

# Associated Barber College Of San Diego, Inc.



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## **Campus Security Policy, Report Safety Policy, Sexual Misconduct Policy, Drug & Alcohol Policy**

Associated Barber College of San Diego (“ABCSD”) in compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act of 1998, provides the following campus crime statistics and information for the calendar years noted below. ABCSD does not have a Security Department and, therefore is not required to maintain a Crime Log.

ABCSD provides this Campus Safety and Security Report and Policy to all currently enrolled students and employees in order to make the students aware of the steps and precautions that need to be taken in order for them to protect themselves.

ABCSD leases three spaces on the ground floor of Hotel Sanford. Hotel Sanford is a 130 room Retirement complex that is owned by the San Diego Housing Commission. ABCSD is under the jurisdiction of the San Diego Police Department. The San Diego Police Department provided statistics starting the year 2015, but none of the violations were on the school’s campus. The Annual Report for Crime Statistics is prepared in cooperation with the San Diego Police Department using their records and analysis system:

<http://www.crimemapping.com> and <http://www.sandiego.gov/police/services/statistics>

Criminal Offense On Campus			
Criminal Offense	Total Occurrences-On Campus		
	2013	2014	2015
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense- Forcible	0	0	0
Sex Offence- Non-Forcible	0	0	0
Robbery	0	0	0

Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Criminal Offense –Public Property			
Criminal Offense	Total Occurrences-On Campus		
	2013	2014	2015
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense- Forcible	0	0	0
Sex Offense- Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Arrests On Campus			
Number Of Arrests			
Law Violation	2015	2014	2013
Weapons; Carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Arrests On Public Property			
Number Of Arrests			
Law Violation	2015	2014	2013
Weapons; Carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Actions – On Campus			
Number Of Persons Referred for Disciplinary Action			
Law Violation	2015	2014	2013
Weapons; Carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Actions – Public Property			
Number Of Persons Referred For Disciplinary Action			
Law Violation	2015	2014	2013
Weapons; Carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Hate Crimes – Public Property

OFFENSE	Total Occurrences- Public Property			Category of Bias for Crimes					
	2013	2014	2015	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offense-Forcible	0	0	0	0	0	0	0	0	0
Sex Offense- Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Hate Crimes on Campus									
OFFENSE	Total Occurrences- On Campus			Category of Bias for Crimes					
	2013	2014	2015	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offense-Forcible	0	0	0	0	0	0	0	0	0
Sex Offense- Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0

## **FIRE LOG:**

ABCSD does not have any on-campus student housing facilities, and is, therefore, not required to maintain a fire log.

## **POLICIES**

### **Policy for Preparing the Annual Disclosure of Crime Statistics:**

Each year, prior to October 1st, ABCSD's staff works with the San Diego in compiling crime statistics. Reports for this nature will include our campus, Hotel Sanford and public property within 500 feet of our campus. The report will be combined with any reports of crimes that are made to ABCSD's Owner/Director or any employee of the school and the final statistics will be reported to the students/employees whereby the report will be given to each student and employee prior to October 1<sup>st</sup> each year. The report can be viewed at <http://info@sandiegobarbercollege.com>. New students are provided with these statistics during orientation and new faculty and staff are provided this information in their new hire packets.

It is strongly encouraged that all students and employees take responsibility for paying attention to their surroundings at all times and be cautious in their interactions with others. Individuals should never go to their cars at night without an escort.

### **Who to Report Clery and Other Crimes**

ABCSD has no Security Personnel and is entirely dependent on the San Diego Police Department, state and federal officials for security. If you are a student, report any and all crimes you know about to the San Diego Police Department and to ABCSD staff in the following sequence; The school Owner/Director, Associate Director, Instructors and Business Office/Financial Aid Office Personnel. If you are faculty or staff, and cannot reach the School Director or Associate Director and you determine that this is an emergency the San Diego Police Department should be contacted and a report made to the appropriate authorities. Any suspicious person or activity in or around the campus should be reported immediately to one of the following authorities listed below. If there is an emergency of any sort 911 should be called immediately.

- Joseph Roccoforte (858) 688-5988 – Owner/School Director
- Immediate Emergency- 911
- San Diego Police Department Non-Emergency: (619) 531-2000

### **Who to Report Clery and Other Crimes (continued)**

ABCSD has identified Staff and Instructors by wearing a blue or red smock. However, these individuals are not trained in security and are not able to make arrests. Their role is to identify potential threats to the students, faculty, and staff, and to take the appropriate safety measures to minimize or eliminate any existing or potential threat. They are the primary point of contact for any individual wanting to report criminal activity on or around the campus. If there is a situation that is determined to warrant law enforcement intervention, the San Diego Police Department will be contacted. The San Diego Police Department patrols the area on a frequent basis and alerts ABCSD to any suspicious activity. ABCSD has an “open-door” policy with law enforcement agencies; however, ABCSD does not have a written Memorandum of Understanding (MOU) with the local law enforcement.

### **Security and Access to the Buildings/Campus**

ABCSD does not have security personnel. ABCSD’s practical floor and theory classroom is open from Tuesday- Saturday 8:00am to 6:00pm ABCSD’s office is open Tuesday – Friday from 8:30am – 3:00pm. During the posted school hours the school will be open to the public. After hours the school will be locked. The school has no residence halls. The parking lots are public property and should be lit. Any cars left overnight may be towed.

Students wear white smocks that identify them as students but the school is small enough that individuals who are not students or graduates are readily identifiable as needing to be questioned as to the nature of their business at the school. The practical floor has three entrances; the main entrance where the students, faculty, and the public enter and exit, the side entrance, used for students leaving the school, and the fire exit in the back office. The main entrance opens into a lobby; in order to get into the actual school, persons need to check in with the front reception counter before being let into the school. The Theory Classroom has one entrance, the main entrance. The office has one entrance, the main entrance.

ABCSD does not share a common parking lot; therefore, staff, students, and visitors will park on the street, or designated parking areas. The parking lots are public property and should be lit. Any cars left overnight may be towed.

There are no campus housing facilities affiliated with the school.

### **Office Keys to Campus Facilities**

Keys are provided to employees on a need-to enter basis as determined by the appropriate departmental manager. Lost or stolen keys must be reported immediately to Joseph Roccoforte. Keys may not be loaned to other staff members, family, and friends or to students.

The School Director will confiscate any keys, which have not been specifically issued to a particular individual. Unauthorized duplication and illegal possession of keys is a misdemeanor crime punishable by law. Refer to California Penal code section 469.

### **Weapon Possession Policy**

Firearms and weapons of any sort are prohibited on campus property. It is a serious violation of the law to possess a firearm or certain knives on campus on grounds or within buildings of the school. (Section 626.9 of the California penal code).

### **Campus Law Enforcement**

ABCSD does not have a campus security force. All campus crimes are referred to the San Diego Police Department. ABCSD has no special understanding or MOU with the San Diego Police Department.

### **Accurate and Prompt Reporting**

ABCSD does not have a campus security police force. The Student Catalog encourages students to report criminal activity immediately to the police and then to school officials at ABCSD.

- Joseph Roccoforte (858) 688-5988 – Owner/School Director
- Immediate Emergency- 911
- San Diego Police Department Non-Emergency: (619) 531-2000

### **Pastoral and Professional Counselors**

ABCSD has no pastoral or professional counselors. If counseling is needed, we encourage the student to contact: San Diego Pastoral Counseling Center 619-295-5871.

### **Criminal Activity off Campus**

ABCSD does not have off campus locations of student organizations or off-campus housing facilities and does not have a policy nor is it required to have a policy. ABCSD does not monitor off campus activity.

### **Possession, Use and Sale of Illegal Drugs and Enforcement of Federal and State Drug Laws:**

The ABCSD campus has been designated “Drug Free”. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the San Diego Police Department. Violators are subject to ABCSD disciplinary action, criminal prosecution, fine and imprisonment. The school’s Drug and Alcohol Abuse and Prevention Policy can be found on the school’s website [www.sandiegobarbercollege.com](http://www.sandiegobarbercollege.com)

### **Possession, Use and Sale of Alcoholic Beverages and Enforcement of Underage Drinking:**

The possession, sale or the furnishing of alcohol on the ABCSD campus is governed the laws of the State of California. Laws regarding the possession, sale, consumption or furnishing of alcohol by anyone under 21 years of age in public place or a place open to the public is illegal. Organizations or groups violating alcohol/substance policies or laws may be subject to legal and ABCSD sanctions.

### **Drug and Alcohol Prevention and Education Plan**

The ABCSD drug and alcohol prevention and education plan consist of a description of the California alcohol and drugs laws stated above and the information about ABCSD’s policies pertaining to illegal drugs and to alcohol. ABCSD’s Policy can be found on the school’s website [www.sandiegobarbercollege.com](http://www.sandiegobarbercollege.com) The Plan is also discussed during the student’s orientation. The plan prevents illicit use of drugs and alcohol by students and employees. The plan provides services related to drug use and abuse including school’s disciplinary actions.

For help contact: CRASH (619)-233-8054 Lydia. Alcoholics Anonymous [www.aa.org](http://www.aa.org)  
Narcotics Anonymous [www.na.org](http://www.na.org) American Council on Alcoholism 1-800-527-5344  
[www.aca-usa.org](http://www.aca-usa.org)



## **Emergency Notification, ABCSD's Emergency Response and Evacuation Procedures**

A school staff member or instructor will immediately, upon confirmation of the San Diego Police Department or appropriate authority, notify the campus community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. Examples of some impending emergencies are listed below:

- Earthquake
- Gas Leak
- Terrorist Incident
- Armed Intruder
- Bomb Threat
- Civil Unrest or Rioting

Posted throughout the school are maps of the evacuation routes; there are three exits on the practical floor and an exit at each of the office and the classroom. In addition to the evacuation maps, one of the designated members of the Response and Evacuation Team will instruct the students, staff, and clients of what the emergency is and what plan of action needs to be taken by them. Pending on the nature of the emergency, the proper authorities will be notified, whether it be the SDG&E for gas leaks, the Board of Health for contagious viruses, or the San Diego Police Department / San Diego County Fire Department, etc., pending the emergency.

### **Emergency Response and Evacuation Team**

Joseph Roccoforte - Director  
Michelle Roccoforte - Associate Director  
Martha Sanchez – Financial Aid Assistant  
Monica Mendez – Lead Instructor  
Giovanni Lark – Instructor  
Joshua Jackson – Floor Manager  
Vanessa Alvarez - Receptionist

### **Confirmation of Emergency**

To confirm an emergency an institution staff member or instructor will verify that a legitimate emergency or dangerous situation exists. The following staff members are responsible in the sequence listed: Director/Owner, Associate Director/Owner, Instructor, and Financial Aid Assistant. Confirmation doesn't necessarily mean that all of the pertinent details are known or even available. Confirmation may be made by calling San Diego Police Department. If these authorities are broadcasting warnings on the public media, the school authority may make a judgment based upon that type of confirmation.

### **Notification of Emergency**

ABCSD will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The director or the school official in charge will personally tour the facility and tell all students

and persons of the emergency. To communicate with students not in school, the school official in charge will post the emergency notifications and recommendations to the school face book, Instagram and/or call each student. The school official may also ask students to call, text, Instagram and face book through a formal or informal phone tree. Notifications may also be posted on the main entrance door.

### **Annual Emergency Notification and Evacuation Drill**

In the case of a fire impending emergency, a school staff member will sound a horn and the students will evacuate through the marked fire exits in an orderly fashion. Each student will escort her/his client to the fire exits where marked when possible. A school staff member will clear the building of all persons. All students, staff and clients will immediately gather in the Northwest corner of 5<sup>th</sup> Avenue and Ash Streets in the parking lot. The receptionist or school official will bring the enrollment roster out with her and conduct attendance and client check to determine if everyone is accounted for.

- The date of the most recent annual test is: March 3, 2016
- Time Elapsed: 15 minutes
- Unannounced

### **“Shelter in Place” Guidance**

In an incident occurs and the building you are in is not damaged, stay inside, seeking an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, etc.) and follow the evacuation procedures for your building. Once you have evacuated, seek shelter at the nearest building quickly. If police or fire department personnel are on the scene, follow their directions.

### **How You Will Know to “Shelter in Place”**

A shelter-in-place notification may come from several sources, including the San Diego Police Department or federal authorities.

### **How to “Shelter in Place”**

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of an emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be: An interior room or above ground level; and without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows, (tight seal), and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (ABCSD will turn off ventilation as quickly as possible).
6. Make a list of the people with you and ask someone, (faculty or staff) to call the list in so they know where you are sheltering. If only students are present, one of the students should call in the list.

7. Turn on a radio or TV and listen for further instructions.

### **Timely Warning**

In the event that a situation arises, either on campus or off-campus, which in the judgment of the School Director or Instructor constitutes an ongoing or continuing threat, a “timely warning” will be issued. The school is small enough that communication from the front of the school to the back of the school can occur rather rapidly and there are several phones within close proximity throughout the building. If there appears to be an immediate threat, the building will be evacuated. If there is a threat as a result of a criminal action that could potentially jeopardize the safety and well-being of the students, faculty and staff, all staff members will be informed through a group text so that the staff can properly access the immediate circumstances. All faculty are required to wear “blue jackets” to identify them as Instructors on site. If a student is given an order by a blue jacket, the student needs to adhere to the order. Anyone with information warranting a timely warning should report the circumstance to the San Diego Police Department or school officials by phone or in person.

Before issuing a Timely Warning, the school staff members shall determine the nature of the crime. ABCSD will consider the type of crime that was reported to determine if it is a Clery Crime. ABCSD will also consider if the crime is continuing danger to the campus community. (For example, if a rape is reported on campus and the alleged perpetrator has not been caught, the risk is there. If the alleged perpetrator was apprehended, there is no continuing risk.)

### **Missing Student Notification**

ABCSD has no on-campus student housing facilities. Therefore, it is not required to have a missing student notification policy.

### **Addressing Preventing and Responding to Sex Offenses, Educational Programs to Promote the Awareness of Rape, Acquaintance Rape and Other Forcible and Non-Forcible Sex Offenses**

ABCSD educates the student community about sexual assaults and date rape through mandatory Orientation where it refers students to literature on date rape education, risk reduction is available through the following website:

<http://www.sandiego.gov/police//services/prevention/victimresources/sexualassault/rapeisrape.shtml#hotline>

### **Hate Crimes**

ABCSD, in addition to reporting crime statistics, is required to report any of the crimes as ones of hate crimes. The nature of the crime covers murder/non-negligent manslaughter, sex offenses-forcible or non-forcible (such as incest or statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury which is reported to local law enforcement or a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias. Beginning with the 2009 statistics, additional crimes were added: crimes of simple assault, larceny-theft, intimidation, and destruction/damage/vandalism of property. Also added, was the detailed categories of bias for crimes reported based upon: race, religion, sexual orientation, gender, disability, and ethnicity/national origin.

## **Sexual Assault**

ABCSD will not tolerate sexual assault of any kind. The term sexual assault is a general term that includes a variety of actions against any person without the person's consent, against the person's will, or under force, threat of force, or coercion. Consent cannot be given while intoxicated or medicated since these states inhibit an aware state of mind. The California Revised Code, Chapter 2907, defines sexual assault as: rape; sexual battery; unlawful sexual conduct with a minor; corruption of a minor; gross sexual imposition; sexual imposition; importuning; voyeurism and public indecency; or, any unwanted touching or act that is non-consensual and committed by the offender for the purpose of sexual gratification.

Future revisions, amendments, or additions to these or other applicable codes are incorporated in this policy by this reference. Sexual assaults of any kind are criminal offenses and are subject to criminal charges in the state of California. These violations of state law are also violations of ABCSD code of student conduct. Certain types of these offenses, including rape, sexual battery, and gross sexual imposition, may trigger a mandatory California Board of Regents academic dismissal hearing pursuant to California Revised Code 3345.23. Furthermore, ABCSD code of student conduct defines sexual assault as "any attempt or actual unwanted sexual contact, physical or nonphysical, in the absence of clear and voluntary consent. Clear and voluntary consent is consent that is given freely and actively in mutually agreed upon sexual activity. Consent is not clear or voluntary if it results from the use of physical force, threats, intimidation, or coercion. It is a violation of policy to have sex or sexual contact with someone who is known to be, or should be known to be incapable of making a rational, reasonable decision."

## **Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offense**

ABCSD will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, ABCSD will provide results of the disciplinary hearing to the victim's next of kin, if so requested.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The San Diego Police Department 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 an ABCSD staff member. Filing a police report with an ABCSD staff member will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from staff members.

Filing a police 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 the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Police Department, the Police Sex Crimes Unit will be notified as well. The victim of a sexual assault may choose for the

investigation to be pursued through the San Diego Police Department. ABCSD's disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the Student Catalog. A student found guilty of violating the ABCSD sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from ABCSD for the first offense.

### **Advising the Campus Community about Sex Offenders**

In accordance with 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 at, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes against Children and Sexually Violent Offenders Act. The Federal Law requires state law enforcement provide ABCSD with a list of registered sex offenders who have indicated that they are either enrolled, employed or carrying on a vocation at ABCSD. ABCSD is required to inform the campus community that the registration list of sex offenders is available on line at: <http://www.meganslaw.ca.gov/>. If a student needs assistance in viewing this list, our office staff can be available to assist.

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 sex offenders.

### **Voluntary Confidential Reporting**

If you are the victim of a crime and do not want to pursue action within the criminal justice system, you may still want to consider making a confidential report. With your permission, a designee of ABCSD can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the school can keep accurate records of the number of incidents involving students, faculty, and staff, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

### **Sexual Harassment**

ABCSD has a strict policy against the sexual harassment of any other person, staff member, student or any other employee. It is the policy of ABCSD to encourage students, staff, faculty, and other employees to promptly report any occurrence of such activity they may observe on campus. Any faculty member or administrator will assist in getting word of the situation to a campus authority or the police. Reports may be in person or in writing. It should be understood that anonymity might not be possible in some cases. We will make timely warnings to members of the campus community regarding the occurrence. An immediate investigation into the alleged harassment will be undertaken. The school will change a victim's academic situation after an alleged sex offense, provided they are reasonably available;

### **National, State and Local Victim Resource Organizations**

San Diego 24 Hour Crisis Hotline (800) 479-3339

San Diego Domestic Violence & Rape 24 Hour Hotline (888) DVLINKS

Domestic Violence & Sexual Assault 24 Hour Hotline (800) 799-SAFE

San Diego Child Protective Services 24 Hour Hotline (800) 344-6000

San Diego Adult Protective Services 24 Hour Hotline (800) 510-2020

National Center for Victims of Crime (703) 276-2880

Official Office for Victims of Crime: <http://www.ojp.usdoj.gov>  
National Organization for Victim Assistance 800-879-6682 9am-5pm ET, Monday-Friday  
National Victims' Constitutional Amendment Network (NVCAN) <http://www.nvcap.org>  
National Domestic Violence Hotline (800) 799-7233 (800) 787-3224 (TTY for the deaf)

The campus community is proud of its crime-free reputation. All citizens of the community may be confident that all reasonable attempts will be made to protect the identity of persons reporting incidents of criminal behavior insofar as the apprehension and, where appropriate, the prosecution of the alleged perpetrators will allow. But, it must be understood that anonymity might not be possible in some cases.

### **Safety and Security Tips**

**WHERE:** It is very important to us to know exactly where you are when you call.

Whenever possible note the location (room, building, street, etc.) where the incident occurred.

If the perpetrator is no longer near you, try to remember the route he or she took to leave the area.

**WHAT:** Tell us what exactly happened.

**WHEN:** Tell us when the incident occurred and approximately how long.

**WHO:** Describe the perpetrator's characteristics (hair color, race, height, weight, clothing and any markings. (Such as moles, tattoos, etc.)

**HOW:** Be prepared to explain how the incident occurred.

### **On campus tips and Off Campus Tips**

- Be aware of your surroundings at all times.
- Avoid and use caution when walking through parking lots.
- Keep personal belongings in view while in class.
- Learn self-defense techniques by enrolling in classes.

## **Sexual Misconduct Policy**

### **Introduction**

ABCSD is committed to providing a safe environment for its students. The school does not tolerate sex or gender based misconduct. When an allegation of misconduct is brought to the appropriate administrator's attention and a person is found to have violated this policy, sanctions will be used to reasonably assure that such actions are not repeated.

### **Scope**

1. This policy applies to:
  - a) All staff, faculty, students, third parties such as clients or visitors to the school during the school hours of Tuesday – Saturday 8:00am-6:00pm. Staff, faculty, students, clients and visitors should not be on the property on Sunday or Monday without permission. This policy applies regardless of sexual orientation or gender identification.
  - b) Offsite activities of the school campus which are supervised by staff or faculty. If a student is victimized off school property the student

may wish to speak with a staff member however the school cannot investigate or adjudicate when the perpetrator is not a student of the school. Such an incident is outside the scope of our policy.

- c) Students are defined as persons attending the Barber 1500 Hour Course or the Barber Crossover Course.
- d) School Property. This is defined as the publically owned property adjacent to the school property consisting of 50 feet of public sidewalk at the school entrance.
- e) Sexual misconduct covered by the Violence Against Women Act (VAWA) includes: Dating Violence, Domestic Violence, Sexual Violence, Stalking

## 2. Confidentiality

ABCSD encourages victims of sexual violence to talk to somebody about what happened so that victims can get the support they need, and so the school can respond appropriately. Different employees on campus have different abilities to maintain a victim's confidentiality.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication".
- Other employees may talk to a victim in confidence, and generally only report to the school that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger a college investigation into an incident against the victim's wishes.
- Thirdly, some employees are required to report all details of an incident, (including the identities of both the victim and alleged perpetrator) to the Title IV Coordinator. A report to these employees, (called "responsive employees"), constitutes a report to the school and generally obligates the school to investigate the incident and take appropriated steps to address the situation. This policy is intended to make students aware of the various reporting and confidential disclosure options available to them so they can make informed choices about where to turn should they become a victim of sexual violence. The school encourages victims to talk to someone identified in one or more of these groups.

## **The Options for Reporting Sexual Misconduct**

### **Privileged and Confidential Communications with Professional and Pastoral Counselors**

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community, (and including those who act in that role under the supervision of a licensed counselor), are not required to report any information about an incident to the Title IV Coordinator without a victim's permission. Following is the contact information for these individuals:

San Diego Pastoral Counseling Center 619-295-5871

### **Non-Professional Counselors and Advocate Individuals Who Work On-Campus**

Individuals who work at the school, including front desk staff, can generally talk to a victim without revealing any personally identifying information about an incident to the school. A victim can seek assistance and support from these individuals without triggering

a school investigation that could reveal the victim's identity or that the victim has disclosed the incident. While maintaining a victim's confidentiality, these individuals or their office should report the nature, date, time and general location of an incident to the Title IX Coordinator. This limited report, which includes no information that would directly or indirectly identify the victim, helps keep the Title IX Coordinator informed of the general extent and nature of sexual violence on and off campus wide responses. Before reporting any information to the Title IX Coordinator, these individuals will consult with the victim to ensure that no personally identifying details are shared with Title IV Coordinator. Following is contact information for these non-professional counselors and advocates:

- All Instructors Currently working at the school- A victim who speaks to a professional or non-professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, the school will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Even so, these counselors and advocate will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the school or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to do so.

NOTE: If the school determines that the alleged perpetrator(s) pose a serious and immediate threat to the college community, [By the Director or Joseph Roccoforte], a timely warning may be issued to the school community. Any such warning should not include any information that identifies the victim.

### **Reporting to “Responsible Employees”**

A “responsible employee” is a school employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the school to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. **A responsible employee must report to the Title IX Coordinator all relevant details about the alleged sexual violence shared by the victim and that the school will need to determine what happened, including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.**

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the school's response to the report.

NOTE: Although some of the non-professional counselors and advocates described above could have responsibilities that would otherwise make them “responsible employees” for Title IV purposes, they need only report general, non-personally identifying information to the Title IV Coordinator, not the details of an incident. The U.S. Department of Education, Office for Civil rights, Questions and Answers on Title IX and Sexual Violence (April 24),



E-3 (urging schools to designate these individuals as confidential sources, and exempting them from detailed-reporting requirement).

A responsible employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

The following employees (or categories of employees) are the school's responsible employees: Director, Associate Director, Financial Aid Assistant, Instructors, and Receptionist.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the school will consider the request, but cannot guarantee that the school will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the coordinator of the victim's request for confidentiality. Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the school to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

Requesting confidentiality from the school: How the school will weigh the request and respond if a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the school must weigh that request against the school's obligation to provide a safe, non-discriminatory environment for all students, including the victim. If the school honors the request for confidentiality, a victim must understand that the school's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) maybe limited. Although rare, there are times when the school may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

The school has designated the following individuals to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence: Joseph Roccoforte and Michelle Roccoforte.

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, Mr. and/or Mrs. Roccoforte will consider a range of factors, including the following: the increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:

- Whether there have been other sexual violence complaints about the same alleged perpetrator;
- Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
- Whether the sexual violence was committed by multiple perpetrators;
- Whether the sexual violence was perpetrated with a weapon;
- Whether the victim is a minor;
- Whether the school possesses other means to obtain relevant evidence of the sexual violence, (e.g., security cameras or personnel, physical evidence);
- Whether the victim's report reveals a pattern of perpetration (via illicit use of drugs or alcohol), at a given location or by a particular group.

- The presence of one or more of these factors could lead the college to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the college will likely respect the victim's request for confidentiality.

**If the school determines that it cannot maintain a victim's confidentiality**, the school will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the school's response. The school will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or school employees, will not be tolerated. The school will also:

- Assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see portion of policy identifying these);
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the victim of the right to report a crime to staff or local law enforcement, and provide the victim with assistance if the victim wishes to do so.
- If, for example, the school has credible information that the alleged perpetrator has committed one or more prior rapes, the balance of factors would compel the school to investigate the allegation and, if appropriate, pursue disciplinary action.

The school may not require a victim to participate in any investigation or disciplinary proceeding. Because the school is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence, (including non-identifying reports) will also prompt the school to consider broader remedial action such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If the school determines that it can respect a victim's request for confidentiality, the school will also take immediate action as necessary to protect and assist the victim.

### **Anonymous Reporting**

Although the school encourages victims to talk to someone, the school accepts anonymous reporting. Anonymous reporting can be submitted in writing by mail for personally delivered. Anonymous reporting can trigger an investigation.

### **Off Campus Counselors and Advocates and Ongoing Assistance**

Off campus counselors, advocates and health care providers will also generally maintain confidentiality and not share information with the school unless the victim requests the disclosure and signs a consent form or waiver. Following is contact information for local off campus resource: Services for Victims of Rape or Sexual Assault San Diego County (888) 385-4657.

### **Options for Assistance Following an Incident of Sexual Misconduct**

Students may contact: Services for Victims of Rape or Sexual Assault San Diego County (888) 385-4657.

Or for immediate response, please use a computer at a safe location (there is always a computer trail) to get information on reporting a crime. If you are in danger, call 911, San Diego Domestic Violence Hotline **(888) DV-LINKS** / (888) 385-4657 or the U.S. National Domestic Violence Hotline at (800) 799-7233 • TTY (800) 787-3224.

### **Ongoing Support during the School Disciplinary or Criminal Process**

Academic accommodations and interim measures:

- The school will take reasonable steps and interim measures to ensure the safety and well-being of the victim, such as alter academic schedules, withdraw from a class without penalty.

Title IX Coordinator for ABCSD is Michelle Roccoforte. The school's Title IX Coordinator's role is to enforce this policy as the overall response to sexual misconduct. Contact Information: Michelle Roccoforte, [mubr@michelleroccoforte.com](mailto:mubr@michelleroccoforte.com) 858-688-5989 1333 5<sup>th</sup> Avenue, San Diego California 92101

### **Definitions:**

Dating Violence Definition: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with a victim.

Social Relationship of a Romantic or Intimate Nature: Determination is based upon the reporting party's statement (including the statement of a third party other than the victim) taking into consideration: The length of the relationship, the type of the relationship; and the frequency of the relationship.

Dating Violence – Psychological and Emotional Abuse: We fully support the inclusion of emotional and psychological abuse in definitions of “dating violence” used for research, prevention, victim service, or intervention purposed, however according to the US Dept. of Education they do not believe that it should be included in the definition of “dating violence” for purposed of crime reporting.

Domestic Violence Definition: A felony or misdemeanor crime of violence committed by:

- Current or former spouse or intimate partner
- Person with whom the victim shares a child in common
- A person cohabitating, or has cohabitated with, the victim as a spouse or intimate partner
- A person similarly situated to a spouse under the domestic and family violence laws of the jurisdiction in which the crime of violence
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic and family violence laws of the jurisdiction in which the crime of the violence occurred

Sexual Violence Definition: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program included in Appendix A of Subpart D of 668.

Stalking Definition: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: Fear for the person's safety or the safety of others or Suffer substantial emotional distress.

Course of Conduct Definition: Engaging in two 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.

Reasonable Person Definition: A reasonable person under similar circumstances and with similar identities to the victim.

Substantial Emotional Distress Definition: Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Consent Definition: ***Consent: Permission for something to happen or agreement to do something.***

- Silence or absence of a resistance does not imply consent;
- Consent to engage in sexual activity with one person does not imply consent with another;
- Consent can be withdrawn at any time;
- Coercion, force, or threat of either invalidates consent;
- If someone is under the influence of alcohol or drugs they cannot consent.

## **CLEAR STATEMENT OF THE SCHOOL'S COMMITMENT TO VAWA**

The school is committed to providing a safe environment for students, staff and faculty and is committed to the heart and spirit of VAWA.

What is covered by Vawa: Students, staff and faculty on the school property between the hours of 8:00am – 6:00pm Tuesday thru Saturday are covered by VAWA. The school property includes the interior of the building and the sidewalk adjacent to the entrance. As a reminder, no student, staff or faculty member should be on the property before 8:00am, after 6:00pm and on Sundays and Mondays unless they have permission.

- Off-site activities in which the students, staff and faculty participate are covered by the policy.
- Students attending the Barber 1500 Hour Course or the Barber Crossover Course are covered by the policy.

If a student is victimized off school property, the student may certainly talk to someone at the school for guidance. However, the school cannot investigate or adjudicate this type of incident as the perpetrator is not a student and outside the scope of this policy.

## **Investigation Procedures and Protocols**

Please note: The school's Title IX Coordinator is not expected to be a lawyer, police officer or any type of law enforcement or investigative professional. The adjudication aspects of VAWA will need to be done with the conjunction with the local law enforcement and/or local domestic or sexual violence centers.

Students ARE NOT required to report any victimization to the school, police or sexual violence crisis centers.

If victimization should be reported to the school, investigation and adjudication will be performed to the best of the ability of the Title IX Coordinator. The Title IX Coordinator does not possess skills which can be better performed by law enforcement or sexual violence crisis centers. At present the United States Department of Education will not have approved trainers or training for at least 2 years as explained by James Moore on April 15, 2015 at the PCCS conference in Philadelphia. We do not want to minimize the importance of a proper investigation and adjudication. Any student who wants a properly done investigation and adjudication should know this information.

If victimization remains confidential and does not reveal the perpetrator's name there will be no investigation. Should the victim want an investigation the Title IX Coordinator will explain what can be done without the help of law enforcement. This will depend on the incident. If the victim wants law enforcement involved they will be called and take over the case.

**Time Frame for Investigation:** If an investigation is done by the school the time frame will depend on the type of incident and possible other unanticipated factors however every effort will be made to conduct the investigation in a timely manner. If the victim wants local law enforcement to do the investigation the time frame will be explained by them.

**Preserving Evidence:** The school does not have expertise in this area and does not make any statements or guarantees in this area.

**Equitable Rights:** The Title IX Coordinator will make every effort to provide equitable rights to the victim and perpetrator during the school's process through all channels available while protecting the victim.

**Information Sharing:** The victim will determine what information may or may not be shared with law enforcement unless the information must be shared for the public safety. That will be discussed with the victim prior to any disclosures.

## **GRIEVANCE/ADJUCATION PROCEDURES**

**Adjudication:** Mediation is not used in sexual assault cases but may be used in other areas covered by VAWA. The school will never assume any person is in violation of the school's policy. The preponderance-of-the-evidence (i.e. more likely than not) standard will be used in any Title IX fact-finding and related proceedings, including hearings;

## **Identify the adjudicators, including:**

The adjudicators will be the Title IX Coordinator and all responsible employees as identified in this document. If the police are brought in that would determine who the adjudicators will be.

There is no training available to determine whether an incident occurred. The school will enlist the services of the San Diego Police to make this determination.

**Determine the Sanction:** The sanction will be determined by the Title IX Coordinator with the advice of the council and the school's responsible employees. The school reserves the right to take whatever measures it deems necessary in response to an

allegation of sexual misconduct in order to protect student's rights and safety. Not all sexual misconduct will be deemed equally serious and the school reserves the right to impose a range of sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The school will consider the concerns of both the complainant and the person accused of sexual misconduct. This would be done without revealing the victim's name if so desired by the victim.

If the victim or perpetrator is concerned with a possible conflict of interest they may put their concerns in writing to be reviewed by the Title IX Coordinator and the responsible parties.

Both parties will receive notice of hearings.

There will be an opportunity for both parties to present witnesses and other evidence, including: the victim, perpetrator and their witnesses if deemed appropriate by the Title IX Coordinator.

Evidence may be presented if approved by the Title IX Coordinator prior to the hearing. Questioning or evidence about the complainant's prior sexual conduct with anyone other than the alleged perpetrator is prohibited.

Evidence of prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.

Cross examination is not permitted.

#### **Possible results of the adjudication process:**

Sanctions: Restrictions on off-campus school activities, suspension and termination from attendance.

Remedies/accommodations for the victim; if additional remedies are needed for the victim they will be reviewed with the victim prior to adoption or implementation to determine the best course action.

Additional remedies for the school community: If additional remedies are needed for the school community, they will be reviewed with the school community prior to adoption or implementation.

The parties will be informed of the results of the adjudication;

Written notice to both parties of the outcome of the complaint. There will be no option for appeal.

The school will not require a party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the re-disclosure of the information related to the outcome of the proceeding.

There is no appeal.

#### **PREVENTION AND EDUCATION**

VAWA policies are reviewed at each student's orientation. Orientations are held 10 times a year and a student may feel free to repeat an orientation class after given 1 week prior notice to the director.

#### **TRAINING**

The school's employees are trained on a yearly basis by area professionals. Staff meetings regarding these policies are yearly with detailed changes elaborated.

**A. Alcohol and Drug Policies**

**1. Drug-Free Policy**

Associated Barber College of San Diego believes that the illegal use of drugs and alcohol presents a serious health and safety hazard and interferes with educational and occupational success. Students, faculty and staff may not consume alcoholic beverages on school property, during classes, or in connection with activities officially sponsored by the school.

Associated Barber College of San Diego supports all federal, state and local ordinances pertaining to alcohol and drugs and will fully cooperate with law enforcement authorities to protect the students, staff and faculty of the institution from the illegal possession, purchase, sale, and manufacture of controlled substances and alcohol. The institution will refer offenders to the proper civil authorities. Regardless of whether the legal action is pursued by the school or outside agencies, disciplinary action will be taken by the institution for violations of the law. All students, faculty and staff should be familiar with the Drug Free Campus Policy and abide by it. In addition, all college faculty, staff and student employees must be in compliance with the Associated Barber College of San Diego Drug Free Workplace Policy.

Behavior that disrupts the educational environment, causes public inconvenience, annoyance or alarm, or recklessly creates a risk to people and/or property even though motivated by alcohol is a violation of law and institution policy.

**a. Health Risks**

As part of the effort to create a drug-free campus, Associated Barber College of San Diego believes that the all staff and students should be educated about the physical and emotional health hazards the misuse of drugs and alcohol presents. Associated Barber College of San Diego provides the following information. Listed below are some of the health risks associated with using/abusing alcohol and various drugs. For additional information on alcohol- and drug-related health risks please visit [www.factsontap.org](http://www.factsontap.org), [www.drugfreeamerica.org](http://www.drugfreeamerica.org) and [www.whitehousedrugpolicy.gov](http://www.whitehousedrugpolicy.gov). (Please note that the dangers associated with substance abuse are not limited to only the conditions listed below.)

Health Risks:

Substance	Known Health Risks
Alcohol	Heart and liver damage; brain damage; death from overdose and accidents.
Marijuana / Hashish	Impaired memory perception, interference with psychological maturation, possible damage to lungs and heart, psychological dependence.
Cocaine	Intense psychological dependence, sleeplessness and anxiety, nasal passage damage, lung damage, and death from overdose.
Stimulants	Loss of appetite, hallucinations, paranoia, convulsions, brain damage, cancers of the lung, throat, mouth, death from overdose.

## **b. Alcohol Policy**

The possession, consumption, or sale of alcohol on campus or at institution sponsored activities is prohibited, unless specifically sanctioned by the institution and allowed by state and local alcoholic beverage regulations. The use of alcoholic beverages in the following instances must be approved by the President or his or her designee: (1) on campus and at functions sponsored by, or primarily for, students; and (2) at off-campus student functions sponsored by recognized student organizations.

Non-alcoholic beverages and food items must be available at the same place as the alcoholic beverages and readily accessible as long as alcoholic beverages are available. Advertisements for social functions may not describe the availability of alcohol as a promotional tool nor promote consumption of alcohol by minors.

All persons must have proof of age at any activity involving the consumption of alcoholic beverages. If alcoholic beverages are served, the sponsoring organization must implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear to be intoxicated.

Individuals involved in the illegal use or distribution of alcohol are subject to arrest and institution disciplinary action.

## **c. Drugs**

Associated Barber College of San Diego prohibits the possession, use, or distribution of illegal drugs on institution property. Possession, sale, use, or distribution of controlled substances, including marijuana, is a violation of federal and state laws and institution policy. Students and employees who violate state or federal drug laws will be referred by Associated Barber College of San Diego institution to the appropriate authorities for criminal prosecution, and, if convicted, may be subject to suspension, termination, or expulsion from the institution.

### **2. Legal Sanctions for Unlawful Possession of Alcohol and Drugs**

In addition to violating institution policy, unlawful possession of alcohol and drugs may violate federal and state laws. Students and employees entering institution property under the influence of alcohol or drugs will be referred to treatment and/or reported to local authorities. All other persons will be reported to local authorities immediately. The following summary provides information on some of the potential legal penalties for drug and alcohol violations:

#### **a. Alcohol Violations**

The legal drinking age in the United States is 21 in all 50 states and the District of Columbia. Legal drinking age is 18 in the U.S. Virgin Islands, Puerto Rico and Guam. Persons possessing or consuming alcohol under the legal drinking age may face fines or jail time. Many states impose severe penalties for persons using false identification to purchase or consume alcohol. Driving while under the influence of alcohol is a serious offense. In addition to restrictions on blood alcohol content for drivers above the legal drinking age, many states also have strict “zero tolerance” laws prohibiting driving under the influence of any amount of alcohol if the driver is under the age of 21.



Specific information on legal penalties for alcohol violations in the states in which the campus has physical campuses can be located at the following websites:

California

California Department Alcoholic Beverage Control

<https://www.abc.ca.gov/LawsRulesReg.html>

National

National Traffic Highway Safety Commission: "Stop Impaired Driving"

<http://www.stopimpaireddriving.org/>

#### **b. Drug Violations**

Possession of any controlled substance, including drugs such as marijuana, cocaine, LSD and ecstasy, as well as unauthorized prescription medications, drug paraphernalia and materials used to manufacture or distribute illegal drugs, can result in serious penalties under federal and state laws, including imprisonment and large fines. Penalties increase sharply if the conviction involves possession, distribution or manufacture of controlled substances while on the grounds of a school or college.

In addition, students convicted of possessing or selling illegal drugs (not including alcohol and tobacco) may be ineligible to participate in federal student loan programs offered by the U.S. Department of Education. Additional information on penalties for violating controlled substance laws can be found at the website for the Drug Enforcement Administration, located at the following link: <http://www.justice.gov/dea/pubs/abuse/1-csa.htm#Penalties>

#### **4. Treatment Resources for Alcohol and Drug Addiction**

Students or employees who need assistance in overcoming alcohol- or drug-related problems are encouraged to contact the substance abuse organizations listed below or in the additional resource listing in Part V of this report.

Substance Abuse & Mental Health Services Association

1-800-662-HELP

[www.samhsa.gov](http://www.samhsa.gov)

The Substance Abuse & Mental Health Services Association ("SAMHSA") is the Federal agency charged with improving the quality and availability of prevention, treatment, and rehabilitative services in order to reduce illness, death, disability, and cost to society resulting from substance abuse and mental illnesses.

The SAMHSA website has a treatment facility locator searchable by type of treatment, form of treatment and forms of payment accepted.

American Council on Alcoholism 1-800-527-5344, [www.aca-usa.org](http://www.aca-usa.org)

The American Council on Alcoholism (ACA) is a national non-profit health organization dedicated to educating the public about the effects of alcohol, alcoholism, and alcohol abuse, as well as the need for prompt, effective, available, and affordable treatment.

Alcoholics Anonymous [www.aa.org](http://www.aa.org)

Alcoholics Anonymous is worldwide with meetings in almost every community. Contact a nearby central office, or answering service to find specific locations. Telephone numbers for Alcoholics Anonymous are often listed in local telephone directories. Outside of the United States and Canada, contact the International General Services Office.

Narcotics Anonymous [www.na.org](http://www.na.org)

Narcotics Anonymous is an international, community-based association of recovering drug addicts with more than 31,000 weekly meetings in over 100 countries worldwide. To find a meeting in your area, contact one of the registered Narcotics Anonymous service committees and groups.

# Associated Barber College of San Diego, Inc.

As a Student interested in enrolling in ABCSD – or – as an Employee interested in working at ABCSD, I have read and understand the following reports and policies. I have been given a copy of each policy below and have initialed each as acknowledgement.

Initials:

\_\_\_\_\_ **Campus Security Report**

\_\_\_\_\_ **Safety Policy**

\_\_\_\_\_ **Sexual Misconduct Policy**

\_\_\_\_\_ **Drug and Alcohol Policy**

By signing this document the student or employee has received a copy of the report and policy.

\_\_\_\_\_ Name (Print)

\_\_\_\_\_ Signature

\_\_\_\_\_ ID or SS# (last four-digits)

\_\_\_\_\_ Date