THE INSTITUTE OF BEAUTY AND WELLNESS

2026 Annual Security Report

Each year by October 1, The Aveda Institute of Beauty and Wellness Madison prepares an annual security report to comply with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act (originally known as the Crime Awareness and Campus Security Act), signed in 1990, requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

The 2026 Annual Security Report includes institutional policies concerning campus security, crime log, accident report, emergency response and evacuation, drug and alcohol, sex discrimination and sexual misconduct, and Title IX.

The report provides statistics for the previous three calendar years – 2023-2025– on reported crimes that occurred on-campus, which encompasses 7021 Tree Lane, Madison, WI 53717 and public property within or immediately adjacent to and accessible from the campus.

The report includes documentation of a request in 2026 to the Madison Police Department for more information in finalizing the 2026 Annual Security Report and their response. The report includes documentation of a request in 2025 to the Madison Police Department for more information in finalizing the 2025 Annual Security Report and their response. The report includes documentation of a request in 2025 to the Madison Police Department to clarify crime data that they provided. The report includes crime statistics from the Annual Security Report of Paul Mitchell The School Madison that was located at 7021 Tree Lane, Madison, WI 53717 until March 28, 2025.

The Admissions Department will notify prospective students where to obtain this report. All prospective staff members may obtain a copy of this report from the Human Resources Department. Each year, the school will e-mail enrolled students and staff, the web site address to access this report. During the review of the Student Handbook (usually on the first day of a student's program), students are provided with information regarding access to this report. This report is found on the school's website at www.ibw.edu. A printed copy of the report can be found in the school's student break room, and requested by calling the Admissions Department at 608-250-3100 or by e-mail to admissions@ibw.edu

Please note: The Aveda Institute of Beauty and Wellness Madison's Alternate Names are The Institute of Beauty and Wellness as well as Aveda Institute Madison.

Campus Security Policy

To provide a safe and secure environment for students, staff and guests, The Aveda Institute of Beauty and Wellness Madison has adopted the following procedures.

1. Campus programs which inform students and staff about being responsible for their own safety and the security of others include:

- Emergency procedures presented during orientation
- Student Handbook is reviewed
- Emergency procedures presented during student assemblies

2. Only certain staff members are authorized to have keys to the building. Students and staff utilize a key card for a locked entrance. Access to the building is only given to students during their normal class time. Any students seeking access outside their normal class time must have prior authorization from a staff member. Alarm systems, outdoor lighting, security cameras, and telephones are integral parts of the campus security system. Facility security issues should be reported to a staff member immediately.

3. The Aveda Institute of Beauty and Wellness Madison encourages students and staff to be responsible for their own security and security of others. If someone has concerns about walking from the building to their car after dark, he/she should walk in a group or request that a staff member provide escort service to walk you to your car.

4. Upon observing or involvement in any type of crime or if there is an emergency occurring on the campus of The Aveda Institute of Beauty and Wellness Madison, it should be reported immediately to a staff member. If a student wants to report a crime on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, contact the school's Director, Lindsay Danek at 414-319-7594. For off campus, you may contact the Madison Police Department at 608-255-2345 for non-emergencies. You should always dial 911 for emergency situations.

5. All incidents will be investigated by the school's Executive Director, Kari Kennedy, Director, Lindsay Danek, and/or Owner, Susan Haise. Although, The Aveda Institute of Beauty and Wellness Madison does not have a police or security department, it does refer violations of the law to local law enforcement.

6. In addition to this report, The Aveda Institute of Beauty and Wellness Madison will provide a timely warning to students and staff of any occurrences of the following crimes that are reported to local police agencies and are considered to represent a serious or continuing threat to students and staff. Please note: The Aveda Institute of Beauty and Wellness Madison is not required to provide timely warnings with respect to crimes reported to a pastoral or professional counselor. As soon as The Aveda Institute of Beauty and Wellness Madison becomes aware of the crimes, students and staff will

be notified through e-mail, the posting of flyers, in-class announcements, or other appropriate means. These crimes include: criminal homicide, forcible and non-forcible sex offences, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes including crimes involving bodily injury reported to local police agencies that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability, arrests for violations of liquor and drug law violations and illegal weapons possession, and persons not arrested but referred for disciplinary action for liquor, drug, and weapons law violations.

7. The Aveda Institute of Beauty and Wellness Madison does not have any noncampus buildings or property that are owned or controlled by the institution or an officially recognized student organization. The Aveda Institute of Beauty and Wellness Madison does not have on-campus or off-campus student housing facilities. Therefore, crimes committed off-campus are not included in the reported crime statistics. All crimes occurring off-campus should be immediately reported to local law enforcement.

Crime Log

The school's Director and Title IX Coordinators maintain a combined log of all incidents of crime reported to them. An entry, an addition to an entry or a change in the disposition of a complaint must be recorded within two (2) business days of the reporting of the information to the school's Director and/or Title IX Coordinator.

A Crime Log form can be found at the end of this report.

Accident Report Form

An Accident Report Form can be found at the end of this report.

Emergency Response and Evacuation Procedures

The Aveda Institute of Beauty and Wellness Madison will, without delay, and taking into account the safety of the community, determine the content of an emergency notification and initiate the campus emergency notification system, unless such notification will, in the professional judgment of campus security authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate an emergency.

EVACUATION PROCEDURES

- Evacuate the building when the fire alarms are activated
- Follow exit signs to the nearest safe exit
- Use the stairs to leave the building
- Allow others to enter the stairwell
- Avoid hazards
- Move away from the building
- Do not re-enter the building without an "all clear"

• Crawl low under smoke to breathe cleaner air
• Listen for instructions

In the event of an emergency, please refer to the emergency evacuation plan that is posted in your classroom or clinic.

EMERGENCY (MEDICAL)
Notify staff immediately, who will call 911, in case of a medical emergency such as:

- Serious fall
- Apparent heart attack
- Unconsciousness
- Chemical product; (spills in the eye or swallowing)

The staff must provide the following information:

- Nature of medical problem
- Address of the building; and
- Location of the person in the building

The staff should:

- Notify the administrative personnel of the location and nature of the accident;
- Stay with the injured person; (or bring to Emergency)
- Have someone meet the emergency personnel; and
- Keep the area clear of bystanders

Students must assist in documenting the incident and forwarding the paperwork to the Director.

FIRE
The Aveda Institute of Beauty and Wellness Madison has fire alarms located throughout their facilities. If you report a fire, notify staff immediately and 911 will be called for assistance.

In all cases when the fire alarm sounds, students and staff *must:*

• Evacuate the building immediately
• Instruct all clients to evacuate the building
• Assist the clients who need help evacuating
• Request assistance for disabled clients to evacuate
• Walk to the far end of the parking lot or across the street in the parking lot
• Re-enter the building only when clearance has been given by the fire department or administration

Please see the posted fire exits for the nearest exit.

ARMED AND VIOLENT INTRUDERS AND BURGLARIES

If a person is suspected of carrying a weapon onto the campus, is acting in a violent manner, or is committing a burglary, the student or employee must notify 911 and the Director. If the suspect threatens a student or employee, they should not try to disarm the suspect or resist the intruder's instructions. Rather, they should back away from the situation. The Director working in conjunction with any other necessary parties, will determine whether a warning announcement should be made and/or if an evacuation or shelter-in-place is necessary depending on the facts of the case. After all is secure, the Director shall complete an incident report detailing the events and forward it to the appropriate parties.

ASSAULTS/FIGHTS

Students and employees must report all assaults and fights to 911 (if necessary) and the Director. The Director will try to diffuse the situation, if possible. After the situation is under control, the Director shall ask victims/witnesses for their account of the incident and complete an incident report and forward it to the appropriate parties.

BOMB THREAT

The person who receives a bomb threat shall immediately call 911 and notify the Director. The Director shall then initiate evacuation procedures. No student or employee may reenter the building until the entire building is declared safe. All employees who receive a bomb threat shall remain calm and obtain as much information from the caller as possible, including: (1) number of bombs; (2) type of bomb; (3) location of bombs; and (4) where they are set to explode. After all is secure, the Director shall complete an incident report detailing the events and forward it to the appropriate parties.

HAZARDOUS MATERIALS AND BIOLOGICAL THREATS

Hazardous material events should be treated with the utmost caution. The person experiencing the event shall immediately contact 911 (if necessary), and the Director and provide the following information: (1) your name; (2) location of the spill/hazardous materials; (3) injuries requiring medical attention (if any); and (4) nature of the spill/hazardous material – what it is, if known, and how much.

If the spill is non-hazardous, the Director will advise members of the operation team to coordinate cleanup. If the spill is hazardous, the Director will direct a professional company to coordinate cleanup. If a parcel is opened and an unidentified substance is detected, students and employees shall do the following:

- Alert others to stay away from the area;
- Turn off any fans, air conditioners, or heaters;
- Close doors and windows to the area;
- Do not wash off or disperse the substance; and

• Do not touch, test, smell or assess the substance.

The Director, working in conjunction with any other necessary parties, will determine whether a warning announcement should be made and/or if an evacuation or shelter-in-place is necessary depending on the facts of the case. After all is secure, the Director shall complete an incident report detailing the events and forward it to the appropriate parties.

TERRORIST ATTACK
Weapons of mass destruction likely to be employed by terrorists fall into two categories: nuclear and conventional.

• **Nuclear** - If a nuclear device is detonated the person who discovers the attack shall immediately call 911 and report the incident to the Director. The Director will then determine whether an evacuation of the campus or shelter-in-place is necessary. If the attack is far enough way, shelter-in-place may be the best option. The Director shall shut down all utility systems to the building.

• **Conventional** - The danger from the blast effect of conventional explosive devices is similar to nuclear devices with a higher rate of survival. If responding to the threat of an imminent blast nearby, the person perceiving the attack shall immediately call 911 and report the incident to the Director. The Director will then determine whether an evacuation of the campus or shelter-in-place is necessary. If the source of the threat is outside, it is likely that the parties shall follow the shelter-in-place procedures. The Director shall then close all windows and doors to minimize flying glass. All individuals shall assume the duck, cover, and hold position on the ground. However, if the source of the threat is inside the building, then the Responsible Party shall evacuate the building using the evacuation procedures. In that case, no one shall reenter until the entire building is declared safe by public safety, emergency management, or military authorities.

TORNADO WARNINGS
Whenever there is a danger of tornado touchdown, the tornado warning sirens for the Madison area will sound. Based on weather-service information the administration will make a decision on when to evacuate staff, students, and clients to the lower level of the building. Please see the nearest posted sign if a tornado occurs for the safest rooms to go to. Students should move to the nearest internal room without windows, crouch down against the wall and cover their heads/neck with their hands.

Drug and Alcohol Prevention Policy

It is the policy of The Aveda Institute of Beauty and Wellness Madison to prohibit the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (drugs) in or on the school's owned or controlled property. The possession, use and sale of alcoholic beverages on the campus is governed by our institutional

policies, as well as, Wisconsin state law and federal law. It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21, and it is unlawful for a person under age to misrepresent his or her age in order to obtain alcohol. Violators are subject to institute disciplinary action (up to and including expulsion and termination of employment), criminal prosecution, fine, and imprisonment.

Drug and Alcohol Health Risks

Alcohol consumption causes a number of marked changes in behavior. Even low doses of alcohol significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. The use of even small amounts of alcohol by a pregnant woman can damage the fetus. Low to moderate doses of alcohol also increases the likelihood of a variety of aggressive acts.

Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person's ability to learn and remember information. Heavy use may result in chronic depression and suicide, and may also be associated with the abuse of other drugs. Very high doses can cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce effects described above for very high doses. Long-term, heavy alcohol use can cause digestive disorders, cirrhosis of the liver, circulatory system disorders and impairment of the central nervous system, all of which may lead to early death.

Repeated use of alcohol can lead to dependence, some heavy users eventually will become problem drinkers or alcoholics if they continue drinking. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions, which can be life-threatening. The use of illegal drugs, and the misuse of prescription and other drugs, poses a serious threat to health. For example, the use of marijuana (cannabis) may cause impairment of short-term memory, comprehension, and ability to perform tasks requiring concentration.

The use of marijuana also may cause lung damage, paranoia and possible psychosis. The use of narcotics, depressants, stimulants and hallucinogens may cause nervous system disorders and possible death as the result of an overdose. Illicit inhalants can cause liver damage.

There are significant risks associated with the use of alcohol and drugs. These risks include impaired academic or work performance; lost potential; financial problems; poor concentration; blackouts; conflicts with friends and others; vandalism, theft and murder, sexual assault and other unplanned sexual relationships; spouse and child abuse; sexually transmitted diseases; and unusual or inappropriate risk-taking which may result in physical or emotional injury or death.

Reasonable Search
To ensure that illegal drugs and alcohol do not enter or affect The Aveda Institute of Beauty and Wellness Madison, the Institute reserves the right to search all belongings, kits, lockers, stations, or other items on Institute property in furtherance of this Policy. Individuals may be requested to display personal property for visual inspection upon the Institute's request. Searches will be conducted only where the Institute has reason to believe that the student has violated the Institute's Policy. Failure to consent to a search or display of personal property for visual inspection will be grounds for discipline, up to and including termination from the program or denial of access to Institute premises. Searches of a student's personal property will take place only in the student's presence. All searches under this Policy will occur with the utmost discretion and consideration for the student involved. Individuals may be required to empty their pockets, but under no circumstances will a student be required to remove articles of clothing to be physically searched.

Drug and Alcohol Prevention & Treatment in Madison
Wisconsin Department of Health and Family Services: 608-266-9485
Tellurian Detoxification Center: 608-223-3311
UW Health Gateway Recovery: 608-278-8200

Drug and Alcohol National Hotlines
Alcoholics Anonymous: 1-800-356-9996
American Council on Alcoholism Help Line: 1-800-527-5344
National Academy on Drug Abuse Hotline: 1-800-662-HELP
Cocaine Hotline: 1-800-COCAINE
National Council on Alcoholism 1-800-NCA-CALL

Additional information about drug and alcohol abuse, health risks, addiction and prevention can be accessed at:

The National College on Alcohol Abuse and Alcoholism
www.collegedrinkingprevention.gov
The National College on Drug Abuse https://nida.nih.gov/

Sex Discrimination and Sexual Misconduct Policy

Introduction
On March 7, 2013, President Obama signed the Violence Against Women Reauthorization ACT of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended the Clery Act to require institutions to compile and disclose statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in this report. The U.S. Department of Education published final regulations to implement the

VAWA changes on October 20, 2014. Those final regulations have been effective since July 1, 2015.

The Aveda Institute of Beauty and Wellness Madison does not discriminate based on sex stereotypes; sex characteristics; parental, family, or marital status; pregnancy or related conditions; sexual orientation; and gender identity, in its educational programs and does not tolerate sexual harassment or sexual violence, which is a type of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sex-based or not and include dating violence, domestic violence, and stalking. The Aveda Institute of Beauty and Wellness Madison prohibit the offenses of dating violence, domestic violence, sexual assault and stalking and reaffirms its commitment to maintain a safe school environment. The Aveda Institute of Beauty and Wellness Madison encourage bystanders to call 911 immediately if they are witness to a risk of dating violence, domestic violence, sexual assault, or stalking against another person.

Sexual Harassment

The Aveda Institute of Beauty and Wellness Madison will not tolerate any form of sexual harassment, including on the basis of sex stereotypes; sex characteristics; parental, family, or marital status; pregnancy or related conditions; sexual orientation; and gender identity. Sexual harassment is any conduct that is unwelcome, sex-based, subjectively and objectively offensive, and is so severe or pervasive that it results in a limitation or denial of a person's ability to participate in or benefit from the recipient's education program or activity, or work performance, or creates or may create an intimidating, hostile or offensive work environment. Specifically, sexual harassment is a form of misconduct, which is demeaning to another person and undermines the integrity of the learning environment or employment relationship.

For example, unwelcome physical contact, foul language, sexually oriented propositions, jokes or remarks, obscene gestures, or the display of sexually explicit pictures, cartoons, or other materials may be considered offensive to another student/employee and thus, should not occur. Consistent with this policy, students conduct, whether intentional or unintentional, that results in the harassment of other students or employees because of their sex, is illegal. It will not be tolerated and should be reported immediately to the Director.

Any student who believes that he or she has been sexually harassed should immediately report the matter to the Director. All other students have an obligation to report any instances of sexual harassment and to cooperate in a subsequent investigation. Anyone who fails to report inappropriate conduct which covers up another persons conduct or refuses to participate in an investigation is equally at fault and may be subject to discipline up to and including termination from the program.

Online Misconduct
Although The Aveda Institute of Beauty and Wellness Madison may not control websites, social media or other online platforms through which communication that violates the Institute's policy are made, The Aveda Institute of Beauty and Wellness Madison will address reported communications. Online manifestations of the behavior prohibited in this policy are also potential violations of Institute policy if the communications have an effect on the education program and activity or when they involve the use of Institute networks, technology or equipment.

Definitions

Complainant is the person alleged to have been subjected to conduct that violates this policy.

Respondent is the person accused of engaging in conduct that violates this policy.

Sex discrimination is conduct based upon an individual's sex stereotypes; sex characteristics; parental, family, or marital status; pregnancy or related conditions; sexual orientation and gender identity that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in a program or activity. Sex discrimination encompasses all forms of sexual harassment, sexual misconduct, differential treatment, and gender-based harassment.

Sexual Harassment is unwelcome conduct such as sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Coercion is the use by the actor of words or circumstances that cause the complainant reasonably to fear that the actor will inflict bodily harm upon the complainant or another, or the use by the actor of confinement, or superior size or strength, against the complainant that causes the complainant to submit to sexual contact against the complainant's will. Proof of coercion does not require proof of a specific act or threat.

Incapacitation is the inability to understand the fact, nature, or extent of the sexual situation. Incapacitation may result from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the influence of drugs or alcohol. With respect to incapacitation due to consumption of drugs or alcohol, incapacitation requires more than

being under the influence of drugs or alcohol; a person is not incapacitated simply because they have been drinking or using drugs. Where alcohol and/or drugs are involved, incapacitation is determined based on the facts and circumstances of the particular situation looking at whether the individual was able to understand the fact, nature, or extent of the sexual situation, whether the individual was able to communicate decisions regarding consent, nonconsent or the withdrawal of consent, and whether such condition was known or reasonably should have been known to the accused or a reasonable person in the accused's position. Use of drugs or alcohol by the accused is not a defense against allegations of sexual misconduct and does not diminish personal responsibility. It is the responsibility of the person initiating the specific sexual activity to obtain consent for that activity.

Sexual Violence is physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Sexual Assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Consent means that both people in a sexual encounter must agree to it, and either person may decide at any time that he or she no longer consents and wants to stop the activity. Consenting to one behavior does not obligate you to consent to any other behaviors. Consenting on one occasion also does not obligate you to consent on any other occasion. Consenting means only that at this particular time, you would like to engage in this particular sexual behavior. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

Domestic Violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Physical abuse is hitting, slapping, shoving, grabbing, pinching, biting, hair pulling, etc., are types of physical abuse. This type of abuse also includes denying a partner medical care or forcing alcohol and/or drug use upon him or her.

Sexual abuse is coercing or attempting to coerce any sexual contact or behavior without consent. Consent means that both people in a sexual encounter must agree to it, and either person may decide at any time that he or she no longer consents and wants to stop the activity. Consenting to one behavior does not obligate you to consent to any other behaviors. Consenting on one occasion also does not obligate you to consent on any other occasion. Consenting means only that at this particular time, you would like to engage in this particular sexual behavior. Sexual abuse includes, but is certainly not

limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.

Emotional abuse is undermining an individual's sense of self-worth and/or self-esteem is abusive. This may include, but is not limited to constant criticism, diminishing one's abilities, name-calling, or damaging one's relationship with his or her children.

Economic abuse is making or attempting to make an individual financially dependent by maintaining total control over financial resources, withholding one's access to money, or forbidding one's attendance at school or employment.

Psychological abuse: includes, but is not limited to, causing fear by intimidation; threatening physical harm to self, partner, children, or partner's family or friends; destruction of pets and property; and forcing isolation from family, friends, or school and/or work.

Domestic violence can happen to anyone regardless of race, age, sexual orientation, religion, or gender. Domestic violence affects people of all socioeconomic backgrounds and education levels. Domestic violence occurs in both opposite-sex and same-sex relationships and can happen to intimate partners who are married, living together, or dating.

Domestic violence not only affects those who are abused, but also has a substantial effect on family members, friends, coworkers, other witnesses, and the community at large. Children who grow up witnessing domestic violence are among those seriously affected by this crime. Frequent exposure to violence in the home not only predisposes children to numerous social and physical problems, but also teaches them that violence is a normal way of life, therefore, increasing their risk of becoming society's next generation of victims and abusers.

Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking is a crime under the laws of all 50 states, the District of Columbia, the U.S. territories, and the federal government. Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking can include:

- Repeated, unwanted, intrusive, and frightening communications from the perpetrator by telephone, mail, and/or email.

• Repeatedly leaving or sending the victim unwanted items, presents, or flowers.
• Following or waiting for the victim at places such as home, school, work, or recreational places.
• Making direct or indirect threats to harm the victim or the victim's children, relatives, friends, or pets.
• Damaging or threatening to damage the victim's property.
• Harassing the victim through the Internet.
• Posting information or spreading rumors about the victim on the Internet, in a public place, or by word of mouth.
• Obtaining personal information about the victim by accessing public records, using Internet search services, hiring private investigators, going through the victim's garbage, following the victim, contacting the victim's friends, family, work, or neighbors, etc.

Bystander Intervention
The Aveda Institute of Beauty and Wellness Madison' primary prevention and awareness program includes a description of safe and positive options for bystander intervention. Active bystanders take the initiative to help someone who may be targeted for a sexual assault. They do this in ways that are intended to avoid verbal or physical conflict. Active bystanders also take the initiative to help friends, who are not thinking clearly, from becoming offenders of crime. Intervention does not mean that you directly intervene to stop a crime in progress; rather, these steps are "early intervention" – before a crime begins to occur.

There are three important components to consider before taking action that we refer to as the ABCs:

● **Assess for safety.** Ensure that all parties are safe, and whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help.
● **Be with others**. If it is safe to intervene, your are likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends that you know well.
● **Care for the person**. Ask if the target of the unwanted sexual advance/attention/behavior is okay – does he or she need medical care? Ask if someone they trust can help them get safely home.

Risk Reduction
The Aveda Institute of Beauty and Wellness Madison primary prevention and awareness program includes information on risk reduction. This includes:

Avoiding Dangerous Situations. While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted.

● Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
● Try to avoid isolated areas. It is more difficult to get help if no one is around.
● Walk with purpose. Even if you don't know where you are going, act like you do.
● Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
● Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
● Make sure your cell phone is with you and charged.
● Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
● Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.

Safety Planning. Things to think about:
● How to get away if there is an emergency? Be conscious of exits or other escape routes. Think about options for transportation (car, bus, uber/lyft, etc.).
● Who can help? Friends and/or family, or support centers in your area.
● Where to go? Options may include a friend's house or relative's house, or you may consider going to a domestic violence or homeless shelter. You may also go to the police. Important Safety Note: If the dangerous situation involves a partner, go to the police or a shelter first.
● What to bring? This may include important papers and documents such birth certificate, social security card, license, passport, medical records, lease, bills, etc. This will also include house keys, car keys, cash, credit cards, medicine, important numbers, and your cell phone. If you are bringing children with you, remember to bring their important papers and legal documents. You can keep all of these things in an emergency bag. You should hide the bag—it is best if it is not in your house or car. If the bag is discovered, you can call it a "tornado" or "fire" bag.

Protecting Your Friends. You have a crucial role to play in keeping your friends safe. No matter what the setting, if you see something that doesn't feel quite right or see someone who might be in trouble, there are some simple things you can do to help out a friend.
● Distract. If you see a friend in a situation that doesn't feel quite right, create a distraction to get your friend to safety. This can be as simple as joining or redirecting the conversation: suggest to your friend that you leave the party, or ask them to walk you home. Try asking questions like: "Do you want to head to the bathroom with me?" or "Do you want to head to another party – or grab pizza?"
● Step in. If you see someone who looks uncomfortable or is at risk, step in. If you feel safe, find a way to de-escalate the situation and separate all parties involved. Don't be shy about directly asking the person if they need help or if they feel uncomfortable.

● Enlist others. You don't have to go it alone. Call in friends or other people in the area as reinforcements to help defuse a dangerous situation and get the at-risk person home safely. There is safety in numbers.
● Keep an eye out. Use your eyes and ears to observe your surroundings. If you see someone who has had too much to drink or could be vulnerable, try to get them to a safe place. Enlist friends to help you. Even if you weren't around when the assault occurred, you can still support a friend in the aftermath.

Social Situations. While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted in social situations.
● When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
● Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately.
● Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
● Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
● Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
● If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others). Information on Risk Reduction was provided by RAINN: Rape, Abuse & Incest National Network: www.rainn.org

Support Services Available
Counseling, advocacy and support services are available for complainants, whether or not a complainant chooses to make an official report or participate in the Institute's disciplinary or criminal process. The Aveda Institute of Beauty and Wellness Madison does not provide counseling or health care services. Personal counseling offered by The Aveda Institute of Beauty and Wellness Madison will be limited to initial crisis assessment and referral. Sexual harassment crisis and counseling options are available, including:

Madison Agencies
Rape Crisis Center: 608-251-7273
Midwest Domestic Violence Resource Center: 608-231-3300
RISE, The Respite Center: 608-250-6634
Rainbow Project: 608-255-7356

National Hotlines
National Sexual Assault Hotline: 1-800-656-4673
National Domestic Violence Hotline: 1-800-799-7233
National Teen Dating Abuse Hotline: 1-866-331-9474
National Stalking Victim Connect Hotline: 1-855-484-2846
RAINN (Rape, Abuse & Incest National Network): 1-800-656-4673

Evidence Preservation
Victims of sexual assault, domestic violence or dating violence should consider seeking medical attention as soon as possible. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen where they were assaulted so that evidence necessary to prove criminal activity may be preserved. In circumstances where the victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address health concerns. Victims of sexual harassment are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful in connection with an Institute or police investigation.

Title IX Policy

Nondiscrimination Policy & Notice of Nondiscrimination
The Aveda Institute of Beauty and Wellness Madison does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to The Aveda Institute of Beauty and Wellness Madison' Title IX Coordinators, the U.S. Department of Education's Office for Civil Rights, or both.

Title IX Coordinators for The Aveda Institute of Beauty and Wellness Madison

Lindsay Danek, Director
The Aveda Institute of Beauty and Wellness Madison
Phone: (414) 319-7594 | Email: lindsay@ibw.edu

Gaya Sonnichsen, Director
The Aveda Institute of Beauty and Wellness Milwaukee
Phone: (414) 319-7580 | Email: gaya@ibw.edu

Grievance Procedures for Complaints of Sex Discrimination and Sex-Based Harassment
The Aveda Institute of Beauty and Wellness Madison has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations.

Complaints
The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that The Aveda Institute of Beauty and Wellness Madison investigate and make a determination about alleged discrimination under Title IX:

- A "complainant," which includes:
  - a student or employee of The Aveda Institute of Beauty and Wellness Madison who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
  - a person other than a student or employee of The Aveda Institute of Beauty and Wellness Madison who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in The Aveda Institute of Beauty and Wellness Madison' education program or activity.
  - A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
  - The Aveda Institute of Beauty and Wellness Madison' Title IX Coordinator.

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 C.F.R. § 106.44(f)(1)(v).

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

- Any student or employee of The Aveda Institute of Beauty and Wellness Madison; or

- Any person other than a student or employee who was participating or attempting to participate in The Aveda Institute of Beauty and Wellness Madison' education or activity at the time of the alleged sex discrimination.

The Aveda Institute of Beauty and Wellness Madison may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

Basic Requirements of Title XI Grievance Procedures
The Aveda Institute of Beauty and Wellness Madison will treat complainants and respondents equitably.

The Aveda Institute of Beauty and Wellness Madison requires that any Title IX Coordinator, investigator, or decision maker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A decision maker may be the same person as the Title IX Coordinator or investigator.

The Aveda Institute of Beauty and Wellness Madison presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

Generally, the Grievance Process consists of a formal complaint, investigation, live hearing, determination, disciplinary actions, remedies, and appeal (if applicable). The Grievance Process, barring extenuating circumstance, will conclude within 90 days from the date a formal complaint is filed.

The Aveda Institute of Beauty and Wellness Madison has established the following timeframes for the major stages of the grievance procedures:

• Evaluation: An institute representative will meet with the complainant within three business days of receipt of the written complaint. The meeting between the complainant and the Institute's representative will be written. The complainant will receive a copy of the documentation at the time of the meeting. If, after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the complaint committee.
• Investigation: The committee will meet within 21 days of receiving the complaint to review the allegations. If further information is needed from the complainant, a letter or email will be written outlining the additional information needed.

• Determination: The committee will act on the allegations and send a letter or email to the complainant within 15 days, stating the steps taken to correct based on fact.

The Aveda Institute of Beauty and Wellness Madison has also established the following process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay:

Form [https://forms.office.com/r/wFQ8w4uvUw] must be submitted by complainant or respondent to request for timeframe extension. Either party will be notified by Title IX Coordinator if extension is required by The Aveda Institute of Beauty and Wellness Madison.

The Aveda Institute of Beauty and Wellness Madison will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

The Aveda Institute of Beauty and Wellness Madison will objectively evaluate all evidence that is relevant and not otherwise impermissible including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible and will not be accessed or considered (except by The Aveda Institute of Beauty and Wellness Madison to determine if one of the exceptions listed below applies). This evidence will not be disclosed or used, regardless of its relevance:

• Evidence that is protected under a privilege recognized by Federal or state law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality.

• A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless The Aveda Institute of Beauty and Wellness Madison obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and

• Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's the alleged sex-base harassment. The fact of prior consensual sexual conduct between the complainant and the respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

Notice of Allegations
Upon initiation of The Aveda Institute of Beauty and Wellness Madison' Title IX grievance procedures, The Aveda Institute of Beauty and Wellness Madison will notify the parties of the following:

• The Aveda Institute of Beauty and Wellness Madison' Title IX grievance procedures and any informal resolution process.

• Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s).

• Retaliation is prohibited.

• The respondent is presumed not responsible for the alleged sex-based harassment until a determination is made at the conclusion of the grievance procedures. Prior to such a determination, the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decision maker.

• The parties may have an advisor of their choice who may be, but is not required to be, an attorney; and

• The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an investigative report that accurately summarizes this evidence. [If The Aveda Institute of Beauty and Wellness Madison provides access to an investigative report: The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.]

If, during an investigation, The Aveda Institute of Beauty and Wellness Madison decides to investigate additional allegations of sex discrimination or sex-based harassment by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, The Aveda Institute of Beauty and Wellness Madison will notify the parties of the additional allegations.

Dismissal of a Complaint
The Aveda Institute of Beauty and Wellness Madison may dismiss a complaint of sex discrimination if:

• The Aveda Institute of Beauty and Wellness Madison is unable to identify the respondent after taking reasonable steps to do so.

• The respondent is not participating in The Aveda Institute of Beauty and Wellness Madison' education program or activity and is not employed by The Aveda Institute of Beauty and Wellness Madison.

• The complainant voluntarily withdraws any or all the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and The Aveda Institute of Beauty and Wellness Madison determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven: or

• The Aveda Institute of Beauty and Wellness Madison determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, The Aveda Institute of Beauty and Wellness Madison will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, The Aveda Institute of Beauty and Wellness Madison will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then The Aveda Institute of Beauty and Wellness Madison will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The Aveda Institute of Beauty and Wellness Madison will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the respondent has been notified of the allegations, then The Aveda Institute of Beauty and Wellness Madison will also notify the respondent that the dismissal may be appealed. Dismissals may be appealed on the following bases:

• Procedural irregularity that would change the outcome.

• New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and

• The Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If the dismissal is appealed, The Aveda Institute of Beauty and Wellness Madison will:

• Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent.

• Implement appeal procedures equally for the parties.

• Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint.

• Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations.

• Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and

Notify the parties of the result of the appeal and the rationale for the result.

When a complaint is dismissed, The Aveda Institute of Beauty and Wellness Madison will, at a minimum:

• Offer supportive measures to the complainant as appropriate

• If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and

• Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within The Aveda Institute of Beauty and Wellness Madison' education program or activity.

Investigation
The Aveda Institute of Beauty and Wellness Madison will provide for adequate, reliable, and impartial investigation of complaints. The burden is on The Aveda Institute of Beauty and Wellness Madison—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

The Aveda Institute of Beauty and Wellness Madison will provide written notice of the date, time, location, participants, and purpose of all meetings or proceedings with sufficient time for the party to prepare to participate. The Aveda Institute of Beauty and Wellness Madison will provide the parties with the same opportunities, if any, to have people other than the advisor of the parties' choice present during any meeting or proceeding.

The Aveda Institute of Beauty and Wellness Madison will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

The Aveda Institute of Beauty and Wellness Madison will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

The Aveda Institute of Beauty and Wellness Madison will provide each party and the party's advisor, if any, with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination or sex-based harassment and not otherwise impermissible, in the following manner:

• The Aveda Institute of Beauty and Wellness Madison will provide an equal opportunity to access and not otherwise impermissible evidence, or an accurate description of this evidence. [If The Aveda Institute of Beauty and Wellness Madison provides access to an investigative report: The Aveda Institute of Beauty and Wellness Madison will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.];

• The Aveda Institute of Beauty and Wellness Madison will provide a reasonable opportunity to review and respond to the evidence or the investigative report. If The Aveda Institute of Beauty and Wellness Madison conducts a live hearing as part of its grievance procedures, it will provide this opportunity to review the evidence in advance of the live hearing; and

• The Aveda Institute of Beauty and Wellness Madison will take reasonable steps to prevent and address the parties' and their advisors' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination or sex-based harassment are authorized.

Questioning the Parties and Witnesses
The Aveda Institute of Beauty and Wellness Madison will provide a process that enables the decision maker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination or sex-based harassment. Each party will be given the right to a private meeting with the Title IX coordinator to gather information to be used in the investigation process.

When The Aveda Institute of Beauty and Wellness Madison chooses not to conduct a live hearing: The Aveda Institute of Beauty and Wellness Madison' process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility, will:

• Allow the investigator or decisionmaker to ask such questions during individual meetings with a party or witness;

• Allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the investigator or decisionmaker during one

or more individual meetings, including follow-up meetings, with a party or witness, subject to the procedures for evaluating and limiting questions discussed below; and

• Provide each party with an audio or audiovisual recording or transcript with enough time for the party to have a reasonable opportunity to propose follow-up questions.

When The Aveda Institute of Beauty and Wellness Madison chooses to conduct a live hearing: The Aveda Institute of Beauty and Wellness Madison' process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility, will allow the decision maker to ask such questions, and either:

• Allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the decision maker, subject to the procedures for evaluating and limiting questions discussed below; or

• Allow each party's advisor to ask any party or witness such questions, subject to the procedures for evaluating and limiting questions discussed below. Such questioning will never be conducted by a party personally. [If The Aveda Institute of Beauty and Wellness Madison permits advisor-conducted questioning and a party does not have an advisor to ask questions on their behalf, The Aveda Institute of Beauty and Wellness Madison will provide the party with an advisor of The Aveda Institute of Beauty and Wellness Madison' choice, without charge to the party, for the purpose of advisor-conducted questioning. In those instances, The Aveda Institute of Beauty and Wellness Madison will not appoint a confidential employee and may appoint, but is not required to appoint, an attorney to serve as an advisor.

Procedures for the decision maker to evaluate the questions and limitations on questions:

The decision maker will determine whether a proposed question is relevant and not otherwise impermissible before the question is posed and will explain any decision to exclude a question as not relevant or otherwise impermissible. Questions that are unclear or harassing of the party or witness being questioned will not be permitted. The decision maker will give a party an opportunity to clarify or revise a question that the decision maker determines is unclear or harassing. If the party sufficiently clarifies or revises the question, the question will be asked.

Refusal to respond to questions and inferences based on refusal to respond to questions: The decision maker may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible. The decision maker will not draw an inference about whether sex-based harassment occurred based solely on a party's or witness's refusal to respond to such questions.

Procedures for a Live Hearing, if offered
The Aveda Institute of Beauty and Wellness Madison will conduct the live hearing with the parties physically present in the same geographic location or, at The Aveda Institute of Beauty and Wellness Madison' discretion or upon the request of either party, will conduct the live hearing with the parties physically present in separate locations with technology enabling the decision maker and parties to simultaneously see and hear the party or witness while that person is speaking.

The Aveda Institute of Beauty and Wellness Madison will create an audio or audiovisual recording or transcript of any live hearing and make it available to the parties for inspection and review.

Determination Whether Sex Discrimination or Sex-Based Harassment Occurred
Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, The Aveda Institute of Beauty and Wellness Madison will:

• Use the [preponderance of the evidence or, if applicable, clear and convincing] standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decision maker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decision maker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decision maker will not determine that sex discrimination occurred.

• Notify the parties in writing of the determination whether sex discrimination or sex-based harassment occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable.

• Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.

If there is a determination that sex discrimination occurred, as appropriate, the Title IX Coordinator will:

• Coordinate the provision and implementation of remedies to a complainant and other people The Aveda Institute of Beauty and Wellness Madison identifies as having had equal access to The Aveda Institute of Beauty and Wellness Madison' education program or activity limited or denied by sex discrimination.

• Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and

• Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within The Aveda Institute of Beauty and Wellness Madison' education program or activity.

• Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and

• Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

Appeals
The Aveda Institute of Beauty and Wellness Madison offers the following process for appeals from a determination whether sex discrimination or sex-based harassment occurred:

• Both parties have the right to appeal a determination regarding responsibility, the Institute's dismissal of a Formal Complaint or any allegations therein if:

• Procedural irregularity affected the outcome of the matter.

• There is newly discovered evidence that could affect the outcome of the matter; and/or

• Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter.

An appeal must be submitted in writing to the Title IX Coordinator within 14 days of the delivery of the Written Determination. This appeal process will be, at a minimum, the same as The Aveda Institute of Beauty and Wellness Madison offers in all other comparable proceedings, including proceedings relating to other discrimination complaints.

Informal Resolution
In lieu of resolving a complaint through The Aveda Institute of Beauty and Wellness Madison' Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process, such as mediation. The Title IX Coordinator will facilitate an appropriate Informal Resolution process depending on the nature of the allegations, the Parties involved, and the overall circumstances. Informal Resolution will be conducted by a facilitator, who may or may not be the Title IX Coordinator. Prior to agreeing to a resolution, any party has the right to withdraw at any time from the Informal Resolution process and resume the Grievance Process. The Aveda Institute of Beauty and Wellness Madison does not offer informal resolution to resolve a complaint that includes allegations that an employee engaged in sex-based harassment of an elementary school

or secondary school student, or when such a process would conflict with Federal, State, or local law.

Supportive Measures
The Aveda Institute of Beauty and Wellness Madison will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to The Aveda Institute of Beauty and Wellness Madison' education program or activity or provide support during The Aveda Institute of Beauty and Wellness Madison' Title IX grievance procedures or during the informal resolution process. For complaints of sex-based harassment, these supportive measures may include extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, changes in work or campus locations, leaves of absence, and other similar measures. Personal counseling offered by the Institute will be limited to initial crisis assessment and referral. Sexual harassment crisis and counseling options are available locally and nationally through several agencies, including:

Substance Abuse and Mental Health Services Administration Hotline: 1-800-662 HELP (4357)
National Domestic Violence Hotline: 1-800-799-SAFE (7233)
National Sexual Assault/Online Message Service: 1-800-656-HOPE (4673)
National Suicide Prevention Hotline: (988)

Disciplinary Sanctions and Remedies
Following a determination that sex-based harassment occurred, The Aveda Institute of Beauty and Wellness Madison may impose disciplinary sanctions, which may include, but are not limited to, additional training, a restriction on contact, warning, suspension, or termination. Failure to abide by imposed Disciplinary Actions (whether by refusal, neglect, or any other reason), may result in additional Disciplinary Action, including suspension or termination. The Aveda Institute of Beauty and Wellness Madison may also provide remedies, which will be determined on a case-by-case basis and may include supportive measures

Appendix: Definitions
Section 106.2 of the Department of Education's 2024 Title IX amendments includes several definitions.

Complainant means:
1. A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or
2. A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who was participating or attempting to participate in the

recipient's education program or activity at the time of the alleged sex discrimination.

Complaint means an oral or written request to the recipient that objectively can be understood as a request for the recipient to investigate and make a determination about alleged discrimination under Title IX or its regulations.

Disciplinary sanctions mean consequences imposed on a respondent following a determination under Title IX that the respondent violated the recipient's prohibition on sex discrimination.

Party means a complainant or respondent.

Relevant means related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Remedies means measures provided, as appropriate, to a complainant or any other person the recipient identifies as having had their equal access to the recipient's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the recipient's education program or activity after a recipient determines that sex discrimination occurred.

Respondent means a person who is alleged to have violated the recipient's prohibition on sex
discrimination.

Retaliation means intimidation, threats, coercion, or discrimination against any person by the recipient, a student, or an employee or other person authorized by the recipient to provide aid, benefit, or service under the recipient's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

1. Quid pro quo harassment. An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education

program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct.
2. Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (*i.e.*, creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

1. The degree to which the conduct affected the complainant's ability to access the recipient's education program or activity.
   i. The type, frequency, and duration of the conduct.
2. The parties' ages, roles within the recipient's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct.
   i. The location of the conduct and the context in which the conduct occurred; and
   ii. Other sex-based harassment in the recipient's education program or activity; or
   iii. *Specific offenses*.
3. Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
   i. Dating violence meaning violence committed by a person:
   ii. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
4. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
   i. The length of the relationship.
   ii. The type of relationship; and
   iii. The frequency of interaction between the persons involved in the relationship.
5. Domestic violence meaning felony or misdemeanor crimes committed by a person who:
   i. Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim.
   ii. Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner.
6. Shares a child in common with the victim; or
7. Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
8. Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

i. Fear for the person's safety or the safety of others; or
ii. Suffer substantial emotional distress.

Supportive measures mean individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

1. Restore or preserve that party's access to the recipient's education program or activity, including measures that are designed to protect the safety of the parties or the recipient's educational environment; or
2. Provide support during the recipient's grievance procedures or during an informal resolution process.

Reporting to Law Enforcement

An incident of sexual harassment can be reported to law enforcement at any time by calling 911. At the complainant's request, The Aveda Institute of Beauty and Wellness Madison will assist the complainant in contacting law enforcement. If the complainant decides to pursue the criminal process, The Aveda Institute of Beauty and Wellness Madison will cooperate with law enforcement agencies to the extent permitted by law. A complainant has the option to decide whether or not to participate in any investigation conducted by law enforcement.

Filing a police report will:

● Ensure that a victim of sexual assault receives the necessary medical treatment and tests

● Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)

Additional Information

Employees should contact Human Resources for more information or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties.

The OCR office for Wisconsin is located at:

Denver Office
Office for Civil Rights
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582

Telephone: 303-844-5695
FAX: 303-844-4303; TDD: 800-877-8339
Email: OCR.Denver@ed.gov

The OCR National Headquarters is located at:

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov

Sexual Offender Registration

In accordance to the Campus Sex Crimes Prevention Act of 2000, the Clery Act, and the Family Rights and Privacy Act of 1974, The Aveda Institute of Beauty and Wellness Madison is providing information for where students and employees may obtain information regarding registered sex offenders.

The Wisconsin Sex Offender Registry may be found at **https://appsdoc.wi.gov/public** or by calling 608-240-5830.

Annual Disclosure of Crime Statistics

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092(f)) requires colleges across the United States to disclose information about crime on and around their campuses. The Aveda Institute of Beauty and Wellness Madison maintains a relationship with the Madison police to ensure crimes reported on campus property and in the immediate surrounding public property are brought to the attention of The Aveda Institute of Beauty and Wellness Madison.

Definitions of Reportable Crimes

Murder/Manslaughter is the willful killing of one human being by another

Negligent Manslaughter is the killing of another person through gross negligence

Forcible Sex Offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Including: forcible rape, forcible sodomy, sexual assault with an object, forcible fondling.

Non-forcible sex offense is unlawful, non-forcible sexual intercourse, including incest and statutory rape.

Robbery is taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary is unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft is the theft or attempted theft of a motor vehicle (does not include theft from a motor vehicle).

Arson is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Domestic Violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the

Dating Violence is violence committed per a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

Stalking is engaging in a course of conduct directly at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

Hate Crimes includes all of the crimes listed above that manifest evidence that the victim was intentionally selected because the perpetrator's bias against the victim based on one of the Categories of Prejudice listed below, plus the following crimes.

Larceny/Theft includes pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

Simple Assault is unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Intimidation is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism to Property (except Arson) is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Definitions of Categories of Prejudice

Real or Perceived Race is a preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

Religion is a preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

Sexual Orientation is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

Gender is a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

Gender Identity is a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be
a lesbian, gay, bisexual, or transgender person but may be perceived as such.

Ethnicity is a preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology

that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also
encompasses additional cultural factors.

National Origin is a preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

Disability is a preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness

The following criminal offenses, VAWA offenses, arrests, persons referred to for disciplinary action, hate crimes, and unfounded crimes are published each year and must be reported no later than October 1st of each year. This 2026 Annual Security Report includes any criminal offenses, VAWA offenses, arrests, persons referred to disciplinary action, hate crimes, and unfounded crimes that occurred on campus property and public property within or immediately adjacent to and accessible from the campus during the previous three calendar year period, 2023-2025.

Additional Resources

Substance Abuse and Mental Health Services Administration
https://www.samhsa.gov/

National Domestic Violence Hotline
https://www.thehotline.org/

National Sexual Assault Hotline
https://www.rainn.org/

National Teen Dating Abuse Hotline
https://www.loveisrespect.org/

Victim Connect
https://victimconnect.org/

National Alliance on Mental Illness
https://www.nami.org/

National Suicide Prevention Lifeline
https://suicidepreventionlifeline.org/

Madison Veteran Center
https://www.va.gov/madison-vet-center/

U.S. Department of Education Campus Safety and Security
https://ope.ed.gov/campussafety/#/

Madison Police Department
http://www.cityofmadison.com/police/

THE INSTITUTE OF
BEAUTY AND WELLNESS

Total Criminal Offenses Occurring on Campus Property				
Criminal Offense	**2023**	**2024**	**2025**	
Murder/Non-negilent manslaughter	0	0	0	
Manslaughter by negligence	0	0	0	
Rape	0	0	0	
Fondling	0	0	0	
Incest	0	0	0	
Statutory Rape	0	0	0	
Robbery	0	0	0	
Aggravated assault	**1**	0	0	
Burglary	0	0	0	
Motor Vechicle Theft	0	0	0	
Arson	0	0	0	

Total Criminal Offenses Occurring on Public Property				
Criminal Offense	**2023**	**2024**	**2025**	
Murder/Non-negilent manslaughter	0	0	0	
Manslaughter by negligence	0	0	0	
Rape	0	0	0	
Fondling	0	0	0	
Incest	0	0	0	
Statutory Rape	0	0	0	
Robbery	0	0	0	
Aggravated assault	0	0	0	
Burglary	0	0	0	
Motor Vechicle Theft	0	0	0	
Arson	0	0	0	

THE INSTITUTE OF
BEAUTY AND WELLNESS

VAWA Offenses Occuring on Campus Property				
	2023	2024	2025	
Domestic Violence	0	0	0	
Dating Violence	0	0	0	
Stalking	0	0	**1**	

VAWA Offenses Occuring on Public Property				
	2023	2024	2025	
Domestic Violence	0	0	0	
Dating Violence	0	0	0	
Stalking	0	0	0	

THE INSTITUTE OF BEAUTY AND WELLNESS

Total Number of Arrests Occurring on Campus Property				
Crime	**2023**	**2024**	**2025**	
Weapons: carrying, possessing, etc.	0	0	0	
Drug abuse violations	0	0	0	
Liquor law violations	0	0	0	

Total Number of Arrests Occurring on Public Property				
Crime	**2023**	**2024**	**2025**	
Weapons: carrying, possessing, etc.	0	0	0	
Drug abuse violations	0	0	0	
Liquor law violations	0	0	0	

Total Number of Persons Referred for Disciplinary Action on Campus Property				
Crime	**2023**	**2024**	**2025**	
Weapons: carrying, possessing, etc.	0	0	0	
Drug abuse violations	0	0	0	
Liquor law violations	0	0	0	

Total Number of Persons Referred for Disciplinary Action on Public Property				
Crime	**2023**	**2024**	**2025**	
Weapons: carrying, possessing, etc.	0	0	0	
Drug abuse violations	0	0	0	
Liquor law violations	0	0	0	

THE INSTITUTE OF BEAUTY AND WELLNESS

Hate Crimes Occurring on Campus Property				
Criminal Offense	**2023**	**2024**	**2025**	
Murder/Non-negilent manslaughter	0	0	0	
Rape	0	0	0	
Fondling	0	0	0	
Incest	0	0	0	
Statutory Rape	0	0	0	
Robbery	0	0	0	
Aggravated assault	0	0	0	
Burglary	0	0	0	
Motor Vechicle Theft	0	0	0	
Arson	0	0	0	
Simple assault	0	0	0	
Lareceny-theft	0	0	0	
Intimidation	0	0	0	
Destruction/Damage/vandalism of property	0	0	0	

Hate Crimes Occurring on Public Property				
Criminal Offense	**2023**	**2024**	**2025**	
Murder/Non-negilent manslaughter	0	0	0	
Rape	0	0	0	
Fondling	0	0	0	
Incest	0	0	0	
Statutory Rape	0	0	0	
Robbery	0	0	0	
Aggravated assault	0	0	0	
Burglary	0	0	0	
Motor Vechicle Theft	0	0	0	
Arson	0	0	0	
Simple assault	0	0	0	
Lareceny-theft	0	0	0	
Intimidation	0	0	0	
Destruction/Damage/vandalism of property	0	0	0	

THE INSTITUTE OF
BEAUTY AND WELLNESS

Unfounded crimes occuring on Campus Property, Noncampus property or buildings, and on Public Property	2023	2024	2025
	0	0	0

Gregory Mathews

From: Gregory Mathews
Sent: Monday, March 30, 2026 2:53 PM
To: 'pdrecords@cityofmadison.com'
Cc: Gregory Mathews; Kari Kennedy; Student Services
Subject: The Institute of Beauty and Wellness Madison - Clery Act - Request For Crime Report/Data Occurring on or Near Our Campus

March 30, 2026

The Jeanne Clery Campus Safety Act - Request for Crime Report/Data On and Near Campus - The Institute of Beauty and Wellness Madison - 7021 Tree Lane Madison, WI 53717 with a secondary facility at 202 S Gammon Road, Madison, WI 53717

I am the Financial Aid Director at The Institute of Beauty and Wellness Madison at 7021 Tree Lane Madison, WI 53717 with a secondary facility at 202 S Gammon Road, Madison, WI 53717.

Under the federal The Jeanne Clery Campus Safety Act (Clery Act), postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property. In the statistics we are required to include crimes that were reported to our department as well as crimes reported to local and state law enforcement agencies.

I am requesting any information you have regarding a crime report and crime data for 2025 at our school, near our school and/or in the Midtown and West Districts of the Madison Police Department.

Thank you for your assistance.

Gregory Mathews
Financial Aid Director
The Institute of Beauty and Wellness – Milwaukee and Madison
Aveda Institute Chicago
Ph. #414-319-7581

Gregory Mathews

From: City of Madison Public Records Request Center <cityofmadison@govqa.us>
Sent: Thursday, May 21, 2026 11:17 AM
To: Gregory Mathews
Subject: Madison Police Department Records Request :: P021176-033126

--- Please respond above this line ---

CITY OF MADISON

RE: Madison Police Department Records Request of March 31, 2026, Reference # P021176-033126

Dear Financial Aid Director Gregory Mathews,

The City of Madison received a request from you on March 31, 2026. Your request mentioned:

> **The Jeanne Clery Campus Safety Act - The Institute of Beauty and Wellness Madison - 7021 Tree Lane Madison, WI 53717 & 202 S Gammon Road, Madison, WI 53717**

The MPD Records Section has reviewed its files and has located responsive records to your request. Please log in to the Public Records Request Center at the following link to retrieve the responsive records.

Madison Police Department Records Request - P021176-033126

This request is considered closed. Please submit a new request for additional information.

Sincerely,

Jamie Doyle, Records Custodian

Madison Police Department

You must disable your devices pop-up blocker to view your files. See below for Apple/Android directions.

Apple mobile devices default to pop-up blocker ON.

To change your settings on your device:

Settings->

Apps->

Safari->

Block Pop-ups->

The toggle switch needs to be OFF

After making this change, return to the link and attempt to download the document again. Your Apple device will default to opening the item in iBooks unless otherwise specified on your device.

Android mobile devices do not have a default pop up blocker but the default browser, Chrome, has a built-in pop-up blocker ON.

To turn off the pop-up blocker in Chrome on Android:

Open Chrome->

Tap the three dots (more) in the top right corner of the browser->

Settings->

Site Settings- >

Pop-ups and redirects->

The toggle switch to allow pop-ups

To monitor the progress or update this request please log into the Public Records Request Center

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IncNum	CreateDatetime	Description	Address	Dispo
2025-00269668	6/23/25 2:29 PM	911 Call Unintentional	7021 TREE LN	No Report Taken
2025-00401686	9/11/25 12:22 PM	Disturbance	7021 TREE LN	Report Taken
2025-00423218	9/24/25 1:53 PM	Stalking Complaint	7021 TREE LN	Report Taken
2025-00423422	9/24/25 4:01 PM	Disturbance Unwanted Person	7021 TREE LN	NULL
2025-00488499	11/5/25 12:33 PM	Disturbance	7021 TREE LN	Dropped Call
2025-00561825	12/26/25 12:42 PM	Phone	7021 TREE LN	No Report Taken

IncNum	CreateDatetime	Description	Address	Dispo
2025-00245464	6/9/25 1:59 AM	Repo	202 S GAMMON RD	No Report Taken
2025-00367655	8/21/25 4:52 PM	Suspicious Vehicle	202 S GAMMON RD	No Report Taken
2025-00375536	8/26/25 1:44 PM	Information	202 S GAMMON RD	No Report Taken
2025-00413394	9/18/25 1:55 PM	Suspicious Vehicle	202 S GAMMON RD	No Report Taken
2025-00456067	10/15/25 11:48 AM	Information	202 S GAMMON RD	NULL
2025-00464258	10/20/25 4:50 PM	Suspicious Vehicle	202 S GAMMON RD	No Report Taken
2025-00488496	11/5/25 12:31 PM	Disturbance	202 S GAMMON RD	No Report Taken
2025-00497603	11/11/25 4:44 PM	Suspicious Vehicle	202 S GAMMON RD	Report Taken
2025-00501506	11/14/25 8:40 AM	Assist EMS/Fire	202 S GAMMON RD	NULL

PAUL MITCHELL the school MADISON

2024 Annual Security Report and Statement of Campus Safety and Security Policies and Procedures

STUDENT RIGHT TO KNOW POLICY

While the school is a reasonably safe environment, crimes may occur.

The following annual security report provides crime statistics for selected crimes that have been reported to local police agencies or campus security authorities. The statistics reported for the sub categories on liquor laws, drug laws, and weapons offenses represent the number of people arrested or referred to campus judicial authorities for the respective violations, not the number of offenses documented.

	2021		2022		2023	
Offenses	**On Campus**	**Public Property**	**On Campus**	**Public Property**	**On Campus**	**Public Property**
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Incest	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
VAWA Offenses						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking*	0	0	0	0	0	0
Arrests						
Weapons	0	0	0	0	0	0
Drugs	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0

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PAUL MITCHELL the school MADISON

2024 Annual Security Report and Statement of Campus Safety and Security Policies and Procedures

	2021		2022		2023	
Offenses	**On Campus**	**Public Property**	**On Campus**	**Public Property**	**On Campus**	**Public Property**
Referrals						
Weapons	0	0	0	0	0	0
Drugs	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0

NOTE: The school does not have on-campus student housing or non-campus property, therefore these categories are excluded from this table.

*Stalking which crosses calendar years will be recorded in each and every year in which the stalking is reported to a campus security authority or local police.

HATE CRIMES

Year	Description
2021	No Hate Crimes Reported in 2021.
2022	No Hate Crimes Reported in 2022.
2023	No Hate Crimes Reported in 2023.

NOTE: The school does not have on-campus student housing or non-campus property, therefore these categories are excluded from this table.

UNFOUNDED CRIMES

Clery Act reporting allows a school not to include (or may remove) a reported crime from its statistics when sworn or commissioned law enforcement personnel have fully investigated the reported crime and have made a formal determination that the crime report is false or baseless and, therefore, "unfounded." In this case a school must report to the Department and disclose in their annual security report statistics that include the total number of crime reports that were "unfounded" and subsequently withheld from its crime statistics during each of the three most recently completed calendar years. Any crimes listed as unfounded have been identified below, indicating the year the crime was determined to be unfounded and the type of crime.

UNFOUNDED CRIMES

Year	Description
2021	No unfounded crimes
2022	No unfounded crimes
2023	No unfounded crimes

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Gregory Mathews

From: Gregory Mathews
Sent: Thursday, May 8, 2025 11:58 AM
To: PD Records
Cc: Kari Kennedy; Amy Walker; Lindsay Danek; Student Services; Gregory Mathews
Subject: The Institute of Beauty and Wellness Madison - Jeanne Clery Act - Request For Crime Report/Data Occurring on or Near Our Campus

May 8, 2025

Jeanne Clery Act - Request for Crime Report/Data On and Near Campus

The Institute of Beauty and Wellness Madison
7021 Tree Lane Madison, WI 53717 with a secondary facility at 202 S Gammon Road, Madison, WI 53717

I am the Financial Aid Director at The Institute of Beauty and Wellness, a beauty school that recently moved location to 7021 Tree Lane Madison, WI 53717 with a secondary facility at 202 S Gammon Road, Madison, WI 53717

Under the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property. In the statistics we are required to include crimes that were reported to our department as well as crimes reported to local and state law enforcement agencies.

I am requesting any information you have regarding a crime report and crime data for 2022, 2023, and 2024 at our school, near our school and/or in the Midtown and West Districts of the Madison Police Department.

Thank you for your assistance.

Gregory Mathews
Financial Aid Director
(414) 319-7581
gregory@ibw.edu

Gregory Mathews

From: City of Madison Public Records Request Center <cityofmadison@govqa.us>
Sent: Monday, June 16, 2025 10:31 AM
To: Gregory Mathews
Subject: Madison Police Department Records Request :: P007659-061625

CITY OF **MADISON**
POLICE DEPARTMENT

Dear Financial Aid Director Gregory Mathews:

Thank you for your interest in City of Madison Police Department public records. Your request was received on 6/16/2025 and given the reference number P007659-061625 for tracking purposes. Processing time is based on volume and staffing.

Records Requested: Good Morning, I am emailing about Madison Police Department Records Request – P006219-050925. I have attached the Cleary Request for 7021 Tree Lane and 202 S Gammon Road. Can you please advise if the City of Madison Police Department determined if the Simple Assault and Destruction/Damage/Vandalism of Property that occurred on 5/14/2024 at 7021 Tree Lane were considered hate crimes? Thank you so much. Gregory Mathews Financial Aid Director The Institute of Beauty and Wellness Madison

The Records Department will determine if responsive records exist and estimate location and copy fees, if appropriate. If fees are assessed, you will have the opportunity to narrow your search or approve of the estimated fees before your request is processed. PLEASE NOTE: Public records laws do not require a governmental body to create new records or to do legal research to fulfill a request.

You can monitor the progress of your request at the link below. Again, thank you for using the City of Madison Police Department Public Records Request Center.

To monitor the progress or update this request, please log into the Public Records Request Center

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Case #	Date	Time	Sector	Code	Description	Statute Description	Address
2022-00509664	12/16/2022	12:00:00 PM	125	290	DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	DAMAGE TO PROPERTY	202 S GAMMON RD
2023-00025966	1/19/2023	12:00:00 PM	125	13A	AGGRAVATED ASSAULT	A SENSITIVE CMBND	202 S GAMMON RD
2024-00201480	5/14/2024	5:25:00 PM	125	13B	SIMPLE ASSAULT	BATTERY-SIMPLE	7021 TREE LN
2024-00201480	5/14/2024	5:25:00 PM	125	290	DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	CRIMINAL DAMAGE TO PROPERTY	7021 TREE LN

Redaction Date: 5/14/2025 9:00:50 AM

Redaction Log

Total Number of Redactions in Document: 1

Redaction Reasons by Page

Page	Reason	Description	Occurrences
1	A SENSITIVE CMBND	I have redacted certain information from these records based on the public interest balancing test. The information contains highly personal details related to a sensitive investigation and disclosing it would likely harm important public interests without providing any significant benefit to the public. Releasing this information could discourage people from reporting allegations or cooperating in investigations and prosecutions. Victims have special rights under the Wisconsin Constitution and Wis. Stats. § 950.04, including the right to privacy. Disclosure of such information could negatively affect the reputation and privacy of individuals mentioned in the records and would not serve the public's interest in overseeing government actions. Public disclosure could lead to harm, including ridicule or re-traumatization, and may jeopardize the safety of victims. Wisconsin law requires that victims be treated with fairness, dignity, and respect for their privacy (Article I, § 9m of the Wisconsin Constitution). Law enforcement must respect these rights as part of their duty (Wis. Stats. §§ 950.01, 950.02(4)(a)). The Wisconsin Supreme Court has emphasized that minimizing victims' suffering is a priority (Schilling v. Crime Victim Rights Bd., 2005 WI 17). For these reasons, some records have been redacted.	1

Redaction Log

Redaction Reasons by Exemption

Reason	Description	Pages (Count)
A SENSITIVE CMBND	I have redacted certain information from these records based on the public interest balancing test. The information contains highly personal details related to a sensitive investigation and disclosing it would likely harm important public interests without providing any significant benefit to the public. Releasing this information could discourage people from reporting allegations or cooperating in investigations and prosecutions. Victims have special rights under the Wisconsin Constitution and Wis. Stats. § 950.04, including the right to privacy. Disclosure of such information could negatively affect the reputation and privacy of individuals mentioned in the records and would not serve the public's interest in overseeing government actions. Public disclosure could lead to harm, including ridicule or re-traumatization, and may jeopardize the safety of victims. Wisconsin law requires that victims be treated with fairness, dignity, and respect for their privacy (Article I, § 9m of the Wisconsin Constitution). Law enforcement must respect these rights as part of their duty (Wis. Stats. §§ 950.01, 950.02(4)(a)). The Wisconsin Supreme Court has emphasized that minimizing victims' suffering is a priority (Schilling v. Crime Victim Rights Bd., 2005 WI 17). For these reasons, some records have been redacted.	1(1)

Gregory Mathews

From: Gregory Mathews
Sent: Monday, June 16, 2025 10:15 AM
To: City of Madison Public Records Request Center; PD Records
Cc: Gregory Mathews
Subject: RE: Madison Police Department Records Request :: P006219-050925
Attachments: Clery_Request_Tree_Ln_and_Gammon_Rd_R (3).pdf

Good Morning,

I am emailing about Madison Police Department Records Request – P006219-050925.

I have attached the Cleary Request for 7021 Tree Lane and 202 S Gammon Road.

Can you please advise if the City of Madison Police Department determined if the Simple Assault and Destruction/Damage/Vandalism of Property that occurred on 5/14/2024 at 7021 Tree Lane were considered hate crimes?

Thank you so much.

Gregory Mathews
Financial Aid Director
The Institute of Beauty and Wellness Madison

From: City of Madison Public Records Request Center <cityofmadison@govqa.us>
Sent: Wednesday, May 14, 2025 11:35 AM
To: Gregory Mathews <gregory@ibw.edu>
Subject: Madison Police Department Records Request :: P006219-050925

--- Please respond above this line ---

CITY OF MADISON

RE: Madison Police Department Records Request of May 09, 2025, Reference # P006219-050925

Dear Financial Aid Director Gregory Mathews,

The Madison Police Department Public Records Section received a request from you on May 09, 2025. Your request mentioned:

I am requesting any information you have regarding a crime report and crime data for 2022, 2023, and

2024 at our school, near our school and/or in the Midtown and West Districts of the Madison Police Department.

I have reviewed the files and have located responsive records to your request. Some of the records have been redacted per public records law. Please log in to the Public Records Request Center at the following link to retrieve the responsive records. A list of reasons for the redactions appears at the end of the file or are stated below.

Madison Police Department Records Request - P006219-050925

Pursuant to section 19.35(4)(b) of the Wisconsin Statutes, I advise you that this determination not to disclose portions of the information requested is subject to review by mandamus under section 19.37(1) of the Wisconsin Statutes, or upon application to the Attorney General or Dane County District Attorney.

For questions or additional information, please reply to this email.

Sincerely,

Madison Police Records

To monitor the progress or update this request please log into the Public Records Request Center

Gregory Mathews

From: City of Madison Public Records Request Center <cityofmadison@govqa.us>
Sent: Tuesday, June 17, 2025 8:18 AM
To: Gregory Mathews
Subject: Madison Police Department Records Request :: P007659-061625

--- Please respond above this line ---

CITY OF MADISON

Gregory Mathews:

In looking at all four cases from your request I did not locate any hate crime enhancement codes/charges added to any of these cases.

Sincerely,
Jamie Doyle, Records Custodian

To monitor the progress or update this request please log into the Public Records Request Center

Campus Safety and Security Survey
Completion Certificate

The Campus Safety and Security data for

The Institute of Beauty and Wellness
Madison
(487506)

were completed and locked on **September 2, 2026**.

Thank you for your participation in the 2026 data collection.

This certificate was prepared on **September 2, 2026**

THE INSTITUTE OF BEAUTY AND WELLNESS

Daily Crime Log

Date **Time**

Nature of the Crime

General Location

Disposition of the Complainant

THE INSTITUTE OF BEAUTY AND WELLNESS

Madison

Daily Crime Log

Date **Time**

Nature of the Crime

General Location

Disposition of the Complainant

THE INSTITUTE OF BEAUTY AND WELLNESS

Accident Report Form

Today's date: _____ Date of Accident: _____

Employee/Guest/Student Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Mobile #: (___) _____ Email Address: _____

Guest/Student/Team Member description of the accident: _____

Signature of Guest/Student/Team Member: _____ Date: _____

Signature of Manager/Team Leader: _____ Date: _____

Administrative Comments: _____

Follow Up/By Whom: _____ Date of Follow-up: _____

THE INSTITUTE OF BEAUTY AND WELLNESS

Accident Report Form

Accident/Emergency Protocol promotes a safe and secure learning environment at The Institute of Beauty and Wellness by ensuring prompt and effective response to emergencies or minor injuries. All team members are expected to familiarize themselves with this protocol and adhere to its guidelines in the event of an incident.

Type of Emergency / Accident	Steps to Follow	Who to Contact
High Level – Red Alert		
~ Serious Fall ~ Compound Fracture (bone exposed) ~ Fainting ~ Apparent Heart Attack ~ Seizure ~ Unconsciousness ~ Chemical Product (spills in eye or ingestion) ~ Serious Electrical Shock or Burn ~ Severe Allergic Reaction (Breathing becomes affected) ~ Choking	~ Call **911** immediately ~ Secure the Area for Safety ~ Notify Leadership ~ Notify Emergency Contact (if emergency occurred with a student) ~ Complete Accident Report ~ Turn into HR before end of day. ~ Team Leader follow up with individual with in 24hrs. ~ Document follow up via email. *In the event of blood exposure, follow proper blood exposure and disposal protocols*	**Immediately After 911 Call** Notify* Leadership ~ Director ~ Team Leader of Dept ~ Team Leader of Student Services **Send email and Text Message* Before End of Day ~ Give HR detailed account of accident/emergency & signed accident report to be turned in. ~ Upload Copy of Accident Report to Student's Advantage File
Mid-Level – Orange Alert		
~ Fall resulting in injury ~ Allergic reaction ~ Cut requiring medical attention (possible stitches needed) ~ Skin Burn (ex: thermal styling tools or hot wax) ~ Mild electrical shock ~ Panic Attack (Breathing not impaired)	~ Secure the Area for Safety ~ Determine if medical attention may be required. *student, team member or guest to determine if they need a ride or not, if seeking medical attention* ~ Complete Accident Report ~ Notify Team Leader of Dept ~ Turn into HR before end of day. *In the event of blood exposure, follow proper blood exposure and disposal protocols*	~ Send Text Message to Inform Team Leader of Dept and Student Services Before End of Day ~ Give HR detailed account of accident/emergency & signed accident report to be turned in. ~ Upload Copy of Accident Report to Student's Advantage File
Low Level – Yellow Alert		
~ Vomiting ~ Headache/Migraine ~ Dizziness ~ Mild Pain (unknown cause) ~ Rash ~ Ringworm/ Headlice ~ Generalized Anxiety ~ Pink Eye	~ Check in with student to see how they are feeling. ~ If contagious such as ringworm, headlice, scabies, or pink eye, send student home as medical treatment is required. ~ If not contagious, the student may make the decision to stay or clock out for the day. *No Accident Report Required*	~ Make Note in Daily Recap ~ Educator to follow up with student next day