













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. Also, it is important to preserve any evidence that may assist in proving that an alleged criminal offense occurred or that may be helpful in obtaining a protection order. No employee, contract worker, student, vendor, or other person who does business with the school is exempt from the prohibitions in this policy. 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.

Following an alleged offense, victims will be provided with written information on their rights (Victim's Rights form) and options for, and available assistance in, changing academic and working situations. The school will make these accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement. Accommodation requests will be handled via the Title IX Coordinator.

### ***Investigation of Complaints***

In response to all complaints, the school will attempt 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 '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.

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 well-being of students and/or employees involved.

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 steps will be taken to prevent the recurrence of any harassment or discrimination.

In addition to any criminal sanctions which may be imposed, the following is a list of possible disciplinary actions for unlawful harassment or discrimination, rape, acquaintance rape, or other forcible or non-forcible sex offenses:

- Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student or employee is found to be violating any institutional regulation(s) during the probationary period.
- Suspension - Separation of the student or employee from the school for a defined period of time, after which the student or employee is eligible to return. Conditions for readmission may be specified.
- Expulsion - Permanent separation of the student or employee from the school.

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 student is not satisfied with the school's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

### ***Retaliation Prohibited***

DiGrigoli School of Cosmetology will not retaliate against anyone 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 the Title IX Coordinator.

### ***Reporting Requirements***

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.

### **Sexual Assault Prevention & Response**

The school advises students and employees to follow safe practices to increase their awareness and to prevent incidences of sexual assault. Information on preventing the occurrence of sexual assault, rape, acquaintance rape and other forcible and non-forcible sex offenses is available in the Student Resource Center or from the Title IX Coordinator. Additional information can be found online at sites including [www.safety.com/womens/](http://www.safety.com/womens/) and <http://www.ovw.usdoj.gov/>.

Local counseling for sex offense victims is available at:

- Elizabeth Freeman Center, Pittsfield MA (866) 401-2425 or (413) 499-2425
- Everywoman's Center, Amherst MA (413) 545-0800 or (413) 545-0883
- Llamanos y Hablemos Hotline for Spanish-speaking Individuals (800) 223-5001
- NELCWIT, Greenfield MA (413) 772-0806 or (413) 772-0871
- YWCA of Western MA, Holyoke & Springfield MA (800) 796-8711

Victims of sexual assault or rape should:

- Get to a place of safety following the attack.
- Because physical evidence is of the utmost importance to help establish proof of criminal assault and/or identify the perpetrator:
  - Do not change or clean your clothing
  - Do not clean your body
  - Do not disturb or alter the crime scene, if possible
- You are advised to go to a rape treatment center for a medical examination and treatment of physical injuries in a timely manner. Time is a critical factor for evidence collection and preservation.
- File a police report. Reporting a rape to the police will not obligate the victim to prosecute, but will ensure that the victim receives medical treatments/tests and has access to free confidential counseling from professionals specifically trained in the area of sexual assault crisis intervention.

NOTE: The school does not recognize any off-campus student organizations and, therefore, does not publish policies pertaining to such organizations.

### **Notification of Sex Offender Information**

Notification of sex offender information is available at [www.digrigoli.com/Data/files/offenders.pdf](http://www.digrigoli.com/Data/files/offenders.pdf). Any student, faculty or staff unable to access this information online may request a paper copy from the Title IX Coordinator.

The following websites may also be used to identify those persons registered as sex offenders in your state:

- **Connecticut**  
<http://www.state.ct.us/dps/Sor.htm>
- **Delaware**  
<http://www.state.de.us/dsps/sexoff/index.htm>
- **Maine** <http://www.informe.org/sor/>
- **Maryland**  
<http://www.dpscs.state.md.us/onlineservs/sor/>
- **Massachusetts**  
<http://www.mass.gov/sorb/community.htm>
- **New Hampshire** <http://www.egov.nh.gov/nsor/>
- **New Jersey**  
[http://www.njsp.org/info/reg\\_sexoffend.html](http://www.njsp.org/info/reg_sexoffend.html)
- **New York**  
<http://www.criminaljustice.state.ny.us/nsor/>
- **Pennsylvania**  
<http://www.pameganslaw.state.pa.us/>

### **Emergency Action Plan & Evacuation Procedures**

The objective of the school's Emergency Action Plan is to ensure that all students and staff evacuate the building properly and safely in the event of a fire or any other type of emergency (chemical spill, power failure, explosion, natural disaster, life-threatening medical emergency, etc.). Our objective is to provide a safe and comfortable environment for faculty, staff, students and guests.

In the event of an emergency, school officials are responsible for providing a process for evacuating people from danger, protecting assets and property, and restoring operations to normal as quickly as possible.

If the West Springfield fire department or emergency medical services are called to the campus, they will take over the responsibility for evacuation and public safety.

Evacuation drills are conducted annually at a minimum. The purpose of the drills is to ensure that all occupants become familiar with the plan, learn how to safely evacuate their areas, and become accustomed with emergency exits and their orderly use. These drills require that everyone respond to the given instructions and leave their areas immediately.

Emergencies requiring action include:

- Fires
- Explosions
- Severe weather (floods, earthquakes, hurricanes, tornadoes, etc.)
- Toxic material releases
- Radiological and biological accidents
- Civil disturbances



- Workplace/school violence

In the event of an emergency, designated “emergency responders” (see following assignment of responsibilities) must determine if students, employees and visitors would be safer to exit the facility or to assemble within the building. For example, if the school is threatened by a tornado, hurricane, or chemical spill on a local roadway, it would be best to stay indoors and away from windows, external doors or air vents. A fire, earthquake or flood could compromise the structural integrity of the building, making it safer to evacuate.

### *Assignment of Responsibilities*

**Safety Equipment & Emergency Controls:** The School Owner will provide adequate controls and equipment that, when used properly, will minimize or eliminate risk of injury to students, employees and visitors in the event of an emergency. The owner will also ensure proper adherence to this plan through regular review, occurring at least annually.

**Emergency Action Plan Management:** The Program Coordinator will manage the Emergency Action Plan for DiGrigoli School of Cosmetology by maintaining all training records pertaining to this plan; scheduling routine tests of the school’s emergency notification system; maintaining a list of all employees’ and students’ personal emergency contact information and providing easy access to the list in the event of an emergency; and ensuring that fire/evacuation drills are conducted at least annually, evaluating the drills for effectiveness and weaknesses in the plan, and implementing changes to improve the plan as necessary.

**Emergency Responders:** Emergency responders are all school officials who have significant responsibility for student and campus activities and who have the authority to take action or respond to issues on behalf of the school. These officials include, but are not limited to, instructors, departmental directors, and supervisors. Emergency responders are responsible for instituting the procedures in this plan in their designated areas in the event of an emergency; assisting students, employees and visitors (including those who have disabilities or who do not speak English) during an evacuation; checking offices, classrooms, break rooms and bathrooms before being the last to exit an area; and accounting for students, employees and visitors after an evacuation has occurred.

### *Reporting Fire & Emergency Situations*

All fires and emergency situations must be reported as soon as possible to the School

Owner. To eliminate confusion and the possibility of false alarms, emergency responders must be authorized by the School Owner to contact appropriate community emergency response personnel. The telephone numbers and contact information for local emergency response personnel are:

- Fire: (413) 732-2650 or 911 for emergency
- Police: (413) 263-3210 or 911 for emergency
- Emergency Management: (413) 263-3345
- Health Department: (413) 263-3206
- Public Works Department: (413) 263-3242

The Program Coordinator or an instructor will contact the School Owner as soon as possible if media coverage of the situation is expected, and will also provide the owner with information on any student, employee or visitor injuries and/or loss of life, property damages, theft, or other losses.

### *Notification of Evacuation Routes & Procedures*

Emergency evacuation escape route plans are posted in designated areas throughout the school. Students are shown the location of evacuation route plans and fire extinguishers during orientation on the first day of classes. All employees receive instruction on this Emergency Action Plan as part of new employee orientation upon hire. Items to be reviewed during the training include:

- proper housekeeping and fire prevention practices
- fire extinguisher locations, usage, and limitations
- escape routes and procedures
- threats, hazards, and protective actions
- means of reporting fires and other emergencies
- names of Emergency Action Plan Manager and Emergency Responders
- individual responsibilities
- emergency shut-down procedures
- procedures for accounting for students, employees and visitors
- availability of written Emergency Action Plan policies

### *Accounting for Students, Employees & Visitors*

Accounting for all students, employees and visitors following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations.

Once an evacuation has occurred, Emergency Responders will account for each student, employee or visitor assigned to them at the designated assembly area. Each student, employee and visitor is responsible for reporting to the appropriate

Emergency Responder so that an accurate head count can be made.