

---

***SOUTH HILLS & NORTH HILLS  
BEAUTY ACADEMY***

---

---

---

*HEA CAMPUS SAFTY*

---

---

---

*Emergency Action Plan*

---

**2025/2026**

# EMERGENCY ACTION PLAN

For

Facility Name: South Hills Beauty Academy

Facility Address: 3269 West Liberty Avenue  
Pittsburgh Pa 15216

## Branch campus

Facility Name: North Hills Beauty Academy

Facility Address: 813 West View Park Drive  
Pittsburgh Pa 15229

## EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL (Highest Ranking Manager  
at

Name: Mary Pernatozzi (South Hills) P h o n e :  
North Hills Beauty Academy (412)-561-3381

Name: Denise Merico (North Hills) P h o n e : ( 4 1 2 )  
931-8553

EMERGENCY COORDINATOR:

Name: Mary Pernatozzi P h o n e :  
(412)561-3381

Name: Denise Merico (South Hills) P h o n e : ( 4 1 2 )  
931-8553

	South Hills	North Hills
FIRE DEPARTMENT	911 or 412-473-3056	911 or 931-2800
AMBULANCE	911	911
POLICE	911 or 412-473-3056	911 or 412-931-2800
SECURITY	412-848-8972	911
BUILDING MANAGER	412-680-2442 MARY PERNATOZZI	412-680-2442 MARY PERNATOZZI

South Hills Beauty Academy

## EMERGENCY PHONE NUMBERS

### UTILITY COMPANY EMERGENCY CONTACTS

(Specify name of the company, phone number and point of — contact)

ELECTRIC: Duquesne Light 1-888-393-7000 (south and north)

—  
—

WATER: South Hills: PAW 1-800-565-7292

North Hills: West View Water Authority 412-931-6255

GAS (if applicable): South Hills: Colombia Gas 1-888-460-4332 North Hills: Peoples Gas 1-800-400-4271

TELEPHONE COMPANY: South Hills Beauty Academy

Verizon: 1-877-255-2265

North Hills Beauty Academy

Comcast: 1-800-891-3000

## EVACUATION ROUTES

- Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:
  1. Emergency exits
  2. Primary and secondary evacuation routes
  3. Locations of fire extinguishers 4. Fire alarm pull stations' location
  - a. Assembly points
  
- Site personnel should know at least two evacuation routes.

## EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL
  - FIRE
  - SEVERE WEATHER
  - BOMB THREAT
  - EXTENDED POWER LOSS
  - OTHER (specify)\_\_\_\_\_
- (e.g., terrorist attack/hostage taking)

### MEDICAL EMERGENCY

- Call medical emergency phone number (check applicable):

Paramedics

Ambulance

Fire Department

Other

Provide the following information:

a. Nature of medical emergency,

b. Location of the emergency (address, building, room number), and

c. Your name and phone number from which you are calling. •

Do not move victim unless absolutely necessary.

● If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).

2. Clear the air passages using the Heimlich maneuver in case of choking.

● In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

## FIRE EMERGENCY

When fire is discovered:

● Activate the nearest fire alarm

● Notify the local Fire Department by calling: South Hills: 412-473-3056  
North Hills: 412-931-2800

● If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):

Voice

Radio

Communication

O t h e r  
(specify)

Phone Paging

Fight the fire ONLY if:

● The Fire Department has been notified.

● The fire is small and is not spreading to other areas.

- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures
- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area. • Assist all physically challenged employees in emergency evacuation.

## EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss.
- Fire sprinkler system
- Standpipes
- Potable water lines
- Toilets
- Add propylene-glycol to drains to prevent traps from freezing

- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

## TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: \_\_\_\_\_

TIME: \_\_\_\_\_

DATE: \_\_\_\_\_

CALLERS IDENTITY SEX: Male Female Adult Juvenile APPROXIMATE AGE: \_\_\_\_\_

ORIGIN OF \_\_\_\_\_

CALL: Local

Long Distance \_\_\_\_\_

Telephone Booth \_\_\_\_\_

CHARACTERISTICS  
 \_\_\_\_\_ Soft  
 \_\_\_\_\_ Deep  
 \_\_\_\_\_ Pleasant  
 \_\_\_\_\_ Other  
 \_\_\_\_\_  
 SPEECH  
 \_\_\_\_\_ High  
 \_\_\_\_\_ Raspy Stutter  
 \_\_\_\_\_ Intoxicated

CHARACTERISTICS

\_\_\_\_\_ Soft  
 \_\_\_\_\_ Deep  
 \_\_\_\_\_ Pleasant  
 \_\_\_\_\_ Other

VOICE

\_\_\_\_\_ Slow  
 \_\_\_\_\_ Distorted  
 \_\_\_\_\_ Nasal

CHARACTERISTICS

\_\_\_\_\_ Fast  
 \_\_\_\_\_ Distinct  
 \_\_\_\_\_ Slurred  
 \_\_\_\_\_ Other

LANGUAGE

\_\_\_\_\_ Excellent  
 \_\_\_\_\_ Fair  
 \_\_\_\_\_ Foul  
 \_\_\_\_\_ Good  
 \_\_\_\_\_ Poor  
 \_\_\_\_\_ Other

BACKGROUND NOISES

\_\_\_\_\_ Factory  
 \_\_\_\_\_ Machines  
 \_\_\_\_\_ Music  
 \_\_\_\_\_ Office  
 \_\_\_\_\_ Machines  
 \_\_\_\_\_ Street  
 \_\_\_\_\_ Traffic  
 \_\_\_\_\_ Trains  
 \_\_\_\_\_ Animals  
 \_\_\_\_\_ Quiet  
 \_\_\_\_\_ Voices  
 \_\_\_\_\_ Airplane  
 \_\_\_\_\_ Parties  
 \_\_\_\_\_ Atmosphere

ACCENT/MANNER

Local Calm  
 Foreign Rational  
 Race Coherent  
 Deliberate Emotional Righteous  
 \_\_\_\_\_ Angry  
 \_\_\_\_\_ Irrational  
 \_\_\_\_\_ Incoherent  
 \_\_\_\_\_ Laughing

BOMB FACTS

When will it go off? Certain  
 Hour \_\_\_\_\_

Time Remaining  
 \_\_\_\_\_

Where is it located? Building \_\_\_\_\_

Area \_\_\_\_\_

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

What kind of bomb? \_\_\_\_\_

What kind of package? \_\_\_\_\_

How do you know so much about the bomb? \_\_\_\_\_

What is your name and address? \_\_\_\_\_

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial \*57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call Security at 412-848-8972 and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor immediately.

## SEVERE WEATHER AND NATURAL DISASTERS

Tomaso:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and -
  - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.

- Remain sheltered until the tornado threat is announced to be over.

#### Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

#### Flood:

##### If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

##### If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

#### Hurricane:

- The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours. Once a hurricane watch has been issued:
  - Stay calm and await instructions from the Emergency Coordinator or the designated official.
  - Moor any boats securely or move to a safe place if time allows.
  - Continue to monitor local TV and radio stations for instructions. • Move early out of low-lying areas or from the coast, at the request of officials.
  - If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.
  - Collect drinking water in appropriate containers.

Once a hurricane warning has been issued:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Leave areas that might be affected by storm tide or stream flooding. During a hurricane:
- Remain indoors and consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and -
  - Rooms constructed with reinforced concrete, brick, or block with no windows.

#### Blizzard:

##### If indoors:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
- Close off unneeded rooms or areas.
- Stuff towels or rags in cracks under doors. - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available. If outdoors:
- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
- Prepare a lean-to, wind break, or snow cave for protection from the wind.
- Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
- Do not eat snow. It will lower your body temperature. Melt it first.

##### If stranded in a car or truck.

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked. • Make yourself visible to rescuers.
- Turn on the dome light at night when running the engine.
- Tie a colored cloth to your antenna or door.
- Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

## TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

### South Hills Beauty Academy

---

Mary Pernatozzi -	Administration	Contact authority and Assist in Evacuation
-------------------	----------------	--

---

Mary Pernatozzi -	Supervisor	Contact authority and Assist in Evacuation
-------------------	------------	--

---

### North Hills Beauty Academy

---

Denise Merico —	Supervisor	Contact authority and Assist in Evacuation
-----------------	------------	--

---

## TITLE IX POLICY

### Sexual Harassment and Sexual Violence Policy

South Hills and North Hills Beauty Academy is committed to providing a safe educational environment which is free of violence, harassment and discrimination. Therefore, in accordance with Title IX of the Education Amendments of 1972 and the Jeanne Clery Disclosure of Campus Security Policy and Campus

Crime Statistics Act ("Clery Act"), along with its amendments made pursuant to the Violence Against Women Reauthorization Act of 2013 ("VAWA"), Our School has adopted strict policies regarding these matters.

### Notice of Non-Discrimination

South Hills and North Hills Beauty Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Questions regarding non-discrimination policies can be referred to your school's Title IX Coordinator:

Title IX Coordinator: April Penatozzi

Phone: 412-561-3381 ext. #14

### Prohibited Conduct

South Hills and North Hills Beauty Academy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence defined below. Sexual or other unlawful harassment or discrimination includes any verbal, physical, or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
3. It creates a hostile or offensive environment, which means the alleged conduct is sufficiently serious to limit or deny a student's ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status, or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

### TITLE IX Complaint/Grievance Procedure

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, supervisor, Director, or preferably the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. Also, it is important to preserve any evidence that may assist in proving that an alleged criminal offense occurred or that may be helpful in obtaining a protection order. No

employee, contract worker, student, vendor, or other person who does business with the School is exempt from the prohibitions in this policy. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

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

#### Title IX Coordinator

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

Title IX Coordinator: April Penatozzi  
3269 West Liberty Ave  
Pittsburgh PA 15216  
412-561-3381 EXT #14

#### Investigation of Complaints

In response to all complaints, South Hills and North Hills Beauty Academy promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. The school shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, we will weigh the student's request for confidentiality against the impact on School safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation the process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The majority of the evidence standard will apply to investigations, meaning the school will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, the school will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If the school determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved. The school will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the school to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension, or expulsion. To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from

the School's disciplinary process. To the extent that an employee or contract worker is not satisfied with the School's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

### Retaliation Prohibited

South Hills and North Hills Beauty Academy will not retaliate against anyone for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify the Title IX Coordinator.

### Reporting Requirements

Victims of sexual misconduct should be aware that School administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The school will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The school reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status

### PERSONAL HYGIENE STANDARDS

Students are expected to take care, both in the classroom and when working with clients, to maintain the highest standards of personal hygiene, including but not limited to: clean hair and body, short fingernails, clean and appropriate clothing, and avoidance of offensive odors and perfumes. Beyond these considerations, judgment of what is proper classroom demeanor rests with the instructor and the Director.

### STUDENT RECORDS ACCESS

Students are guaranteed access to their academic records upon request. Upon written request to the School, and in the presence of a member of the administration, a student may view his/her records. The student must give written consent before any information may be released to a third party. A \$5.00 copy fee is charged for each file.

### CATALOG CHANGES

The School reserves the right to change or modify the content of this Catalog at any time. Students are informed of any changes through Catalog Addenda. Addenda are to be considered part of this Catalog, and are in effect as if they were included in the current Catalog publication.

### RULES & REGULATIONS

This list of rules and regulations is not all-inclusive and the school reserves the right to institute the appropriate disciplinary action up to and including the termination of enrollment based on any unacceptable student action or conduct. Severe acts of misconduct and/or the disruption of teaching and learning environments will normally result in the immediate termination of enrollment.

Behavior(s) which can cause adverse disciplinary action including the termination of a student's enrollment include but are not limited to the following:

- \*Failure to perform duties and assignments as directed by an instructor, School Director, administrator or designate.

- Unauthorized, unscheduled or pattered lateness for class, returning to class or clinic

- Failure to call the School when absent or to provide acceptable documentation to explain an absence from class

- \*Failure to maintain "satisfactory attendance", or having unscheduled absence from class without notification

\*Disruptive behavior which causes discord in the classroom or clinic

••The use of any language or form of communication other than Standard English in the classroom or clinic is considered to be disruptive, and therefore is not permitted.

\*Violation of safety, product use or security standards and procedures

\*Smoking inside the School is prohibited. Smoking is permitted in designated areas outside the School

••In addition to no food or drinks in the classroom, there is to be no vaporizing devices for smoking or tobacco products inside of classrooms or in campus buildings. This includes, but is not limited to E-cig's, E-cigarettes, personal vaporizers (PV), E-liquids, or electronic nicotine delivery systems (ENDS).

❖No eating or drinking in the classroom or clinic, unless the instructor or Director gives permission

\*Use of profanity is prohibited in the School

••Creating an unhealthy or unsanitary condition or contributing to such conditions

\*Disregard for one's appearance, uniform, dress, personal hygiene, clinic-client satisfaction, other students, and/or faculty and staff of the School

\*Unauthorized use of School mail, property, products, equipment or materials

••Discourteous, rude or unprofessional behavior exhibited towards fellow students, instructors, staff members, clinic clients or visitors.

••Cheating, stealing, disruptive behavior, or willful destruction of School property

•Use, possession, or distribution of alcohol or illegal substances on or around School property

••Possession, consumption, manufacture, distribution or being under the influence of drugs and/or alcohol

\*Having and/or using unauthorized tools, equipment, or products in the School

\*The use or possession in the School of any item which is or resembles a weapon, firearm, or explosive, or could be used to cause injury

\*Unnecessary conversation, creating noise, causing discord, using abusive language, or using racial, sexual, ethnic or religious slurs

••Having and/or using cellular phones, beepers, pagers or similar electronic devices on School property

••Providing false information to the School or School Officials, either verbally or on an application or other documents related to any aspect of the School or financial assistance.

••Entering or providing false or forged information for another student regarding class attendance

\*Sleeping during class or clinic time

\*Insubordination: direct or indirect refusal to comply with an instructor, Director, or administrative staffs instructions or directives.

- Gross negligence, abuse or endangering the health or welfare of any faculty or staff member, student, clinic client, visitor, or other including the use of threats, intimidation, coercion, abusive language or inappropriate physical behavior

- \*The failure to maintain the confidentiality of a student or clinic client's records including the possession, reading, copying or disclosure of School records and documents

- \*Discrimination

- Sexual harassment

- \*Engaging in personal work or activities during class or clinical

- Any unlawful act or immoral conduct on School property including any act or conduct which is detrimental to the teaching and learning activities of the School or the School's operations.

- Conducting raffles, pools or other games of chance on School property, without explicit approval of the School Director.

- Unauthorized solicitation, selling, or the distribution of literature or product on School property

- Loitering in and around School property after scheduled class time

## CODE OF CONDUCT

The Conduct Guidelines are designed to protect the interests of the School, its students, clinics, clients, faculty and staff. All students at the School are expected to conduct themselves in a professional manner suitable to the employment fields they intend to enter. Students must act in a manner that is non-disruptive and is conducive to their learning and the learning of others. The School reserves the right to suspend or dismiss any student whose conduct, in the opinion of the Administration, is Disruptive or in any way interferes with the learning process of other students. The School further reserves the right to terminate the enrollment of any student not abiding by the policies and regulations in this Catalog or as set forth in writing by the School.

### CONDUCT POLICY

All students must adhere to the rules and regulations of the school at all times. The school reserves all rights to suspend or expel student who causes discord.

#### Personal Conduct

A high level of maturity in the classroom is expected of each student in the academic pursuit of his/her professional goals to become a licensed professional.

Each student is expected to demonstrate the following:

- A desire to learn and develop his/her professional skills, demonstrated by being prepared for each individual class, having consistent attendance in class, and showing classroom participation that contributes to personal and professional growth of themselves as well as the other students. Disruptive behavior that impedes the staff or students from utilizing class time constructively is not tolerated.

- A courteous, respectful and non-judgmental attitude toward staff and other students

- \*An ability to contribute and participate in creating a supportive environment for staff and students

- A willingness to receive constructive feedback

- The desire to take responsibility for their own values, attitudes, interpersonal relationships and academic performance

\*Students are expected to show reasonable care for the facility. A student damaging the facility or equipment due to negligence will be financially responsible for repairs.

#### INFECTIOUS CONDITION POLICY

The School advises anyone with an infectious condition to consult with the School Director and a physician for the purpose of clarifying the personal risk(s) and risk to the School community prior to coming to campus.

## TITLE IX POLICY

### Sexual Harassment and Sexual Violence Policy

South Hills and North Hills Beauty Academy is committed to providing a safe educational environment which is free of violence, harassment and discrimination. Therefore, in accordance with Title IX of the Education Amendments of 1972 and the Jeanne Clery Disclosure of Campus Security Policy and Campus

Crime Statistics Act ("Clery Act"), along with its amendments made pursuant to the Violence Against Women Reauthorization Act of 2013 ("VAWA"), Our School has adopted strict policies regarding these matters.

### Notice of Non-Discrimination

South Hills and North Hills Beauty Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Questions regarding non-discrimination policies can be referred to your school's Title IX Coordinator:

Title IX Coordinator: April Penatozzi

Phone: 412-561-3381 ext. #14

### Prohibited Conduct

South Hills and North Hills Beauty Academy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence defined below. Sexual or other unlawful harassment or discrimination includes any verbal, physical, or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
3. It creates a hostile or offensive environment, which means the alleged conduct is sufficiently serious to limit or deny a student's ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status, or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

### TITLE IX Complaint/Grievance Procedure

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, supervisor, Director, or preferably the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. Also, it is important to preserve any evidence that may assist in proving that

an alleged criminal offense occurred or that may be helpful in obtaining a protection order. No employee, contract worker, student, vendor, or other person who does business with the School is exempt from the prohibitions in this policy. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

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

#### Title IX Coordinator

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

Title IX Coordinator: April Penatozzi  
3269 West Liberty Ave  
Pittsburgh PA 15216  
412-561-3381 EXT #14

#### Investigation of Complaints

In response to all complaints, South Hills and North Hills Beauty Academy promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. The school shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, we will weigh the student's request for confidentiality against the impact on School safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation the process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The majority of the evidence standard will apply to investigations, meaning the school will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, the school will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If the school determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved. The school will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the school to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension, or expulsion. To initiate a criminal investigation, reports of sexual

violence should be made to "911" or local law enforcement. The criminal process is separate from the School's disciplinary process. To the extent that an employee or contract worker is not satisfied with the School's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

### Retaliation Prohibited

South Hills and North Hills Beauty Academy will not retaliate against anyone for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify the Title IX Coordinator.

### Reporting Requirements

Victims of sexual misconduct should be aware that School administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The school will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The school reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status

### PERSONAL HYGIENE STANDARDS

Students are expected to take care, both in the classroom and when working with clients, to maintain the highest standards of personal hygiene, including but not limited to: clean hair and body, short fingernails, clean and appropriate clothing, and avoidance of offensive odors and perfumes. Beyond these considerations, judgment of what is proper classroom demeanor rests with the instructor and the Director.

### STUDENT RECORDS ACCESS

Students are guaranteed access to their academic records upon request. Upon written request to the School, and in the presence of a member of the administration, a student may view his/her records. The student must give written consent before any information may be released to a third party. A \$5.00 copy fee is charged for each file.

### CATALOG CHANGES

The School reserves the right to change or modify the content of this Catalog at any time. Students are informed of any changes through Catalog Addenda. Addenda are to be considered part of this Catalog, and are in effect as if they were included in the current Catalog publication.

### RULES & REGULATIONS

This list of rules and regulations is not all-inclusive and the school reserves the right to institute the appropriate disciplinary action up to and including the termination of enrollment based on any unacceptable student action or conduct. Severe acts of misconduct and/or the disruption of teaching and learning environments will normally result in the immediate termination of enrollment.

Behavior(s) which can cause adverse disciplinary action including the termination of a student's enrollment include but are not limited to the following:

\*Failure to perform duties and assignments as directed by an instructor, School Director, administrator or designate.

•Unauthorized, unscheduled or patterned lateness for class, returning to class or clinic

••Failure to call the School when absent or to provide acceptable documentation to explain an absence from class

\*Failure to maintain "satisfactory attendance", or having unscheduled absence from class without notification

- \*Disruptive behavior which causes discord in the classroom or clinic
- \*The use of any language or form of communication other than Standard English in the classroom or clinic is considered to be disruptive, and therefore is not permitted.
- Violation of safety, product use or security standards and procedures
- \*Smoking inside the School is prohibited. Smoking is permitted in designated areas outside the School
- ❖In addition to no food or drinks in the classroom, there is to be no vaporizing devices for smoking or tobacco products inside of classrooms or in campus buildings. This includes, but is not limited to E-cig's, E-cigarettes, personal vaporizers (PV), E-liquids, or electronic nicotine delivery systems (ENDS).
- ❖No eating or drinking in the classroom or clinic, unless the instructor or Director gives permission
- Use of profanity is prohibited in the School
- Creating an unhealthy or unsanitary condition or contributing to such conditions
- \*Disregard for one's appearance, uniform, dress, personal hygiene, clinic-client satisfaction, other students, and/or faculty and staff of the School
- \*Unauthorized use of School mail, property, products, equipment or materials
- Discourteous, rude or unprofessional behavior exhibited towards fellow students, instructors, staff members, clinic clients or visitors.
- \*Cheating, stealing, disruptive behavior, or willful destruction of School property
- \*Use, possession, or distribution of alcohol or illegal substances on or around School property
- Possession, consumption, manufacture, distribution or being under the influence of drugs and/or alcohol
- Having and/or using unauthorized tools, equipment, or products in the School
- \*The use or possession in the School of any item which is or resembles a weapon, firearm, or explosive, or could be used to cause injury
- Unnecessary conversation, creating noise, causing discord, using abusive language, or using racial, sexual, ethnic or religious slurs
- \*Having and/or using cellular phones, beepers, pagers or similar electronic devices on School property
- Providing false information to the School or School Officials, either verbally or on an application or other documents related to any aspect of the School or financial assistance.
- \*Entering or providing false or forged information for another student regarding class attendance
- \*Sleeping during class or clinic time
- \*Insubordination: direct or indirect refusal to comply with an instructor, Director, or administrative staffs instructions or directives.

- Gross negligence, abuse or endangering the health or welfare of any faculty or staff member, student, clinic client, visitor, or other including the use of threats, intimidation, coercion, abusive language or inappropriate physical behavior
- The failure to maintain the confidentiality of a student or clinic clients records including the possession, reading, copying or disclosure of School records and documents
- Discrimination
- Sexual harassment
- Engaging in personal work or activities during class or clinical
- Any unlawful act or immoral conduct on School property including any act or conduct which is detrimental to the teaching and learning activities of the School or the School's operations.
- Conducting raffles, pools or other games of chance on School property, without explicit approval of the School Director.
- \*Unauthorized solicitation, selling, or the distribution of literature or product on School property
- \*Loitering in and around School property after scheduled class time

## CODE OF CONDUCT

The Conduct Guidelines are designed to protect the interests of the School, its students, clinics, clients, faculty and staff. All students at the School are expected to conduct themselves in a professional manner suitable to the employment fields they intend to enter. Students must act in a manner that is non-disruptive and is conducive to their learning and the learning of others. The School reserves the right to suspend or dismiss any student whose conduct, in the opinion of the Administration, is Disruptive or in any way interferes with the learning process of other students. The School further reserves the right to terminate the enrollment of any student not abiding by the policies and regulations in this Catalog or as set forth in writing by the School.

### CONDUCT POLICY

All students must adhere to the rules and regulations of the school at all times. The school reserves all rights to suspend or expel any student who causes discord.

#### Personal Conduct

A high level of maturity in the classroom is expected of each student in the academic pursuit of his/her professional goals to become a licensed professional.

Each student is expected to demonstrate the following:

❖A desire to learn and develop his/her professional skills, demonstrated by being prepared for each individual class, having consistent attendance in class, and showing classroom participation that contributes to personal and professional growth of themselves as well as the other students. Disruptive behavior that impedes the staff or students from utilizing class time constructively is not tolerated.