



## **Make-up Designory's Campus Security Report – Los Angeles**

Make-up Designory is providing the following information to all of its employees and enrolled students as part of the school's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you have any questions about any of the information provided in this report, please contact the School Director, Liz Hope, Make-up Designory, 129 S. San Fernando Blvd., Burbank, CA 91502, (818) 729-9420.

### *Preparing and Reporting the Annual Disclosure of Crime Statistics –*

In accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the school director prepares this report in cooperation with the local law enforcement agencies surrounding our main campus and off campus facilities. Campus crime, arrest and referral statistics include those reported to the school director and local law enforcement agencies. This report is distributed to every enrolled student and employee on an annual basis. Enrolled students receive a copy of this report with their enrollment paperwork. Faculty and staff receive the report in their mailbox or in their new employee packet. Copies of the report may also be obtained by enrolled students, prospective students, faculty, staff, or prospective employees by contacting Amanda Brass, Director of Career Services at (818) 729-9420.

Make-up Designory does not offer on campus housing nor does this institution recognize any off-campus student organizations that would be covered under this report

### *Access Policy –*

The school is open to students, parents, employees, contractors, guests, and invitees Monday through Friday, 8am to 5pm. The MUD Shop is open Monday through Friday, 9am – 7pm and on Saturday, 10am – 5pm. During non-business hours, access to all school facilities is by key, if issued.

## *Campus Crime Prevention and Security Awareness -*

Students and employees are informed about campus security and crime statistics before initial attendance or employment. Crime prevention and security awareness programs are not offered by the school. A common theme of all crime prevention and security awareness programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. The following should be considered:

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

### *Timely Warnings – Campus Crime Alert*

The purpose of a timely warning is to alert the campus community of an occurrence of a crime that poses an ongoing threat to the campus community and to heighten safety awareness of students and employees in a manner that will aid in the prevention of similar crimes. Make-up Designory initiates contact with the Burbank Police Department to ensure that we are aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for a campus crime alert. In the event that a situation arises, either on or off campus, that, in the judgment of the school director, constitutes an ongoing or continuing threat, a Campus Crime Alert will be issued. The alert will be issued in writing by the school director to students and employees. The alert will be disseminated in class to students, put in employee mailboxes and will be posted in the student library. Anyone with information warranting an alert should report the circumstances to the School Director, Liz Hope, by phone (818) 729-9420 or in person at the administrative offices located at 250 E. Olive Avenue, Burbank, CA 91502.

### *Reporting of Criminal Offenses and Emergencies*

Students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents accurately and in a timely manner. Any suspicious activity or person seen in the parking lots, loitering around vehicles or inside buildings should be reported to the Burbank Police Department at (818) 238-3000. In addition, you are encouraged to also report the crime to the School Director, Liz Hope, or other authorized school personnel, at (818) 729-9420. To ensure accurate and prompt reporting of all crimes, the authorized school personnel will take a full written statement from the involved parties and witnesses at all reported emergency or criminal incidents.

The written statements are included a part of a written report, and such statements may be used by campus security personnel and local/state law enforcement authorities for the purpose of criminal apprehension and/or crime prevention. The institution's administrative staff for the purpose of disciplinary action may also review criminal incidents.

Emergencies should be reported directly to the Burbank Police Department at (818) 238-3000 or by calling 911. Make-up Designory does not have pastoral or professional counselors available.

### *Voluntary Confidential Reporting Procedures –*

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

### *Campus Law Enforcement –*

Make-up Designory does not have security personnel or campus police. The purpose and authority of campus personnel is limited to securing the premises and protecting the facility. The enforcement authority of campus personnel is limited to the enforcement of campus rules and regulations. Incidents that go beyond the scope of campus personnel are referred to and investigated by the local enforcement agency (as applicable).

### *Drug-Free and Alcohol-Free Policy –*

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Act (Public Law 101-226) and Drug-Free Workplace Act of 1988 (Public Law 101-690), this policy is provided to all enrolled students, staff and faculty annually.

This school is committed to maintaining a drug-free school and drug-free workplace. Drug and alcohol abuse can lead to liver, heart and other chronic disease. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or place open to the public is illegal. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy. To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

Employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five calendar days after the drug offense.

This school will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education within ten calendar days after receiving the notice of conviction to the: Director of Grants and Services; United States Department of

Education, 400 Maryland Avenue S.W., Room 3124, GSA Regional Office Building No. 3, Washington, D.C. 20202-5140.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Students and employees are encouraged to seek substance abuse treatment. Those students and employees seeking treatment will be referred to a local treatment center.

Drug and Alcohol Treatment Centers:

- Los Angeles County Alcohol and Drug Program (800) 564-6600  
18646 Oxnard St., Tarzana, CA 91356 <http://www.tarzanatc.org>.
- Alcoholics Anonymous (818) 843-0168  
243 E. Angeleno Ave., Burbank CA 91502
- Providence Saint Joseph Medical Center (818) 843-5111  
501 S. Buena Vista St., Burbank, CA 91505

#### *Drug Violation Penalty Notice -*

At the discretion of the administration, a student may be placed on a two-week probation or dismissed, and the enrollment terminated, for violating the school's published Rules of Conduct. Violations include, but are not limited to: being under the influence, consuming, selling, or possession of drugs or alcohol on school premises; exhibiting disobedient or disrespectful behavior to another student, administrator or faculty member; violating local, state or federal law; or failure to meet financial obligations. If the student is terminated, MUD will calculate a refund. Please refer to the Cancellation and Refund Policy, and, if applicable, the Return of Title IV Funds Policy, for more information.

Eligibility for federal student aid may be affected if the student has a drug-related conviction but can be reinstated at an earlier date with the completion of an acceptable drug rehabilitation program. The Financial Aid Office will provide notification to the student within 30 days of learning of the drug conviction. The notification will include how their aid is affected and what they can do to regain their eligibility. For more information on federal student aid eligibility and/or acceptable drug rehabilitation programs, please see the Financial Aid Office.

#### *Biennial Review –*

A review of our Drug & Alcohol Abuse Prevention Program was completed for the prior two years ending September 30, 2009. In this cohort, 8 drug and alcohol violations occurred on campus; no fatalities. No violations or fatalities occurred as part of any of the school's activities. Sanctions were posed on the 8 student's committing the violations. All 8 students' were placed on probation, 1 of which was expelled.

#### *Weapon-Free Campus -*

Weapons are not allowed on campus at any time. Weapons include but are not limited to firearms, tasers, knives, pellet guns, BB guns, batons or brass knuckles.

## *Sexual Assault Prevention, Policy and Procedures –*

Make-up Designory's School Services Department educates its students about sexual assault and date rape on their first day of class. Literature on sexual assault prevention is provided to each student. Additional Sexual assault prevention information is available online through U.S Department of Health and Human Services at: <http://www.4woman.gov/FAQ/sexualassault.htm> or contact the National Women's Health Information Center at (800) 994-9662.

Victims of sexual assault or rape should follow these recommended steps:

- 1) Go to a safe place.
- 2) Contact someone who can help you, a friend, the police, a relative, anyone you can trust.
- 3) If you plan to make a police report, do not shower, drink, eat, douche, urinate, or change your clothes. If you must urinate, try to capture the urine in a plastic or glass cup for evidence testing. If you must change clothes, put the items in separate paper bags to be used in evidence testing. Do not use plastic bags; they contaminate evidence. Try not to disturb the scene, if the assault occurred in your residence.

Should a student be sexually assaulted, it is the student's option to notify the appropriate law enforcement authorities including on-campus officials and local police. At the student's request, institutional personnel will assist the student in notifying the proper authorities.

To report the assault to the local police, call 911. Make-up Designory does not have on-campus services available. It is recommended that victims call a rape crisis center.

Rape Crisis Centers:

- California Coalition Against Sexual Assault (800) 656-4673  
<http://www.calcasa.org>
- National Sexual Assault Hotline (800) 656-4673  
[www.rainn.org](http://www.rainn.org) (24 hour assistance)
- St. Joseph's Medical Center 1.818.843.5111 (ask for emergency)  
501 S. Buena Vista St, Burbank, CA 91505

Victims are strongly encouraged to call the police and report the rape. Remember that time is a critical factor for evidence collection and preservation. Reporting the rape to the police is up to the victim. It is important to remember that reporting a rape is not the same as prosecuting a rape. At the victim's request, the school will assist in identifying off-campus counseling or mental health services.

Any sexual assault should be reported directly to the School Director, Liz Hope. Filing a report with the school official will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from school officials. At the student's request, school personnel will assist the student in notifying the proper authorities.

At the student's request, Make-up Designory will change a victim's academic and living situations after an alleged sexual offense as are reasonably available including rescheduling of classes and relocation of housing. Make-up Designory will allow a victim to break their housing

contract with the school but the school is not responsible to pay for a private apartment for the student.

#### *Disciplinary Action and Sanctions –*

Disciplinary action and sanctions will be taken in cases of an alleged sex offense. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sexual offense. For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following the final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sexual offenses, may include warning, probation, suspension or termination.

#### *Sexual Offender Registration –*

California's Megan's Law provides the public with certain information on the whereabouts of sex offenders so that members of our local communities may protect themselves and their children. Information such as how to protect yourself and your family, facts about sex offenders and a list of all registered sex offenders in California is available online through the Office of Attorney General's website at: <http://www.meganslaw.ca.gov>.

#### *Campus Crime Statistics –*

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Make-up Designory; and on public property within, or immediately adjacent to and accessible from, the campus. Make-up Designory does not recognize any off-campus student organizations that would be covered under this report.



## CAMPUS CRIME STATISTICS

OFFENSE	ON CAMPUS 129 S. San Fernando Blvd. 250 E. Olive Ave.			NON CAMPUS* 350 S. San Fernando Blvd.			PUBLIC PROPERTY 150 S. San Fernando Blvd.		
	2006	2007	2008	2006	2007	2008	2006	2007	2008
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	NA	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	NA	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0	NA	0	0	0	0	0
SEX OFFENSES, NON- FORCIBLE	0	0	0	NA	0	0	0	0	0
ROBBERY	1	0	0	NA	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	NA	0	1	0	0	0
BURGLARY	0	0	0	NA	0	1	0	0	0
MOTOR VEHICLE THEFT	0	0	0	NA	0	0	0	0	0
ARSON	0	0	0	NA	0	0	0	0	0
LARCENY-THEFT	NA	NA	NA	NA	NA	NA	NA	NA	NA
SIMPLE ASSAULT	NA	NA	NA	NA	NA	NA	NA	NA	NA
INTIMIDATION	NA	NA	NA	NA	NA	NA	NA	NA	NA
VANDALISM	NA	NA	NA	NA	NA	NA	NA	NA	NA
LIQUOR LAW ARRESTS	0	0	0	NA	0	0	0	0	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	NA	0	0	0	0	0
DRUG LAW ARRESTS	0	0	0	NA	0	0	0	0	0
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	NA	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION ARRESTS	0	0	0	NA	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	NA	0	0	0	0	0

\*Crimes reported in MUD's housing facilities are reported in this category.

**Codes**

H - *indicates* Hate Crime for the Offense, # Committed and Type: Race, Gender, Religion, Sexual Orientation, Ethnicity or Disability

RF - *indicates* Offense was Reported in the Residential Facility and # Committed (these are Included in the Non Campus Category)

NA - Data Collection Not Required for this year and/or offense