

THE



BARBER SCHOOL

16 West 7200 South, Midvale, UT 84047
801-304-7000 | thebarberschool.com

CONSUMER INFORMATION & ANNUAL SECURITY REPORT

Published: September 30, 2026

Online Access: thebarberschool.com/campus-security-report/

1. Introduction & Regulatory Compliance

Campus safety and security are fundamental priorities at The Barber School. Our goal is to provide students with a safe environment in which to learn and to keep students and employees well informed.

This report is prepared annually to comply with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and broader Department of Education consumer information requirements. Each year, notification is made to all enrolled students and employees, providing the website to access this report. Hard copies may also be obtained in person from the School Administrator or by calling 801-304-7000.

2. Campus Crime Reporting & Authorities

The school encourages anyone who is a victim of, or witness to, any crime or emergency to report the incident immediately.

- Emergencies: Dial 9-1-1 immediately.
- Non-Emergencies: Contact the School Administrator at 801-304-7000 or the Midvale Police Department at 801-743-7000.

Campus Security Authorities (CSAs)

Reports may also be made to the school's designated CSAs. Under federal law, CSAs are defined by their function rather than their title and include individuals with significant responsibility for student and campus activities. At The Barber School, CSAs include:

- School Owner
- Director of Compliance (Coordinator of Security Issues)
- School Director
- Director of Education

Confidential Reporting

All reported incidents will be investigated. The school does not employ professional or pastoral counselors and does not maintain procedures for voluntary, confidential reporting of crime statistics. Because police reports are public records under state law, the Midvale Police Department cannot hold reports of crime in absolute confidence.

3. Timely Warnings & Emergency Notifications

In the event of an ongoing or continuing threat to the health or safety of students or staff, a campus-wide "timely warning" or emergency notification will be issued.

- **Criteria:** The School Administrator will issue a warning upon the confirmation of a significant emergency or dangerous situation involving an immediate threat, unless doing so would compromise efforts to contain the emergency.
- **Methods:** Notifications will be distributed using the fastest methods available, including instant messaging, email, text messages, in-class announcements, or flyers posted in common areas.
- **Reporting:** Anyone with information warranting a timely warning should report the circumstances immediately to the School Administrator.

4. Campus Access & Law Enforcement Jurisdiction

Facility Access

The school's facilities are open Tuesday through Saturday according to assigned class schedules. During business hours, facilities are accessible to students, parents, employees, contractors, and guests. During non-business hours, access is strictly limited to individuals issued a key and security code or via admittance by the School Administrator.

Law Enforcement Enforcement & Authority

The Barber School does not employ security guards or provide independent law enforcement services on or off campus. The Midvale Police Department has ultimate authority for law enforcement.

- The school maintains a strong working relationship with local police but does not have written agreements (MOUs) for investigating criminal offenses.
- School officials possess the authority to contact local police for assistance.
- The School Administrator coordinates campus security issues but is not authorized to arrest individuals; he may only detain suspected offenders if it is entirely safe to do so.

5. Emergency Response, Evacuation, & Safety Procedures

The School Administrator coordinates the Emergency Response and Evacuation Plan.

A. Evacuation Procedure

Evacuation occurs if remaining inside poses a greater danger than exiting (e.g., fire, explosion, intruder).

- 1. Activation:** The School Administrator will activate the fire alarm or make an in-class announcement.
- 2. Execution:** Occupants will exit via prescribed or alternate routes to designated assembly areas.
- 3. Emergency Services:** The Administrator or a designee will call 9-1-1 immediately to notify public safety.
- 4. Accountability:** Instructors will bring student rolls to account for all individuals.
- 5. Re-entry:** No one may re-enter until the building is declared safe by public safety officials and the Administrator gives the 'All Clear'.

B. Lockdown Procedure

Lockdown provides a physical time barrier during an active shooter or intruder event.

- 1. Announcement:** The School Administrator will announce a lockdown emergency.
- 2. 9-1-1 Notification:** Designees will call 9-1-1, provide the school address, describe the intruder/weapons, and remain on the line.
- 3. Staff Actions:** Clear hallways/bathrooms into classrooms, lock and heavily barricade doors with desks or chairs, and take attendance.
- 4. Counter-Tactics:** Do not group students in one spot. If a room is breached, occupants should consider fleeing past the threat or using distraction methods (loud noises, throwing objects) to disrupt the intruder's actions.
- 5. Outside Groups:** If personnel and students are outside during a lockdown, they must immediately transition to a designated off-site assembly location.

C. Shelter-in-Place Procedure

Used when an external emergency makes evacuation unsafe.

- 1. Announcement:** The School Administrator will order a shelter-in-place.
- 2. Movement:** Occupants will move to secure inside rooms.
- 3. Sealing:** Staff will close windows and doors and, if warranted, turn off HVAC systems to block external air inflow.
- 4. Monitoring:** Designated staff will monitor media and maintain communication with public safety until an 'All Clear' is given.

D. Bomb Threat Procedure

1. **Notification:** Call 9-1-1. The School Administrator will notify staff and students to remain in their rooms.
2. **Critical Directive:** DO NOT ACTIVATE THE FIRE ALARM, as electrical currents can trigger certain devices.
3. **Search & Evacuation:** If a search team locates a suspicious item, the Administrator will coordinate an orderly evacuation using paths directed away from the item.
4. **Re-entry:** Prohibited until police or fire personnel issue formal safety clearance.

E. Fire Response Procedure

1. **Action:** Anyone discovering smoke or fire must activate the nearest fire alarm pull station and call 9-1-1.
2. **Evacuation:** All building occupants must immediately exit using designated routes.
3. **Coordination:** The Administrator will assign staff to meet the fire department, provide exact details, check student rosters, and prevent re-entry until an official clearance is granted.

F. Medical Emergency Procedure

1. **Assessment:** Quickly verify scene safety, notify the School Administrator, and call 9-1-1.
2. **First Aid:** Administer certified first-aid treatments and protect against bloodborne pathogens using barrier equipment.
3. **Support:** Comfort the victim; do not move an injured person unless they face an immediate, life-threatening danger.
4. **Family Notification:** The Administrator will contact the student's or employee's emergency contact with details regarding the injury and hospital transport location.

Emergency Testing & Documentation

The school tests its emergency response and evacuation procedures at least once each calendar year using announced or unannounced drills. The school publicizes these emergency procedures in conjunction with the annual test and maintains documentation detailing the exercise description, date, time, results, and follow-up adjustments.

6. Security Awareness & Prevention Programming

- **Orientations:** New students and employees receive instruction regarding campus security measures, crime prevention, emergency reporting, and workplace hazard recognition during general orientation.

- **Ongoing Awareness:** Safety tips, safety updates, and legal reminders are regularly disseminated via building signage, in-class announcements, and official social media feeds.
- **Workplace Hazards:** All staff must alert the Administrator to any conditions posing a fire hazard or safety threat. Aisles, doorways, and exits must remain unblocked. Smoking is prohibited inside. OSHA standards govern the storage of flammable chemicals in locked enclosures.
- **Hazing Policy:** Hazing is strictly prohibited. This includes intentional or reckless actions required to join or remain in a student group that creates physical or psychological risk (e.g., forced substance consumption or physical abuse). Standard coursework, supervised skill labs, or peer disagreements do not constitute hazing.

7. Drug & Alcohol-Free School Policy

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is strictly prohibited on school premises, within the workplace, or during school-sponsored activities. Barbering tools are sharp and hazardous if operated while impaired.

Prohibited Student & Staff Conduct

- Arriving or remaining at the school under the influence of alcohol, illegal drugs, or impairing prescription medications.
- Utilizing school funds (including federal Title IV financial aid or state grants) to purchase, store, or consume drugs or alcohol.
- Failing to notify an instructor or Administrator before performing services while taking any medication that might alter motor functions or alertness.

Enforcement, Testing, & Searches

- **Random Testing:** The school reserves the right to administer random or reasonable-suspicion drug/alcohol tests at any time. Refusal to test immediately upon selection constitutes an admission of guilt and results in suspension or termination. An initial positive test results in termination from the program.
- **Reasonable Searches:** When the school has reason to suspect a policy violation, it reserves the right to search vehicles, containers, lockers, or personal property on school premises. Searches are conducted with discretion and only in the student's presence. Refusal to consent is grounds for immediate termination. Physical strip searches are strictly prohibited.
- **Voluntary Assistance:** Students who voluntarily seek help for a substance problem before an incident or drug test selection will not face disciplinary action. The school will facilitate a referral to a Substance Abuse Professional (SAP) for outpatient counseling at

the student's expense. Re-entry requires satisfactory medical evidence and a clean drug screening.

- **Sanctions & Readmission:** Violations lead to immediate termination. Readmission may be evaluated after 60 days if the individual completes an SAP-prescribed treatment regimen, passes a drug screen at their own expense, and complies with follow-up testing requirements.
- **Program Review:** The school performs a Biennial Review of its drug and alcohol prevention program on even-numbered years to evaluate efficacy and update resource information.

Mental Health & Substance Abuse Hotlines

- 24-Hour National Addiction Hotline: 800-559-9503
- Alcohol and Drug Abuse Crisis Intervention: 800-234-0246
- National Institute on Drug Abuse (NIDA) Hotline: 1-800-662-HELP
- University of Utah Neuropsychiatric Institute: 801-587-3000

8. Title IX & Sexual Misconduct Policies

Effective date: September 30, 2026

A. Purpose and nondiscrimination

The Barber School (the School) is committed to an educational and working environment free from sex discrimination, sexual harassment, and retaliation. The School does not discriminate on the basis of sex in its education programs or activities, including admission and employment, and is required by Title IX and its implementing regulations not to discriminate in this manner. Inquiries about the application of Title IX may be directed to the School's Title IX Coordinator, the U.S. Department of Education's Assistant Secretary for Civil Rights, or both.

This Policy explains reporting options, available support, and the procedures the School uses to address complaints. The School will respond promptly and equitably, treat the parties with respect, and take appropriate action within its authority to address misconduct and preserve access to its programs.

B. Scope and applicable procedures

This Policy applies to students, employees, and third parties participating in School programs or activities. The School prohibits sexual harassment, sexual assault, dating violence, domestic violence, stalking, sexual exploitation, other sex discrimination, and retaliation. The School's authority to impose discipline on a third party may be limited to restricting access, ending a business relationship, or other measures within its control.

The formal Title IX grievance process applies to a formal complaint alleging sexual harassment as defined in Section 3 that occurred against a person in the United States in the School's education program or activity. This includes locations, events, or circumstances over which the School exercised substantial control over both the respondent and the context in which the conduct occurred, and any building owned or controlled by an officially recognized student organization.

A report does not automatically begin a formal investigation. The Title IX Coordinator will assess the report, discuss support and reporting options, and determine the applicable procedure. Reports may be made regardless of when or where the conduct occurred. Support and referrals may be available even when the formal Title IX process does not apply.

Allegations outside the formal Title IX process may still violate School policy. Section 13 provides the procedure for other sex discrimination, retaliation, and sexual misconduct. Dismissal from the formal Title IX process is not a determination that the conduct did not occur. The School will not use another procedure to avoid the protections required for a covered formal Title IX complaint.

C. Definitions and prohibited conduct

Formal Title IX sexual harassment

Sexual harassment is conduct on the basis of sex that meets one or more of the following categories:

- An employee conditions a School aid, benefit, or service on an individual's participation in unwelcome sexual conduct.
- Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School's education program or activity.
- Sexual assault, dating violence, domestic violence, or stalking within the federal definitions incorporated in 34 CFR 106.30. These offenses do not also have to meet the severe, pervasive, and objectively offensive standard above.

For this formal process, sexual assault has the meaning incorporated from 20 U.S.C. 1092(f)(6)(A)(v); dating violence, domestic violence, and stalking have the meanings incorporated from 34 U.S.C. 12291 by 34 CFR 106.30. Applicable statutory definitions govern classification. Clery statistical definitions and Utah criminal-law definitions serve separate purposes and do not replace the formal Title IX jurisdictional requirements.

D. Sexual assault and relationship violence

Sexual assault includes rape, fondling, incest, and statutory rape. Rape involves penetration, however slight, of the vagina or anus with any body part or object, or oral penetration by another person's sex organ, without consent. Fondling involves touching another person's

private body parts for sexual gratification without consent, including when the person is incapable of consent. Incest involves sexual intercourse between persons related within degrees that prohibit marriage under law. Statutory rape involves sexual intercourse with a person under the statutory age of consent.

Dating violence involves violence by a person who is or has been in a romantic or intimate social relationship with the affected person; the relationship is evaluated by its length, type, and frequency of interaction. Domestic violence includes qualifying violence by a current or former spouse or intimate partner, a person sharing a child, a person cohabiting or formerly cohabiting as a spouse or intimate partner, or another person covered by applicable domestic or family violence law. Stalking involves a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or experience substantial emotional distress. These descriptions explain the types of conduct covered; the incorporated federal definitions control formal Title IX classification.

E. Other prohibited misconduct

The School also prohibits unwelcome sexual conduct that interferes with a person's education or employment but does not meet the formal Title IX definition or jurisdiction; sexual exploitation; and other discrimination on the basis of sex. Sexual exploitation means taking nonconsensual or abusive sexual advantage of another person, such as recording or sharing intimate images without consent or engaging in voyeurism. The School may address this conduct under Section 13.

F. Consent

Consent is a voluntary agreement to engage in sexual activity. Consent to one activity, person, or occasion does not imply consent to another. Silence, lack of resistance, or a previous relationship does not establish consent. Consent may be withdrawn at any time. Force, threats, and coercion invalidate consent. A person who is asleep, unconscious, legally unable to consent, or incapacitated cannot consent. Incapacitation means the person cannot understand or make a decision about the activity, including because of alcohol, drugs, or another condition. This is the School's conduct standard; applicable criminal-law consent definitions remain separate.

G. Participants and formal complaint

Complainant means an individual alleged to have experienced conduct that could constitute sexual harassment. Respondent means an individual alleged to have engaged in that conduct. These terms do not imply a finding about what occurred.

A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting an investigation. When filing, the complainant must be participating in or attempting to participate in the School's education program or activity. A complainant's submission must include a physical or digital signature or otherwise identify the complainant as the person

filing. A coordinator-signed complaint does not make the coordinator a complainant or a party.

H. **Actual knowledge**

For the School's federal response obligation, actual knowledge means notice to the Title IX Coordinator or an official with authority to institute corrective measures on the School's behalf. A duty or ability to forward reports does not by itself confer that authority. Notice solely to an official who is the respondent does not satisfy this standard. The School separately requires employees to forward reports as described in Section 6.

I. **Assistance and supportive measures**

In an emergency or immediate danger, call 911. Individuals may seek medical care, preserve evidence, contact law enforcement, contact the School, or seek confidential assistance. A police report is not required to request School assistance. An individual may notify law enforcement, receive assistance from School officials in doing so, or decline to notify law enforcement, subject to any reporting required by law.

Medical professionals can explain care options and forensic evidence collection. Preserving messages, photographs, clothing, and other available evidence may assist an investigation or a request for a protective order. Seeking medical care remains appropriate even when evidence has not been preserved. The School will not require an individual to collect evidence or obtain a medical examination as a condition of receiving supportive measures.

The Title IX Coordinator will promptly contact the complainant to discuss supportive measures, consider the complainant's wishes, explain that support is available with or without a formal complaint, and explain how to file a formal complaint. Supportive measures are available as appropriate and reasonably available to complainants and respondents before, during, or after a complaint process. They are individualized, non-disciplinary, non-punitive, and provided without fee or charge by the School. Their purpose is to restore or preserve equal access, protect safety, or deter sexual harassment without unreasonably burdening the other party.

Available measures may include reasonable class or work schedule adjustments, assignment extensions, academic assistance, mutual restrictions on contact, access arrangements, increased monitoring, and assistance obtaining outside services. Requests for leave or other academic adjustments will be coordinated with applicable academic, disability, Title IX, and financial aid requirements. The School will explain any effects on program completion or aid; it will not promise academic credit, clock hours, or an approved Title IV leave that applicable rules do not allow.

The School does not provide on-campus professional or pastoral counseling or medical treatment. The coordinator can assist with referrals. Outside providers determine eligibility, confidentiality, availability, and any charges for their services. Sexual assault advocacy and

referral information is available through the Rape Recovery Center at <https://www.raperecoverycenter.org/get-help>. Individuals may also seek care through a local emergency department. The School's written resource directory will identify available counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid assistance, and other relevant services within the School and community.

When a student or employee reports dating violence, domestic violence, sexual assault, or stalking, whether on or off campus, the School will provide a written explanation of rights and options, available services, and assistance requesting reasonably available academic, living, transportation, working, or protective measures, regardless of whether the person reports to police. Requests should be directed to the coordinator. The School will explain which arrangements it can provide directly and which require outside assistance. The School will assist with compliance with applicable protective orders and explain any institutional no-contact directives; School directives are not court orders.

J. Emergency removal and employee leave

Before emergency removal from a School program or activity, the School will conduct an individualized safety and risk analysis and determine that an immediate threat to the physical health or safety of a student or other individual arising from the sexual harassment allegations justifies removal. The respondent will receive notice and an opportunity to challenge the removal immediately afterward through the coordinator, with review by an impartial official. Emergency removal is not a determination of responsibility. The School may place a non-student employee respondent on administrative leave during the formal process. These measures will not modify rights under applicable disability law, including Section 504, the ADA, or IDEA where applicable.

K. Title IX Coordinator and assigned officials

Title IX Coordinator: Kim Hatch Office: 16 West 7200 South, Midvale, UT 84047
Telephone: 801-304-7000 Email: kim@thebarberschool.com

Reports may be made in person, by mail, telephone, email, or other means that bring the report to the coordinator's attention. Reports may be submitted outside business hours. This contact is not an emergency response service. Questions or complaints may also be directed to the U.S. Department of Education, Office for Civil Rights, through <https://www.ed.gov/laws-and-policy/civil-rights-laws/file-complaint>

If a report concerns the coordinator or the coordinator has a conflict, contact the School Director Lyndi Larsen through the School office at 801-304-7000 or the address above. The School will assign an impartial, trained alternate, including an outside professional when appropriate. If the administrator is also implicated, a report may be made to the Owner through the School office or directly to OCR. The School will arrange independent handling rather than assign the complaint to its subject.

The coordinator oversees response, support, notices, implementation of remedies, training, and records. Investigators gather evidence and prepare reports. Hearing panel members decide responsibility. Neither the coordinator nor an investigator in the matter may serve on the hearing panel. The appeal decision-maker must be different from the coordinator, investigators, and anyone who made the determination or dismissal being appealed.

All assigned officials must act impartially and be free from conflicts of interest or bias for or against complainants or respondents generally or either party individually. The School may use qualified outside professionals. The School will inform the parties of assigned investigators and decision-makers and provide a fair opportunity to raise conflict concerns. No individual will decide a challenge to their own participation.

L. Reporting and initial assessment

Any person may report suspected sex discrimination or sexual misconduct, including a witness or someone reporting for another person. Reports may be anonymous, although limited information may affect the School's ability to respond. The School will review available information and offer support when it can identify and contact the affected person. There is no School reporting deadline, although delay may affect available evidence or jurisdiction.

As a School policy, employees who receive information about potential sexual misconduct must promptly forward it to the coordinator or the alternate reporting contact. When practicable, employees should explain this obligation before receiving details, share information only through appropriate channels, and avoid promising confidentiality they cannot provide. Employees should not independently investigate or attempt to resolve a complaint.

A report and a formal complaint are different. The coordinator will explain this distinction and help a person understand the filing process. A formal complaint may be filed in person, by mail, or by email using the coordinator's contact information. No particular form is required. A signature or other identification of the complainant as filer and a request to investigate are required. The coordinator may sign a formal complaint when appropriate after considering available information, the complainant's wishes, safety, and the School's obligation to respond. The decision and reasons will be documented.

The School will evaluate each formal complaint under the definition and jurisdiction in Sections 2 and 3. It will investigate allegations within the formal process unless the complaint is dismissed or resolved through a permitted informal process. Related complaints may be consolidated when they arise from the same facts or circumstances, including complaints involving multiple parties or counter-complaints. Each party retains the procedural protections provided by this Policy.

M. Dismissal from the formal Title IX process

The School must dismiss an allegation from the formal Title IX process if, even if proved, it would not constitute sexual harassment under 34 CFR 106.30, did not occur in the School's education program or activity, or did not occur against a person in the United States. The School may address the conduct under Section 13 or another applicable policy after appropriate notice.

The School may dismiss a formal complaint or individual allegations if the complainant requests withdrawal in writing, the respondent is no longer enrolled or employed, or specific circumstances prevent the School from obtaining sufficient evidence to reach a determination. These grounds permit, but do not automatically require, dismissal. The School will promptly send both parties simultaneous written notice of a dismissal, its reasons, the right to appeal under Section 10, and any proposed referral to another procedure.

N. Privacy and protection against retaliation

The School will keep the identities of reporting individuals, complainants, respondents, and witnesses confidential except as permitted by FERPA, required by law, or necessary to carry out Title IX purposes, including an investigation, hearing, or related judicial proceeding. The School cannot promise absolute confidentiality or anonymity during a formal complaint process. Information will be shared as needed to provide a fair response and comply with law. Supportive measures will remain confidential to the extent that doing so does not impair their implementation.

The School will not restrict either party from discussing the allegations or gathering and presenting relevant evidence. This does not permit intimidation, retaliation, or unlawful disclosure. Public Clery disclosures and timely warnings will omit identifying information about victims. Clery statistical reporting is separate from a disciplinary finding or a criminal conviction.

Retaliation is prohibited. No person may intimidate, threaten, coerce, or discriminate against someone to interfere with Title IX rights or because that person reported, complained, testified, assisted, participated, or refused to participate in an investigation, proceeding, or hearing. Using charges for other conduct arising from the same facts to interfere with Title IX rights is prohibited. The exercise of rights protected by the First Amendment is not retaliation.

Knowingly making a materially false statement in bad faith during a grievance proceeding may be addressed under School policy. A finding of responsibility or non-responsibility alone does not establish a false statement. The School will consider the importance of reporting sexual misconduct when addressing related alcohol or drug concerns and, whenever possible, use an educational response. This does not authorize retaliatory

discipline. Retaliation concerns should be reported to the coordinator or alternate contact and will be addressed under Section 13.

O. Investigation and informal resolution

Equal treatment and written notice

The respondent is presumed not responsible until the grievance process reaches a determination. The School bears the burden of proof and of gathering sufficient evidence. All relevant evidence, including evidence supporting or contradicting an allegation, will be evaluated objectively. Credibility will not be determined by a person's status as complainant, respondent, or witness.

Upon receipt of a formal complaint, the School will provide the known parties written notice of the grievance process and any informal resolution process; the allegations and sufficient known details, including identities, conduct, date, and location; the presumption of non-responsibility; the right to an advisor of choice, who may be an attorney; the right to inspect and review evidence; and the prohibition on knowingly making false statements or submitting false information. Notice will allow sufficient time to prepare before an initial interview. Additional allegations to be investigated will be disclosed through supplemental written notice.

The investigator will interview relevant individuals and gather available evidence. Both parties will have equal opportunities to present fact and expert witnesses and other evidence, and timely, equal access to information used in formal and informal disciplinary meetings and hearings, consistent with applicable privacy protections. A party invited or expected to participate in a meeting, interview, or hearing will receive written notice of its date, time, location, participants, and purpose with sufficient preparation time.

Both parties may have an advisor of their choice at any related meeting or proceeding. The School will not limit advisor choice or presence. Reasonable restrictions on an advisor's participation outside hearing questioning will apply equally. Disability accommodations and language assistance may be requested through the coordinator.

Protected information

The School will not require, allow, rely on, or otherwise use questions or evidence protected by a legally recognized privilege unless the privilege holder waives it. The School will not access, consider, disclose, or otherwise use records made or maintained by a physician, psychiatrist, psychologist, or other recognized treatment professional or paraprofessional in connection with a party's treatment without that party's voluntary written consent for use in this process. If the party is not an eligible student under FERPA, the required consent will be obtained from the parent as defined by FERPA.

P. Evidence reviews and investigative report

Before completing the investigative report, the School will send each party and their advisor, if any, an electronic or paper copy of the evidence directly related to the allegations, subject to the protections above. This includes evidence the School does not intend to rely on and evidence supporting or contradicting the allegations from any source. Each party will have at least 10 calendar days to submit a written response. The investigator will consider those responses before completing the report.

The investigator will prepare a report fairly summarizing relevant evidence. The report is not a final determination of responsibility. The School will send it to each party and their advisor, if any, at least 10 calendar days before the hearing for review and written response. Evidence provided for inspection and review will be available at the hearing so both parties can refer to it, including during questioning. If new evidence requires further investigation, the School will provide a fair opportunity to review and respond and adjust the schedule as necessary.

Q. Time frames

Unless expressly stated otherwise, days in this Policy are calendar days. The School ordinarily aims to complete the formal process through the initial written determination within 90 days after receiving a formal complaint, excluding any appeal. The written case schedule will include the evidence review, report review, hearing, and decision stages. The School ordinarily will issue the determination within 10 days after the hearing concludes. These are School time frames and do not shorten the required review periods.

Temporary delays or limited extensions may be granted for good cause, including the absence of a party, advisor, or witness; concurrent law enforcement activity; language assistance; or disability accommodation. Both parties will receive written notice of the reason and revised time frame. Supportive measures will continue as appropriate. The School's process is independent of criminal proceedings and ordinarily will not wait for the criminal matter to conclude.

R. Voluntary informal resolution

After a formal complaint is filed and before a responsibility determination, the School may offer informal resolution when appropriate. Participation is voluntary and requires each party's written consent. The School will not require waiver of the formal grievance process as a condition of enrollment, employment, or another right. Informal resolution will not be offered to resolve allegations that an employee sexually harassed a student. Consistent with the School's existing policy, mediation will not be used in sexual assault cases.

Before consent, both parties will receive written notice of the allegations, the process requirements, circumstances under which an agreement prevents resuming the formal complaint, and consequences of participation, including records maintained or shared. Either party may withdraw before agreeing to a resolution and resume the formal process.

A trained, impartial facilitator will conduct the process. The School ordinarily aims to complete informal resolution within 30 days of written consent; extensions require good cause and written notice to both parties. Any agreement must state its terms and implementation responsibilities. Supportive measures alone do not constitute informal resolution.

S. Live hearing procedures
Hearing requirement and panel

The School will conduct a live hearing before determining responsibility for a formal complaint subject to the Title IX grievance process, unless the matter is dismissed or resolved through permitted informal resolution. Neither party is required to request a hearing. The investigator's recommendations will not become a final decision because no hearing was requested.

The School will appoint three trained, impartial hearing panel members from within or outside the School. Neither the Title IX Coordinator nor any investigator assigned to the matter may serve. Members must have no conflict of interest or bias for or against complainants or respondents generally or either party individually. The School will designate a panel chair to manage the hearing and relevance rulings.

Both parties will receive advance written notice of the panel's membership. Either party may submit a written challenge identifying a conflict of interest or bias and its basis to the coordinator at least 48 hours before the hearing, or promptly after learning of supporting information. An impartial official who is not the subject of the challenge will review it. The School will notify both parties in writing of the decision and any replacement. A necessary delay will be explained in writing with a revised schedule.

T. Participation and questioning

Hearings may occur in person or virtually. Remote participation must use technology that allows participants to see and hear one another simultaneously. At either party's request, the School will place the parties in separate rooms with technology allowing the panel and parties to see and hear the person answering questions simultaneously. Telephone-only participation will not be used in place of these hearing requirements.

Each party's advisor may ask the other party and witnesses all relevant questions and follow-up questions, including questions challenging credibility. Questioning must occur directly, orally, and in real time through the advisor, never personally by

a party. If a party has no advisor present at the hearing, the School will provide an advisor of its choice without fee or charge to conduct questioning. The advisor need not be an attorney. This provision does not promise legal representation.

Before a party or witness answers a question, the panel chair will determine whether it is relevant and explain any exclusion on relevance grounds. Panel members may also ask relevant questions. Reasonable rules for respectful conduct will apply equally and will not eliminate the required opportunity for advisor questioning.

Questions or evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to show that someone other than the respondent committed the alleged conduct, or concerning specific prior sexual behavior with the respondent and offered to establish consent. Prior consensual activity does not by itself establish consent to the conduct at issue. Privileged information and treatment records remain subject to Section 8.

The School will not automatically exclude a person's statements solely because that person does not attend or submit to questioning. The panel will evaluate the available relevant evidence and its reliability under the applicable standard. Nonparticipation alone will not be treated as proof of responsibility or non-responsibility. The School will preserve the parties' required opportunities to present evidence and ask relevant questions.

The School will create an audio or audiovisual recording, or a transcript, of the hearing and make it available to both parties for inspection and review. Attendance is limited to the parties, advisors, panel, witnesses when participating, and personnel needed to conduct the hearing or provide accommodations.

U. Determinations, Sanctions, Remedies, and Appeals

Written determination

The School uses the preponderance of the evidence standard: whether the evidence shows it is more likely than not that the alleged conduct occurred and violated the Policy. The same standard applies to all formal sexual harassment complaints against students and employees, including faculty. The panel will decide each allegation by majority vote.

The panel will issue a written determination identifying the allegations; procedural steps taken, including notices, interviews, evidence gathering, and hearings; findings

of fact; application of School policy to those facts; the result and rationale for each allegation; any disciplinary sanctions; whether remedies to restore or preserve the complainant's equal access will be provided; and the appeal procedures and permitted grounds. It will be provided simultaneously to both parties. The coordinator is responsible for effective implementation of remedies and will not substitute a separate responsibility determination for the panel's decision.

V. **Sanctions and remedies**

Possible student sanctions include a warning, required education, probation, restrictions on School access or activities, no-contact restrictions, schedule changes, suspension, or expulsion. Possible employee sanctions include a warning, required training, corrective action, reassignment, restrictions on duties or access, suspension, or termination of employment. Measures affecting third parties may include restricted access or ending a School business relationship. The sanction will reflect the conduct, seriousness, relevant circumstances, and applicable law. The written determination will identify the sanctions imposed. The School will notify both parties simultaneously in writing of any change to the result and when it becomes final.

Remedies may include the measures described in Section 4 and other appropriate steps to restore or preserve the complainant's equal access. Following a responsibility determination, remedies may be disciplinary or punitive and may burden the respondent. The coordinator will coordinate their implementation. Disciplinary sanctions ordinarily take effect when the determination becomes final; appropriate supportive measures, emergency removal, or employee administrative leave may continue under Section 4.

W. **Appeals**

Both parties may appeal a responsibility determination or dismissal of a formal complaint or individual allegations on these grounds: a procedural irregularity that affected the outcome; new evidence not reasonably available when the decision was made that could affect the outcome; or a conflict of interest or bias by the coordinator, investigator, or decision-maker that affected the outcome.

An appeal must be submitted in writing to the coordinator or alternate reporting contact within 10 days after the written determination or dismissal is sent. It must identify the grounds, supporting information, and requested action. The School will notify the other party in writing and give both parties an equal opportunity to submit a written statement supporting or challenging the outcome, ordinarily within 10 days after the appeal notice.

A trained, impartial appeal decision-maker who did not serve as coordinator, investigator, or decision-maker for the determination or dismissal will review the appeal. The appeal may affirm the decision or return the matter for identified corrective steps, further investigation, or a new hearing as appropriate. Both parties will receive the written appeal result and reasons simultaneously, ordinarily within 20 days after the statement deadline. Good-cause extensions require written notice under Section 8.

The responsibility determination becomes final when the written appeal result is provided to both parties, or, if no appeal is filed, when the appeal period expires. Where an appeal requires further proceedings, the School will explain the next steps and applicable review rights in writing.

X. Records and disclosures

The School will retain for at least seven years records of each sexual harassment investigation, written determinations, hearing recordings or transcripts, sanctions, remedies, appeals and results, informal resolutions and results, and all materials used to train coordinators, investigators, decision-makers, and informal resolution facilitators.

For each response to a report or formal complaint, the School will document its actions, including supportive measures, the basis for concluding that its response was not deliberately indifferent, and steps designed to restore or preserve equal access. If supportive measures are not provided to a complainant, the School will document why that response was not clearly unreasonable in the circumstances. These records will also be retained for at least seven years, and longer when required by law, an applicable agreement, or a preservation obligation.

Records will be maintained securely with access limited as appropriate to School duties, applicable law, and party rights. FERPA and other applicable laws govern disclosures but do not eliminate the parties' rights to evidence, hearing records, or simultaneous notices under this Policy. The School will not require a party to agree to nondisclosure as a condition of receiving the results of a proceeding involving dating violence, domestic violence, sexual assault, or stalking.

Upon written request, the School will disclose to the alleged victim of a crime of violence or a nonforcible sex offense the results of a disciplinary proceeding against the student alleged to have committed the offense, as required by applicable law. If the alleged victim is deceased because of the offense, the next of kin may make that request. Other disclosures will be made as permitted or required by law.

Y. Training prevention and policy distribution

Before serving, coordinators, investigators, decision-makers, and informal resolution facilitators will receive training appropriate to their responsibilities on the sexual harassment definition, program or activity scope, investigations, hearings, appeals, informal resolution, and impartial service. Training will address avoiding prejudice, conflicts of interest, and bias. Investigators will receive training on relevance and preparing a fair investigative report. Decision-makers will receive training on hearing technology, relevant questions and evidence, and applicable protections concerning sexual history. Training materials will not rely on sex stereotypes and will promote impartial handling of complaints.

Officials conducting proceedings involving sexual assault, dating violence, domestic violence, or stalking will receive annual training on these issues and on conducting investigations and hearings that protect victims' safety and promote accountability. The School will make materials used to train Title IX personnel publicly available on its website, consistent with 34 CFR 106.45(b)(10).

The School will provide primary prevention and awareness programming for incoming students and new employees and ongoing prevention and awareness activities for students and employees addressing sexual assault, dating violence, domestic violence, and stalking. These activities will include prohibited conduct, consent, reporting and assistance options, safe bystander intervention, and risk reduction without assigning responsibility for misconduct to the person affected. The ASR will describe the actual programs and applicable local definitions; the coordinator will maintain records of activities delivered.

The School will prominently publish the coordinator's contact information and nondiscrimination notice on its website and in handbooks and catalogs. Applicants for admission and employment, students, employees, and any unions or professional organizations holding agreements with the School will receive the applicable notice and information about reporting and grievance procedures. Policy updates and available assistance will be communicated through School publications, orientation, and other appropriate channels.

Z. Other complaints and policy administration
Other sex discrimination and retaliation

Student and employee complaints of sex discrimination or retaliation that do not require the formal sexual harassment process may be made verbally or in writing to the coordinator or alternate reporting contact. Examples include discriminatory

treatment in education or employment and pregnancy-related discrimination. The School will provide prompt and equitable resolution and appropriate support. This section does not change the School's separate attendance, leave, pregnancy, disability, or employment policies; those policies remain subject to applicable law and any binding OCR requirements.

The School will notify the parties of the allegations and the procedure to be used, assign an impartial investigator, and provide equal opportunities to submit information, identify witnesses, and respond to relevant evidence. An impartial decision-maker separate from the investigator and any person accused in the complaint will evaluate the information using the preponderance standard and issue a written outcome explaining the findings, reasons, and corrective action as appropriate. The School ordinarily aims to issue this outcome within 60 days after receiving the complaint. The parties may appeal using the grounds, equal opportunities, independent reviewer, and deadlines in Section 10. Good-cause extensions require written notice.

AA. Other sexual misconduct

Sexual misconduct outside the formal Title IX definition or jurisdiction may be addressed under the preceding procedure with written notice of the specific School prohibition. When the allegations involve sexual assault, dating violence, domestic violence, or stalking, the School will additionally use the evidence review, advisor, live hearing, written determination, and appeal protections in Sections 8 through 10 as a School policy choice, even if federal Title IX jurisdiction is absent. The 90-day target applies to those proceedings. This preserves the separate protections required by Clery and does not expand federal Title IX jurisdiction.

BB. Effective date and revisions

This Policy takes effect on the date approved by the School following legal review. The School will identify the applicable policy and procedure for a matter in its written notice, taking account of the date of alleged conduct, governing law, and any applicable OCR agreement. The School will not change procedures during a matter in a way that denies required rights or treats the parties unequally. Changes will be dated and communicated. The coordinator will review the Policy periodically and arrange revisions when needed.

9. Information & Cyber Security Program (FTC Safeguards Compliance)

To satisfy the Department of Education's consumer protection requirements and the FTC Safeguards Rule (16 C.F.R. 314.4), The Barber School operates an Information Security Program.

Program Oversight & Governance

- **Qualified Individual:** Richard Hite is the designated Qualified Individual responsible for overseeing, implementing, and enforcing the information security program.
- **Administrative Duties:** Institutional leadership retains ultimate compliance responsibility, directs the Qualified Individual, and requires all third-party service providers to maintain equivalent, contractually bound data safeguards.

Risk Assessments & Technical Safeguards

1. **Risk Identification:** The program is grounded in a periodic risk assessment evaluating foreseeable internal and external risks to the security, confidentiality, and integrity of student and customer information.
2. **Access Controls:** Technical and physical access controls permit information access solely to authorized users who require the data to perform their defined operational duties.
3. **Data Encryption:** Customer information must be encrypted both in transit over external networks and at rest. Alternative compensating controls must be formally approved in writing by the Qualified Individual if encryption is technically unfeasible.
4. **Multi-Factor Authentication (MFA):** MFA is required for any individual accessing the school's information systems containing customer data.
5. **Secure Disposal:** Customer data must be securely disposed of no later than two years after its last operational use, unless retention is legally mandated or required for active operations.
6. **System Monitoring:** System security is evaluated using continuous monitoring or penetration testing alongside system vulnerability scans conducted at least every six months and following any material operational updates.

