



**MAKE-UP DESIGNORY
ANNUAL SECURITY REPORT
2019**

Burbank, CA

***INCLUDES: DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM
and ANNUAL FIRE SAFETY REPORT***

Make-up Designory is providing the following information to all of its prospective and current employees and prospective and enrolled students as part of the school's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you have any questions about any of the information provided in this report, please contact the School Director, Make-up Designory, 129 S. San Fernando Blvd., Burbank, CA 91502, 1.818.729.9420.

REPORTING OF CRIMINAL OFFENSES AND EMERENCIES

In case of emergencies, all students, faculty, staff and guests are asked to call 911 and report the emergency to local authorities. (Please note that Make-up Designory does not have campus police.)

For non-emergencies, students, faculty, staff and guests are asked to contact the following resources:

Burbank Police Department: 1.818.238.3333

Campus Security Authorities: 1.818.729.9420

Make-up Designory's Campus Security Authorities (CSA) include all faculty and staff located on the Burbank Campus. Students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents accurately and in a timely manner, and can report to anyone who is a MUD employee. Any suspicious activity or person seen in the parking lots, loitering around vehicles or inside buildings should be reported to the proper authorities.

PASTORAL COUNSELORS AND PROFESSIONAL COUNSELORS

Make-Up Designory does not employ pastoral counselors or professional counselors and thus does not publish procedures for them to follow for inclusion of reported crimes in the annual disclosure of crime statistics.

PREPARING AND REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS AND FIRE REPORT

In accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Director of Financial Aid, Christy Ruoff, prepares this report in cooperation with other school officials, local community members, non-police Campus Security Authority (CSA) and local law enforcement agencies. The School does have on-campus housing; campus crime monitoring and fire reporting have been prepared in accordance, and are a part of this report. The School does not have any recognized student organizations with off-campus locations or and therefore criminal activity monitoring and documentation is limited to on-campus locations only. Campus crime, arrest and referral statistics include those reported to the School and local law enforcement agencies.

Each year this report is updated by October 1st and made available and distributed to all enrolled students and employees; a paper Notice of Distribution is given to each member of the school community informing them of the update. The most recent report may be found on the school's website at:

<http://fao.mudfinaid.com/fao/campus-security-la>. The Notice of Distribution includes information on the availability of the report, a brief description of the information contained in the report and the exact electronic address where the report is posted. A hard copy of the report may be obtained by enrolled students, prospective students, faculty, staff, or prospective employees upon request by contacting the School Director. Students who enroll after the individual notice has been distributed for the year will receive information regarding where to find the information with their enrollment paperwork.

TIMELY WARNING POLICY

“Timely Warnings” are issued if a Clery Act crime occurs either on or off campus, that in the judgement of a quorum the designated officials, poses an ongoing or continuing threat to our campus community.

If issued, the Warning may be disseminated via one or more of the following methods: classroom notification, posters, email and the School’s text messaging system. Additional information regarding timely warnings may be available on the School’s website or via social media channels. Warnings are issued to provide information that promotes safety and allows individuals to protect themselves.

Anyone with information warranting a Timely Warning should report the circumstances to a Campus Security Authority, by phone 1.818.729.9420 or in person at 129 S. San Fernando Blvd., Burbank, CA 91502.

VOLUNTARY CONFIDENTIAL REPORTING PROCEDURES

Make-up Designory does not offer voluntary confidential reporting.

EMERGENCY NOTIFICATION & EVACUATION PROCEDURE

Once campus officials confirm that there is an emergency or dangerous situation, that poses an immediate threat to the health and safety of some, or all of the members of the campus community, emergency notification will be issued. If issuing a notification potentially compromises efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency, the School may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the School will issue the emergency notification to the campus community.

Students and staff will be notified of emergency notifications via a text-based messaging system; other methods of communication such as, emails, phone calls, announcements, posters and social media, may be utilized to broadcast the emergency notification and/or disseminate additional information to ensure personal and campus safety. Designated campus officials may use information received from law enforcement or other first responders in determining which segment or segments of the School community should receive the notification.

Content of the emergency notification will be determined by a quorum of the designated school officials. Emergency messages will provide information to the appropriate segment of the campus community, in a succinct manner, with the overall goal being to encourage individual safety through awareness.

In situations where the school is evacuated, the School’s evacuation procedure will be followed. Emergency exit maps are posted in offices, common areas and classrooms. In case of an emergency, a faculty member will evacuate his or her classroom and ensure all students are out and moving to the nearest exit. The first faculty or staff member to exit the building is charged with preventing anyone from re-entering the building. Once safely out of the building, a faculty or staff member is to contact emergency personnel if the situation requires it, then contact either the School Director or one of the owners of the company. If someone comes across a person that is too injured to move, he or she should leave that person behind, evacuate everyone who is able, and contact emergency personnel once safe of the situation. Students will be allowed back into the building once it is safe to return. Evacuation procedures are reviewed annually during teacher training.

Make-up Designory tests its emergency response and evacuation procedures at least once annually on an announced or unannounced basis. When tests are conducted, the School publicizes its emergency response and evaluation procedures to students, faculty, and staff, including making available a copy of this policy.

Make-up Designory maintains documentation of each test exercise including date and time performed and whether announced or unannounced will be completed immediately following testing.

School officials responsible for carrying out emergency response and evacuation procedures: Gil Romero, School Director; Christy Ruoff, Director of Financial Aid; Shavonne Torres, Registrar; and Michelle Martinez, Career Services Advisor.

MISSING STUDENT NOTIFICATION POLICIES AND PROCEDURES

Missing Student Notifications for Students In On-campus Housing

Students who live in student on-campus housing are given the opportunity to register a confidential contact person to be notified in the event that the student is determined to be missing. Confidential information for this purpose is kept separate from general emergency contact information. Only authorized officials may have access to the information. Such information may only be disclosed to law enforcement in furtherance of a missing person investigation.

Housing students will be contacted by the Registrar or School Director should he or she be absent from class and not seen or heard from by their roommates for 24 hours. Additionally, if a student is concerned about the well-being of one of their roommates, they should notify the School Director, Gil Romero at 1.818.351.3454 or the Registrar, Shavonne Torres at 1.818.351.3422, and the same contact will be made. Students are given 24 hours to respond if there is still no contact with the student from faculty, administration, or classmates, after 24 hours the student will be considered “missing” and notification procedures will take place within 24 hours including immediately referring the missing student report to the local law enforcement agency having jurisdiction in the area (unless the local law enforcement agency was the entity that made the determination that the student is missing). Additionally, the student’s designated confidential emergency contact will be notified. The institution will notify the custodial parent or guardian of a student under 18 years of age and not emancipated within 24 hours of the determination that the student is missing in addition to notifying any additional contact person designated by the student. Expedited timelines will also be in effect if an immediate threat or danger is suspected.

The procedures that the institution will follow when a student who resides in an on-campus student housing facility is determined to have been missing for 24 hours include:

- Notifying the student’s confidential contact (if any),
- Notifying the student’s custodial parent or guardian and any other designated contact per with 24 hours of determining that the student is missing if the student is under 18 years of age and is not emancipated.
- Informing the local law enforcement agency that has jurisdiction in the area within 24 hours that the student is missing, regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor.

Missing Student Notifications for Students Living in Non-campus Housing

Students who are missing from class for three days, and have no contact with the School or classmates, are contacted by the Registrar or School Director. Additionally, if a student is concerned about another student’s well-being, they should notify the School Director, Gil Romero at 1.818.351.3424 or a Campus Security Authority at 1.818.729.9420 and the same contact will be made. Students are given 24 hours to respond; if there is still no contact from the student, contact will be attempted again by administration. If there has been no contact with the student from faculty, administration, or classmates, after 24 hours the student will be

considered “missing” and his or her designated emergency contact will be notified. This person is elected by the student and is listed on the Student Permanent Information Record, collected on the first day of class (the information is registered and confidential). Students under 18 may list additional contacts on the record, however if not emancipated, custodial parents will be notified. If there is still no contact after 24 hours, emergency law enforcement will be informed of the student’s “missing” status. Expedited timelines will also be in effect if an immediate threat or danger is suspected.

SECURITY AND ACCESS POLICY

The school is open to students, parents, employees, contractors, guests, and invitees Monday through Friday, 8 a.m. to 5:30 p.m. All visitors are greeted either by reception in the Administrative offices or by the MUDSHOP at the main school building; students are also able to enter through the student entrance located at the back of the main School building using a coded key pad. When evening classes are in session (Monday through Thursday 6:00pm-9:30pm) access is only permitted via the student entrance at the back of the main building. The MUD Shop is open Monday through Friday, 9:30 a.m. – 5:30 p.m. and on Saturday, 10 a.m. – 5 p.m. Entrance to the main classroom hallway is locked, at both the front entrance (accessible via the MUDSHOP) and the back entrance (accessible via the student entrance) using a coded key pad. During non-business hours, access to all school facilities is by key.

Building maintenance and school officials monitoring School areas and public thoroughfares for safety and security issues. Any individual who would like to report a safety or security issue may do so by speaking with the Administrative Assistant in the Administrative offices or by calling 1.818.729.9420.

Our on-campus residences are located in Burbank at the Avalon Apartments on San Fernando Blvd, between E. Angeleno Ave. and E. Verdugo Ave., and 13 Palms on Palm Ave. between Glenoaks Blvd. Kenneth Rd. All entrances to the complexes are locked and accessible only by keys or electronic key fobs provided to residents only. Properties are managed by outside management companies and upkeep is handled by those management companies. Any individual who would like to report a safety or security issue regarding housing should report it to the Student Services Administrator, Mary Karaoghlanian at 1.818.729.9420. Emergencies situations should always be referred to Burbank Police at 911.

CAMPUS LAW ENFORCEMENT

Make-up Designory does not have security personnel or campus police. Only local and state law enforcement has the power to make arrests. Campus Security Authorities will assist in notifying appropriate law enforcement authorities if a student requests assistance in contacting police, students, faculty, and staff are encouraged to accurately and promptly report all crimes and public safety related incidents to the Campus Security Authorities and to notify local police.

Make-up Designory does not have a special relationship with either local and state law enforcement agencies. The School does not maintain a memorandum of understanding or other types of written agreements with these agencies to aid in the investigation of alleged criminal offenses. Rather, any information or assistance that Make-up Designory is asked to provide to these agencies is done so with urgency and thoroughness as upstanding community members.

Students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents accurately and in a timely manner. Any suspicious activity or person seen in the parking lots, loitering around vehicles or inside buildings should be reported to the proper authorities. Make-up Designory does not have any non-campus student organizations. All activities hosted by Make-up Designory are organized by School

officials and are monitored as such. Should assistance be required during a School-related event, proper authorities should be made aware in a timely fashion.

If you are a victim of or witness to a crime and do not want to pursue action through the School's procedures or the criminal justice system, the School encourages you to consider reporting the incident to the School Director for the limited purpose of permitting the School to include the incident in its crime statistic reporting without revealing your identity. With such information, the School can keep an accurate record of the number of similar incidents, 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. The School will make best efforts, to the extent permitted by law, to maintain the privacy of that information and to comply with the Family Education Rights and Privacy Act of 1974 (FERPA). Police reports are public records under state law, and the School cannot hold reports of crime obtained from police records in confidence. Policies with respect to victims of sexual violence are contained in the Sexual Harassment and Discrimination Policy located in this publication.

CAMPUS CRIME PREVENTION AND SECURITY AWARENESS

Students and employees are informed about campus security and crime statistics before initial attendance or employment. At the Burbank Campus, crime statistics and an overview of safety awareness is done every three weeks at Orientation. Required training regarding preventing and responding to sexual harassment/violence, among other topics, is also included. Additionally, on a quarterly basis a campus-wide, hour-long safety awareness and crime prevention presentation is given by local law enforcement. The common theme of all crime prevention and security awareness programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. The following should also be considered:

- When walking on or around campus, be aware of who and what is around you. Try not to walk alone and avoid secluded pathways and alleyways.
- Do not carry large amounts of cash.
- Always lock your car and remove all packages and any valuables.
- Do not leave supplies, books or personal property unattended.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Make-up Designory is committed to maintaining a drug-free School and drug-free workplace. The School is committed to full compliance with the Drug Free Workplace Act and the Drug-Free Schools and Communities Act regulations as contained in 34 C.F.R. Part 86. *A paper copy of this program is available upon request.*

The school will not allow the possession, use or distribution of illicit drugs or alcohol by students or staff on its property or as part of any of its officially sponsored off-campus activities. Students and staff are also prohibited from being under the influence of alcohol, illegal drugs or any other substance that could adversely affect the health, safety or welfare of students, faculty or staff on school property or at any of its officially sponsored activities.* This includes all forms of synthetic marijuana, regardless of the legality of the substance. The use of the medical marijuana card in California or any other state is not accepted as an exception to this policy. Regardless of the legitimacy of the card, the School will follow all applicable laws and regulations. This includes field trips and student-sponsored social activities if they are considered

sponsored by the School. To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct.

*This restriction does not apply to responsible drinking of alcohol at business meetings and related social outings.

Reporting on Violations to Local and/or State Law Enforcement:

The School will report to local and/or state law enforcement, as applicable by federal and state drug laws, any student who is found in possession of, using, or selling illegal drugs on campus as well anyone who is found to have broken the state laws regarding underage drinking.

Disciplinary/Legal Sanctions:

Illegal possession or use of drugs or alcohol can have penalties, including loss of Title IV eligibility, community service, suspension or loss of driver's license, jail time and fines. Students who violate the school's prohibitions against drug and alcohol are subject to disciplinary action up to and including termination of their enrollment at the school. Additionally, employees who violate the prohibitions against drugs and alcohol are subject to disciplinary action up to and including immediate termination of their employment and referral of their violation for prosecution. For more information, employees should contact the Human Resources Department.

State Drug Laws:

State law considers the illegal use of drugs and alcohol serious crimes. The sanctions for first time violations of these laws range from fines to lengthy terms of incarceration, or both. Additionally, local ordinances and municipal codes impose a variety of penalties for the illegal use of drugs and alcohol. There may also be civil consequences which result from the violation of state drug and alcohol statutes. Property associated with the criminal acts, including homes and vehicles, can be confiscated by the government. Persons convicted of felonies may be barred from government employment, and lose their right to vote.

The following provisions of the Federal, state, and municipal law serve as the foundation for MUD's policy. (Note: This list is not a complete summary of relevant laws and ordinances.)

State and municipal laws and ordinances:

- The purchase, possession, or consumption of alcoholic beverages (including beer and wine) by any person under the age of 21 is prohibited.
- The selling, either directly or indirectly, of alcoholic beverages (including beer and wine) except under the authority of a California Alcoholic Beverage Control Board license is prohibited. This includes selling glasses, mixes, ice, tickets for admission, etc.
- The serving of alcohol to an intoxicated person is prohibited.
- The serving of alcohol to someone to the point of intoxication is prohibited.
- The manufacture, use or provision of a false state identification card, driver's license, or certification of birth or baptism is prohibited.
- The act(s) of being drunk and disorderly in public view, including on public sidewalks and walkways, is prohibited.
- The consumption of alcoholic beverages in a public place (unless licensed for consumption of alcohol on the premises) is prohibited.
- The act of driving a motor vehicle or a bicycle while under the influence of alcohol is prohibited.
- The possession of an alcoholic beverage in an open container in a motor vehicle or on a bicycle

is prohibited regardless of who is driving or whether one is intoxicated.

- A violation of California law for the unlawful sale of alcohol may include imprisonment in the county jail for six months, plus fines and penalties.
- A violation of California law for the use of alcohol by obviously intoxicated individuals will vary with the particular circumstances but may include imprisonment in the county jail and substantial fines and penalties. Additionally, minors who are arrested for violations concerning the use of alcohol run the risk of having their driving privileges suspended or revoked until they are 18.
- A violation of California law for the possession, use and/or sale of narcotics, marijuana and/or other illicit drugs includes imprisonment in the county jail or state prison for one to nine years, plus fines up to \$100,000 for each count.
- A violation of the law involving an individual being under the influence of a combination of alcohol and other drugs (itself potentially deadly), may result in an increase in criminal sanctions and penalties.

The following laws were taken from the California Penal Code, Business and Professions Code, and Vehicle Code:

- Any person who is found in any public place under the influence of intoxicating liquor or any drug, in such a condition that s/he is unable to exercise care for his or her own safety or the safety of others, or obstructs a public way (e.g., sidewalks, roadways) is guilty of a misdemeanor (§647 (f) PC).
- Any person under the age of 21 who has an alcoholic beverage in his or her possession in any public place or any place open to the public is guilty of a misdemeanor (§25662 (a) B&P).
- Any person who furnishes, gives, or sells any alcoholic beverage to someone under the age of 21 is guilty of a misdemeanor (§25658 (a) B&P).
- Any person under the age of 21 who has in their possession any false or fraudulent evidence of age or identity is guilty of a misdemeanor (§25661 B&P).
- Any person who is convicted of an offense for controlled substance or alcohol-related crimes may lose his or her privilege to drive (§13202.3 and §13202.5 CVC)
- Any person who participates in the manufacture of fraudulent driver's license or identification can be charged with felony forgery (§470 PC).
- It is a misdemeanor for any person to drive a vehicle under the influence of alcohol, any drug, or with a blood-alcohol content of 0.08% or greater. It is a felony to cause injury to another person while driving under the influence of alcohol or any other drug. California's "zero tolerance" law requires an immediate one year suspension of driving privileges for anyone under the age of 21 who drives with a 0.01% blood alcohol concentration or higher. Failure to submit to a preliminary alcohol screening test will also result in the suspension of one's driver's license (§23136, 23137, 23140, 23152, and 23153 CVC).
- It is a misdemeanor to ride a bicycle under the influence of alcohol, drugs, or both (§21200.5 CVC). Drivers and parents are responsible to ensure passengers and children are properly seated and wear seatbelts during transport (§27315 and §27360 CVC).
- It is an infraction to possess an open container of an alcoholic beverage while driving a motor vehicle. It is an infraction to drink an alcoholic beverage while driving a vehicle on a roadway (§23222 and §23220 CVC).
- It is an infraction to possess an open container of an alcoholic beverage while in a motor vehicle (§23223 CVC).
- It is an infraction for an owner or driver of a motor vehicle to allow an open container of alcohol in the passenger area (§23225 CVC).

- It is a misdemeanor for a person under 21 to drive a motor vehicle carrying alcohol unless his or her parent or legal guardian is present. It is a misdemeanor for a person under 21 to possess alcohol in a motor vehicle (§23224 CVC).

Federal Drug Laws:

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

Section 484(r) of the Higher Education Act of 1998 provides that a student's eligibility for federal student aid be suspended if that student is convicted under federal or state law of any offense involving the possession or sale of a controlled substance (not including alcohol or tobacco). The suspension of eligibility ranges from as much as one year to an indefinite period of time, depending upon the number and type of convictions. A student may regain eligibility early by completing a drug rehabilitation program that meets certain statutory and regulatory requirements or if the conviction is overturned.

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except marijuana) For the substances/schedules and amounts:

- Cocaine (Schedule II): 500-4999 g mixture
- Cocaine Base (Schedule II): 28-279 g mixture
- Fentanyl (Schedule IV): 40-399 g mixture
- Fentanyl Analogue (Schedule I): 10-99 g mixture
- Heroin (Schedule I): 100-999 g mixture
- LSD (Schedule I): 1-9 g mixture
- Methamphetamine (Schedule II): 5-49 g pure or 50-499 g mixture
- PCP (Schedule II): 10-99 g pure or 100-999 gm mixture

The penalties are:

- First Offense: Not less than 5 years, and not more than 40 years. If death or serious injury, not less than 20 years or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.
- Second Offense: Not less than 10 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.

For the substances/schedules and larger amounts:

- Cocaine (Schedule II): 5 kgs or more mixture
- Cocaine Base (Schedule II): 280 g or more mixture
- Fentanyl (Schedule IV): 400 g or more mixture
- Fentanyl Analogue (Schedule I): 100 g or more mixture
- Heroin (Schedule I): 1 kg or more mixture
- LSD (Schedule I): 10 g or more mixture
- Methamphetamine (Schedule II): 50 g more pure or 500 g or more mixture
- PCP (Schedule II): 100 g or more pure or 1 kg or more mixture

The penalties are:

- First Offense: Not less than 10 years, and not more than life. If death or serious injury, not less than 20 years, or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual

- Second Offense: Not less than 20 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
- 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.

For the substances/schedules and amounts:

- Other Schedule I and II Substances (and any substance product containing Gamma Hydroxybutyric Acid): any amount
- Flunitrazepam (Schedule I): 1 g

The penalties are:

- First Offense: Not more than 20 years. If death or serious injury, not less than 20 years, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.
- Second Offense: Not more than 30 years. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual.

For Other Schedule III Substances in any amount, the penalties are:

- First Offense: Not more than 10 years. If death or serious bodily injury, not more than 15 years. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.
- Second Offense: Not more than 20 years. If death or serious bodily injury, not more than 30 years. Fine not more than \$1 million if an individual, \$5 million if not an individual.

For Other Schedule IV Substances (except for 1 g or more of Flunitrazepam) in any amount, the penalties are:

- First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
- Second Offense: Not more than 10 years. Fine not more than \$500,000 if an individual, \$2 million if not an individual.

For All Schedule V Substances in any amount, the penalties are:

- First Offense: Not more than 1 year. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.
- Second Offense: Not more than 4 years. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

Federal Trafficking Penalties for Marijuana, Hashish, and Hashish Oil, Schedule I Substances

Marijuana (enormous amount) 1,000 kg or more mixture; 1,000 or more plants

- First Offense: Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.
- Second Offense: Not less than 20 years, not more than life. If death or serious injury, mandatory life. Fine not more than \$20 million if an individual. \$75 million if other than an individual.

Marijuana (large amount) 100-999 kg mixture; 100-999 plants

- First Offense: Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.

- Second Offense: Not less than 20 years, not more than life. If death or serious injury, mandatory life. Fine not more than \$8 million if an individual, \$50 million if other than an individual. Marijuana (medium amount) 50-99 kg mixture or 50-99 plants

- First Offense: Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million if an individual, \$5 million if other than an individual.

- Second Offense: Not more than 30 years. If death or serious injury, mandatory life. Fine \$2 million if an individual, \$10 million if other than an individual.

Marijuana (small amount) Less than 50 kg mixture; 1-49 plants (does not include 50 or more marijuana plants regardless of weight)

- First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million other than an individual.

- Second Offense: Not more than 10 years. Fine \$500,000 if an individual, \$2 million if other than an individual.

Hashish More than 10 kg

- First Offense: Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million if an individual. \$5 million if other than an individual.

- Second Offense: Not more than 30 years. If death or serious injury, mandatory life. Fine \$2 million if an individual, \$10 million if other than an individual.

Hashish (small amount) 10 kg or less

- First Offense: Not more than 5 years.

- Second Offense: Not more than 10 ears. Fine \$500,000 if an individual, \$2 million if other than an individual.

Hashish Oil More than 1 kg

- First Offense: Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million if an individual. \$5 million if other than an individual.

- Second Offense: Not more than 30 years. If death or serious injury, mandatory life. Fine \$2 million if an individual, \$10 million if other than an individual.

Hashish Oil (small amount) 1 kg or less

- First Offense: Not more than 5 years.

- Second Offense: Not more than 10 ears. Fine \$500,000 if an individual, \$2 million if other than an individual.

Loss of Title IV Eligibility:

A student is ineligible to receive Title IV financial aid if the student has been convicted of an offense involving the possession or sale of illegal drugs for the period described below:

	Possession of Illegal Drugs	Sale of Illegal Drugs
1 st Offense	1 year from the date of conviction	2 years form the date of conviction
2 nd Offense	2 years from the date of conviction	Indefinite period
3+ Offenses	Indefinite period	Indefinite period

Health Risks:

Drug and alcohol abuse can lead to liver, heart and other chronic disease.

The National Institute on Drug Abuse offers the following information on the **health risks of drug abuse** (<https://www.drugabuse.gov/related-topics/health-consequences-drug-misuse>):

Drug use can have a wide range of short- and long-term, direct and indirect effects. These effects often depend on the specific drug or drugs used, how they are taken, how much is taken, the person's health, and other factors. Short-term effects can range from changes in appetite, wakefulness, heart rate, blood pressure, and/or mood to heart attack, stroke, psychosis, overdose, and even death. These health effects may occur after just one use.

Longer-term effects can include heart or lung disease, cancer, mental illness, HIV/AIDS, hepatitis, and others. Long-term drug use can also lead to addiction. Drug addiction is a brain disorder. Not everyone who uses drugs will become addicted, but for some, drug use can change how certain brain circuits work. These brain changes interfere with how people experience normal pleasures in life such as food and sex, their ability to control their stress level, their decision-making, their ability to learn and remember, etc. These changes make it much more difficult for someone to stop taking the drug even when it's having negative effects on their life and they want to quit.

Drug use can also have indirect effects on both the people who are taking drugs and on those around them. This can include affecting a person's nutrition; sleep; decision-making and impulsivity; and risk for trauma, violence, injury, and communicable diseases. Drug use can also affect babies born to women who use drugs while pregnant. Broader negative outcomes may be seen in education level, employment, housing, relationships, and criminal justice involvement.

Alcohol.org offers the following information on the **health risks of alcohol abuse**:

Although a person may not be abusing alcohol regularly, they can still experience its short-term effects on the mind and body. The liver can metabolize about one standard drink of alcohol per hour. However, this can vary depending on a number of factors, including the individual's age, weight, liver function, and gender. Typically, consuming more than one beverage per hour can lead to intoxication, raising an individual's blood alcohol content (BAC) with each drink.

The effects of alcohol can range from mild, such as skin flushing, to more severe symptoms such as passing out or vomiting. Other short-term effects can include:

- Lowered inhibitions, leading to poor social judgment.
- Trouble concentrating.
- Loss of coordination.
- Loss of critical judgement.
- Dulled perception, especially vision.
- Mood swings.
- Reduced core body temperature.
- Raised blood pressure.
- Passing out.
- Vomiting

Long-Term Effects Of Alcohol

Drinking too much over time can cause chronic physical and mental health issues. Heavy drinking can cause or contribute to liver damage, cardiovascular disease, and multiple types of cancer. Long-term effects of excessive drinking may include:

- Diminished gray matter and white matter in the brain.
- Memory loss.
- Loss of attention span.
- Trouble learning.
- Alcoholic hepatitis.
- Liver fibrosis.
- Steatosis (i.e., fatty liver).
- Throat, mouth, larynx, breast, liver, colorectal, or esophageal cancer.
- High blood pressure
- Cardiomyopathy
- Stroke
- Irregular heart beat

Alcohol Poisoning

Binge drinking is a dangerous practice that can cause physical harm. The National Institute on Alcohol Abuse and Alcoholism (NIAAA) classifies binge drinking as a drinking pattern that leads to a blood alcohol concentration (BAC) level of 0.08 g/dL and above. For adult women, that's typically around 4 drinks (5 for adult men) within a couple hours of each other.

Drinking too much can lead to alcohol poisoning. Signs of alcohol poisoning include:

- Confusion.
- Nausea and vomiting.
- Slowed or irregular breathing.
- Cyanosis, or a blue-tinted skin.
- Pale skin.
- Low body temperature, or hypothermia.
- Unconsciousness.
- Seizures.

It is extremely important to call 911 if you feel a person is experiencing alcohol poisoning. Alcohol poisoning can cause permanent brain damage and even death. A person's BAC can keep rising after they stop drinking and even after they pass out.

Physical Effects of Alcohol Abuse

Chronic heavy drinking is associated with many serious health problems. Below are some of the ways alcohol may affect the body:

Liver: One of the possible severe medical consequences of chronic alcohol abuse is liver disease. Over time, with consistent alcohol abuse, the liver may become inflamed and/or scarred. Conditions such as fatty liver, alcoholic hepatitis, fibrosis, and cirrhosis may develop. A person may also develop liver cancer.

Digestive system: Alcohol can wear down the lining of the stomach and increase the production of stomach acid, which can contribute to ulcers.²⁴ Alcohol may also alter nutrient breakdown, absorption, transportation, storage, and excretion, leading to nutrient deficiencies and/or trouble fully using nutrients. For example, thiamine deficiency is common and can lead to serious neurological issues. Alcohol can also impair blood sugar control.

Pancreas: Alcohol prompts pancreatic production of harmful substances, which can lead to pancreatitis. Pancreatitis is inflammation of the pancreas that impairs digestion.

Central nervous system (CNS): Thiamine, or vitamin B1, deficiency associated with chronic heavy drinking can lead to Wernicke–Korsakoff syndrome. Symptoms may include confusion, impaired coordination, learning problems, and memory difficulties. Liver disease can also harm the brain, resulting in symptoms such as sleep changes, alterations in mood, personality changes, depression, anxiety, impaired concentration, and incoordination. Too much alcohol may also hinder new brain cell growth.

Cardiovascular (CV) health: Drinking alcohol has complicated impacts on cardiovascular health. In 2016, alcohol-related CV diseases caused an estimated 593,000 deaths globally. Consuming too much alcohol is linked to high blood pressure, irregular heartbeat, trouble pumping blood through the body, blood clots, stroke, cardiomyopathy (sagging, stretched heart muscle), or heart attack. Excessive alcohol use, both directly and through malnutrition, can also lead to anemia.

Reproductive health: Consuming too much alcohol can lead to reproductive problems, including erectile dysfunction and irregular menstruation. Both men and women may have reduced fertility with long-term, heavy drinking. Women who drink while pregnant are at increased risk for miscarriage, stillbirth, or having a child with a fetal alcohol spectrum disorder (FASD).

Bones: Alcohol abuse can cause a calcium imbalance in the body, which is an important nutrient to maintain healthy bones. Consuming too much alcohol can also cause a disruption to the production of vitamin D, which is needed for calcium absorption. Lack of calcium increases the risk of osteoporosis. Osteoporosis increases the risk of bone fractures, which can cause serious pain and disability.

Psychological Effects

When it comes to the brain, alcohol acts as a depressant to the CNS. However, it can have inconsistent effects, exciting users under some conditions and sedating users under other conditions. Excitement, typically at lower doses, may be due to alcohol suppressing the inhibitory parts of the brain. Functions such as breathing, speech, thought, memory, and movement can be impacted by consuming alcohol. Mental effects may include mood changes, decreased inhibitions, relaxation, impaired judgment, slowed reaction times, difficulty remembering, confusion, and loss of consciousness. Chronic use of alcohol can lead to changes in the brain, as described in previous sections.

Excessive alcohol use, even if not chronic, can lead to alcohol-induced psychiatric syndromes, such as alcohol-induced depressive disorder, alcohol-induced bipolar disorder, alcohol-induced sleep disorder, alcohol-induced psychotic disorder, and more. These disorders are temporary and can occur after significant intoxication and/or withdrawal.

Alcohol use disorder is also linked to several mental illnesses which can develop separately from the disorder and may even predate it, such as major depression, some anxiety disorders, schizophrenia, bipolar disorder, and others. These disorders may increase the likelihood of alcohol-related issues, possibly due, in part, to using alcohol as a self-medicating substance. There also may be common underlying risk factors that increase the likelihood of both substance use disorders and mental illnesses.

Drug and Alcohol Programs:

Students and employees are encouraged to seek substance abuse treatment. While no facility is available on campus, those students and employees seeking treatment will be referred to a local treatment center:

- 24hr Addiction Helpline 1.800.407.7195
- Addiction Center 1.844.289.1081 www.addictioncenter.com
- Alcoholics Anonymous 1.818.760.0253 www.aa.org
- Narcotics Anonymous 1.310.390.0279
- National Helpline 1.800.662.4357

Investigation/Drug Testing:

When the School becomes aware of reasonable grounds (as listed below) to believe a student has violated the Alcohol and Drug Policy, the School will immediately investigate. Such investigation may include appropriate drug and/or alcohol testing. As a result of such investigation and in the School's sole discretion, one or more of the following actions may occur, depending upon factors that include the nature and severity of the offense:

- verbal warning/advisement
- written warning/advisement
- immediate screening test
- suspension
- expulsion/termination of employment
- referral for prosecution
- referral to an approved rehabilitation/counseling agency

Students should be aware that the School may bring matters of illegal drug use to the attention of local law enforcement. Student should fully understand that the School supports the criminal prosecution of policy violators, when appropriate.

Reasonable grounds for suspecting substance abuse include, but are not limited to, any one or more of the following:

- slurred speech
- red eyes
- erratic behavior
- inability to perform job/task
- smell of alcohol or marijuana emanating from student's body

- inability to carry on a rational conversation
- other unexplained behavioral changes
- dilated pupils
- incoherence
- unsteadiness on feet
- increased carelessness
- receipt of information by the School indicating a violation of the policy

A student who has been terminated from the School for drug or alcohol use must utilize the appeals process as noted in the School Catalog to determine the possibility for returning to the School.

SEXUAL HARASSMENT AND DISCRIMINATION POLICY FOR STUDENTS AND EMPLOYEES / PREVENTION AND AWARENESS PROGRAM

Make-Up Designory is committed to providing a work and school environment free of unlawful harassment, discrimination and sexual violence. Make-Up Designory prohibits crimes of dating violence, domestic violence, sexual assault, and stalking. In furtherance of this commitment, all students and employees are required to take our prevention and awareness training which includes many topics such as sexual harassment, sexual violence, sex-based discrimination, harassment based on gender stereotyping, dating violence, domestic violence, sexual assault and stalking. Students are provided this training at Orientation; Employees are provided training upon hire and then yearly thereafter. The School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the School prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the School has jurisdiction over Title IX complaints.

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

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

For grievances other than those related to Title IX, students should follow the Complaint Policy outlined in the Student Catalog.

Key Definitions:

Sexual harassment is defined as unwelcome advances, requests for sexual favors, other verbal or physical sexual conduct, or any other offensive unequal treatment of an employee, student, or group of employees or students that would not occur except for their sex when:

1. The advances, requests or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment.
2. Submission to such advances, requests or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement.
3. Submission to or rejection of such advances, requests or conduct is used as a basis for employment or academic decisions.

Sexual Harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, (42 U.S.C. S2000e, et. seq.), and Title IX of the Education Amendments of 1972 (20 U.S.C. 1691, et. seq.) and is punishable under both federal and state laws. Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, promise of reward for sexual favors. Students, faculty or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the School's investigation of the allegation.

Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category, including sexual assault or harassment based on sexual orientation, domestic violence, dating violence, and stalking. Alleged sexual violence against another may also constitute a crime resulting in an additional, independent law enforcement investigation falling outside of this Grievance Policy. These acts will not be tolerated at the School as such acts are inappropriate and create an environment contrary to the goals and mission of the School. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

Sexual assault includes rape, acquaintance rape, fondling, incest, and statutory rape, as well as other forms of nonconsensual sexual activity.

Domestic violence means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating violence means a violence act committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse and dating violence does not include acts covered under the definition of domestic violence.

Stalking means engaging in a course of conduct (two or more acts including but not limited to acts in which the stalker directly, indirectly, or through third parties, or by any action, method, device or means, follows,

monitors observes, surveils, threatens or communicates to or about a person or interferes with his or her property that is directed at a specific person and would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Consent means voluntary agreement to engage in sexual activity by verbal agreement or active and willing participation in sexual activity. Someone who is incapacitated or under the age of consent under state law cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent may be withdrawn at any time. Coercion, force, or threat of either invalidates consent.

According to the State of California, “‘affirmative consent’ means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.”

Sexual misconduct refers to sexual harassment, hostile environments caused by sexual harassment, sexual assault (both non-consensual sexual conduct and non-consensual sexual intercourse), domestic violence, dating violence, and stalking.

Education and Training:

During Orientation, students are given information on safety awareness, some of this information relates to protecting oneself against sexual misconduct. Part of Make-Up Designory’s curriculum teaches students how to avoid sexual misconduct as it applies to their careers as make-up artists. Additionally, the Career Services Department helps to advise students on how to stay safe while working in the industry. Literature on sexual misconduct prevention can also be provided to each student upon request. More prevention information is available online through RAINN at <https://www.rainn.org> or contact the National Women’s Health Information Center at (800) 994-9662.

Additionally, this policy is disseminated to the Make-Up Designory community through publications, the School website, new employee orientations, and other appropriate channels of communication. The School provides training to key staff members to enable the School to handle any allegations of sexual harassment or sexual violence promptly and effectively.

Reporting Sexual Offenses:

Upon observing or involvement in any type of sexual misconduct on campus or on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus, the School encourages students, faculty and staff to promptly report the incident to the local police, Campus Security Authorities, and/or one of the School’s Title IX Coordinators.

The Title IX Coordinators are responsible for the School’s compliance with Title IX of the Education Amendments of 1972. In this role, the Title IX Coordinator administers the review, investigation and resolution procedures for reports of sexual misconduct. Where there is any question about whether an incident is a sex

offense, a report should be made to the Title IX Coordinator for assistance in determining the nature of the incident.

Victims of Sexual Assault/Violence:

If you have found yourself as a victim of a sexual assault or rape, please follow these recommended steps:

- 1) Go to a safe place.
- 2) Contact someone who can help you, a friend, the police, a relative, anyone you can trust.
- 3) Obtain any necessary medical treatment.
- 4) The preservation of physical evidence is important to facilitate the identity and successful prosecution of the offender. The victim should not bathe, shower, drink, eat, douche, urinate, change clothing or clean the bed/linen/area where the victim was assaulted so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. If the victim must urinate, try to capture the urine in a plastic or glass cup for evidence testing. If the victim must change clothes, put the items in separate paper bags to be used in evidence testing. Do not use plastic bags; they contaminate evidence. Try not to disturb the scene, if the assault occurred in your residence.

Victim's Rights

Victims have several reporting options including those with confidentiality, and may pursue one or all of these options at any time. Victims have a right to have a friend, family member, sexual assault victim advocate, or other representative present while reporting the incident. They also have the right to have a sexual assault victim advocate and support person of their choice present with them during a rape examination. The campus Title IX Coordinator can assist in notifying the police. Victims may also take the actions below.

Victims have the right to decide who and when to tell about Sexual Misconduct, Dating and Domestic Violence, and Stalking. However, it is very important they get medical attention after being assaulted. Following the incident, a victim may be physically injured, may have contracted a sexually transmitted disease, or may become pregnant.

A victim who at first requests confidentiality may later decide to file a complaint with the school or report the incident to the police, and thus have the incident fully investigated.

The School strongly advocates that victim of sexual assault or violence report the incident to police in a timely manner and, if requested to do by the victim, the School will assist the victim in contacting the police. However, the victim is not required to contact the police in order to pursue the Grievance Procedure contained in this policy or for the School to conduct an independent investigation under this section. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

To report the assault to the local police, call 911. It is the student's option to notify the appropriate law enforcement authorities including on-campus officials and local police. Victims are strongly encouraged to call the police and report the rape. Remember that time is a critical factor for evidence collection and preservation. Reporting the rape to the police is up to the victim. It is important to remember that reporting a rape is not the same as prosecuting a rape, however, reports to law enforcement does begin the criminal justice process.

Written Notifications to Victims

Written notifications will be provided to the student or employee victim who reports sexual assault, domestic violence, dating violence, or stalking whether the offense occurred on or off campus. The institution will provide the student or employee a written explanation of the student's or employee's rights and options.

Written notification will be provided to the victim on the existing availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, within the community. With the exception of student financial aid, Make-up Designory does not have on-campus services available. Victims may also, and are encouraged to, contact a Rape Crisis Center to seek assistance:

- California Coalition Against Sexual Assault, 1.800.656.4673, <http://www.calcasa.org>
- National Sexual Assault Hotline, 1.800.656.4673
- www.rainn.org (24 hour assistance)
- St. Joseph's Medical Center, 1.818.843.5111 (ask for emergency), 501 S. Buena Vista St, Burbank, CA

Institutional Responsibilities for Orders of Protection, No-Contact Orders, Restraining Orders

While Make-up Designory has no private police or security guards, a student or employee who has obtained a restraining order, no-contact order or an order of protection should inform the School Director of such an order. If notified by the student or employee of the existence of a restraining order the School Director shall make appropriate staff and faculty aware of the order. Should the student (victim) or employee (victim) see or become aware that the person who is being ordered to stay away has violated the order by coming on school property, property the school controls or adjacent property, the student or employee should immediately report the incident to the school administration. The school administration upon learning of the violation of the restraining order shall notify the police. The student or employee also has the right to summons the police. Police can be notified by calling 911.

Accommodations and Protective Measures Available for Victims

Accommodations and protective measures provided to the victim of sexual assault, domestic violence, stalking, or dating violence is maintained as confidential to the extent that maintaining such confidentiality does not impair the ability of the institution to provide the accommodations or protective measures. Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Make-up Designory will provide written notification to the students and employees involved about accommodations available to them including academic, living, transportation and working situations. The written notification will include information regarding the accommodations options, available assistance in requesting accommodations and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, Make-up Designory will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different class, withdraw and take the class at another time if there is not option for moving to a different class, etc. Potential changes to living situations may include moving to a different apartment. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

Certain remedial measures may be taken to protect both parties during the pendency of the investigation, including changes to academic, living, transportation, and working situations or other protective measures. Make-up Designory may make such accommodations or provide such protective measures if the victim

requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact the School Director, Gil Romero at 1.818.729.9420 or Title IX Coordinator, Mary Karaoghlanian at 1.818.729.9420.

Safe and Positive Options and Awareness for Bystander Intervention

Preventing sexual harassment is everybody's responsibility. An engaged bystander is someone who lives up to that responsibility by intervening before, during, or after a situation when they see or hear behaviors that threaten, harass, or otherwise encourage sexual violence. It may not be safe or effective to directly confront the harasser in every case, but there are a range of ways bystanders can be involved before, during, or after a situation when they see or hear behaviors that promote sexual violence. Below are some intervention tips and strategies.

- Disrupt the situation.
- Don't act alone, solicit help from other bystanders.
- Confront the harasser.
- If it doesn't feel safe to say something, call the police or any other person of authority.
- If you see someone at risk, get involved.
- Don't wait or someone else to take an action.
- Be honest and directly talk about the consequences of their actions.
- Don't turn a blind eye.
- If you are attending a social gathering with a friend, remember the same principles apply in every scenario.
- Be mindful of your friend(s) and make sure you come and go together and if you don't leave together that your friend(s) is/are able to make decisions for herself/himself/themselves.

Risk Reduction

Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

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

9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Prohibited Conduct:

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

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

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Complaint/Grievance Procedure:

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, supervisor, Human Resources, or the Title IX Coordinator listed below as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the School is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to the Human Resources Department if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

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

Title IX Coordinators:

Student Liaison- CA Campus

Mary Karaoghlanian, Student Services Administrator
129 S. San Fernando Blvd., Burbank, CA 91502
1.818.729.9420 • maryk@mud.edu

Student Liaison- NY Campus

Rebecca Menzer, Career Services Advisor
65 Broadway, 15th Floor, New York, NY 10006
1.212.925.9250 • rmenzer@mud.edu

Employee Liaison/Lead Coordinator

Tate Holland, President
129 S. San Fernando Blvd., Burbank, CA 91502
1.818.729.9420 • tate@mud.edu

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

Investigation of Complaints:

In response to all complaints, the School promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60)

days of receipt of the complaint. The School shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, the School will weigh the student's request for confidentiality against the impact on School safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning the School will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, the School will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If the School determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the School will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the School to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

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

Retaliation Prohibited:

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

Reporting Requirements:

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

Additional Information:

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

The school will include information on crimes of sexual violence in its Clery Act Annual Security Report in a manner that protects the identity of the victim.

Violence Against Women Act (VAWA)

Make-Up Designory prohibits crimes of dating violence, domestic violence, sexual assault, and stalking.

The Violence Against Women Act (VAWA) requires publication of the state law definitions for “dating violence,” “domestic violence,” “sexual assault,” “stalking,” and “consent” to notify individuals of what constitutes these crimes in this jurisdiction.

Dating Violence

Included in the domestic violence definition in California Penal Code § 13700

Domestic Violence

California Penal Code §13700

Abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, "cohabitant" means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to, (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as husband and wife, (5) the continuity of the relationship, and (6) the length of the relationship.

Sexual Assault

California does not specifically define “Sexual Assault.”

Stalking

California Penal Code § 646.9

(a) Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking, punishable by imprisonment in a county jail for not more

than one year, or by a fine of not more than one thousand dollars (\$1,000), or by both that fine and imprisonment, or by imprisonment in the state prison.

Consent

California Penal Code § 261.6

Consent shall be defined to mean positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue in a prosecution under Section 261, 262, 286, 288a, or 289. Nothing in this section shall affect the admissibility of evidence or the burden of proof on the issue of consent.

Sexual Offender Registration

The “Campus Sex Crimes Prevention Act” of 2000 requires that institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state which the person is employed, carries a vocation, or is a student. In the state of California, sex offenders must register with their local law enforcement agencies; the California Department of Justice maintains an online registry of sex offenders in the state; the registry, and information about the registry, can be found at: <http://www.meganslaw.ca.gov/>.

INSTITUTIONAL DISCIPLINARY ACTION IN CASES OF ALLEGED DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING

Make-up Designory’s Sexual Harassment and Sexual Violence Reporting and Investigating Program. (Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking, revised 9/18)

Get Help

Make-up Designory understands that being the victim of a sexual assault, unwelcomed advances or being subjected to sexual harassment is a traumatic experience. Nonetheless, it is important that the victim of such a crime or occurrence seek immediate assistance both within the larger community and by using the resources at Make-up Designory. Make-up Designory encourages those who have experienced any form of sexual harassment or been the victim of dating violence, domestic violence, sexual assault or stalking to report the incident promptly, to seek all available assistance, and to pursue School disciplinary proceedings and, where applicable, criminal prosecution.

Make-up Designory takes complaints involving students, faculty, and administrators very seriously and the school will help the victim ensure their safety and remedy the situation to the best of its ability. Make-up Designory encourages those who have experienced or witnessed sexual harassment, dating violence, domestic violence, sexual assault or

stalking to report these offenses to the Title IX Coordinator or other responsible school employee or faculty member and, when appropriate, the police.

Upon receiving a report from a complainant, a responsible employee or faculty member should make every effort to ensure that the complainant understands (i) the responsible employee's duty to report the allegation, including the name of the complainant and respondent and the relevant facts (date, time, and location of the incident, and the known circumstances) to the Title IX Coordinator; (ii) the complainant's option to request confidentiality, which the Title IX Coordinator or designee will consider; and (iii) the complainant's ability to share the information confidentially with counseling, advocacy, health, mental health, or sexual-assault-related services who are not required to report the incident without the consent of the complainant.

In cases where a report is made by a third-party, the complainant will be notified by the Title IX Coordinator that a report has been received. The Title IX Coordinator or the Coordinator's designee will meet with the complainant to discuss the complainant's options and resources available inside and outside the school.

The school encourages reporting of sexual harassment, dating violence, domestic violence, sexual assault, and stalking in writing, but reports may also be made orally, and will be reviewed and may be investigated when reported in either form. Prompt reporting helps preserve evidence and aids the school in taking preventative measures where appropriate. Reports will be reviewed under the oversight of the Title IX Coordinator and provided there is sufficient information, will be thoroughly investigated.

In addition to reporting the allegations to the Title IX Coordinator or other responsible school employees, the complainant may elect to report the allegations to the police. The school may alter its timing of investigating a complaint to allow time for a police investigation. The existence of a police investigation or the prospect of a police investigation does not alleviate the school's responsibility to conduct its own investigation under the oversight of the Title IX Coordinator.

Once the responsible individual has received a complaint, he/she will immediately inform the Title IX Coordinator. The Title IX Coordinator or designee will then review and, when appropriate, initiate the investigation.

On Campus

Burbank 1.818.729.9420

Mary Karaoghlanian, Title IX Coordinator

maryk@mud.edu

New York 1.212.925.9250

Rebecca Menzer, Title IX Coordinator

rmenzer@mud.edu

Off Campus Burbank

Burbank Police Department
911 or 1.818.238.3000

National Domestic Crisis Hotline 24/7
1.800.799.SAFE (7233)

Counseling

Burbank Family Service Agency
1.818.845.7671
Armenian Relief Society
1.818.500.1343

Restraining Orders

Burbank FSA
1.818.845.7671
LA District Attorney Victim Witness Assistance Program
1.800.380.3811

LGBT Resources

LA Gay and Lesbian Center
323-860-5806
Burbank FSA
1.818.845.7671

Burbank Temporary Aid Center
1.818.848.2822

Legal Aid Burbank Bar Association
1.818.843.0931

Off Campus New York

New York Police Department
Precinct One 911 or 1.212.334.0611

National Domestic Crisis Hotline 24/7
1.800.799.SAFE (7233)

NYU DOWNTOWN HOSPITAL

170 William St.
New York, NY 10038
1.212.312.5000

Bellevue Hospital Center

462 1st Avenue
New York, NY 10016
1.212. 562.4141

National Suicide Prevention Lifeline: 1.800.273.8255
The Samaritans 24-Hour Crisis Hotline: 1.212.673.3000

24-hour Domestic Violence Hotline: 1.845.485.5550

24-hour Rape Crisis/Crime Victim's Hotline: 1.845.452.7272

Restraining Orders**Manhattan District Attorney's Office**

One Hogan Place
New York, NY 10013
1.212.335.9000

LGBT Resources**New York City Gay and Lesbian Anti-Violence Project**

116 Nassau Street
Third Floor
New York, NY 10038
1.212.714.1184
<http://www.avp.org/>

Gay and Lesbian National Hotline

National: 1.888.843.4564
New York: 1.212. 989.0999

Counseling**Institute for Human Identity**

322 8th Ave. Suite 802
New York, NY 10001
1.212.243.2830

New York City Alliance Against Sexual Assault

32 Broadway
New York, NY 10004
1.212.229.0345

New York Legal Assistance Group

7 Hanover Square
18th Floor
New York, NY 10004
1.212.613.5000

Day One

11 Park Place
Suite 701
New York, NY 10013
1.212.566.8120
<http://dayoneny.org>

Safe Horizon Sexual Assault and Rape Hotline

2 Lafayette Street
21st Floor
New York, NY 10007
1.212.227.3000
<http://www.safehorizon.org>

Safe Horizon Counseling Center

50 Court Street, 8th Floor
Brooklyn, NY 11201
1.347.328.8027
<http://www.safehorizon.org>

Kings County District Attorney's Office Counseling Services Unit

350 Jay Street
Brooklyn, NY 11201
1.718.250.3820

Barrier Free Living Domestic Violence Program

270 East 2nd Street
New York, NY 10009
1.212.533.4358
<http://www.bflnyc.org/>

Beth Israel Medical Center Rape Crisis Intervention Program

317 East 17th Street
4th Floor
New York, NY 10003
1.212.420.4516

Bellevue Hospital Center Victim Services Program

462 First Avenue
6 West 55
New York, NY 10016
1.212.562.3435

New York Presbyterian Hospital - Weill Cornell Victim Intervention Program

525 East 68th Street
Room F134
New York, NY 10021
1.212.746.9414
<http://www.nyp.org/>

Medical Treatment

Should you be the victim of an assault, please seek medical help immediately. Hospitals respond with care for victims involved in sexual assaults and can help to notify law enforcement as well help in the preservation of evidence.

Emergency
Call 911

Burbank
Providence Saint Joseph Medical Center
501 South Buena Vista Street
Burbank, CA 91505
1.818.843.5111

Olive View-UCLA Medical Center
Public Los Angeles County Health Services
14445 Olive View Drive
Sylmar, CA 91342
1.747.210.3000

If You Have Been Assaulted in the Last 72 Hours:

- If the incident just occurred, get to a safe place and call 911.
- If possible, do not change clothes, shower, bathe or brush your teeth. If you do, place clothing in a paper bag and take with you to the hospital.
- Go to a local Medical Center for a forensic Physical Evidence Recovery Kit (PERK) exam even if you think you do not have any injuries. Having a PERK examination will help to determine if whether there are injuries or not and can provide information on possible health concerns and precautions.

- If you think you want to make a report to police, the hospital will do a forensic exam to collect evidence and can do a drug screen if you think you may have been drugged.

Make-up Designory – Burbank Campus

CAMPUS SECURITY AUTHORITY REPORTING FORM

Date of report:

Name of campus security authority:

Date that incident occurred (mm/dd/yyyy):

If multiple incidents were reported or if the date the incident occurred is unknown, please note below:

REPORTING PERSON CONTACT INFORMATION

Reported By: The Victim <input type="checkbox"/> A Third Party <input type="checkbox"/>	
First Name:	Last Name:
Phone Number:	E-mail Address:
If a third party reported the crime to you, please enter the relationship of the third party to the victim: _____	

AGENCY NOTIFIED

If, to your knowledge, a law enforcement agency was notified, please enter the name of that agency.

Does the victim want the incident reported to law enforcement? Yes No

INCIDENT INFORMATION

Location of incident <i>(building name, street address, office number):</i>
Time of incident <i>(if known):</i>
Incident description <i>(Please provide specific, detailed information; can attach additional document if necessary.)</i>

Incident category:	(Please see attached for definitions of offenses.)				
Homicide <input type="checkbox"/>	Burglary <input type="checkbox"/>	I am unsure how to classify this incident <input type="checkbox"/>			
Sex Offense <input type="checkbox"/>	Robbery <input type="checkbox"/>				
Aggravated Assault <input type="checkbox"/>	Arson <input type="checkbox"/>				
Motor Vehicle Theft <input type="checkbox"/>					
Dating Violence <input type="checkbox"/>	Domestic Violence <input type="checkbox"/>				
Stalking <input type="checkbox"/>	Hate Crimes <input type="checkbox"/>				
Arrest for Liquor Law Violation <input type="checkbox"/>	Referral for Liquor Law Violation <input type="checkbox"/>				
Arrest for Drug Law Violation <input type="checkbox"/>	Referral for Drug Law Violation <input type="checkbox"/>				
Arrest for Weapons Law Violation <input type="checkbox"/>	Referral for Weapons Law Violation <input type="checkbox"/>				
Other Crime Category	<i>If the crime was not listed above, please enter the additional crime category: _____</i>				

Is there any evidence that this crime was motivated by bias? Yes No

If yes, please choose any/all categories of prejudice that apply.

Race Ethnicity Disability Gender Identity

Gender Religion National Origin Sexual Orientation

If you answered “yes” to the Motivated by Bias question, please provide a brief summary of the evidence supporting a bias motivation:

LOCATION

What best describes the location of the crime? *(If the crime occurred in multiple places, check all that apply. Please see the attached for further explanation as the geography.)*

- On campus, residence hall
- On campus, not in a residence hall
- Public property immediately adjacent to campus
- Non-campus in a University owned, leased, or controlled space (fraternity, sorority, off campus classroom)
- Unknown location, other
- I do not know which category this location would fall under.

Please review the information within the form. When completed, submit the form to:

Burbank School Director

Attn: Gil Romero

gil@mud.edu

1.818.729.9420

Once completed, please send this form to:
Gil Romero, School Director



Please note on the map, where the incident occurred.

Homicide	<ul style="list-style-type: none"> • Murder/ non-negligent manslaughter: the willful (non-negligent) killing of one human being by another • Negligent manslaughter: the killing of another person through gross negligence
Sex Offenses	<ul style="list-style-type: none"> • Sex offenses: Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent • Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim • Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victims, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity • Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law • Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent
Robbery	Taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear
Aggravated Assault	Unlawful attack by one person upon another for the purpose of inflicting sever or aggravated bodily injury
Burglary	Unlawful entry of a structure to commit a felony or a theft
Motor Vehicle Theft	The theft of attempted theft of a motor vehicle
Arson	Willful or malicious burning or attempt to burn with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
Dating Violence	<p>Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:</p> <ul style="list-style-type: none"> • the length of the relationship • the type of the relationship • the frequency of interaction between the persons involved in the relationship

Domestic Violence	Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction... or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction
Stalking	Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress
Liquor Law	The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages
Drug Law Violation	The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use
Illegal Weapons Possession	The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons

GEOGRAPHY DEFINITIONS

On campus:

- Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
- Any building or property that is within or reasonably contiguous to the area identifies in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendors)

Non-campus building or property:

- Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
- Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution

Public property:

- All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus

Once completed, please send this form to:
Gil Romero, School Director

END OF CAMPUS SECURITY AUTHORITY REPORTING FORM

Investigation Process

Investigation, as used in this procedure, refers to the process the school uses to resolve sexual harassment, sexual dating violence, sexual assault, domestic violence and stalking. This includes the fact-finding inquiry by the school and the decision-making process used to determine if the reported event occurred or likely occurred. Additionally, this process is used to determine what disciplinary actions the school will take or other actions to assure the claimant's safety.

A complainant is any person who alleges to be the victim of sexual harassment, sexual dating violence, sexual assault, domestic violence and stalking.

A respondent is any individual who is alleged to have perpetrated the act.

School employees involved in the investigation, the adjudication of the matter, and the disposition of the individual or individuals involved will have received, at minimum, annual training on the issues related to dating violence, domestic violence, sexual assault and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The proceedings will be conducted by employees who do not have a conflict of interest or bias for or against the complainant or the respondent. If the complainant or respondent believes any school employee in the proceeding is not suited to perform their role because of bias or conflict of interest, he or she must notify the Title IX Coordinator within five calendar days of learning the identity of the official and his/her role.

Students

Where the respondent is a student, the Title IX Coordinator will designate one additional person to assist them in the investigation of the claim and/or incident.

Upon conclusion of the investigation, if the assigned employees find that the respondent has committed a violation of the Sexual Harassment and Violence Policy, appropriate actions will be determined and administered in accordance with the student judicial process.

Staff and Faculty

Where the respondent is a staff or faculty member, the Title IX Coordinator will be assisted in the investigation with one trained HR representative and one additional trained staff member.

Upon conclusion of the investigation, the investigation panel will submit its findings and recommend appropriate disciplinary action to the Campus Director and Director of Education who will then either accept, reject, or modify the recommended action, and implement them appropriately.

For All Incidents

The investigating employees shall interview the complainant, respondent, and pertinent witnesses, and review any relevant written or other documentary evidence to determine whether the preponderance of the evidence supports the allegations, and, where misconduct is found, recommend or implement, as set forth above, appropriate disciplinary action.

Support Person/Advisor

The complainant and the respondent are granted the same opportunities to have others present during an adjudication process. Both parties will have the opportunity to be accompanied to any meeting by a support person/advisor of their choice for incidents related to sexual violence, domestic or dating violence or stalking. A support person/advisor means any individual who is not involved in the alleged incident (i.e., witness), who can provide the complainant or respondent support, guidance or advice.

- For incidents related to Violence Against Women's Act (VAWA) crimes, both parties will have the opportunity to be accompanied to any meeting by any advisor of their choice.
- For incidents related to non-Violence Against Women's Act (VAWA) crimes, (e.g., sexual harassment), both parties will have the opportunity to be accompanied to any meeting by a support person/advisor who is pre-approved by the Title IX Coordinator. In cases of alleged sexual harassment, the advisor of choice may not be an attorney.

The support person/advisor may not question witnesses, make statements before the committee, or otherwise participate in proceedings. The support person/advisor who acts contrary to these standards may jeopardize the fact-finding process and will be required to leave the meeting.

Communication During the Investigation Process

In incidents related to sexual violence, domestic or dating violence, or stalking, both complainant and respondent will be given timely notification related to when investigators are meeting with the complainant or respondent and timely access to the information used during any formal or informal disciplinary meetings, such as school policies and procedures, and any documents that will be reviewed during the meetings.

Although the proceedings will ordinarily be completed within 60 days, with good cause, reasonable extensions of the time for completion of the proceedings will be permitted. In such cases, the complainant and respondent will be provided with written notice the Title IX Administrator, of the extension and the reason for the extension.

Standard of Evidence

The standard of evidence used in the investigation of sexual harassment, sexual dating violence, sexual assault, domestic violence and stalking complaints, will be the "preponderance of the evidence" standard, wherein the investigators are to determine whether it is more likely than not that the behavior in question occurred and constituted a violation of school policy.

Prohibition on Retaliation

The school nor its agents or employees may retaliate, intimidate, threaten, coerce or otherwise discriminate against any individual for exercising their rights to bring forth a claim involving the filing of a complaint in relationship to the occurrence of sexual harassment, sexual dating violence, sexual assault, domestic violence and stalking.

Conclusion of the Adjudicating Process

At the conclusion of the investigation process, both complainant and respondent will be concurrently notified in writing of the determination and appeal procedures within 5 (five) business days from the date of completion of the investigation process. If the determination is that the respondent has engaged in the alleged sexual violence and/or other violations of school policy, the disciplinary consequences shall also be included in the written notice of the determination.

The Title IX Coordinator has the authority to investigate allegations of discrimination prohibited by Title IX even absent of filing of a formal complaint, lack of participation by the complainant, or in the event a complaint is withdrawn. In addition, the Title IX Coordinator may proceed with investigating a formal or informal complaint even if a complainant specifically requests that the matter not be pursued, if it is determined that an investigation is necessary to comply with the school's regulatory obligations. In such a circumstance, the Title IX Coordinator or designee will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant's articulated concern about pursuing the matter further.

Individuals found to have engaged in sexual harassment, stalking, and/or sexual violence will be subject to disciplinary actions, which could include written warnings placed in the respondent's personnel or student file, participation in appropriate education or counseling, no contact order, termination of employment or non-renewal of an employment contract, suspension or dismissal from academic programs, exclusion from school activities, and suspension or expulsion from the school.

Appeals Process

This process applies to an appeal of a determination resulting from an investigation of a possible violation of the Sexual Harassment and Sexual Violence Policy. Both the complainant and the respondent may participate in the appeal process.

The complainant and respondent will have only one opportunity to appeal. All appeal meetings are closed, and the proceeding may be kept confidential at the discretion of the school.

The appeal shall consist of one or more of the following exclusive grounds for appeal:

- **New Information** – There is new and significant information that has not yet been considered. Information would be considered “new” if it were not available to the complainant or respondent prior to the conclusion of the investigation.
- **Sanctions** – Sanctions imposed are either excessive or insufficient to the violation(s) relative to sanctions imposed for similar violations under similar facts and circumstances.
- **Procedural Irregularity** – e.g., the complainant and/or the respondent did not receive adequate notice of the opportunity to be heard.

An individual wishing to appeal the sexual harassment, sexual dating violence, sexual assault, domestic violence and stalking process must do so in writing to the person designated below:

Notification

- Submit the written appeal to the Title IX Coordinator.
- The Title IX Coordinator will appoint two additional staff or faculty members to form the appeal committee. The committee makes recommendation to the Director of Education as to whether there are grounds to grant the appeal.

Content of the Appeal

The complainant or respondent must submit a written appeal within three business days of the date of the written decision. The written appeal must reflect the guidelines listed below.

The appeal must include:

1. Names of the parties involved
2. Clear statement of the nature of the appeal (must consist of one or more of the following exclusive grounds):
 - New information
 - Excessive or insufficient sanctions
 - Procedural irregularity
3. A narrative of the incident including:
 - Why it occurred
 - How it occurred
 - Where it occurred
 - Who was present
 - The information on which the appeal is based
4. The desired outcome

The appeal committee will review the petition for appeal, and any new evidence submitted by the appealing party in support of the appeal. At the discretion of the appeal committee, the appeal process may include an opportunity for the committee to ask questions of the appealing party, and others.

The Appeal Committee will review all information and testimony presented. After review of information, interview of witnesses, and deliberation, the appeal committee will make a recommendation to the School Director or President to either accept, reject, or modify the recommendation.

After a decision has been reached, both the complainant and the respondent will be notified in writing by the chair of the committee. Decisions made in the appeal process are final.



**CAMPUS CRIME STATISTICS
Burbank, CA**

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus, in certain non-campus buildings used by Make-up Designory and on public property within, or immediately adjacent to and accessible from, the campus.

CRIMINAL OFFENSES									
OFFENSE	ON-CAMPUS			PUBLIC PROPERTY			ON-CAMPUS HOUSING*		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
MURDER AND NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0
FONDLING	0	0	0	0	0	0	0	0	0
INCEST	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	1	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	1	0	0	0	0	0
ARSON	0	0	1	0	0	0	0	0	1

Caveat: In 2018, an arson occurred in the parking structure that is physically attached to and accessible from 3 separate housing facilities. Since there was only one incident, it is reported once as an arson, but it is listed under each of the 3 attached on-campus student housing facilities as an intentional fire.

ARRESTS AND DISCIPLINARY REFERRALS									
OFFENSE	ON-CAMPUS			PUBLIC PROPERTY			ON-CAMPUS HOUSING*		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	0	0	0	0	0	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	0	0	0	0	0	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	0	0	0	1	0	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	1	0	0	0	0	0	1	0	0

Continued on next page

Continued

VAWA OFFENSES									
OFFENSE	ON-CAMPUS			PUBLIC PROPERTY			ON-CAMPUS HOUSING*		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0

Hate Crimes

2018 No hate crimes reported.

2017 No hate crimes reported.

2016 No hate crimes reported.

Unfounded Crimes

2018 No unfounded crimes.

2017 No unfounded crimes.

2016 No unfounded crimes.

Crime statistics for Make-up Designory's *Clery Act* geography were requested from the appropriate authorities and local law enforcement. Crime statistics received from local law enforcement were not made available in a usable format for *Clery Act* reporting for reporting years 2017 and 2018; therefore, the crimes are not to be included in the Campus Crime Statistics tables.

*On-Campus Housing includes the rented apartments, common thoroughfares and areas located at 200 E. Angeleno Ave., 275 S. Third St., 350 S. San Fernando Blvd., and 375 S. Third St. Offenses that are reported in the on-campus housing category will also be reported in the on-campus category.



Fire Safety Report Burbank, CA

As of the publication of this report, Make-up Designory maintains nine apartments for use by our active students. Students must request permission to live in these facilities and are subject to first-come, first-served availability. The apartments are located at the Avalon Burbank at Angeleno Ave. and San Fernando Blvd., which is nearby downtown Burbank and are walking distance from the school. Each two-bedroom apartment houses four students and has two bathrooms, a kitchen, dining area, living room area and laundry facility. Students occupying the apartments at the Avalon also have access to common areas that include a pool, fitness facility, barbecue areas and recreation room.

Description of On-Campus Housing Fire Safety Systems –

Facility	Fire Alarm Monitoring Done on Site ¹	Sprinklers Systems ²	Smoke Detection	Fire Extinguisher Devices (located in common hallways)	Evacuation Plans & Placards	Number of Evacuation Drills Each Year ³
Building 1 200 E. Angeleno Ave.	X	X	X	X		0
Building 2 275 S. Third St.	X	X	X	X		0
Building 3 375 S. Third St.	X	X	X	X		0
Building 5 350 S. San Fernando Blvd.	X	X	X	X		0

¹Smoke detectors are located in each bedroom and the living room of each apartment in each facility/building. If a fire alarm is activated, students must contact Burbank Fire Department at 1.818.238.3473 or dial 911.

²Sprinkler systems are located in the common areas of the apartment complexes and in the kitchen/dining areas of the individual apartments; there are no sprinkler systems located in the bedrooms, bathrooms and living room areas of the apartments.

³Fire Drills

There were no fire drills held in student housing for the 2018 calendar year. As the school maintains apartments within larger apartment communities (Avalon Burbank), it is not within the scope of ability of the school to organize and schedule fire drills.

Smoking, Electrical Device and Open Flame Policy

There is no smoking in the apartment units or on the balconies accessible by the apartment units. Avalon Burbank also does not allow smoking in their common spaces and the city of Burbank only allows smoking in designated areas. Students found smoking in the apartments may be subject to immediate termination of their housing contract and separation from housing. Students found smoking in the common areas of the apartment complexes or in public non-designated smoking areas of Burbank may be subject to arrest or disciplinary action by the City of Burbank or the apartment complex in which the student resides.

The use of electrical devices is permitted in housing so long as the device is in good working order and no wires are frayed. Electrical devices should be used in a responsible manner and according to the manufacturer's instructions. Misuse of electrical devices may be cause for separation from housing. Open flames are permitted but should be supervised at all times. Unsupervised open flames are a fire hazard and may be cause for separation as well.

Procedures for Student Housing Evacuation in the Case of a Fire

In the event of a fire, Make-Up Designory expects that all students residing in Student Housing will evacuate by the nearest exit, closing doors and activating the fire alarm system as they leave. Once safely outside a building, it is appropriate to contact 911 and the Student Housing Coordinator. Students are informed where to relocate if circumstance warrants at the time of the alarm. In the event fire alarms sound, policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each student's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

Fire Safety Education and Training Provided to Students and Employees

The Student Services Administrator is trained annually in Fire Safety Education techniques. Upon move-in of a new student into the Student Housing facility, the Student Services Administrator will familiarize everyone with the fire safety systems in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the fire safety policies. The Student Services Administrator will provide a map of each on-campus student housing facility that will illustrate evacuation routes and fire alarm equipment locations.

If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and get to a predetermined location before calling 911 for help. They are to remain in that location so that the Student Services Administrator of Student Housing or someone from the Student Housing office has documented that the student has left the building. Students are instructed to pull the fire alarm as they are leaving the building if they can do so without risking their safety.

Reporting of a Campus Fire by Students

Per Federal law, Make-Up Designory is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether Make-Up Designory may already be aware. When calling, provide as much information as possible about the location, date, time, and cause of the fire. This includes but is not limited to any open flames such as a microwave fire, stove fire, chimney fire, etc.

If you find evidence of a fire or hear of a fire occurring, please contact the Student Services Administrator, Mary Karaoghlanian at 1.818.729.9420.

Plans for future improvements

Make-up Designory will work with Avalon Burbank to continue to improve fire safety features in on-campus student housing. Additionally, the Student Housing Coordinator is committed to increasing the school's knowledge of fire safety and emergency management so that recommendations can be made to help improve on-campus housing fire safety.

Fire Statistics - 2016

Statistics and Related Information Regarding Fires in Residential Facilities for 2016						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths	Value of Property Damage Caused by Fire
Building 1, 200 E. Angeleno Ave. #105. Burbank, CA 91502	0	0	N/A	N/A	N/A	N/A
Building 2, 275 S. Third St. #101 Burbank, CA 91502	0	0	N/A	N/A	N/A	N/A
Building 2, 275 S. Third St. #110 Burbank, CA 91502	0	0	N/A	N/A	N/A	N/A
Building 2, 275 S. Third St. #319 Burbank, CA 91502	0	0	N/A	N/A	N/A	N/A
Building 3, 375 S. Third St. #222 Burbank, CA 91502	0	0	N/A	N/A	N/A	N/A
Building 5, 350 S. San Fernando Blvd. #110 Burbank, CA 91502	0	0	N/A	N/A	N/A	N/A
Building 5, 350 S. San Fernando Blvd. #208 Burbank, CA 91502	0	0	N/A	N/A	N/A	N/A
Building 5, 350 S. San Fernando Blvd. #224 Burbank, CA 91502	0	0	N/A	N/A	N/A	N/A

Fire Statistics - 2017

Statistics and Related Information Regarding Fires in Residential Facilities for 2017						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths	Value of Property Damage Caused by Fire
Building 1, 200 E. Angeleno Ave. #105 Burbank, CA 91502	0	0	N/A	N/A	N/A	N/A
Building 2, 275 S. Third St. #101 Burbank, CA 91502	0	0	N/A	N/A	N/A	N/A
Building 2, 275 S. Third St. #110 Burbank, CA 91502	0	0	N/A	N/A	N/A	N/A
Building 2, 275 S. Third St. #319 Burbank, CA 91502	0	0	N/A	N/A	N/A	N/A
Building 3, 375 S. Third St. #222 Burbank, CA 91502	0	0	N/A	N/A	N/A	N/A
Building 5, 350 S. San Fernando Blvd. #110 Burbank, CA 91502	0	0	N/A	N/A	N/A	N/A
Building 5, 350 S. San Fernando Blvd. #208 Burbank, CA 91502	0	0	N/A	N/A	N/A	N/A
Building 5, 350 S. San Fernando Blvd. #224 Burbank, CA 91502	0	0	N/A	N/A	N/A	N/A

Fire Statistics - 2018

Statistics and Related Information Regarding Fires in Residential Facilities for 2018						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths	Value of Property Damage Caused by Fire
Building 1, 200 E. Angeleno Ave.	1	1	Arson	0	0	\$0
Building 2, 275 S. Third St.	1	1	Arson	0	0	\$0
Building 3, 375 S. Third St.	1	1	Arson	0	0	\$0
Building 5, 350 S. San Fernando	0	0	N/A	N/A	N/A	N/A

Caveat: In 2018, an arson occurred in the parking structure that is physically attached to and accessible from 3 separate housing facilities. Since there was only one incident, it is reported once as an arson, but it is listed under each of the 3 attached on-campus student housing facilities as an intentional fire.

Revisions to Annual Security Report 06.18.20:

- Miscellaneous grammar edits made.
- Drug and Alcohol Programs updated.