or employee’s gender, or the student’s or employee’s failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, pervasive, or objectively offensive that the conduct limits or denies a student’s or employee’s ability to participate in or benefit from PJS College’s educational program. Acts of gender-based harassment may also be considered sex discrimination or sexual harassment. Examples of gender-based harassment directed against a student or employee, regardless of the student’s or employee’s or the harasser’s actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property. Examples may also include forms of dating violence, domestic violence, or stalking. Neither PJS College nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by applicable federal Title IX regulation; this policy; or because the individual has made a report or complaint, testified, assisted with, participated in, or refused to participate in a Title IX investigation, proceeding, or hearing. Charging an individual with a violation(s) that does not involve sexual harassment but arises out of the same facts or circumstances as a formal complaint of sexual harassment, for the purposes of interfering with any right or privilege secured by applicable federal Title IX regulations, constitutes retaliation. To prevent acts of retaliation, PJS College will keep confidential and not disclose the identities of complainants, respondents, and witnesses, except as permitted by the Family Educational Rights and Privacy Act (FERPA), required by law, or necessary to investigate and resolve a Title IX complaint. The exercise of rights protected under the First Amendment does not constitute retaliation. Charging an individual with a violation(s) for making a materially false statement in bad faith during a Title IX complaint proceeding does not constitute prohibited retaliation. However, a determination regarding responsibility alone is not sufficient to conclude that any party made a bad faith materially false statement. Complaints alleging retaliation in connection with a complaint or investigation of prohibited conduct as defined by this policy will be addressed in accordance with this policy. Complaints alleging retaliation in connection with other policies or laws may be filed in accordance with PJS College’s prompt and equitable grievance procedures. For more information on the student disciplinary process, see the Student Code of Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances. Sex Discrimination Sex discrimination against a student or employee is defined as conduct directed at a student or employee based on sex or gender that adversely affects the student or employee. Sexual Assault Sexual assault is a form of sexual harassment. Sexual assault includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol or due to an

intellectual or other disability. In accordance with the Clery Act, sexual assault is any sexual act directed at another person, without consent of the victim, including instances where the victim is incapable of giving consent; and includes attempted sexual acts, fondling, incest, rape, and statutory rape. Sexual Harassment Title IX Definition In accordance with Title IX, as amended May 19, 2020, sexual harassment means conduct based on sex that satisfies one (1) or more of the following: 1. A PJS College employee conditioning the provision of an aid, benefit, or service of PJS College on an individual's participation in unwelcome sexual conduct. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to PJS College's education program or activity; or 3. Sexual assault, as defined in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act); and dating violence, domestic violence, or stalking as defined in the Violence Against Women Reauthorization Act of 2013 (VAWA). Note: Quid pro quo sexual harassment, Clery Act, and VAWA offenses are not evaluated for severity, pervasiveness, offensiveness, or denial of equal educational access because prohibiting such conduct presents no First Amendment concerns and such serious misconduct causes denial of equal educational access. Sexual Harassment of a Student by an Employee For purposes of this policy, sexual harassment of a student by a PJS College employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or non-verbal conduct; or other conduct or communication of a sexual nature when: 1. A PJS College employee causes the student to believe that the student must submit to the conduct in order to participate in a PJS College program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct (i.e., quid pro quo harassment); 2. It is based on unwelcome conduct that a reasonable person would determine is so severe,

persistent, pervasive, and objectively offensive that it limits or denies the student's educational access and/or ability to participate in or benefit from PJS College's educational program; or 3. Any instance of sexual assault, as defined in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act); and dating violence, domestic violence, or stalking as defined in the Violence Against Women Reauthorization Act of 2013 (VAWA). Note: Quid pro quo sexual harassment, Clery Act, and VAWA offenses are not evaluated for severity, pervasiveness, offensiveness, or denial of equal educational access because such misconduct is considered sufficiently serious to deprive a student of equal access. Sexual Harassment of a Student by Others Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or non-verbal conduct when the conduct is so severe, persistent, or pervasive, and objectively offensive that it limits or denies a student's ability to participate in or benefit from PJS College's educational program. Physical contact not reasonably construed as sexual in nature is not sexual harassment. Sexual Harassment of an Employee For purposes of this policy, sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or non-verbal conduct; or other conduct or communication of a sexual nature when: 1. Submission to the conduct is either explicitly or

implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; 2. It is based on unwelcome conduct that a reasonable person would determine is so severe, persistent, pervasive, and objectively offensive that it has the purpose or

effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment; or 3. Any instance of sexual assault, as defined in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act); and dating violence, domestic violence, or stalking as defined in the Violence Against Women Reauthorization Act of 2013 (VAWA). Revised 9/12/2022 Page 4 of 4 Note: Quid pro quo sexual harassment, Clery Act, and VAWA offenses are not evaluated for severity, pervasiveness, offensiveness, or denial of equal educational access because such misconduct is considered sufficiently serious to deprive an employee of equal access. Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; offensive or derogatory

language of a sexual nature directed at another person; and other sexually motivated conduct, communication, or contact. Examples may also include forms of dating violence, domestic violence, or stalking. Stalking In accordance with the Violence Against Women Reauthorization Act of 2013 (VAWA), the term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the

safety of others or suffer substantial emotional distress. For the purposes of this definition: 1. “Course of conduct” means two (2) 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. 2.

“Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim. 3. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

PJS College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the College community.

Domestic Violence includes actual physical abuse, an attempt to harm another, placing another in fear of imminent, serious, physical harm, or causing another to engage in sexual relations by force, threat of force, or duress.

**Examples of behaviors that may constitute domestic violence include the following:**

- Hitting, punching, pinching, slapping, or choking someone with whom the person in intimately involved.
- Violating a protective order
- Harming a person’s animals or children while in a dating relationship.

**Examples of behaviors that may constitute dating violence include the following:**

- Taking away a person’s cell phone during an argument to prevent the person from calling a friend or the police for help.
- Threatening to do self-harm if another does not do what is said.
- Threatening to physically assault someone the individual is dating if the person does not do what is said.

**Sexual Assault includes:**

**Non-consensual Sexual Intercourse (or attempts to commit the same)** is defined as any intentional sexual touching with any object or body part that is without consent and/or force. Sexual contact is defined as kissing or touching other's intimate parts. Intimate parts are a person's groin, buttocks, mouth, or breasts.

**Non-consensual Sexual Intercourse (or attempts to commit the same)** defined as penetration of a person's vagina, anus, or mouth with any object or body part that is without consent and/or by force.

**Examples of behaviors that may constitute sexual assault include the following:**

- Having sex with a mentally or physically incapacitated person.
- Forcing someone to perform oral sex on you or another.
- Touching someone's breasts without consent.
- Putting your intimate parts on or in another without consent.

**Stalking** is when an individual engages in a pattern of conduct or series of acts on more than one occasion directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress or fearfulness for his/her safety or the safety of his/her pets or family members.

**Consent & Incapacitation:**

To consent means to outwardly express agreement for sexual activity. Consent can be a verbal "yes." It can also be demonstrated non-verbally, with actions that clearly tell the other person that she/he is willingly and freely engaging in sexual contact. Consent cannot be inferred through silence, or lack of resistance. Consent to one activity does not constitute consent to other sexual acts. Past sexual activity does not constitute consent for future acts. If, at any time, consent is uncertain, the initiating party should stop and obtain verbal consent. Consent can be withdrawn at any time.

A person who is incapacitated for the purposes of this protocol is one who is not legally able to give consent because they are mentally or physically helpless and may not be aware sexual activity is occurring.

A person is mentally or physically incapacitated when they have consumed alcohol and/or drugs, legal or illegal, voluntarily, or involuntarily, and are in a state where a reasonable person would believe that they are unable to make reasonable judgments or render self-care. Incapacitation includes, but is not limited to, being highly intoxicated, passed out, or asleep. When incapacitation occurs due to alcohol or drug use, indicators of incapacitation may include the following:

- Slurred speech
- Bloodshot or unfocused eyes
- Unsteady gait: needing assistance to walk/stand
- Vomiting
- Outrageous or unusual behavior

- Concern expressed by others about the individual.
- Expressed memory loss or disorientation.

An individual may also be in a state known as a “blackout” where they are also incapacitated and while they may appear to give consent, they do not actually have conscious ability to do so. Therefore, it is of particular importance that any two people engaging in sexual activity know the others level of intoxication prior to beginning sexual contact. The standard that shall be applied is whether a reasonable person would have known, based on the facts and circumstances presented, that the other party was incapacitated and therefore, not capable of legally consenting. As to the accused, being under the influence of alcohol or drugs is never a defense to this protocol and does not excuse sexual misconduct.

## **Bystander Intervention**

Bystander Intervention means safe and positive options that may be carried out by an individual, or individuals, to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective interventions options, and taking action to intervene. Bystander intervention is a philosophy and strategy for prevention of various types of violence, including bullying, sexual harassment, sexual assault, and intimate partner violence. A bystander who witnesses the conditions that perpetuate violence has the choice and power to intervene. Stepping in can stop violence and/or potential injury and can keep someone from becoming a victim. Interventions don't have to be dramatic but can be asking a friend to leave a party with you, redirecting a conversation, or interrupting an incident. Bystander intervention includes walking a classmate to his/her car after class, not leaving an overly intoxicated person in a bar/party alone, not leaving an unconscious person alone, intervening when someone is being degraded or emotionally abused, and calling police when a potentially violent situation is unfolding. Positive bystander behavior plays a powerful role in creating an environment free from sexual violence.

Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are okay.

- Confront people who seclude, hit on, attempt to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to resources listed in this document for support in health, counseling or with legal assistance.

## **Risk Reduction**

Risk Reduction is defined as options designed to decrease perpetration and bystander inaction, increase empowerment for victims to promote safety and help individuals and communities

address conditions that facilitate violence. While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted. To reduce one's risk of sexual assault or harassment, strategies below were taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org).

Avoid dangerous situations by doing the following:

- **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get **out of a bad situation**.
- Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
- **Walk with purpose**. Even if you don't know where you are going, act like you do.
- **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cab money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.

### **Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking**

PJS College engages in comprehensive, intentional, and integrated educational programming, initiatives, strategies, and campaigns intended to prevent domestic violence, dating violence, sexual assault and stalking that:

- a) are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs and informed by research or assessed for value, effectiveness, or outcome; and
- b) consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- a. identify domestic violence, dating violence, sexual assault, and stalking as prohibited conduct.
- b. define what behavior constitutes domestic violence, dating violence, sexual assault, and stalking.

- c. define what behavior and actions constitute consent to sexual activity in the States of Indiana and Kentucky

- d. provide safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander.
- e. provides information in risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.

### **Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking Occurs**

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at any local hospital in the victim's city of residence or location of the incident. Time is a critical factor for evidence collection and preservation. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that

evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to college adjudicators/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with campus administration or other local law enforcement agencies to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

### **Procedures for Reporting Domestic Violence, Dating Violence, Sexual Assault and Stalking**

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to Director/Campus Security if the victim so desires. Other campus personnel such as faculty and staff may assist in reporting the sexual assault, domestic violence, dating violence and stalking to the Police Department. If the assault occurred outside of the school, the local police department where the assault occurred should be called and may be reached by dialing 911. PJS College will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence or stalking, and will apply appropriate disciplinary procedures to those who violate this policy.

**Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking is Reported**

PJS College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as academic and working accommodations, if reasonably available. PJS College will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to PJS College or local law enforcement. Students and employees should contact Director/Campus Security.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the College will follow as well as a statement of the standard of evidence that will be used during any disciplinary hearing on campus arising from such a report:

Procedures for Student Violations of PJS College Sexual Misconduct Protocol		
Procedure institution will follow for Sexual Assault	Evidentiary Standard	Sanctions
<ol style="list-style-type: none"> <li>1. Depending on when reported (immediate vs. delayed report), the institution will provide complainant with access to medical care.</li> <li>2. Institution will assess immediate safety needs of complainant.</li> <li>3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.</li> <li>4. Institution will provide complainant with referrals to on-and off-campus mental health providers.</li> <li>5. Institution will assess the need to implement interim or long-term protective measures such as changes in class schedule, "No Contact" directive between both parties.</li> <li>6. Institution will provide a "No Trespass" directive to accused party, if deemed appropriate.</li> </ol>	<p>The preponderance of the evidence standard.</p>	<ul style="list-style-type: none"> <li>❖ Warning or Reprimand</li> <li>❖ Disciplinary Probation</li> <li>❖ Disciplinary Suspension</li> <li>❖ Disciplinary Expulsion</li> </ul> <p>(*Defined by the Disciplinary Action Section of the Student Handbook)</p>

<p>7. Institution will provide written instructions on how to apply for a protective order.</p> <p>8. Institution will provide a copy of the Sexual Misconduct Protocol to complainant and inform the complainant regarding time frames for inquiry, investigation, and resolution.</p> <p>9. The institution will inform the complainant of the outcome of the investigation, whether the accused will be administratively charged and what the outcome of the hearing is.</p> <p>10. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.</p>		
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Procedure institution will follow for Stalking	Evidentiary Standard	Sanctions
<p>1. Institution will assess immediate safety needs of complainant.</p> <p>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.</p> <p>3. Institution will provide written instructions on how to apply for a protective order.</p> <p>4. Institution will provide written information to complainant on how to preserve evidence.</p> <p>5. Institution will assess the need to implement interim or long-term protective measures to protect the complainant, if appropriate.</p>	<p>The preponderance of the evidence standard.</p>	<ul style="list-style-type: none"> <li>❖ Warning or Reprimand</li> <li>❖ Disciplinary Probation</li> <li>❖ Disciplinary Suspension</li> <li>❖ Disciplinary Expulsion</li> </ul> <p>(*Defined by the Disciplinary Action Section of the Student Handbook)</p>

6. Institution will provide a “No Trespass” directive to accused party, if deemed appropriate.		
Procedure institution will follow for Dating Violence	Evidentiary Standard	Sanctions
<p>1. Institution will assess immediate safety needs of complainant.</p> <p>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.</p> <p>3. Institution will provide written instructions on how to apply for a protective order.</p> <p>4. Institution will provide written information to complainant on how to preserve evidence.</p> <p>5. Institutions will assess the need to implement interim or long-term protective measures to protect the complainant, if appropriate.</p> <p>6. Institution will provide a “No Trespass” directive to accused party, if deemed appropriate.</p>	The preponderance of the evidence standard.	<ul style="list-style-type: none"> <li>❖ Warning or Reprimand</li> <li>❖ Disciplinary Probation</li> <li>❖ Disciplinary Suspension</li> <li>❖ Disciplinary Expulsion</li> </ul> <p>(*Defined by the Disciplinary Action Section of the Student Handbook)</p>

Procedure institution will follow for Domestic Violence	Evidentiary Standard	Sanctions
<p>1. Institution will assess immediate safety needs of complainant.</p> <p>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.</p> <p>3. Institution will provide written instructions on how to apply for a protective order.</p> <p>4. The institution will provide written information to complainant on how</p>	The preponderance of the evidence standard.	<ul style="list-style-type: none"> <li>❖ Warning or Reprimand</li> <li>❖ Disciplinary Probation</li> <li>❖ Disciplinary Suspension</li> <li>❖ Disciplinary Expulsion</li> </ul> <p>(*Defined by the Disciplinary Action Section of the Student Handbook)</p>

to preserve evidence.

5. Institution will assess the need to implement interim or long-term protective measures to protect the complainant, if appropriate.  
6. Institution will provide a "No Trespass" directive to accused party, if deemed appropriate.

Procedures for Employee Violations of PJS College Sexual Misconduct Protocol		
Procedure institutions will follow for Sexual Assault	Evidentiary Standard	Sanctions
<ol style="list-style-type: none"> <li>1. Depending on when reported (immediate vs. delayed report), the institution will provide complainant with access to medical care.</li> <li>2. Institution will assess immediate safety needs of complainant.</li> <li>3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.</li> <li>4. Institution will provide complainants with referrals to on- and off-campus mental health providers.</li> <li>5. Institution will assess the need to implement interim or long-term protective measures, such as changes in class schedule, "No Contact" directive between both parties.</li> <li>6. Institution will provide a "No Trespass" directive to accused party, if deemed appropriate.</li> <li>7. Institution will provide written instructions on how to apply for a protective order.</li> <li>8. Institution will provide a copy of the Sexual Misconduct Protocol to complainant and inform the complainant regarding time frames for inquiry, investigation, and resolution.</li> <li>9. The institution will inform the complainant of the outcome of the investigation, whether the accused will be administratively charged and what the outcome of the hearing is.</li> <li>10. Institution will enforce the anti-retaliation policy and take immediate</li> </ol>	<p>The preponderance of the evidence standard.</p>	<p>Appropriate disciplinary action, including and up to termination of employment.</p>

and separate action against parties

that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

Procedure institution will follow for Stalking	Evidentiary Standard	Sanctions
<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant.</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.</li> <li>3. Institution will provide written instructions on how to apply for a protective order.</li> <li>4. Institution will provide written information to complainant on how to preserve evidence.</li> <li>5. Institutions will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.</li> <li>6. Institution will provide a "No Trespass" directive to accused party, if deemed appropriate.</li> </ol>	<p>The preponderance of the evidence standard.</p>	<p>Appropriate disciplinary action, including and up to termination of employment.</p>

Procedure institutions will follow for Dating Violence	Evidentiary Standard	Sanctions
<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant.</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.</li> <li>3. Institution will provide written instructions on how to apply for a protective order.</li> </ol>	<p>The preponderance of the evidence standard.</p>	<p>Appropriate disciplinary action, including and up to termination of employment.</p>

<p>4. Institution will provide written information to complainant on how to preserve evidence.</p> <p>5. The institution will assess the need to implement interim or long-term protective measures to protect the complainant, if appropriate.</p> <p>6. Institution will provide a “No Trespass” directive to accused party, if deemed appropriate.</p>		
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Procedure institution will follow for Domestic Violence	Evidentiary Standard	Sanctions
<p>1. Institution will assess immediate safety needs of complainant.</p> <p>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.</p> <p>3. Institution will provide written instructions on how to apply for a protective order.</p> <p>4. Institution will provide written information to complainant on how to preserve evidence.</p> <p>5. Institution will assess the need to implement interim or long-term protective measures to protect the complainant, if appropriate.</p> <p>6. Institution will provide a “No Trespass” directive to accused party, if deemed appropriate.</p>	<p>The preponderance of the evidence standard.</p>	<p>Appropriate disciplinary action, including and up to termination of employment.</p>

**Assistance for Victims: Rights and Options**

Regardless of whether a victim elects to pursue a criminal complaint, or whether the offense is

alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options.

Such information will include:

- The procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred.
- Information about how the institution will protect the confidentiality of victims and other necessary parties.
- A statement that the institution will provide written notification to students and employees about victim services within the institution and in the community.
- A statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- An explanation of the procedures for institutional disciplinary actions.

### **Student Code of Conduct Special Provisions for Sexual Misconduct and Other Sensitive Issues**

1. **Advisor/Advocate:** All student parties to sexual misconduct complaints have the right to an advisor/advocate from the community to assist and support in connection with grievance proceedings. PJS College does not disallow any advisor but does prohibit any advisor from speaking during any meeting or grievance procedure.
2. **Sexual History/Character:** All parties to a complaint have a right not to face questions or discussion of their sexual history or character unless the administrative officer decides that such information is highly relevant to determining whether the policy has been violated.
3. **Right to Know Outcome and Sanctions:** The complainant and the accused party both have the right to know the outcome and sanctions.
4. **Right to Be Informed of Complainant's and Respondent's Review (Appeal) Status:** The parties will be informed by the Director/Campus Security or his designee if any of the parties to the complaint requests an appeal.
5. **Right to Appeal:** A complainant or respondent has the right to appeal. A student shall be informed of his/her right to file a complaint with the United States Department of Education, Office of Civil Rights.
6. **Right to be Informed of Policy:** Information regarding this protocol and any accompanying procedures shall be distributed annually to college employees and students in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in major College publications. Copies of the policy and procedures are readily available at the College's administrative offices.
7. **Right to not be Dissuaded from Participating in Law Enforcement Processes:** PJS College encourages any victim of a crime, especially sexual assault, stalking, domestic or dating violence, to file a report with the appropriate law enforcement department. A complainant has the right to file said report before they alert PJS College of the allegation of sexual misconduct or after they have participated in an on-campus administrative process. The College would never dissuade a victim from seeking remedies from the criminal justice system. Director/Campus Security can assist any victim with contacting the appropriate law enforcement agency should they require such assistance.

## **PJS College of Cosmetology's Responsibilities for Orders of Protection**

PJS College complies with state law in recognizing emergency protective orders and protective orders by arresting violators of protective orders. Any person who obtains an order of protection from a recognized court of law should provide a copy to PJS College Campus Security Director. A complainant may then meet with Campus Security Director to develop a Safety Action Plan, which is a plan for Campus Security Director and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to, escorts, special parking arrangements, changing classroom location, etc. Protection from abuse orders may be available through the county attorney, a private attorney or through a legal aid service program. The application must be filed in the county in which you or the offender lives. There are no minimum time limits to establish residency and protective orders are available in every county in the state.

## **PJS College of Cosmetology's No Contact Orders**

If the accused individual is a member of PJS College community, an institutional no contact letter/order may be issued if deemed appropriate or at the request of the victim or accused. This will prohibit communication, verbally, in writing, through technology or third parties, between the parties. If the School receives a report that such an institutional no contact order has been violated, the school will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

## **Confidentiality**

To the greatest extent possible, the school shall respect the privacy of the complainant, the persons against whom a report is filed and witnesses. Limited disclosures may be necessary to conduct a thorough investigation and comply with applicable law. PJS College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence or fully stalking of the law. Victims may request that directory information on file be removed from public sources by request from the Admissions and Records office.

Different people on campus have different reporting responsibilities and different abilities to maintain your confidentiality, depending on their roles at the school. Victims should be aware of confidentiality and mandatory reporting, to make informed choices, when consulting campus resources. On campus, some resources may maintain your complete confidentiality, offering you options and advice without any obligation to tell anyone, unless you want them to. Other resources are expressly there for you to report crimes and policy violations, and they will act when you report your victimization to them.

Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the

complaint or delivering resources or support services to the complainant. The school does not publish the name of crime victims nor house identifiable information regarding victims in the campus police department's Daily Crime Log or online. Furthermore, if a Timely Warning Notice is issued based on a report of domestic violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

## **Adjudication of Violations**

The school's disciplinary process includes a prompt, fair and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the school's policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 30-45 School business days of the report. However, each proceeding allows for extensions of time frames for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. School officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault and stalking as well as how to investigate and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present.
2. The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meetings and hearings.
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused.
4. The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each can be advised by an advisor/representative of their choice at any stage of the process and to be accompanied by that advisor/representative to any related meeting or proceeding. The College will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceedings.
5. The accuser and the accused will be notified simultaneously, in writing, of the any initial, interim and final decision of any disciplinary proceeding; and
6. Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final, as well as of the result once the appeal is resolved.

## **Notification to Victims of Crimes of Violence**

PJS College will, upon written request, disclose to the alleged victim of a crime of violence, or a non- forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

## **EMERGENCY PROCEDURES**

### **Fire Evacuation Procedure:**

In case of fire in the school itself, or in any building that the school is connected to, school faculty will notify all students and clients. Instructor will direct students and clients out of the building through the nearest exit in an **orderly** and **calm manner**. The receptionist, or whoever is aware of the fire, will call the fire department (911).

Advise all clients that you are not sure of the emergency but need to evacuate the building. Assure all clients that their needs will be taken care of when faculty secures the safety of all students and clients.

All students should take their client, and help other students and clients, if need be, and proceed to the nearest exit. Students, clients, and faculty will meet at the sidewalk at the southeast corner of the parking lot. It is imperative that all students and clients go to this location so faculty can do a head count to make sure everyone has made it out of the building.

Once all students and clients are accounted for, the needs of the clients will be addressed.

### **IN THE EVENT OF EXTREME WEATHER CONDITIONS:**

PJS College will be closed in the event of extreme weather conditions. Students will refer to the local news informer and read the online posting on the College's social media outlets, as well as receive a notification through the appropriate messaging application. Students are notified via text message from the school director of any school closings or delays. Events occurring while school is in session will follow the protocol from our safety drills and evacuation plans. Building evacuations are posted in all campus rooms and hallways as well as emergency exit routes.

### **Sex Offenses and Offenders Policy:**

Sex Offenses:

A sex offense is described as 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.

Procedures for what you should do if you have been raped:

1. If you are a victim of a sexual assault, your priority should be to get to a safe place.
2. Victims are strongly encouraged to report the incident to the local police.

3. Seek emergency medical care.
4. The victim should not change clothes or bathe before going to a hospital to preserve physical evidence that may be needed for investigation and prosecution.

5. If the victim is reluctant to contact the police initially, she/he should still seek treatment at a hospital to preserve evidence and address any health concerns. Then medical attention should be obtained.
6. Contact Director/Campus Security at PJS College to report the incident. Personnel at PJS College will assist the student in notifying the local police if the student(s) requests assistance.

PJS College educates the student community about sexual assaults and date rape annually by October 1. The Local police Department offers sexual assault education and information programs to PJS College students and employees upon request.

The Local Police Department strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a PJS College Staff member. Filing a report with PJS College Director/Campus Security will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions for police officers. 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 sexual assault crisis intervention. When a sexual assault victim contacts the Local police Department, the Police Sex Crimes Unit will be notified as well. PJS College Director/Campus Security will also be notified. The victim of a sexual assault investigation will be pursued through the criminal justice system. PJS College does not offer on-campus counseling for victims of sex offenses. However, there are a variety of off-campus services available, such as:

**RAINN – Rape, Abuse & Incest National Network Hotline      800-656-4673**  
**Changes available at PJS College of Cosmetology for Victims:**

Personnel at PJS College can assist the victim with issues including, but not limited to, class schedule changes and withdrawal procedures. If the reporting student provides credible evidence that the accused student presents a continuing danger to a person or property or poses an ongoing threat of disrupting the academic process, the personnel at

PJS College may take interim disciplinary action against the accused student as appropriate.

**Rights of the Accused and Accuser:**

Report domestic violence, dating violence, sexual assault, or stalking, to campus security.

Any student or employee who wishes to file a disciplinary complaint may do so by contacting personnel at PJS College regardless of whether law enforcement or criminal justice authorities

choose to prosecute an act involving a PJS College student or employee, disciplinary action may be imposed through a campus disciplinary proceeding.

During such a disciplinary proceeding, the accuser and the accused are entitled to the same opportunities to have others present. Disciplinary sanctions may be imposed on students or employees who commit a sexual offense on campus or in connection with PJS College activities. Possible sanctions to be imposed following the final determination of disciplinary procedures include suspension or expulsion from PJS College or termination of employment. The accuser and the accused will be informed of the outcome of any disciplinary proceedings brought alleging sexual misconduct.

#### **Disclosures to an alleged victim:**

PJS College, upon written request, will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged is deceased because of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

#### **Sexual Offender Registration:**

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 by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act.

The federal law requires state law enforcement agencies to provide PJS College of sex offenders residing in and near the school's location. The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. This statement is provided in compliance with the Campus Sex Crimes

**Missing Student Notification:** Our school does not provide on-campus housing; therefore, in accordance with Department of Education and HEOA Sec 488(g) amended HEA Sec. 485 (20 U.S.C. 1092): added HEA Sec. 485(j), we do not have a Missing Person Notification Policy.

#### **Statistics from Local Law Enforcement Agencies:**

PJS College will make a good-faith effort to collect crime statistics for all Clery Act crimes committed in the included geographic locations from the Local police Department. PJS College will contact the Local police Department via letter, email, or in person, requesting crime statistics.

**PJS COLLEGE OF COSMETOLOGY 2026 STAFFORD ROAD, PLAINFIELD, IN 46168**  
**ON-CAMPUS**

<b>Criminal Offenses</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory Rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0
<b>VAWA Offenses</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0
<b>Arrests</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
<b>Disciplinary Actions</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

- The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.
- The crime statistics displayed only includes On-Campus data associated with the main campus as listed on College Navigator. For statistics associated with each campus location, off campus data, and for additional information covering Hate Crimes, and Fire statistics see <https://ope.ed.gov/campusafety>.
- The On-Campus data do not include incidents that: (a) took place on public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus; (b) took place on any building or property owned or controlled by a student organization that is officially recognized by the institution; or (c) took place on any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- For more resources on Campus Security, see <https://www2.ed.gov/admins/lead/safety/campus.html>.