



# CAMPUS SAFETY AND SECURITY POLICY AND PROCEDURES

|                                   |   |   |
|-----------------------------------|---|---|
| Office/Individual responsible     | / | Tammie Riley                                |
| Documentation Location is kept.   | / | 431N 38 <sup>th</sup> St Killeen, TX Office |
| Date information was last updated | / | 9-05-2023                                   |

Yahweh Beauty Academy  
431 North 38<sup>th</sup> street.  
Killeen, Texas 76543  
(254) 554-7771  
VOLUME 9

**YAHWEH BEAUTY ACADEMY  
431 N 38<sup>th</sup> Street  
Killeen, TX 76543  
254-554-7771**

**DRUG FREE WORKPLACE**

**I. Yahweh Beauty Academy Notice to all Students & Employees:**

Yahweh Beauty Academy, 431N 38<sup>th</sup> Street, Killeen, TX 76543 is a Drug Free Workplace with a Zero Tolerance Drug and Alcohol Policy. Upon enrollment or hire at YAHWEH BEAUTY ACADEMY students and /or employees are advised that the use, possession, sale or being under the influence of ILLICIT DRUGS AND /OR ALCOHOL is strictly prohibited in or on school property.

Violation of this rule will lead to automatic termination and may result in local, state and /or federal criminal charges. By signing the Policies and Procedures list relevant to DRUG FREE WORKPLACE you the student agree that you have been provided separate notification as well as understand and agree to the terms of this policy.

**DRUG/ALCOHOL POLICY Zero Tolerance**

1. Upon enrollment or hire at YAHWE BEAUTY ACADEMY, students and/or employees are advised that the use, possession, sale or being under the influence of ILLICIT DRUGS AND /OR ALCOHOL is strictly prohibited in or on school property. Violation of this rule will lead to automatic termination and may result in local, state and/or federal criminal charges.
2. If a student is a minor and/or living at home with their parent/guardian the school will notify the parent/guardian.
3. A record of this will be kept in the student's file and the student will receive a copy of their termination.

**DRUG ABUSE PREVENTION PROGRAM**

Students and Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on YAHWEH BEAUTY ACADEMY, property including: grounds, parking areas, anywhere within the buildings, or while participating in school-related activities. Students/Employees are also prohibited from being present on campus under the influence of alcohol or controlled substances.

Students/Employees who violate this policy will be subject to disciplinary action up to and including termination of employment or enrollment and may result in local, state and/or federal criminal charges. Legal sanctions under local, state and federal laws may include:

- Suspension, revocation, and or denial of a driver's license
- Loss of eligibility of federal financial aid or other benefits
- Mandated community service

- Monetary fines
- Property seizure
- Felony convictions may result in jail time In addition to local and state authorities, the federal government is engaged in fighting illicit drugs.
- It is a crime to hold someone else's drugs
- It is a crime to sell fake "drugs"
- It is a crime for being in a house where people are using illicit drugs
- It is a crime if drugs are found in your home, purse, car or possession

Drugs and alcohol can be highly addictive and injurious to your body. It can alter you sense of responsibility, coordination, and lead to restlessness, irritability, and anxiety, and depression, loss of appetite, convulsions, and even death. Anyone who notes danger signals in either a student or employee should contact the Director or Admissions office

If the Director determines that a student or employee is in need of drug or alcohol assistance, he/she may be counseled on the need to seek such assistance. The cost of assistance will be the responsibility of the student or employee. If a student or employee is referred to counseling or substance abuse center, continued enrollment or employment is contingent upon attendance and successful completion of necessary treatment or counselling.

Students or employees who believe they have a substance abuse problem may find treatment sources of treatment by referring to "Drug Abuse & Addiction Information & Treatment Centers" in your local telephone book, internet or student handbook.

Any student receiving Title IV Higher Education program funds, who is convicted for any offense involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, Higher Education grant or loan.

Any student or employee must notify the Director, in writing, within (5) business days of being convicted of any criminal drug offense. Disciplinary action will occur within (30) business days of receipt of the written notification and may result anywhere from a letter of admonishment to termination from enrollment or employment at the academy.

If there is a reasonable suspicion that a student or employee of YAHWEH BEAUTY ACADEMY is under the influence of alcohol or a controlled substance while on the YAHWEH BEAUTY ACADEMY premises, then the student or employee will be asked to leave for the day and will be subject to suspension and /or termination.

YAHWEH BEAUTY ACADEMY reserves the right to search personal belongings and /or person in the event of such suspicion.

Any student wishing to re-enroll after being terminated because of drugs or alcohol abuse will have to wait 6 months before being eligible to seek re-instatement. Student seeking re-instatement after being terminated because of drugs or alcohol abuse must do so in writing. They must be clean from all drugs and provide written proof from a doctor/drug counselor. Students who are accepted back into the program will pick up where they left off with their academics and earned hours.

### **Drug Abuse and Addiction Information Treatment centers**

- City of Killeen, TX 24 Hour Numbers Non-Emergency phone# 1-254-501-8830
- National Domestic Violence Hotline 1-800-799-SAFE
- Rape Crisis Center 1-254-634-8309
- Narcotics Anonymous Help Line 1-800-799-7233
- Watershed Addiction Treatment 1-855-836-7744

YAHWEH BEAUTY ACADEMY will perform a biennial review of the Drug and Alcohol Abuse Prevention Policy to determine its effectiveness and implement any necessary changes.

Office/Individual responsible: Tammie Riley

Documentation location: YAHWEH BEAUTY ACADEMY Address: 431 N. 38<sup>th</sup> Street, Killeen, TX 76543

Responsible Party: Tammie Riley

## **II. CRIME STATISTICS Mandatory for all institutions.**

Off/individual responsible: Tammie Riley

Location housed: YAHWEH BEAUTY ACADEMY, Address: 431 N. 38<sup>th</sup> Street, Killeen, TX 76543

Responsible Party: Tammie Riley

This institution has been mandated because it receives Title IV Higher Education Program funds to collect statistics for reported crimes on campus on Cleary geography. We will disclose all statistics in our annual security report and annual Web-based data collection to all new students, current/employees.

### **CAMPUS CRIME STATISTICS & SECURITY INFORMATION**

A handout detailing campus crime statistics is provided at the time of enrollment and is also made available upon request from the school Director.

*Cleary Act* crimes that occur on campus or adjacent parking this institution own and controls the properties parking lot it operates in and holds our classes in. Yahweh Beauty Academy facility and adjacent parking lot is located @. 431 N. 38<sup>th</sup> Street Killeen, Texas 76543.

Appropriate geographic categories: The appropriate geographic categories for this institution are as follows: on campus which is the building or parking lot, public property which is the sidewalk and street adjacent to the campus but not the building across the street and off campus which we do not have any off campus property.

## Campus Policy for Preparing Annual Crime Statistics

The crime statistics report is prepared and completed by the Director. The crime statistics report includes crime statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus building or property and on public property.

### YAHWEH BEAUTY ACADEMY Annual Crime Security Report

Crime statistics required in 34 CFR 668 46(c) (crime(s) listed by name

| YAHWEH ACADEMY Crime Report Some crime categories were incorrect or left out of the table below. I have added in red the missing categories. <b>Total Occurrences on Campus</b> |             |             |             |
|---|-------------|-------------|-------------|
| <b>Criminal Offenses – On Campus</b>  | <b>2020</b> | <b>2021</b> | <b>2022</b> |
| <b>Criminal homicide:</b>   |             |             |             |
| <b>Murder and Non-negligent manslaughter</b>  | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Negligent manslaughter</b>   | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Sex offenses:</b>  |             |             |             |
| <b>Rape</b>   | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Fondling</b>   | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Incest</b>   | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Statutory rape</b>   | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Robbery</b>  | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Aggravated assault</b>   | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Burglary</b>   | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Motor vehicle theft</b>  | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Arson</b>  | <b>0</b>    | <b>0</b>    | <b>0</b>    |

| <b>Criminal Offenses – Public Property</b>   | <b>2020</b> | <b>2021</b> | <b>2022</b> |
|--|-------------|-------------|-------------|
| <b>Criminal homicide:</b>                    |             |             |             |
| <b>Murder and Non-negligent manslaughter</b> | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Negligent manslaughter</b>                | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Sex offenses:</b>                         |             |             |             |
| <b>Rape</b>                                  | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Fondling</b>                              | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Incest</b>                                | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Statutory rape</b>                        | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Robbery</b>                               | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Aggravated assault</b>                    | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Burglary</b>                              | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Motor vehicle theft</b>                   | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Arson</b>                                 | <b>0</b>    | <b>0</b>    | <b>0</b>    |

| <b>Categories of Hate Crimes</b>                | <b>2020</b> | <b>2021</b> | <b>2022</b> |
|---|-------------|-------------|-------------|
| <b>Simple Assault</b>                           | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Larceny-Theft</b>                            | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Intimidation</b>                             | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Destruction/damage/vandalism of property</b> | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Dating Violence</b>                          | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Domestic Violence</b>                        | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Stalking</b>                                 | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Race</b>                                     | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Religion</b>                                 | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Sexual Orientation</b>                       | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Disability</b>                               | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>Ethnicity/National Origin</b>                | <b>0</b>    | <b>0</b>    | <b>0</b>    |

| <b>Arrests</b>               | <b>Number of persons arrested</b>                         |             |             |
|------------------------------|---|-------------|-------------|
|                              | <b>2020</b>   | <b>2021</b> | <b>2022</b> |
| <b>Law Violation</b>         | <b>0</b>  | <b>0</b>    | <b>0</b>    |
| <b>Weapons possession</b>    | <b>0</b>  | <b>0</b>    | <b>0</b>    |
| <b>Drug Law Violations</b>   | <b>0</b>  | <b>0</b>    | <b>0</b>    |
| <b>Liquor Law Violations</b> | <b>0</b>  | <b>0</b>    | <b>0</b>    |
| <b>Disciplinary Actions</b>  | <b>Number of persons referred for Disciplinary Action</b> |             |             |
|                              | <b>2020</b>   | <b>2021</b> | <b>2022</b> |
| <b>Law Violation</b>         | <b>0</b>  | <b>0</b>    | <b>0</b>    |
| <b>Weapons possession</b>    | <b>0</b>  | <b>0</b>    | <b>0</b>    |
| <b>Drug Law Violations</b>   | <b>0</b>  | <b>0</b>    | <b>0</b>    |
| <b>Liquor Law Violations</b> | <b>0</b>  | <b>0</b>    | <b>0</b>    |

### **Crimes Prevention Programs**

Although the statistical reporting of theft offenses is not required by the Cleary Act, our department believes the university community should be aware of and guard against the theft of their property. It is important for all of us to understand our role in the reduction of crime. A conceptual aid often employed by crime prevention practitioners is referred to as the Crime Triangle. For any crime to occur three elements must be present: desire, ability and opportunity. Members of the university community easily recognize there is little that can be done to control the criminal's ability and desire. The university community's greatest strength in the prevention of crime is our initiative to reduce or eliminate the opportunity for a crime to occur. **Protect Your Property**

- By being more aware and observant during your daily activities. If you feel the actions of a person appear suspicious, take the time to notify the police. We would much rather receive the call and determine later there was no problem, than to not be informed when a crime is being committed.
- By being an active participant in "Operation Identification," you can record the make, model, and serial number of your property. Also, engrave your driver's license number with the prefix from the state of issuance. Once you have gathered this information, secure it in a safe place so that if you are victimized, this information can be entered in the state and national database of stolen property. The Yahweh Beauty Academy Police Department can assist you in the engraving of your property.

- By closing and locking your door when you leave your residence hall room or office.
- By not leaving your property (backpacks, textbooks, purses etc.) unattended and unsecured in the hallway while attending class or other activity.
- By not leaving property unsecured in your office or cubicle. Secure your valuables in a locked desk or cabinet while out of the office.
- By promptly reporting the presence of strangers in buildings and residence halls. Do not disable or prop open card reader doors or allow strangers to follow you into buildings and residence halls.
- By not leaving your property unattended and unsecured in dining facilities or in one of the libraries.
- By not leaving your property unattended beside the court or along the sidelines during your participation in activities in a recreational facility or on a sports field.
- By promptly reporting and cancelling your lost or stolen aggie bucks card, credit cards and debit cards to prevent unauthorized use.
- By not leaving your laptop computers or other computer handheld devices unattended or unsecured.
- By not leaving your property in plain view in your parked vehicle. Remove and store the items securely in the trunk or remove it for safekeeping these are examples of activities that have helped deter the opportunistic thief from taking advantage of you.

### **III. Campus Security Authorities Mandatory for all institutions**

Office/Individual responsible: Tammie Riley

Location document housed: Yahweh Beauty Academy Address: 431 N. 38<sup>th</sup> Street Killeen, TX 76543

Responsible Party: Tammie Riley

Date policy and procedure were last updated: September 09, 2013

This institution does not have a campus police.

In the absence of the school director of education Monika Thomas is the highest ranking staff member available. This employee has been designated by the school director to collect such reports, such as the security department.

The campus security authorities have been provided with the information and materials then need to document reported crimes. There is a procedure in place to collecting and reviewing crime reports from the school alternate campus security authorities. If a crime is committed on campus and the authorities were not called, we document the events of the crime on the daily log, counsel the student and keep in the student's academic file.

The Campus Security Authorities can only enforce rules and regulations on campus and in the parking lot, we cannot enforce laws outside of these parameters. The Campus Security Authorities do not have authority to arrest an individual that commits a crime on campus or on public property adjacent to the campus, in such circumstances we call the Killeen Police Department. Furthermore, we do have a program that educates the student and the employees about the prevention of crimes during our monthly orientation for new students and employees.

During new student orientation activities, students are informed of services offered by the school. As a part of these programs the Killeen Police Department comes by the school and offers this type of training. This annual security report detailing crime statistics and recommended practices for personal safety and are made available. Similar information is presented to new employees. Monthly, during orientation, the school presents crime prevention awareness sessions on such topics as sexual assault (rape and acquaintance rape), theft, and personal safety. A common theme of the awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and to be concerned for the security of others.

#### **IV. Statistics from Local Law Enforcement Agencies Mandatory for all institutions.**

Office/Individual responsible: Tammie Riley

Location where documentation is kept: 431 N. 38<sup>th</sup> Street, Killeen, TX 76543

Responsible Party: Tammie Riley

This institution has make a good-faith effort to collect crime statistics for all *Cleary Act* crimes committed in and around YAHWEH BEAUTY ACADEMY 431 N. 38<sup>th</sup> Street Killeen, TX 76543 applicable geographic locations form all law enforcement agencies with jurisdiction for this intuition. Documentation has been attained from Killeen Police Department crime statistics division. This institution has a procedure to document any nonresponse on behalf of this school.

#### **V. Emergency Situations and Reporting Criminal Activities:**

##### **Campus Policies Regarding Reporting Criminal Offenses**

All students and employees are encouraged to report crimes, suspicious activities, resulting injuries from criminal offenses or other security problems. Your safety is important. First, notify the appropriate contact at your school. The appropriate contact will then contact the local police department.

If you experience a life-threatening emergency, please call 9-1-1.

##### **Emergency Response and Evacuation Procedures**

Emergency Response and evacuation announcements will be made by the institutional contact Tammie Riley or Monika Thomas or their designate. If time allows without compromising safety and without delay, all emergency and dangerous situations will be confirmed by either the Director and/or the owner.

Once a year the teaching staff or designee organizes fire and or evacuation drills of campus or facility; such activities are timed and assessed for the purpose of getting everyone out of the building in a timely manner.

- Determine the appropriate people to be notified; including, the public via the official website



- of the particular institution affected; taking into account the safety of the community
- Determine the content of the notification
- Initiate the notification via website, email, announcements, and phone Persons responsible, Owner Administrator Tammie Riley.
  - Additional Resources in case of a true emergency:
    - Federal Emergency Management Agency (FEMA)
    - DisasterAssistance.gov
    - American Red Cross

## **Confidential Report**

A victim may elect to not pursue action within the institution or criminal justice system and provide a confidential report. A confidential report may be given to the appropriate contact. School Director Tammie Riley/Alternate Monika Thomas is the contact. The confidential report will help provide the institution with an accurate record of the number of incidents and to allow the community to be made aware.

## **Timely Warning**

A timely warning is a short description of the crime or incident, time and date, location, reported offense, suspect description, and any other pertinent information pertaining to the crime. This timely warning will also include personal safety information to protect individuals from becoming victims. The timely warning will be distributed via public announcement and may include a memo to a bulletin board. If deemed necessary by the Director, other method of notification may be employed; including, but not limited to, flyers, notices on official school websites and local media.

## **Campus Policy for Making Timely Warning Reports**

In the event that the Director of Schools determines that a situation constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued.

## **Text & Email Notification Program**

All employees and students are encouraged to participate in either our text or email notification program. Text and email alerts are managed by the School Director, Tammie Riley or designee. Tammie Riley will send out text alerts and or emails regarding safety and announcements required by unforeseen circumstances; including, but not limited to school closures from weather. Employees and Students can register for notification by providing information to the admission’s office personnel to be used for notification via text messaging:

Or, to receive messages via email, send an email to:

[ybabeauty@yahoo.com](mailto:ybabeauty@yahoo.com)

## **Prompt & Accurate Reporting**

Prompt and accurate reporting to the appropriate contact is an integral component of campus safety. In life threatening situations, please call 9-1-1 immediately. Our institution is committed to the principles of self-discipline and self-governance that require that misconduct be reported and the appropriate sanctions be imposed. Each of our students and employees share responsibility in helping us preserve a safe and comfortable learning environment. First determine if you are experiencing a non-emergency or emergency. Non-emergency is a crime that happened a while ago and there is no direct danger to you or another. If you have just seen or experienced a crime, or a crime is in progress, call 9-1-1.

Remember:

- Your Name, Location (use street address not business name), and your contact number
- Quickly announce the number of people injured and how they were injured for medical response
- Briefly describe what has occurred; how many individuals were involved; and the time and location it occurred
- Note any weapons
- The time and location suspects were last seen and their appearance
- Relevant details (car, smell, sounds, accents)
- Write down any details as soon as possible

If you are the victim of a sexual assault:

- Go to a safe place
- Call 9-1-1
- Do not shower, bathe, or douche
- Do not urinate, if possible
- Do not eat, drink, smoke or brush teeth if oral contact occurred
- Keep the clothes worn during the offense (paper bag is okay but not plastic)
- Get prompt medical attention
- Do not destroy any physical evidence
- Write down all details as soon as possible
- Be Safe!
  - Be Aware! Recognize your vulnerability
  - Report suspicious individuals
  - Use buddy system at night or if something “does not feel right”
  - Write your name on your belongings
  - Use lockers with locks
  - If you someone being victimized, let an employee know immediately
  - Do not accept rides from strangers

## **Policies Concerning Security of and Access to Campus Facilities**

Students, faculty, and staff have access to academic and administrative facilities on campus. The general public may attend certain activities on campus with access limited to only the facilities in

which activities are held and within the time that those activities occur.

Professionals engaged in the maintenance of institution facilities will have access to campus facilities. Maintenance professionals will be instructed to which facilities they have access and when they may access the facilities.

Please report any unauthorized person to your campus director Tammie Riley or Monika Thomas

### **Policy on Sexual Assault Prevention & Procedures**

If you feel you have been the victim of a sexual assault, you have the option to file a confidential report, to file a non-confidential report with the appropriate institution contact, and/or to contact the local law enforcement office. If you feel the need to alter your academic situation, please see your financial aid advisor.

The accuser and the accused are both entitled to the same opportunities of having others present during disciplinary proceedings and both will be advised of any outcome.

Policy statement addressing prohibition on retaliation as defined in 34 CFR 668.46(m), 34 CFR.46

It is also unlawful to retaliate against an individual because he or she made a complaint, testified, or participated in any manner in an investigation or proceeding.

### **Sexual Assault, Sexual Exploitation, Domestic Violence, Dating Violence, and Stalking Reporting and Response Protocols**

**Standards of Conduct** All students, faculty and staff at Yahweh Beauty Academy are responsible for being familiar with and abiding by the standards of conduct set forth in the Code of Student Conduct.

Sexual assault and sexual exploitation in all forms violate the sanctity of the human body and spirit and will not be tolerated within the Yahweh Beauty Academy community. In addition, these behaviors are serious violations of the school policy and the Code of Student Conduct, and also violate the law.

Yahweh Beauty Academy seeks to provide a consistent, caring and timely response in cases when sexual assault, dating violence, domestic violence, stalking, or sexual exploitation have occurred or are alleged to have occurred, regardless of whether the incident took place on or off campus. School policies aim to:

- Outline the steps YBA will take to immediately and effectively respond and investigate incidents of sexual assault, dating violence, domestic violence, stalking, and sexual exploitation.
- Take prompt and effective steps to end the sexual assault, dating violence, domestic violence, stalking, and/or exploitation, prevent its recurrence, address its effects (whether or not the sexual violence is the subject of a criminal investigation), and determine the need to notify appropriate law enforcement authorities.
- Protect the complainant as appropriate and facilitate the recovery from sexual assault, dating violence, domestic violence, stalking, and/or exploitation by providing prompt and compassionate support and professional services.

- Create a campus environment that expedites and encourages the reporting of sexual assault, dating violence, domestic violence, stalking, and/or exploitation and clearly outlines the steps to file such reports.
- Facilitate the apprehension of the accused when sexual assaults, dating violence, domestic violence, stalking, and/or acts of sexual exploitation are committed or alleged to have been committed.
- Promptly and fairly administer cases involving students or employees through either the campus conduct process or other relevant school processes.
- Establish and cultivate community involvement in awareness and prevention of sexual assault and exploitation, dating violence, domestic violence, and stalking.

The information outlined in these protocols can assist a person in learning how to access a full range of on and off-campus services available. The school also prohibits and does not tolerate sexual harassment or discrimination.

### **Key Definitions**

“Sexual assault” is any unwanted physical contact of a sexual nature that occurs either without the consent of each participant or when a participant is unable to give consent freely. Physical contact of a sexual nature includes, but is not limited to, touching or attempted touching of another person’s breasts, buttocks, inner thighs, groin, or genitalia, either directly or indirectly, or sexual penetration (however slight) of another person’s oral, anal or genital opening. Sexual assault includes, but is not limited to, rape, sodomy, oral copulation, sexual battery, sexual penetration with an object, forcible fondling (e.g. unwanted touching or kissing for purposes of sexual gratification), or threat of sexual assault. Sexual assault can occur either forcibly and/or against a person will, or when a person is unable to give consent freely.

“Sexual exploitation” is sexual misconduct that occurs when a person takes unjust or abusive sexual advantage of another for his or her own advantage or benefit or for the benefit or advantage of anyone other than the exploited party; and that behavior does not otherwise constitute sexual assault. Examples of sexual exploitation include, but are not limited to, videotaping or photographing of any type (webcam, camera, Internet exposure, etc.) without knowledge and consent of all persons; prostituting another person; knowingly transmitting HIV or a sexually transmitted disease to an unknowing person or to a person who has not consented to the risk; or inducing incapacitation with the intent to commit sexual assault, without regard to whether sexual activity actually takes place.

“Dating Violence” is violence committed by a person who is or has been in a relationship of romantic or intimate nature. The existence of such a relationship shall be determined based on the following factors: (1) length of the relationship, (2) type of relationship, and (3) the frequency of interactions.

“Domestic Violence” includes felony or misdemeanor crimes of violence by a current or former spouse 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, by a person similarly situated to a spouse of the victim under the domestic and family laws of the State of Texas.

“Stalking” means engaging in conduct directed at a specific person that would cause a reasonable person to fear his or her safety or the safety of others or suffer substantial emotional distress.

“Consent” is an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. It is an informed decision made freely and actively by all parties. It is incumbent upon each participant to either obtain or give consent prior to any sexual activity. If at any time during the sexual interaction any confusion or ambiguity should arise on the issue of consent, it is incumbent upon each individual involved in the activity to stop and clarify verbally the other’s willingness to continue. Furthermore, a current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Being intoxicated does not diminish one’s responsibility to obtain consent. A person cannot give consent if he or she (1) is a minor (under age 18); (2) has a mental disorder or developmental or physical disability that renders him or her incapable of giving consent; (3) is unconscious; or (4) is incapacitated from alcohol or other drugs, and this condition was known or reasonably should have been known to the accused.

Even though the definitions provided in these protocols are similar to those contained in applicable criminal laws, the definitions are specific to the Yahweh Beauty Academy. However, an act that might not violate or be prosecuted under applicable criminal laws may still violate these standards and protocols, university policy, and the Student Code of Conduct

### **Sexual Assault Prevention**

It is the policy of Yahweh Beauty Academy to strive to maintain an environment that is free from intimidation and one in which students may be educated to their fullest potential. The school should foster an understanding of difference and encourage discussion regarding ethical and moral issues that form the basis of a humane social order. Therefore, the school will not tolerate physical abuse, threats of violence, physical assault, or any form of sexual assault, including but not limited to acquaintance or date rape, domestic violence, dating violence, or stalking. A student who individually, or in concert with others, initiates or perpetuates a sexual assault, including but not limited to abuse of, threats against, or the unwanted touching of an intimate area of any other student, act of domestic or dating violence or stalking is subject to disciplinary action by the school, notwithstanding any action that may or may not be taken by the civil authorities. In addition to incidents that occur on the school campus, the school may take disciplinary action in response to incidents that take place during official functions of the school, or incidents that have a substantial connection to the interests of the school regardless of the location in which they occur.

The fact that the student accused of sexual assault, domestic violence, dating violence, or stalking, was under the influence of drugs or alcohol at the time of the assault will not diminish the student’s responsibility for a violation of the Student Code of Conduct, nor shall being under the influence of alcohol or drugs be construed as an invitation to or as implied consent for unwanted sexual advances.

## **Privacy of Information**

When sexual assault and/or sexual exploitation, domestic violence, dating violence, or stalking are reported or identified, the school will take reasonable steps to preserve an individual's privacy and protect the confidentiality of information while promptly investigating and responding. The degree, to which confidentiality can be protected, however, depends upon the professional role of the person being consulted.

The law will govern the extent to which the school and its employees may or must disclose information concerning a complaint of a sexual assault and/or sexual exploitation, dating violence, domestic violence, or stalking or knowledge of an occurrence. The school will promptly investigate and take appropriate action when it receives information suggesting that an incident of sexual assault or sexual exploitation or dating violence, domestic violence, or stalking has occurred, regardless of whether a formal complaint has been filed.

## **What to do Following a Sexual Assault or an Incident of Sexual Exploitation, Domestic Violence, Dating Violence, or Stalking**

A member of the Yahweh Beauty Academy community who has been sexually assaulted or has been exposed to any form of sexual exploitation or has been victimized by domestic violence, dating violence, or stalking, is strongly encouraged to make a report to activate the appropriate response and support, as soon as possible, at any time of the day or night.

The victim should call 911 and/or a school security officer. School staff will guide the victim through the available options and support the victim in his/her decisions.

The school will promptly investigate and take appropriate steps to resolve any complaints of sexual assault exploitation, dating violence, domestic violence, or stalking as defined above. In addition, with the assistance of a security officer, a complainant will:

- Review options to ensure safety, accessing ongoing support and professional Services.
- Receive assistance if needed to notify family and/or friends.
- Receive assistance in making a report to the Killeen Police Department.
- Receive information about his or her right to file a criminal complaint.
- To receive assistance outside of Yahweh Beauty Academy, you can contact the Killeen Rape Crisis Center at (254) 634-8309; Texas Association against Sexual Assault (512) 474-7190.

The decision to report or not report has emotional, psychological, economic and social consequences. You must make the decision that best enables you to resume a healthy and productive life. We encourage you to report any sexual assault, sexual exploitation, dating violence, domestic violence, or stalking to access the range of supports and options available to help you.

### **Options for Survivors of Sexual Assault, Dating Violence, or Domestic Violence Police and Medical**

A student who experiences any form of sexual assault or sexual coercion or dating or domestic violence is encouraged to seek medical care immediately. People at least 18 years of age can have a physical exam to preserve evidence of the assault with or without involving the police. Reporting an assault to law enforcement does not mean that the case will automatically go to criminal trial or to a school disciplinary hearing. If the police are notified, a uniformed officer will be sent to the scene to take a detailed statement. A ride to the hospital can be provided by the police department. Survivors who want to have evidence collected and who choose not to call the police can go directly to the emergency department of Advent Health Hospital (<https://www.mplex.org>) at 2201 S. Clear Creek Rd., Killeen, Texas 76549; Scott & White Hospital (<http://www.sw.org>) at 2401 South 31st St., Temple, Texas 76508. Survivors who want help from the police should call 911; (254) 501-5800; (254) 501-5777. A survivor has the option to have a Sexual Assault Forensic Exam (“SAFE”) performed by a Sexual Assault Nurse Examiner (“SANE”). With a survivor’s consent, the evidence collected during this exam can be used as part of a criminal investigation. For more information about the SANE nurse, see <https://www.oag.state.tx.us/victims/sane.shtml>. The survivor is strongly encouraged to seek medical and psychological care and to be treated for any injuries. He/she can choose to take medications to prevent sexually transmitted infections and pregnancy, regardless of whether the police were contacted or a SAFE was performed.

- Evidence
  - Do what you can to preserve evidence. If you preserve evidence, you will have it available if you decide to report to law enforcement.
    - Resist the urge to change clothes or shower, if you can.
    - If you change clothes, place each garment in a separate paper bag.
  - Medical - Legal Evidence Collection (SANE Exam): A person who has experienced a sexual assault (particularly rape, forcible oral copulation, or sodomy) is encouraged to request collection of medical-legal evidence. Collection of evidence entails interaction with police, a police report and interaction with the prompt collection of physical evidence through an exam. This collection of evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action.
  - In cases of Sexual Exploitation such as those involving the posting or distribution of pictures or videos taken without your consent or without permission for distribution, try to preserve any evidence you may have (e.g., pictures, texts, social media posts or videos).
- Medical Treatment: A person who has experienced a sexual assault is urged to seek appropriate medical evaluation as promptly as possible. For life-threatening conditions, call 911 or go to the nearest hospital Emergency Room. If you need assistance getting there call a school security official at (254) 813-1487.
- Obtaining Information, Support and Counseling: A person who has experienced, who has knowledge of, or has been affected by another person’s sexual assault, is strongly encouraged to obtain information, support and counseling.

A variety of agencies can help a person decide what steps to take, such as seeking medical attention, preserving evidence, obtaining counseling or reporting to authorities. Information, support and advice are available for anyone who wishes to discuss issues related to sexual assault and/or incidents of sexual exploitation. As stated above, the degree to which confidentiality can be protected depends upon the professional role of the person being consulted and should be addressed with that person before specific facts are disclosed. For more information, please contact the Texas Association against Sexual Assault (512) 474-7190, or the Killeen Rape Crisis Center (254) 634-8309.

## **SEXUAL ABUSE, DOMESTIC ABUSE, DATING VIOLENCE AND STALKING HOTLINES, WEBSITES, AND COUNSELING FACILITIES:**

### **[Domestic Violence - Community Resource Guide](#)**

[www.hood.army.mil/.../CRGD.aspx?](http://www.hood.army.mil/.../CRGD.aspx?)

#### **Domestic Violence Awareness Training for the Workplace ACS -**

Family Advocacy ... Victims of family violence and sexual assault

PO Box 25 Killeen, TX 76540

254-286-6774 or 254-618-7582

#### **FAMILIES IN CRISIS Family Advocacy Services**

Victims of family violence and sexual assault PO Box 25 Killeen, TX 76540 254-634-1184

or 24 Hour Hotline 1-888-799-SAFE Email Us [Visit Website](#)

Texas Abuse Hotline Texas Department of Family and Protective Services

(DFPS) has a central place to report: 24/7 1-800-252-5400 Email Us [Visit Website](#)

#### **Sexual Assault Care Services Program**

Monday - Friday 0730 - 1630 Bldg. 424, 761 Tank Battalion

(Triage Location is at Bldg. 2255) Fort Hood, Texas 76544

254-618-8582 Email Us [Visit Website](#)

### **Make an Anonymous Report.**

You may decide to report the crime anonymously. If you decide to do so the school campus security office will assist if you desire. The police will record the date and time of the assault details of the incident, and any description of the assailant you can give. If you know the assailant's name, it will be recorded. This report may influence the District Attorney's decision whether to prosecute another case if the same assailant has been named in one or more separate complaints. In addition, the police will maintain this information in the event a pattern of crimes by the assailant is detected.

### **School Enforcement**

The Code of Student Conduct is enforced by the Yahweh school director or her designee. Where the sexual assault, exploitation, domestic or dating violence, or stalking incident involves a school employee, other staff may also be involved in and/or oversee the enforcement of the code.

Violation of the Code of Student Conduct will result in appropriate disciplinary action, up to and including dismissal from the school. Violation may also subject the offender to criminal prosecution or third party civil litigation. For students, committing a sexual assault, an act of sexual exploitation, acts



of dating violence, domestic violence, or stalking is a violation of the Code of Student Conduct even if the violation occurs off-campus.

Yahweh Beauty Academy will disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such a crime or offense. Both the alleged victim and suspect will be informed of the outcome of any institutional disciplinary proceeding brought alleging a sexual offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Legal Options - A person who engages in a sexual assault may be the subject of criminal prosecution and/or civil litigation. A police report must be made before a criminal prosecution can be considered by the Bell County Attorney's Office. A person who wishes specific information about legal options should consult a private attorney and/or the office of the Bell County Attorney.

The school will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the school and in the community

The school will provide written notification to victims about options, if any, for available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures.

When a student or employee reports to the school that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the school will provide the student or employee a written explanation of the student's or employee's rights and options

For information on local sex offenders in this area please visit:  
<https://records.txdps.state.tx.us/SexOffender/index.aspx>

### **Institutional Policies**

Public Notification of Incidents - As required by state and federal law, the school must collect and report annually statistical information concerning sexual assaults and incidents of domestic violation, dating violence, and/or stalking occurring in its jurisdiction. To promote public safety, the school also alerts the campus community to incidents and trends of immediate community safety concern.