

AVEDA INSTITUTE LOS ANGELES

Campus Crime Report

The Director of Education prepares this report to comply with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. The report is prepared in cooperation with the local law enforcement agencies surrounding our campus.

Campus crime, arrest, and referral statistics include those reported to the Director of Education and local law enforcement agencies. Hard copies of the report may be obtained in the Professional Development Office or by calling 310.209.2000 ex. 1711. All prospective employees may obtain a hard copy from the Director of Education or by calling 310.209.2000 ex. 1715.

Campus security procedures are available on the Security & Information page.

To Report A Crime

Contact the Director of Education at 310.209.2000 ex. 1715 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the Institute buildings should be reported to the Director of Education. In addition, you may report a crime to the Professional Development Office at 310.209.2000 ex. 1711.

Campus Crime Statistics

Offense	On Campus			Non Campus			Public Property		
	2008	2009	2010	2008	2009	2010	2008	2009	2010
Murder/Non-Negligent Manslaughter	n/a	0	0	n/a	0	0	0	0	0
Negligent Manslaughter	n/a	0	0	n/a	0	0	0	0	0
Sex Offenses - Forcible	n/a	0	0	n/a	0	0	0	0	0
Sex Offenses - Non-Forcible	n/a	0	0	n/a	0	0	0	0	0
Robbery	n/a	0	0	n/a	0	0	1	1	0
Aggravated Assault	n/a	0	0	n/a	0	0	1	0	0
Burglary	n/a	0	0	n/a	0	0	3	0	1
Motor Vehicle Theft	n/a	0	0	n/a	0	0	0	1	1
Arson	n/a	0	0	n/a	0	0	0	0	0
Liquor Law Arrests	n/a	0	1	n/a	0	0	3	15	9
Liquor Law Violations Referred for Disciplinary Action	n/a	0	0	n/a	0	0	0	0	0
Drug Law Arrests	n/a	0	0	n/a	0	0	2	3	1
Drug Law Arrests Referred for Disciplinary Action	n/a	0	0	n/a	0	0	0	0	0
Illegal Weapons Possession Arrests	n/a	0	0	n/a	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	n/a	0	0	n/a	0	0	0	0	0

Hate Crimes

There were no reported hate crimes for the year 2010.

SAFETY & SECURITY INFORMATION

Campus Security Procedures

Campus safety and security are important issues at the Aveda Institute Los Angeles. Our goal is to provide students with a safe environment in which to learn and to keep students, parents, and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to provide students and families with the information they need to make informed decisions. The following policies and procedures are established to comply with the Clery Act.

A. Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Education constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the most effective and efficient means available and may include instant messaging to students and Institute employees. Notices may also be posted in the common areas throughout the Institute. Anyone with information warranting a timely warning should report the circumstances to the Director of Education by phone at 310.209.2000 ext. 1715 or in person at the Institute.

B. Reporting the Annual Disclosure of Crime Statistics

The Institute prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at www.avedainstitutelosangeles.com. This report is prepared in cooperation with the local law enforcement agencies around our campus.

Campus crime, arrest and referral statistics include those reported to the Los Angeles Police, designated campus officials (including but not limited to the Director of Education), and other law enforcement agencies.

Each year notification is made to all enrolled students that provides the web site to access this report. Team members receive similar notification with their paycheck. Copies of the report may also be obtained in person from the Director of Education or by calling 310.209.2000 ext. 1715. All prospective employees may obtain a copy from Human Resources by calling 310.209.2000 ext. 1715.

C. Reporting of Criminal Offenses

Contact the Director of Education at 310.209.2000 ext. 1715 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the Institute buildings should be reported to the Director of Education. In addition, you may report a crime to the Career Development Representatives at 310.209.2000 ext. 1711.

All reports will be investigated. The Institute does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies. When a potentially dangerous threat to the Institute community arises, timely reports or warnings will be issued through website announcements, the posting of flyers in the Institute buildings, in-class announcements, or other appropriate means.

For off campus options you may contact the Los Angeles Police Department at 310.825.1491 for non-emergencies. You should always dial 9-1-1 for emergency situations.

The Los Angeles Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Los Angeles Police Department cannot hold reports of crime in confidence. In response to demand from the public for secure and anonymous ways to submit crime tips to the authorities, the Los Angeles Police Department has developed two new anonymous tip services for use by the public. They are:

1. Text-a-tip Service: User types “LAPD” plus their tip on their cell phone or PDA and texts it to “CRIMES” (274637). The text message is encrypted and an alias is generated, masking the identity of the sender from the police. The police have no way of determining the user’s identity.

2. New Web Tip link: Users go to www.lapdonline.org and follow the link for “Anonymous Web Tips.” The user then fills in a form and submits it via the Internet. The tip goes through a secure server where, again the identity of the sender is masked from the detectives receiving the Web tip.

D. Confidential Reporting

The Aveda Institute Los Angeles encourages anyone who is the victim or witness to any crime to report the incident as soon as possible. All reports will be investigated. The Institute does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to the Los Angeles Police Department. When a potentially dangerous threat to the Institute community arises, timely reports or warnings will be issued through Twitter postings, the posting of flyers in the Institute buildings, in-class announcements, or other appropriate means.

E. Access Policy

During business hours, the Institute will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all Institute facilities is by key and security code, if issued, or by admittance via the Director of Education. Emergencies may necessitate changes or alterations to any posted schedules.

F. Campus Security Authority and Jurisdiction

The Institute’s administration attempts to provide a safe, secure educational environment for all students and employees. The Institute does not provide security guards on its campus premises. The ultimate authority for law enforcement at the Institute is the local police department. The Institute does not have any written agreements with local police departments for the investigation of alleged criminal offenses. Institute officials have the authority to contact the local police to request assistance in preventing or reacting to crime within or in the immediate vicinity of school facilities. The Director of Education is the Institute’s coordinator of security issues. The individuals mentioned above are not authorized to arrest individuals but do have the authority to detain suspected criminal offenders if it is deemed safe to do so. The administration at the Aveda Institute Los Angeles has a strong working relationship with the local police and work in partnership to offer students and employees the safest possible environment.

G. Security Awareness Programs

All newly enrolled students participate in a general Institute orientation class. During the orientation class, the need and procedure of reporting emergencies and criminal activities, campus security measures and crime prevention is discussed. Similar information is presented to new employees. In addition, information is disseminated to students and employees through tips posted in the Institute buildings, in-class announcements, and Twitter announcements.

H. Criminal Activity Off Campus

The Aveda Institute Los Angeles does not provide law enforcement services to off-campus activities on behalf of the Institute.

I. Fire Alarm or Emergencies Requiring Building Evacuation

Institute buildings are equipped with a state-of-the-art fire detection and alarm system that is directly connected to the Los Angeles Fire Department. Though it is not expected or encouraged, fire extinguishers are provided throughout the buildings and are prominently marked so individuals may, at their discretion, use them when appropriate.

The fire alarm system is fully automatic and meets all building and fire code requirements. Emergency fire alarm controls are positioned throughout the buildings at all exit doors. Individuals detecting fire can manually pull any of those alarms initiating the alarm and fire department response. In the event that the alarm system is activated all occupants are required to vacate the building in an orderly and expedient manner. When activated, the alarm will be an extremely loud, shrieking siren accompanied by powerful strobe lights. This call to evacuate the building is designed to be virtually impossible to ignore.

J. Fire Prevention and Workplace Hazards

It is the responsibility of all faculty and staff to alert the Director of Education of any and all conditions that could potentially pose a fire hazard or other unsafe condition in or around the building. No smoking is

permitted in the building and flammable chemicals are confined and stored in a locked area, meeting all OSHA requirements. Good housekeeping practices will be the responsibility of all faculty, staff and students. Waste materials are to be discarded in their proper places and all aisles, doorways, hallways and exit doors are to be kept clear at all times.

K. Alcoholic Beverages or Controlled Substances

It is the policy of the Aveda Institute Los Angeles that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on Institute premises, or as part of any Institute sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy can be found in the Drug Free School Policy or in the Aveda Institute Los Angeles Student Handbook.

L. Alcohol and Substance Abuse Education

The Institute has developed a program to prevent the illicit use of drugs and the abuse of alcohol by student and employees. The program provides services related to drug use and abuse including dissemination of information materials, referrals, and Institute disciplinary actions.

A violation of any law regarding drugs or alcohol is also a violation of the Institute's Drug Free School Policy and will be treated as a separate disciplinary matter by the Institute.

Local mental health and substance abuse services are available at:

- Didi Hirsch Suicide Prevention Crisis Hotline: (877) 727-4747
- Alcoholics Anonymous (AA): (213) 936-4343
- California Department of Mental Health: (916) 654-3890

Additional information about drug and alcohol abuse, health risks, addiction and prevention can be accessed at the National Institute on Alcohol Abuse and Alcoholism (www.collegedrinkingprevention.gov) as well as the National Institute on Drug Abuse (www.drugabuse.gov/DrugPages/DrugsofAbuse.html).

M. Sexual Assault Prevention and Responses

The Los Angeles Police Department offers sexual assault education and information programs to the general public, including Institute students and employees, upon request. Literature on date rape, sexual assault, and sexual harassment is also available through the Los Angeles Police Department.

If you are a victim of a sexual assault at the Institute, your first priority should be to get to a place of safety. You should obtain necessary medical treatment. The Director of Education strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Director of Education or the Institute's designated Sexual Harassment Officer. The name, phone number and office address of the Institute's designated Sexual Harassment Officer is posted on the official bulletin boards and listed in appropriate Institute publications. Reports may also be submitted via email at studentsupport@avedainstitutelosangeles.com. Filing a report with an Institute official will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests
- 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 a referral to confidential counseling from counselors specifically trained in the area of sexual assault.

Additional information about sexual violence can be accessed at The National Women's Health Information Center (www.womenshealth.gov/faq/sexual-assault.cfm).

When a sexual assault victim contacts the Director of Education or another Institute official, the Los Angeles Police Department will be notified as well. The victim of the sexual assault may choose for the investigation to be pursued through the criminal justice system and the Institute's disciplinary procedures.

An Institute representative will guide the victim through the available options and support the victim in his or her decision. Personal counseling will be limited to initial crisis assessment and referral. Rape crisis and counseling options are available through a number of county agencies including:

- Break The Cycle – Rape/Domestic Violence: (310) 286-3366
- Santa Monica - UCLA Medical Center: (310) 319-4000

Institute disciplinary proceedings and due process procedures are detailed in the Institute's Student Handbook. Both the victim and accused will be informed of the outcome of the Institute's disciplinary proceeding. A student or employee found guilty of sexual misconduct could be criminally prosecuted in the state courts and may be suspended or expelled from the Institute or have their employment terminated. Student victims have the option to change their academic situations after an alleged sexual assault, if such changes are reasonably available.

N. Sexual Offender Registration

In accordance to the Campus Sex Crimes Prevention Act of 2000, the Jeanne Clery Act, and the Family Rights and Privacy Act of 1974, the College is providing information for where students and employees may obtain information regarding registered sex offenders. The California Sex Offenders Registry may be found at <http://www.meganslaw.ca.gov/>. The Campus Sex Crimes Prevention Act requires institutions of higher education to provide a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders can be obtained.

AVEDA INSTITUTE LOS ANGELES

Drug Free School Policy

The Aveda Institute Los Angeles believes that it is very important to provide a safe environment for all of its students and Team Members. Substance abuse, while at work, school or otherwise, seriously endangers the safety of students and Team Members, as well as the general public, and creates a variety of problems including increased theft, decreased morale, decreased productivity, and a decline in the quality of services provided. It is also our Policy to prevent the use and/or presence of these substances in the school. The Aveda Institute Los Angeles will strive to provide an environment conducive to making conscientious and healthy decisions when students are faced with difficult choices associated with the use of legal and illegal drugs.

It is a violation of school policy for any student to:

- Use illegal drugs or misuse prescription drugs;
- Misuse alcohol;
- Possess, trade, manufacture, distribute, dispense, buy or offer for sale alcohol, illegal and/or prescription drugs while on duty, during break periods, or on school property;
- Arrive or return to school intoxicated from use of illegal drugs, misused prescription drugs or alcohol;
- Engage in the use of illegal drugs, misuse of prescription drugs or alcohol during school hours or while on school property (including parking lots);
- Use prescription drugs or non-prescription drugs that may affect the safety of the student or fellow students, and members of the public;
- Have tampered or attempted to alter or attempt to interfere with the testing procedure; or
- Otherwise has refused to be tested.

For the purpose of this Policy, a student is presumed to be under the influence of drugs and/or alcohol if a urine test, blood test or other scientifically acceptable testing procedures shows a forensically acceptable positive quantum of proof of drugs and/or alcohol usage.

Any student who is taking any prescription or non-prescription drug which might impair safety, performance, or any motor functions must advise his/her Instructor or an Institute Director before providing services under such medication.

Students are individually responsible for being aware of applicable laws, regulations, ordinances, and the Institute's policy for complying with them. The Aveda Institute Los Angeles will assist in that endeavor by providing current information on an ongoing basis to all students.

Drug & Alcohol Testing

Reasonable Suspicion Testing:

Reasonable suspicion testing will occur when an Instructor or an Institute Director of Education has reason to suspect that a student may be in violation of this Policy. The suspicion must be documented in writing within 24 hours of the event or prior to the release of the test findings. Reasonable suspicion testing may be based upon, among other things:

- Observed behavior, such as direct observation of drug/alcohol use or possession and/or the physical symptoms of drug and/or alcohol use;
- A pattern of abnormal conduct or erratic behavior;
- Arrest or conviction for a drug-related offense, or the identification of a student as the focus of a criminal investigation into illegal drug possession, use, or trafficking. The student is responsible for notification of the Aveda Institute Los Angeles within five (5) business days, of any drug-related conviction;
- Information provided either by reliable and credible sources or independently corroborated regarding a student's substance use; or
- Newly discovered evidence that the student has tampered with a previous drug or alcohol test.

Reasonable suspicion testing does not require certainty, but mere “hunches” are not sufficient to justify testing. To prevent this, all instructors will be trained in the recognition of drug and alcohol-related signs and symptoms. Testing may be for drugs or alcohol or both.

Reasonable Search:

To ensure that illegal drugs and alcohol do not enter or affect the school, the Aveda Institute Los Angeles reserves the right to search all vehicles, containers, lockers, or other items on school property in furtherance of this Policy. Individuals may be requested to display personal property for visual inspection upon the Institute’s request. Searches will be conducted only where the Aveda Institute Los Angeles has reason to believe that the student has violated the Institute’s Policy. Failure to consent to a search or display of personal property for visual inspection will be grounds for discipline, up to and including termination from the program or denial of access to school premises. Searches of a student’s personal property will take place only in the student’s presence. All searches under this Policy will occur with the utmost discretion and consideration for the student involved. Individuals may be required to empty their pockets, but under no circumstances will a student be required to remove articles of clothing to be physically searched.

Student Assistance:

The Aveda Institute Los Angeles holds all students accountable in terms of substance use but also supports getting help for students. Students who come forward voluntarily to identify that they have a substance problem will not be reprimanded. It is important for the student to come to an understanding regarding the extent of the problem in order to correct the problem and be able to avoid future usage in violation of the Institute’s Policy. This is required in order to correct the problem and be able to avoid violating the Institute’s Policy in the future. If the student is willing to actively engage in resolving the substance use problem, the Institute will refer the student to a Substance Abuse Professional for an assessment and possible outpatient counseling at the student’s expense. This leave will be conditioned upon receipt of reports from the treatment providers that the student is cooperating and making reasonable progress in the treatment program. The student will be permitted to return to school only if (s)he passes a drug /alcohol test and has satisfactory medical evidence that (s)he is fit for attendance.

This protection does not cover a student who confesses a problem after an incident or accident that requires a substance use test, or after being notified that a reasonable suspicion test is required.

Specimen Collection, Testing, and Results:

Testing shall be conducted by a trained collection person, who meets quality assurance and chain-of-custody requirements. A student who tests positive will be given an opportunity to explain the findings to the testing professional reviewing the test results. If it is proven the substances are medically necessary to the standards of the testing professional, the test result will be negative. A failure on the part of the student to provide such evidence will result in the issuance of a positive report.

All records of drug/alcohol testing will be stored separately and apart from the student’s general files. These records shall be maintained under lock and key at all times. Access is limited to designated officials. Those designated officials that shall have access to these records are charged with the responsibility of maintaining the confidentiality of these records.

Disciplinary Action:

Violation of this Policy will result in the student’s immediate termination. The student’s file will list the reason for termination as “a Major Standard Violation” as that term is defined in the Institute’s Student Handbook. Re-admittance may be considered after 60 days. To be considered for re-admittance, the student must provide proof of having satisfactorily attended treatment that is provided by a Substance Abuse Professional (SAP) and/or prescribed by a SAP and completed a drug and/or alcohol test, determined by which test was previously positive, with a negative test result. If the student is re-admitted, (s)he must complete the prescribed follow-up testing by the SAP or by law, as applicable, to continue attending the Aveda Institute Los Angeles. Treatment and follow-up testing will be at the expense of the student. The Aveda Institute Los Angeles may terminate a student who has entered a rehabilitation program for violations of the Drug Free School Policy or any other school policy in accordance with the procedures set forth in the Student Handbook.

Confidentiality:

All information, interviews, reports, statement memoranda and drug test results, written or otherwise, received by the Aveda Institute Los Angeles as part of this drug testing program are confidential communications. Unless authorized by state laws, rules or regulations, the Institute will not release such information without a written consent form signed voluntarily by the person tested. Information on drug testing results will not be released unless such information or records are compelled by a court or a professional or occupational licensing board.

School Flexibility:

The Aveda Institute Los Angeles reserves the right to alter or amend any portion of this policy at any time without prior notice. The Institute reserves the right to alter or modify this policy in a given situation depending on the totality of the circumstances. Time periods stated herein for the performance of any act or provision of any notice by the Institute are for guidance only and failure of the Aveda Institute Los Angeles to strictly meet any time frame provided herein shall not preclude the Institute from taking any action provided herein. Under no circumstances shall failure to perform any act within the time frames herein excuse or relieve any student from his or her obligations, act to nullify any positive test, or relieve any student from the consequences of any positive test, or any other violation of this Policy.