

# MITSU SATO HAIR ACADEMY 2015 ANNUAL SECURITY & CRIME REPORT

Administrative offices located at:

9062 Metcalf Avenue  
Overland Park, KS 66212  
913-341-7286

Updated February 2016

In order to be compliant with the federal *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* reporting requirements, Mitsu Sato Hair Academy's financial aid department prepares an Annual Security Report and distributes notifications of the report's availability by October 1st of each year.

Mitsu Sato Hair Academy has prepared this report and made it available to all current students, faculty and prospective students. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school's policies and procedures concerning safety and security. An example of policies addressed is responding to emergency situations and sexual offenses. Three years worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the academy or public property with or immediately adjacent to the campus. This report is additionally online at [www.mitsusatohairacademy.com](http://www.mitsusatohairacademy.com). You may request a copy from the Administration Office of Mitsu Sato Hair Academy located at 9062 Metcalf, Overland Park, KS 66212.

*Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* require that our institution report crimes on campus, and campus buildings or properties that meet the following criteria:

- The institution owns or controls them;
- They are reasonably contiguous to one another;
- They directly support or relate to the institution's educational purposes

Mitsu Sato Hair Academy has adopted the reporting geography of the following locations: 9062, 9066, 9070 and 9078 Metcalf Avenue, Overland Park, KS 66212. Mitsu Sato Hair Academy does not have any recognized student organizations with non-campus locations and therefore does not monitor or record criminal activity that may take place at such locations nor maintain any records of incidents at such locations.

Mitsu Sato Hair Academy is accessible to staff, students, guests, vendors and contractors during normal business hours of operation. During non-business hours, the building is secured with door locks and alarms and the building is only accessible to authorized key holders. The academy may have regular inspections and maintenance work performed to insure that the academy's security measures remain effective.

Mitsu Sato Hair Academy does not employ campus security personnel, have a campus police department, nor maintain agreements or working relationships with local law enforcement agencies.

Campus crime statistics include those reported to the Administrative Offices, other campus officials and those reported to us by local law enforcement agencies as a result of our request for such data. These statistics may also include crimes that have occurred in public areas not controlled by the school, but utilized by our students and faculty. Mitsu Sato Hair Academy does not have arrest authority but works closely with the Overland Park Police Department.

Providing a safe environment for students and faculty of Mitsu Sato Hair Academy is of the highest priority. Therefore, all students and faculty are required to report all crimes and public safety related incidents to the school owner, administrator, other staff and Overland Park Police Department in a timely manner. Only by prompt reporting of crime and subsequent action by appropriate authorities can issues be quickly investigated and resolutions effected. By making accurate and prompt reports the community, students, faculty and guests help increase safety for all. In the event of a serious threat contact emergency response by dialing 911.

If you are a victim or witness a crime and do not want to pursue action within the school system or the criminal justice systems, you may still want to consider making a confidential report. With your permission, the school administrator can file a report on the details of the incident without revealing your identity. The purpose of the 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 accurate record of the number of incidents involving students and staff, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the school community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Criminal offenses may be reported in person or in writing to the Administrative offices of Mitsu Sato Hair Academy at 9062 Metcalf, Overland Park, KS 66212 or by calling 913-341-7286.

Mitsu Sato Hair Academy is committed to providing an educational, employment and business environment that is free of sexual harassment and sexual violence. Due to the length of our program Mitsu Sato Hair Academy does not host an annual crime prevention assembly for the students and staff. All students are required to attend orientation on the first day of class. Orientation

will include education and information about campus security, safety measures, timely reporting of a crime, sexual harassment, dating violence, domestic violence, sexual assault and stalking. The student will be informed on who to contact regarding crimes on campus and steps to take if they are a victim of a crime off campus or during non school hours. Students will be provided with information about additional resources available to them within the community for additional counseling. Additionally, Mitsuo Sato Hair Academy will periodically invite a member of law enforcement to come to the academy to give a presentation to the students and staff on the above topics and how to avoid becoming a victim. New staff members will be educated on the same material during employee orientation.

All employees and students are encouraged to be responsible for their own security and the security of others. Good safety practices include doing the following:

- Avoid isolated areas and dimly lit places. Always be aware of your surroundings
- Make sure your cell phone is always with you and charged in case you need to call for help
- Use a buddy system, especially when walking around at night
- Avoid being alone with someone you don't know or trust
- Carry a noisemaker, such as a whistle, and a small flashlight on your keychain
- Avoid giving out personal information to someone you don't know (phone number, address, etc)
- In case of emergency, dial 911

Mitsuo Sato Hair Academy does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage drinking laws. Additionally, Mitsuo Sato Hair Academy does not permit the possession, use manufacture or sale of illegal drugs by its employees and students and adheres to and enforces all state and federal drug laws. The violation of these policies by students or employees may result in suspension, termination and/or arrest. To learn more about the academy's Drug and Alcohol Policy please refer to the disclosure located on the academy website at [www.mitsusatohairacademy.com](http://www.mitsusatohairacademy.com) and the student catalogue.

Mitsuo Sato Hair Academy does not provide professional counseling for those seeking assistance with drug or alcohol abuse, however is available to assist employees and students in locating a program that best suits the individual's needs.

Referral and Hotline Information:

National Institution on Drug Abuse (M-F 8:30 a.m. - 4:30 p.m)	1-800-662-HELP
National Alcohol and Drug Abuse Hotline	1-800-234-0420
Cocaine Helpline	1-800-COCAINE
Reach-Out Hotline	1-800-522-9054

(Alcohol, drug-crisis, intervention, mental health referral)

The *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act* require reporting of specific criminal act reports-not necessarily convictions. Just because a criminal act, or suspicion of such an act was reported does not necessarily indicate that such an act actually occurred or that specific individuals were convicted of such an act. The Clery requirements are for disclosure of reports of criminal activity, or suspected criminal activity.

In the event the academy conducts a hearing or brings disciplinary sanctions to an individual purported to have committed a crime the proceedings and records will be kept confidential to the extent permitted by law. However all parties will be notified in writing, concurrently about the outcome of the complaint. If the victim of a crime of violence or non-forcible sex offense is deceased as a result of the crime or offense, the results of the disciplinary proceedings shall be provided upon request to the next of kin of the alleged victim.

The Kansas Bureau of Investigation provides a database of registered sex offenders which allows the public to search for information regarding registered sex offenders within the state. The database can be located at [www.kbi.ks.gov/registeredoffenders](http://www.kbi.ks.gov/registeredoffenders). You may also refer to the national database provided by the United States Justice Department at [www.nsopw.gov](http://www.nsopw.gov).

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

**Domestic Violence:** A felony or misdemeanor crime of violence committed by one of the following: 1) a current or former spouse or intimate partner of the victim, 2) a person with whom the victim shares a child in common, 3) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, 4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, 5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting Program.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.,

**Consent:** Consent is a voluntary, knowing, active, and affirmatively communicates willingness to participate in a particular sexual activity or behavior.

Sexual harassment and acts of sexual assault, including rape, acquaintance rape, and other forcible and non-forcible sex offenses, domestic violence, and stalking are prohibited by Mitsu Sato Hair Academy. Mitsu Sato Hair Academy encourages the prompt and accurate reporting of all sexual harassment and acts of sexual assault, including rape, acquaintance rape, and other forcible and non-forcible sex offenses, domestic violence, and stalking. A student or employee who feels that he or she is the victim of any of these crimes has the right to register a grievance through the following procedures. Victims will also be provided a written notification of these procedures.

A student or employee who feels they are the victim of sexual harassment may attempt to resolve the matter by bringing a complaint to the Academy Owner or Administrator. The Academy Owner or Administrator will, with the permission of the complainant, attempt to resolve the conflict informally by informing the individual alleged to have caused the grievance the the complaint has been filed, seek to find the facts, and if both parties wish, arrange a meeting to try to resolve the differences. If the attempt at informal resolution is unsuccessful, or if the complainant deems that the informal resolution is undesirable, the Academy Owner or Administrator will stop the informal resolution process and assist the complainant in filing a formal complaint.

In the event of sexual violence, domestic violence, dating violence, and stalking, a formal complaint process will be used. The complainant will address their complaint to the Academy Owner or Administrator. A formal complaint will be made in writing by the complainant, addressed to one of the above mentioned individuals, stating in detail the nature of the complaint, any relevant dates, and the names of any potential witnesses. If the situation is deemed to be an emergency by the Academy Owner or Administrator, the individual alleged to have caused the grievance or complaint may be temporarily suspended pending the outcome of the case.

Anyone who feels they have been the victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking should notify the proper school official immediately. The alleged victim also has the option to notify appropriate law enforcement authorities, including local police. The School Owner or Administrator will assist in notifying these authorities, if the victim so chooses. The victim also has the right to decline to notify such authorities. Notification of the alleged offense should occur immediately due to the importance of preserving evidence as may be necessary for the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order. Victims may also have rights regarding obtaining orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court. Any student or employee who reports that they have been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense has occurred on or off campus, will be provided with written information explaining their rights and options regarding procedures following the offense, procedures for disciplinary action and sanctions imposed, victim confidentiality, counseling services, and accommodation options. If a student or staff member is the victim of sexual harassment, domestic violence, dating violence, sexual assault or stalking off campus or during non-business hours, they should contact local law enforcement immediately without waiting for the academy to reconvene.

All incidents of sexual harassment, domestic violence, dating violence, sexual assault or stalking reported to the owner or administrator or provided by the local law enforcement agencies will be included in the *Campus Crime and Security Report* whether it was an on campus or off campus occurrence and every measure will be taken to protect the identity of the victim.

All proceedings and records concerning sexual harassment, sexual assault, domestic violence, dating violence and stalking complaints shall be confidential to the extent permitted by law and Mitsu Sato Hair Academy will protect the confidentiality of victims, including ensuring that any publicly available recordkeeping will be accomplished without the inclusion of identifying information

about the victim. Such proceedings shall provide a prompt, fair, and impartial investigation and resolution and be conducted by individuals qualified to conduct an investigation and hearing process that protects the safety of victims and promote accountability. In the event of a formal complaint in writing, the school officials receiving the complaint will initiate an investigation within two weeks to determine whether there is a reasonable basis for taking action. A preponderance of the evidence will be used as the standard of evidence during any institutional conduct proceeding arising from a complaint regarding sexual assault, domestic violence, dating violence and stalking. Mitsu Sato Hair Academy officials need not wait for the conclusion of a criminal investigation or criminal proceeding to begin their own investigation and, if needed, may take immediate steps to protect the student in the educational setting. The alleged victim also has the right to change their academic or working situation after an alleged sex offense occurs, if requested and reasonably available.

The accused and the accuser are entitled to the same opportunities to have others present during the institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. The accused and the accuser shall be simultaneously informed, in writing, of the following: 1) the outcome of any institutional disciplinary proceedings with respect to the alleged sex offense, domestic violence, dating violence, or stalking, 2) the institutions procedures for the accused and the victim to appeal the results of the institutional disciplinary proceedings, 3) any change to the results that occurs prior to the time that such results become final, 4) when such results become final.

Following a final determination of an institutional disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking, possible sanctions for substantiated accusations include suspension or termination of employment or a student's enrollment. Alleged sexual violence against another may also constitute a crime resulting in additional, independent law enforcement investigation beyond the internal procedures of Mitsu Sato Hair Academy. Additionally, a student or employee who falsely accuses another individual of sexual harassment, sexual violence, domestic violence, dating violence, or stalking in bad faith may be subject to disciplinary action.

Mitsu Sato Hair Academy does not employ professional counselors however the staff will assist all victims in locating a source for counseling or advisement. Some sources available to victims:

Battered Women's Hotline	816-861-6100
Domestic Violence Advocate	913-715-3320
Metropolitan Organization to Counter Sexual Assault (MOCSA)	816-995-1000 or 1-800-779-7233
Kansas Crisis Hotline	1-888-363-2287

Upon notification and identification of a *Clery Act* reportable crime that occurs on academy premises or surrounding the general geographic area and represents a serious or continuing threat to the health and safety of students and staff, the School Owner or Administrator will issue a Timely Warning Notification as soon as pertinent information is available to prevent further occurrences. The notification may be given verbally during class time or may be sent to students and staff in written communication, such as email. The notification will not divulge the name or other identifying information of the victim.

In the event that an emergency evacuation becomes necessary during class/business hours, the Academy Owner or Administrator will make an announcement over the public address system, advising the students and staff of the emergency and what evacuation procedures to follow (i.e. exit from the front or rear of the building and a designated meeting area for the purpose of verifying attendance). Staff and students will be given evacuation procedures during orientation and the academy will conduct drills twice annually. The school owner or administrator will be responsible for contacting appropriate authorities in the event of an emergency (i.e. police or fire department). Every effort will be given to contact staff and students not on the premises at the time of evacuation to avoid arriving at the academy until further notice.

The Administrative office of Mitsu Sato Hair Academy in conjunction with the Overland Park Police Department has compiled the following statistics based on reported instances. Please refer to Page 1 of the *Campus Security and Crime Report* to see what area the report encompasses.

	2013		2014		2015	
<b>Criminal Offense Reported</b>	<b>On Campus</b>	<b>Public Property</b>	<b>On Campus</b>	<b>Public Property</b>	<b>On Campus</b>	<b>Public Property</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses-Forcible	0	0	0	0	0	0
Sex Offenses-Non Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
<b>Arrests Reported</b>						
Weapons Law Violated	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
<b>Referred for Disciplinary Action</b>						
Weapons Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

2013: No hate crimes reported  
 2014: No Hate crimes reported  
 2015: No Hate crimes reported

