

Title IX Policy & VAWA

Policy regarding Non-Discrimination, Sexual Harassment, Sexual Violence, & Sexual Misconduct

The Bucks County School of Beauty Culture is committed to providing a safe educational environment free of violence, harassment and discrimination. The purpose of this Title IX policy is to prohibit discrimination, sexual harassment, sexual discrimination, sexual violence or sexual misconduct in our Educational Programs & Community.

Therefore, in accordance with Title IX of the Education Amendments of 1972 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), along with its amendments made pursuant to the Violence Against Women Reauthorization Act of 2013 ("VAWA"), The Bucks County School of Beauty Culture has adopted strict policies regarding these matters and the consequence for violating this policy is termination of either a student's active status or an employee's position at this school. This policy addresses how the Bucks County School of Beauty Culture will respond to a claim or allegation of sexual harassment or sexual misconduct within its school community.

Notice of Non-Discrimination

The Bucks County School of Beauty Culture, Inc. prohibits any form of discrimination and harassment on the basis of sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital or family status, medical condition, genetic information, veteran status, or disability in any decision regarding admissions, employment, or participation in a Bucks County School of Beauty Culture, Inc. program or activity in accordance with the letter and spirit of federal, state, and local non-discrimination and equal opportunity laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, The Age Discrimination in Employment Act, The Americans with Disabilities Act and ADA Amendments Act, The Equal Pay Act, and the Pennsylvania Human Relations Act.

The Bucks County School of Beauty Culture, Inc. also complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Act (VAWA).

Title IX prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. VAWA imposes additional duties on universities and colleges to investigate and respond to reports of sexual assault, stalking, and dating or domestic violence, and to publish policies and procedures related to the way these reports are handled.

Prohibited Conduct- Will not be tolerated & is grounds for termination

The Bucks County School of Beauty Culture strictly prohibits specific forms of conduct including sexual harassment (see Title IX definition) or other unlawful harassment or discrimination as well as sexual violence. All can be described as sexual misconduct. Sexual or other unlawful harassment or discrimination includes any verbal, physical, or visual conduct (this includes social media posts) based on sex, race, age, national origin, disability or any other legally protected basis if:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- 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
- It creates a hostile or offensive environment, which means the alleged conduct is sufficiently serious to limit or deny a student's 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. Sexual Harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical

contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

Reporting of Sexual Misconduct-Options

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, school administrator and/or supervisor, or someone you feel comfortable talking to and/or the Title IX Coordinator as soon as possible after the incident. The Bucks County School of Beauty Culture, Inc. has no on campus police but the employees of the Bucks County School of Beauty Culture, Inc. may act as the schools police by their obligation to promptly report incidents of sexual misconduct that may also constitute criminal conduct of which they become aware during the scope of their employment, to the Title IX Coordinator/designee, regardless of whether the individual who is making the report chooses to pursue criminal charges.

Title IX Coordinator

The Bucks County School of Beauty Culture, Inc. has designated the Title IX Coordinator, to coordinate the Bucks County School of Beauty Culture's compliance with Title IX and VAWA and to respond to reports of violations. The Bucks County School of Beauty Culture, Inc. has directed Gayle Edwards to coordinate the Bucks County School of Beauty Culture, Inc. compliance with the Clery Act reporting & related VAWA requirements. The Bucks County School of Beauty Culture, Inc. will promptly and equitably respond to all reports of sexual misconduct in order to eliminate the misconduct, prevent its recurrence, and redress its effects on any individual or the school community in general.

The Title IX Coordinator, Gayle Edwards, has the responsibility of overseeing all Title IX related activities, complaints and investigations. The Title IX Coordinator can be reached at:

Bucks County School of Beauty Culture, Inc
1761 Bustleton Pike
Feasterville, Pa. 19053
215-322-0667 Call or Text or Email: gedwards@bcsbc.edu

Please Note: Title IX Coordinators are not a confidential source of support. While they will address your complaint with sensitivity and will keep your information as private as possible, confidentiality cannot be guaranteed. For confidential resources, please contact (<https://ywcbucks.org/> and <https://pcar.org/>)

Importance of Reporting a Situation:

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. In addition, it is important to preserve any evidence that may assist in proving that an alleged criminal offense occurred or that may be helpful in obtaining a protection order. No employee, contract worker, student, vendor, or other person who does business with the School is exempt from the prohibitions in this policy. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

A complainant may seek resolution through the Bucks County School of Beauty Culture, Inc. by an informal or formal resolution process. A complainant may also seek to initiate a criminal complaint, independent of or parallel with any resolution process of the Bucks County School of Beauty Culture's policy, definitions, and burden of proof may differ from Pennsylvania criminal law. Neither law enforcement's decision whether to prosecute, nor the outcome of any criminal prosecution, is determinative of whether sexual misconduct has occurred under this policy. In cases where there is a simultaneous law enforcement investigation, there may be circumstances when the Bucks County School of Beauty Culture, Inc. may need to temporarily delay its investigation while law enforcement gathers evidence. However, the Bucks County School of Beauty Culture, Inc. will generally proceed with its investigation and resolution of a complaint even during the time of a pending law enforcement investigation.

Local & State Law Enforcement:

Lower Southampton Police Department
1500 Desire Avenue
Feasterville, PA 19053 Phone: 215-357-1235 or Dial 911

Pennsylvania State Police
3501 Neshaminy Blvd,
Bensalem, PA 19020 Phone: (215) 942-3900

Following an alleged offense, victims will be provided with written information on their rights and options for, and available assistance in, changing academic and working situations. The School will make these accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement. Students have the right to request the reasonable academic accommodations through school administrator, Wendi Showmaker and accommodation requests will be handled via the Title IX Coordinator, Gayle Edwards.

Sexual Assault and Domestic Violence Services:

PCAR - www.pcar.org
1-888-772-7227 to find your local center

A Woman's Place: A Woman's Place has experience staff to handle sexual and/or domestic violence incidents.

Address: Rt 611 & 1281 Almshouse Rd, Doylestown, PA 18901

Hours: Opens 9 AM

Phone: (800) 220-8116 – 24 Hour Hotline or website: <https://awomansplace.org>

NOVA – Offers Free & confidential support of victims of Crime in Bucks County

NOVA Main Office

Address: 2370 York Road, Suite B-1, Jamison, PA 18929

215-343-6543 or Call our 24-hour Hotline at **1-800-675-6900**

Email us at info@novabucks.org

<https://novabucks.org>

NOVA is the trusted victim services agency in Bucks County, PA, providing counseling, advocacy, community education, prevention programming and more.

NOTE: While these off-campus counselors and advocates may maintain a victim's confidentiality vis-à-vis the School they may have reporting or other obligations under state law such as incidents that involved minors.

Please Note: Making a report is different from filing a complaint. A report is defined as notification of an incident of sexual misconduct to the Title IX Coordinator/designee by any responsible employee or reporting person. A report may be accompanied by a request for (1) supportive or interim measures; (2) no further action; (3) a request to initiate an informal resolution process; and/or (4) the initiation of the formal complaint process. Filing a complaint initiates the Bucks County School of Beauty Culture's formal disciplinary process.

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

External Reporting Options - A person may also file a complaint with the **U.S. Department of Education's Office for Civil Rights** regarding an alleged violation of Title IX by visiting:

<https://www2.ed.gov/about/offices/list/ocr/complaintintro.html> or calling 1-800-421-3481, or emailing OCR.Philadelphia@ed.gov.

A person may also file a complaint with the **Pennsylvania Human Relations Commission**. To report a Bias Incident Anywhere in Pa: **Call: (717) 787-4410; (717) 787-7279 TTY users only**

Find out more about Bias & Hate Crimes: <https://www.justice.gov/hatecrimes/learn-about-hate-crimes> here.

Or Contact:

Philadelphia Regional Office of Civil Rights

110 North 8th Street, Suite 501

Philadelphia, PA 19107

(215) 560-2496; (215) 560-3599 TTY users only

Office Hours: 8:30 a.m. to 5:00 p.m. M-F

Or by visiting <https://www.phrc.pa.gov/File-A-Complaint/Pages/About-Filing-A-Complaint.aspx>

Employees/students may also file a charge with the **Equal Employment Opportunity Commission**

regarding an alleged violation of Title VII by calling 1-800-669-4000 or visiting

<https://www.eeoc.gov/employees/howtofile.cfm>.

Reporting Obligations of the Bucks County School of Beauty Culture, Inc.:

All Bucks County School of Beauty Culture, Inc. officials & employees are considered

“responsible employees” under Title IX and are obligated to report incidents of sexual misconduct of which they become aware to the Title IX Coordinator/designee, unless they serve in a role that makes such reports privileged or are recognized as providing a confidential resource.

Assessment and Timely Warnings:

The Title IX Coordinator will conduct an initial assessment of the conduct, the reporting party’s desired course of action, and the necessity for any interim measures or services to protect the safety of the complainant or the community. The goal is to eliminate any hostile environment. If a report of misconduct discloses a serious or immediate threat to the campus community, the Bucks County School of Beauty Culture, Inc. will issue a timely notification to the community to protect the health or safety of the community. The timely notification will not include any identifying information about the complainant.

Title IX Definitions:

Complainant – Alleged victim of conduct that could constitute sexual harassment.

Respondent – Individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal Complaint – as a document filed by a complainant or signed by the Title IX coordinator alleging sexual harassment against a respondent and requesting the school investigate the allegation of sexual harassment.

Supportive Measures - as individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

Consent – A knowing and voluntary agreement to engage in specific sexual activity at the time of the activity. In order to be valid, consent must be knowing, voluntary, active, present and ongoing. Consent is not present when an individual is incapacitated due to alcohol, drugs, or sleep, or otherwise without capacity to provide consent due to intellectual or other disability or other condition.

When alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. When drug use is involved, incapacitation is a state beyond being under the influence of or impaired by the use of the drug. Alcohol and other drugs impact each individual differently. Determining whether an individual is incapacitated requires an individualized determination. When determining whether a person has the capacity to provide consent, the Bucks County School of Beauty Culture will consider whether a sober,

reasonable person in the same position knew or should have known that the other party could or could not consent to the sexual activity. When determining whether consent has been provided, all the circumstances of the relationship between the parties will be considered.

Sexual Harassment –**Grounds for Termination:** Unwelcome conduct of a sexual nature where either or both of the following are present: The Final Rule defines sexual harassment broadly to include any of three types of misconduct on the basis of sex, all of which jeopardize the equal access to education that Title IX is designed to protect: Sexual harassment is a form of sex discrimination and is grounds for termination.

- (1) Any instance of quid pro quo harassment by a school's employee;
- (2) any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access;
- (3) any instance of sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

1. **Quid pro quo:** Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or education, including participation in any Bucks County School of Beauty Culture, Inc. program or activity. Sex-based misconduct is prohibited and such misconduct will not be tolerated as to deprive a person of equal access to employment or education, or

2. Where unwelcome sex-based conduct (sexual harassment) consists of speech or expressive conduct, the Bucks County School of Beauty Culture, Inc. will balance Title IX enforcement with respect for free speech and academic freedom. Title IX provides first amendment protections for the school where students are learning & employees are teaching whereby all persons should enjoy free speech and academic freedom protections, even when speech or expression is offensive.

3. **Hostile Environment:** Such conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the Bucks County School of Beauty Culture, Inc. education programs and/or employment. The existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt the environment was hostile). A single, isolated incident of sexual harassment alone may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to create a hostile environment, particularly if the harassment is physical.

Stalking – Engaging in a course of conduct or repeatedly communicating and/or committing acts toward another person under circumstances that demonstrate or communicate an intent:

1. to place the other person in reasonable fear of bodily injury; or
2. to cause substantial emotional distress to the other person.

A course of conduct is when a person engages in two or more acts that include, but are not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person in a prohibited way, or interferes with a person's property. Stalking includes the concept of cyberstalking, in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

Retaliation – Any action, directly or through others, which is aimed to deter a reasonable person from reporting sexual misconduct or participating in an investigation or hearing or action that is done in response to such activities. A finding of retaliation under this policy is not dependent on a finding that the underlying sexual misconduct occurred. Hate Crime Statistics can be found here:

<https://www.justice.gov/hatecrimes/facts-and-statistics>

Intimate-Partner Violence – An act of violence or threatened act of violence by or against one person who is, or has been, involved in a sexual, dating, domestic, or other intimate relationship with another person. This includes:

1. **Dating Violence** – Violence, including but not limited to sexual or physical abuse, or the threat of such violence, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person. The existence of such a relationship will be determined based on the reporting party's statement and other relevant information, taking into consideration the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
2. **Domestic Violence** – Violence, including but not limited to sexual or physical abuse, or the threat of such violence, committed by a current or former spouse, or sexual or intimate partner; a person who is living as a spouse or who lived as a spouse; parents and children; other persons related by blood or marriage; or by someone with whom the person shares a child in common. Under the criminal laws of Pennsylvania certain offenses, including but not limited to, rape, aggravated assault, and stalking, can be deemed domestic violence depending on the relationship of the parties involved.

Sexual Assault – This includes the following:

1. **Sexual Penetration without Consent** - Any penetration of the mouth, sex organs, or anus of another person, however slight by an object or any part of the body, when consent is not present. This includes performing oral sex on another person when consent is not present.
2. **Sexual Contact Without Consent** - Knowingly touching or fondling a person's genitals, breasts, buttocks, or anus, or knowingly touching a person with one's own genitals or breasts, when consent is not present. This includes contact done directly or indirectly through clothing, bodily fluids, or with an object. It also includes causing or inducing a person, when consent is not present, to similarly touch or fondle oneself or someone else.
3. **Statutory Sexual Assault** – The age of consent for sexual activity in Pennsylvania is 16. Minors under the age of 13 cannot consent to sexual activity. Minors aged 13-15 years old cannot consent to sexual activity with anyone who is 4 or more years older than they are at the time of the activity. Minors aged 16 years of age or older can legally consent to sexual activity with anyone they choose, as long as the other person does not have authority over them as defined in Pennsylvania's institutional sexual assault statute.

Sexual Exploitation – Taking sexual advantage of another person or violating the sexual privacy of another when consent is not present. This includes, but is not limited to, the following actions (including when they are done via electronic means, methods or devices):

1. Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person's consent;
2. Indecent exposure or inducing others to expose themselves when consent is not present;
3. Recording or distributing information, images or recordings of any person engaged in sexual or intimate activity in a private space without that person's consent.
4. Prostituting another individual;
5. Knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge; and
6. Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

Investigation of Complaints

In response to all complaints, the Bucks County School of Beauty Culture, 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. In cases where a student does not give consent for an investigation, the Bucks County School of Beauty Culture 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 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 Bucks County School of Beauty Culture will evaluate whether it is more likely than not that the alleged conduct occurred. The Bucks County School of Beauty Culture will investigate the allegations in any formal complaint and send written notice to both parties (complainants and respondents) of the allegations upon receipt of a formal complaint.

The Bucks County School of Beauty Culture will provide equal opportunity for the parties to present fact and expert witnesses and other inculpatory and exculpatory evidence.

Complainant and respondent will have the same opportunity to select an advisor of the party's choice who may be, but need not be, an attorney. The Bucks County School of Beauty Culture will send written notice of any investigative interviews, meetings, or hearings.

The Bucks County School of Beauty Culture will send the parties, and their advisors, evidence directly related to the allegations, in electronic format or hard copy, with at least 10 days for the parties to inspect, review, and respond to the evidence.

The Bucks County School of Beauty Culture will send the parties, and their advisors, an investigative report that fairly summarizes relevant evidence, in electronic format or hard copy, with at least 10 days for the parties to respond.

The Bucks County School of Beauty Culture will dismiss allegations of conduct that do not meet the definition of sexual harassment or did not occur in a school's education program or activity against a person in the U.S. Such dismissal is only for Title IX purposes and does not preclude the school from addressing the conduct in any manner the school deems appropriate.

The Bucks County School of Beauty Culture may, in their discretion, dismiss a formal complaint or allegations therein if the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein, if the respondent is no longer enrolled or employed by the school, or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

The Bucks County School of Beauty Culture will give the parties written notice of a dismissal (mandatory or discretionary) and the reasons for the dismissal.

The Bucks County School of Beauty Culture may, in their discretion, consolidate formal complaints where the allegations arise out of the same facts.

The Final Rule protects the privacy of a party's medical, psychological, and similar treatment records by stating that schools cannot access or use such records unless the school obtains the party's voluntary, written consent to do so.

Interim & Supportive Measures:

During the investigation, the Bucks County School of Beauty Culture will provide interim measures, as necessary, to protect the safety and well-being of students and/or employees involved. If the Bucks County School of Beauty Culture determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the Bucks County School of Beauty Culture will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the Bucks County School of Beauty Culture 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.

1. Supportive Measures. The following are examples, but not an exhaustive list, of supportive measures:
 - a. Making appropriate changes to academic programs, including changes in class schedule, accommodations to permit the affected party to take an incomplete or drop a course or courses without penalty, permitting the affected party to attend a class via skype or other alternative means, providing an academic tutor, or extending deadlines for assignments;

- b. Changing an employee's work assignment or schedule;
- c. Providing the affected party with an escort to and from their car in the parking lot;
- d. Arranging appropriate transportation services to ensure safety;
- e. Providing information on available counseling services through an appropriate office, or referral to an off-campus agency;
- f. Assisting the affected party in obtaining medical and other services, including access to rape crisis centers;
- g. Assistance with filing a criminal complaint and/or seeking an order of protection; and/or
- h. Enforcing a protection from abuse order.

Supportive measures will be individualized and appropriate based on the information available, making every effort to avoid depriving any student of their education or impacting employment. The measures needed by each party may change over time, and parties should communicate with the Bucks County School of Beauty Culture throughout the resolution process to ensure the supportive measures are effective.

2. Interim Measures

- a. No Contact Orders - When respondent is a student employee or volunteer of the institution, the complainant has the right to request the Bucks County School of Beauty Culture, Inc-issued "no contact order" under which continued intentional contact with the complainant would violate this policy. No contact orders may be issued for both the complainant and the respondent, as well as other individuals as appropriate.
- b. Interim Suspension - In exceptional circumstances where it is determined that a respondent is a continuing threat to the health and safety of the community, the Bucks County School of Beauty Culture, Inc may seek an emergency interim suspension of a student or take similar emergency measures against an employee, consistent with applicable the Bucks County School of Beauty Culture policy and collective bargaining agreements.

For students who are given an interim suspension, the Bucks County School of Beauty Culture, Inc. will convene a hearing within 10 working days, unless extenuating circumstances warrant an extension, in which case a hearing shall be provided at the earliest possible date.

Informal Resolution:

The Bucks County School of Beauty Culture, in its discretion, to choose to offer and facilitate informal resolution options, such as mediation or restorative justice. Informal resolution involves a mutual agreement by the parties to resolve the matter by mutual agreement. Informal resolution may not be used when formal resolution is desired by a reporting party or where the Title IX Coordinator/designee has determined that the Bucks County School of Beauty Culture needs to proceed with an investigation. Any person who facilitates an informal resolution must be well trained. The Bucks County School of Beauty Culture may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment. Similarly, the Bucks County School of Beauty Culture may not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The Bucks County School of Beauty Culture must not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Formal Resolution:

- 1. Notification to Respondent - If a case is referred for formal resolution, the respondent will be notified of the alleged misconduct and given an opportunity to respond. The notification will include the allegations, identities of the parties involved, the specific section(s) of the Bucks County School of Beauty Culture, Inc policy allegedly violated, the precise conduct allegedly constituting the potential violation, and the date and location of the incident (if known). This notice will be given before any initial interview. The Bucks County School of Beauty Culture, Inc may modify the list of policies allegedly violated based on additional information learned during investigation.

2. Acceptance of Responsibility - Prior to the conclusion of a sexual misconduct investigation, the respondent may elect to take responsibility for the prohibited conduct by contacting the Title IX Coordinator/designee in writing. The Title IX Coordinator/designee will issue a brief outcome determination summarizing the allegations and stating the respondent has accepted responsibility and refer the matter to the appropriate office for sanctioning. Following the determination of sanctions, parties may appeal the sanctions but not the finding(s) of responsibility.

3. Investigation - [For investigations of respondents who are employees the Bucks County School of Beauty Culture, Inc will follow applicable requirements in the Bucks County School of Beauty Culture, Inc policy.] [For investigations of respondents who are students the Bucks County School of Beauty Culture, Inc will follow applicable requirements in the Bucks County School of Beauty Culture, Inc policy.]

4. Hearing [For hearings for respondents who are employees the Bucks County School of Beauty Culture, Inc will follow applicable requirements in the Bucks County School of Beauty Culture, Inc policy.] [For hearings for respondents who are students, the Bucks County School of Beauty Culture, Inc will follow applicable requirements in the Bucks County School of Beauty Culture, Inc policy.]

5. Sanctioning [For sanctions for respondents who are employees the Bucks County School of Beauty Culture, Inc will follow applicable requirements in the Bucks County School of Beauty Culture, Inc policy.] [For sanctions for respondents who are students the Bucks County School of Beauty Culture, Inc will follow applicable requirements in the Bucks County School of Beauty Culture, Inc policy.]

Appeals

Once the Bucks County School of Beauty Culture has responded to a report of sex / gender based harassment, discrimination or sexual misconduct, either party has the ability to petition for appeal by written request to the Title IX Coordinator within five (5) business days of the date of the decision.

The written request for appeal must be based on at least one of the following reasons listed below and must include justification for that reason:

- Procedural irregularity that affected the outcome of the matter
- Newly discovered evidence that could affect the outcome of the matter
- Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter
- A school may offer an appeal equally to both parties on additional bases.

Retaliation Prohibited – Grounds for Termination

The Bucks County School of Beauty Culture will not retaliate against anyone for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify the Title IX Coordinator.

Reporting Requirements

Victims of sexual misconduct should be aware that School administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The Bucks County School of Beauty Culture 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 Bucks County School of Beauty Culture reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.