

CAMPUS SAFETY & **ANNUAL SECURITY REPORT**

Crown Cutz Academy Bristol is committed to providing a safe educational environment which is free of violence, harassment and discrimination. Therefore, in compliance with Title IX of the Education Amendments of 1972 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), along with its amendments made pursuant to the Violence Against Women Reauthorization Act of 2013 (VAWA), Crown Cutz Academy Bristol has adopted strict policies regarding these matters.

Schools are not permitted to take retaliatory action against anyone with respect to the implementation of any provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Violence Against Women Act.

An Annual Security Report is published on our school's website annually by October 1st. Each report includes policy statements and specific information regarding procedures, practices, and programs concerning safety and security. Each report also includes three years' worth of statistics for particular types of crimes that occurred on campus and on public property on or immediately adjacent to the campus.

NOTIFICATION OF AVAILABILITY

By October 1st of each year, all faculty, staff, and students receive an official campus notification regarding the content and availability of the Annual Security Report. The notification provides information regarding how to access the report as well as a direct link to the report. If you would like to receive the Annual Security Report and relevant documents, you can request a paper copy from our Administrative Office or have a copy mailed to you by calling (276) 669-2112. The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on Bristol School of Hair Design's campus.

- Date Document Last Updated: 02/17/2021

- Date Policies & Procedures Updated: 02/17/2021

NO EXEMPTIONS

No employee, contract worker, student, vendor, or other person is exempt from the prohibitions in these policies.

PREPARING ANNUAL CAMPUS SAFETY & SECURITY SURVEYS

The crime statistics report is prepared and completed by the Director and submitted to the Department of Education annually. The crime statistics report includes crime statistics for the three most recent calendar years occurring on campus or crimes in the immediate area and parking facilities for the following offenses:

- Criminal Homicide (murder and non-negligent manslaughter)

- Sex Offenses (forcible and non-forcible sex offenses)

- Robbery

- Aggravated Assault

- Burglary

- Motor Vehicle Theft

- Arson

- Arrests for Liquor Law Violations, Drug Law Violations, and Illegal Possession (including persons referred for campus disciplinary action)

- Hate Crimes (Race, Gender, Gender Identity, Religion, Sexual Orientation, Ethnicity, National Origin, and Disability of the Victim)

These statistics are determined by contacting the correct police department district for statistics.

CLERY ACT ANNUAL SECURITY REPORT STATISTICS

CRIME CATEGORIES	CALENDAR YEAR STATISTICS			
	2017	2018	2019	LOCATION: C = Campus N =Non-campus P = Public Area
PRIMARY CRIMES				
Criminal Homicide: Murder & Non-Negligent Manslaughter Negligent Manslaughter	0	0	0	
Sex Offenses: Rape Fondling Incest Statutory Rape	0	0	0	
Robbery	0	0	0	
Aggravated Assault	0	0	0	
Simple Assault	0	0	0	
Intimidation	0	0	0	
Burglary	0	0	0	
Motor Vehicle Theft (do not include theft from a motor vehicle)	0	0	0	
Larceny – Theft	0	0	0	
Destruction, Damage, or Vandalism of Property	0	0	0	
Any other crime involving bodily injury	0	0	0	
Arson	0	0	0	
HATE CRIMES				
Hate Crimes Related to Any of the Above Crimes Based On:				
Race	0	0	0	
Gender	0	0	0	
Religion	0	0	0	
Sexual Orientation	0	0	0	
Gender Identity	0	0	0	
Ethnicity	0	0	0	
Disability	0	0	0	
National Origin	0	0	0	
ARRESTS & REFERRALS				
Arrests For: Liquor/Drug/Illegal Weapons Violations:	0	0	0	

Liquor Law Violations (Do NOT include drunkenness or driving under the influence in liquor law violations).	0	0	0	
Drug Abuse Violations	0	0	0	
Weapons Violations (carrying, possessing, etc.)	0	0	0	
Persons not included above who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possessions:	0	0	0	
VAWA CRIMES				
Domestic Violence	0	0	0	
Dating Violence	0	0	0	
Stalking	0	0	0	
SUMMONS				
Traffic Stop			2	C
OTHER				
Traffic Stop Warning			1	C
Suspicious Vehicle			1	C
Traffic Hazard			1	C

REPORTING CRIMES OR OTHER EMERGENCIES

1. All employees & students are asked to report criminal actions and/or emergencies occurring on campus to the administrative office. Witnesses and victims who choose to remain anonymous may report crimes on a voluntary, confidential basis for inclusion in the Annual Security Report. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without a signature. *The Compliance Officer, Madalyn Johnson, is responsible for Campus Safety and Security Compliance. You may contact the Compliance Officer at (276) 669-2112 or via email at compliance@crowncutzacademy.com.* 2. Any school official receiving the report will take action as appropriate, including reporting any crimes to the Director. 3. All substantiated reports will appear in the Annual Security Report's annual crime statistics for the year. 4. In the event of a Clery Act crime, we will issue a timely warning through the GroupMe system identified below. 5. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted on the bulletin board in the classroom within two business days after the reporting of the crime and be available for no less than sixty days during normal business hours, unless this disclosure is prohibited by law, would jeopardize the confidentiality of the victim, an ongoing criminal investigation, or the safety of the individual, or cause a suspect to flee or evade detection, or result in destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution will disclose the information as stated above. If there is a request for information that is older than sixty days, the information will be available within two business days of the request. 6. If appropriate, professional counseling will be recommended.

Remember, preserving evidence for proof of a criminal offense is very important.

CAMPUS FACILITIES & SECURITY

Crown Cutz Academy Bristol does not have on-campus living facilities and does not employ campus police. Although Bristol School of Hair Design does not employ security officers, Crown Cutz Academy Bristol has a working relationship with the local police who are able to support and provide services promptly in the event of an incident. We encourage accurate and prompt reporting of all crimes to the local police.

Access to campus facilities is secured by keys provided to employees. Students are not allowed on campus without an Instructor or Administrative staff member present. Each campus limits access to all campus facilities to authorized personnel, students, and visitors. Unauthorized persons will be considered "trespassers" and will be dealt with accordingly.

Adequate lighting is provided, and security is maintained through regular inspections of access points. When the school closes, the designated school staff inspects each area of the school to ensure all areas are secure and locked.

CRIME AWARENESS AND PREVENTION

Campus security policies and practices, evacuation procedures, and crime awareness are specifically addressed during student & employee orientation & throughout the year as necessary. This includes the description of campus security measures and procedures for reporting any criminal activity or emergency. Students are required to follow campus guidelines to protect their own personal property and are encouraged to report suspicious activity. Students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. Students are informed to not leave personal property in classrooms, to report all suspicious persons to an institutional official, to walk in groups when outside the school premises, and to wait for rides within sight of other people.

Students and employees are instructed on how to acquire the complete policies and procedures and annual security report. This information is updated and notification of availability is distributed to all existing students and staff on an annual basis. Crown Cutz Academy Bristol does not maintain any off-campus student organizations.

Employees ensure the school is securely locked when closing for the day. As needed, we will make special announcements to re-enforce Campus Security Procedures & Practices.

CRIME PREVENTION & RISK REDUCTION

Often people contribute to crimes of opportunity by needlessly placing themselves or their property at risk. Prevention efforts can be effective in reducing the opportunities for criminal activity. The school does not assume liability for stolen property. Therefore, students and employees should always keep their personal belongings locked in their vehicle. The school encourages students and staff not to bring expensive jewelry, excess money, or other valuables to school. Such items should be left at home in order to reduce the chance of theft.

The following list is a compilation of tips devoted to crime prevention and risk reduction:

- Do not leave books or personal property unattended in the school
- Report suspicious individuals to the administrative office
- At night, always walk in groups of at least two
- Stay on the main walkway, avoid secluded streets and pathways or alleys
- Keep your vehicle in good condition and park in lighted areas
- Always lock your vehicle and secure your valuables
- Have your keys in your hand before you reach your vehicle
- Check the interior of your vehicle before entering it
- If you believe you are being followed, DO NOT DRIVE HOME. Stay on busy streets and drive to the police department - Always carry your picture ID
- Do not carry large amounts of cash
- Be aware of your surroundings and what is going on around you
- Let someone know where you are and when you will be finished
- Avoid dangerous situations
- Always keep your keys in your possession as keys can be duplicated
- Report all thefts immediately

Students and employees:

- Shall not be permitted to consume illegal or controlled substances, including alcoholic beverages, during school hours or at any/all school sponsored functions.
- Shall not be permitted to have illegal or dangerous weapons in their possession or on school property. Any violation will result in confiscation of the weapon, possible prosecution as well as possible termination from enrollment or employment. - Must keep their property securely locked in their vehicle or left at home.
- Must park their vehicles in the designated areas and should always keep cars securely locked.
- Must never remain alone within the facility when it is closed without administrative approval. If approved, the outside door must remain locked at all times, and no unauthorized persons will be permitted inside.
- Shall report hazardous conditions to management: examples include but are not limited to faulty or broken equipment, water leaks, chemical spills, exposed electrical wire, etc.
- Shall handle all hazardous conditions with appropriate caution. Proper procedures may require management to notify appropriate agencies for correction of the condition.
- Shall not attempt to repair damaged electrical equipment or exposed wire. Report these conditions to management. - Shall notify management of any damage to the building or dangerous structural problems.
- Should handle all equipment correctly with the manufacturers' specifications. The school will not be responsible for accidents caused by inappropriate or negligent use of any equipment.
- Shall not be permitted to use unauthorized equipment. The school will not accept liability for accidents involving such unapproved equipment.
- Should report any serious or unusual health conditions upon admission or employment. Arrangements must be made with his/her physician for appropriate preventative measures. All such information will remain confidential among school management.

INFORMATION ABOUT REGISTERED SEX OFFENDERS

The Campus Sex Crimes Prevention Act requires colleges and universities to disclose to its students and campus community the location of sex offender registries and where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide a notice of any campus of higher education in which the

offender is employed, carries on a vocation, or is a student to state officials. Students who are subject to an involuntary civil commitment, after completing a period of incarceration for a forcible or non-forcible sexual offense, are ineligible to receive a Federal Pell Grant. Any member of the campus community who wishes to obtain further information regarding sexual offenders in the area may refer to <http://www.sexoffender.com> for the national registry. Information can also be obtained on registered sex offenders of the campus community at www.familywatchdog.us.

PASTORAL & PROFESSIONAL COUNSELORS

Crown Cutz Academy Bristol does not employ pastoral or professional counselors. However, we are aware that an administrative staff member might be perceived as a counselor. We encourage all employees and students to report crimes for inclusion in the annual disclosure of crime statistics.

SEXUAL MISCONDUCT POLICY & PROCEDURES

Crown Cutz Academy Bristol is committed to providing an education and work environment that is free from all forms of sex discrimination, sexual violence, and sexual and gender-based harassment (collectively referred to as "sexual misconduct"). This policy governs sexual misconduct involving students that occurs on any school property or in connection with any school-sponsored event or program. This policy applies to all students, employees, and third parties conducting business with Crown Cutz Academy Bristol, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion, or other protected status.

Crown Cutz Academy Bristol prohibits and will not tolerate sexual misconduct of or by students, employees, clients, or visitors. Bristol School of Hair Design will take prompt and fair action to eliminate such conduct, prevent its recurrence, and remedy its effects through interim protective measures and accommodations, equitable investigations, and disciplinary processes. Employees and students in violation of this policy may face sanctions up to and including termination or expulsion.

The administration, through its Title IX Coordinator, has the authority to conduct investigations, to determine when there have been violations of this policy based on the standard of preponderance of evidence, and then make recommendations in accordance with the relevant institution policies for students, employees, clients, or visitors.

Crown Cutz Academy Bristol encourages good faith reports of sexual misconduct and prohibits retaliation against any person who reports sexual misconduct and/or participates in a Title IX investigation or resultant disciplinary process. Crown Cutz Academy Bristol encourages victims of sexual violence to talk to somebody about what happened – so victims can receive the support they need and so the school can respond accordingly. As further described in this policy, Crown Cutz Academy Bristol will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

All employees are considered to be "Responsible Employees" with the authority and responsibility to report sexual misconduct to Institutional Officials. Employees who are exempted from this reporting requirement are campus advocates who provide confidential victim assistance and employees who are otherwise prohibited by law from disclosing information received in the course of providing professional care and treatment.

For the purposes of this policy and these procedures, the term "complainant" means the person makes the allegation(s) of sexual misconduct, and the term "respondent" means the person alleged to have committed sexual misconduct.

PROHIBITED CONDUCT

Sexual misconduct comprises a broad range of behaviors focused on sex that may or may not be sexual in nature. Any intercourse or other intentional sexual touching or activity without the other person's consent is sexual assault, which is a form of sexual misconduct under this Policy. Sexual harassment and sexual exploitation, stalking, domestic violence, and dating violence are also forms of sexual misconduct. Intimidation for one of these purposes is sexual misconduct, as is retaliation following an incident of alleged sexual misconduct or attempted sexual misconduct. The definitions for specific acts of sexual misconduct can be found at the end of this Policy statement. Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship. Misconduct can be committed by anyone regardless of gender identity and can occur between people of the same or different sex or gender. *This Policy prohibits all forms of sexual misconduct.*

TITLE IX COORDINATOR

The Title IX Coordinator is responsible for monitoring and overseeing each school's compliance with Title IX and the prevention of sexual harassment, sexual misconduct, and discrimination. The Title IX Coordinator is:

- Knowledgeable and trained in Crown Cutz Academy Bristol's policies and procedures and relevant state and federal laws; - Available to advise any individual, including a complainant, respondent, or a third party, about campus and community resources and reporting options;
- Available to provide assistance to any school employee regarding how to respond appropriately to a report of Title IX-related prohibited conduct and related retaliation;
- Participates in ensuring the effective implementation of this Policy, including monitoring compliance with all procedural requirements, record keeping, and time frames; and
- Responsible for overseeing training, prevention, and education efforts and annual reviews of climate and culture. Inquiries and concerns about Title IX may be referred to our Title IX Coordinator. The Campus Title IX Coordinator is Craig Charles. He may be reached at 1-857-891-3550 or via email at compliance@crowncutzacademy.com.

EDUCATION AND PREVENTION PROGRAMS

Crown Cutz Academy Bristol will provide appropriate programming to promote the awareness of sexual misconduct for all employees and students on an ongoing basis. This program will include information regarding safe and positive options for bystander intervention and information on risk reduction. Crown Cutz Academy Bristol is committed to offering educational programs to promote awareness and prevention of Prohibited Conduct. Educational programs include an overview of the schools' policies and procedures; relevant definitions, including prohibited conduct; discussion of the impact of alcohol and illegal drug use; consent; safe and positive options for bystander intervention; review of resources and reporting options available for students, faculty, and staff; and information about risk reduction.

Incoming students and new employees will receive primary prevention and awareness programming as part of their orientation. The Title IX Coordinator tailors additional programming to campus needs and climate.

As part of Crown Cutz Academy Bristol 's commitment to provide an educational and work environment free from Prohibited Conduct, this Policy will be disseminated widely to the school community through e-mail communication, publications, websites, new employee orientations, student orientations, and other appropriate channels of communication.

BYSTANDER INTERVENTION

Crown Cutz Academy Bristol 's primary prevention and awareness program includes a description of safe and positive options for bystander intervention. Active bystanders take the initiative to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

All employees and students of Crown Cutz Academy Bristol have a responsibility to create a safe, supportive, and inclusive learning environment. Bystander intervention involves taking action in a situation when another individual needs help. This includes when someone may be at medical risk due to using drugs or alcohol, or vulnerable to sexual or intimate partner violence.

There are three important components to consider before taking action:

1. 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.
2. Be with others. If it is safe to intervene, you 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.
3. 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 home safely.

To actively intervene, follow these steps:

1. Notice the event – pay attention to your surroundings.
2. Interpret the event as a problem. Recognize that someone is being taken advantage of, vulnerable, or in danger. When in doubt, trust your gut, and intervene at the earliest possible point.
3. Take personal responsibility to intervene. If you do not intervene, it is unlikely anyone else will.
4. Decide how you are going to intervene. Do not put yourself at risk or make the situation worse.
5. Decide to intervene. Take action and intervene at the earliest possible point. If you are not able to fully intervene in a situation, consider responding by asking the victim if they need help or assistance, contacting the police, or seeking out others for assistance.

Types of Intervention:

- Direct Intervention: Directly addressing the situation in the moment to prevent harm.
- Delegation: Seeking help from another individual. This may be someone who is in a role of authority, such as a police officer or administrator.
- Distraction: Interrupting the situation without directly confronting the offender by distracting the offender's attention or directing the potential victim away from the situation.

Most importantly, if you see something, say something.

RISK REDUCTION

Crown Cutz Academy Bristol 's primary prevention and awareness program includes information on risk reduction. Sexual assault, like all other forms of violence, is never the fault of the person assaulted. Below are some general safety tips to consider that may help you avoid or escape situations where someone is trying to harm or take advantage of you sexually or physically:

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one else is around.
- Listen to your intuition. If you feel like a situation or location is unsafe, it probably is not the best place to be.
- Walk with purpose. Even if you don't know where you are going, act like you do. Try not to load yourself down with packages or bags, as this can make you appear more vulnerable.
- Avoid putting headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- Make sure that your cell phone is with you and charged and that you have your keys readily available or money for a cab in hand.
- Don't be afraid to make a scene and yell, scream, or run for protection.
- Remember, alcohol and drugs can impair your perceptions and reactions. Be especially careful when you drink and when you're with someone who has been drinking.
- Watch your beverage at all times. Date rape drugs are tasteless, colorless, and odorless. Victims do not know that they have ingested these drugs until the effects are well under way.
- Go with a group of friends when you go out to a social gathering or to bars – look out for each other.
- Speak up or call authorities if you see someone who could be in trouble.

REPORTING POLICIES AND PROTOCOLS

Crown Cutz Academy Bristol strongly encourages all members of the school community to report information about any incident of sexual misconduct as soon as possible, whether the incident occurred on or off campus. Reports can be made either to the school and/or to law enforcement.

An incident of sexual misconduct may be reported directly to the campus Title IX Coordinator. If the campus Title IX Coordinator is the alleged perpetrator of the sexual misconduct, the report should be submitted to the Owner of Crown Cutz Academy Bristol . Filing a report with a school official will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. An individual who has experienced an incident of sexual misconduct may report the incident at any time, regardless of how much time has elapsed since the incident occurred. Crown Cutz Academy Bristol is committed to supporting the rights of a person reporting an incident of sexual misconduct to make an informed choice among options and services available. Crown Cutz Academy Bristol will respond to all reports in a manner that treats each individual with dignity and respect and will take prompt responsive action to end any misconduct, prevent its recurrence, and address its effects.

An incident of social misconduct can be reported to law enforcement at any time – 24 hours a day / 7 days a week – by calling 911. At the complainant's request, Crown Cutz Academy Bristol will assist the complainant in contacting law enforcement. If the complainant decides to pursue the criminal process, the school 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, will provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later, and will assure the victim has a referral to confidential counseling from counselors specifically trained in the area of sexual assault. For purposes of collecting evidence in a criminal investigation, the victim will ideally refrain from washing, douching, using the toilet, or changing clothing prior to a medical/legal exam. The victim of the sexual assault may choose for the investigation to be purposed through the criminal justice system and Crown Cutz Academy Bristol's disciplinary procedures. The school and the criminal justice system work independently from each other. Law enforcement officers do not determine whether a violation of this Policy has occurred. The Title IX Coordinator will guide the victim through the available options and support the victim in his or her decision.

Crown Cutz Academy Bristol strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

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 misconduct 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 a school or police investigation.

THIRD PARTY & ANONYMOUS REPORTING

In cases where sexual misconduct is reported to the Title IX Coordinator by someone other than the complainant (by an instructor, classmate or friend, for example), the Title IX Coordinator will promptly notify the complainant that a report has been received. This Policy and the Procedures will apply in the same manner as if the complainant had made the initial report. The Title IX Coordinator will make every effort to meet with the complainant to discuss available options and resources. Reports from an anonymous source will be treated in a similar fashion.

NO RETALIATION

Crown Cutz Academy Bristol prohibits retaliation against those who file a complaint or third-party report, or otherwise participate in the investigative and/or disciplinary process (e.g., as a witness). The school will take strong responsive action if retaliation occurs. Any incident of retaliation should be promptly reported to the campus Title IX Coordinator or the Director of Crown Cutz Academy Bristol.

COORDINATION WITH DRUG FREE SCHOOL POLICY

Students may be reluctant to report instances of sexual misconduct because they fear being disciplined pursuant to Crown Cutz Academy Bristol's alcohol or drug policies. The school encourages students to report all instances of sexual misconduct and will take into consideration the importance of reporting sexual misconduct in addressing violations of the school's alcohol and drug policies. This means that, whenever possible, Crown Cutz Academy Bristol will respond educationally rather than punitively to student alcohol or drug policy violations associated with reported sexual misconduct.

SUPPORT SERVICES AVAILABLE

Counseling, advocacy and support services are available for victims of sexual misconduct, whether or not a victim chooses to make an official report or participate in the school's disciplinary or criminal process. Crown Cutz Academy Bristol does not provide counseling or health care services. Personal counseling offered by Crown Cutz Academy Bristol will be limited to initial crisis assessment and referral. Sexual misconduct crisis and counseling options are available locally and nationally through a number of agencies. Information about the appropriate agencies is published in the Resources section at the end of the report.

CONFIDENTIALITY

Crown Cutz Academy Bristol encourages victims of sexual misconduct to talk to somebody about what happened. This ensures victims can get the support they need and allows the school to respond appropriately. There are various reporting and confidential disclosure options available to victims, and these are disclosed so students/employees can make informed choices about where to turn should they become a victim of sexual misconduct. Crown Cutz Academy Bristol encourages victims to talk to someone identified in one or more of these groups.

- **Privileged & Confidential Communications – Professional & Pastoral Counselors**

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX coordinator without a victim's permission. Crown Cutz Academy Bristol does not provide professional or pastoral counseling, but can assist a victim of sexual misconduct in obtaining support services from these groups or agencies. Contact information for the support organizations is published at the end of this report.

A victim who at first requests confidentiality may later decide to file a complaint with Crown Cutz Academy Bristol or report the incident to local law enforcement, and thus have the incident fully investigated.

- NOTE: While these professional and pastoral counselors and advocates may maintain a victim's confidentiality in relation to Crown Cutz Academy Bristol, they may have reporting or other obligations under state law.

- ALSO NOTE: If Crown Cutz Academy Bristol determines that the alleged perpetrator(s) poses a serious and immediate threat to the school community, the Director may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

- **Off-campus Counselors & Advocates**

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with Crown Cutz Academy Bristol unless the victim requests the disclosure and signs a consent or waiver form. Contact information for these off-campus resources can be found at the end of this report.

▫ Reporting to the Title IX Coordinator

- When a victim tells the Title IX Coordinator about an incident of sexual misconduct, the victim has the right to expect Crown Cutz Academy Bristol to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. To the extent possible, information reported to the Title IX Coordinator will be shared only with people responsible for handling the school's response to the report. The Title IX Coordinator should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.
- Before a victim reveals any information to the Title IX Coordinator, the Coordinator should ensure that the victim understands the Coordinator's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the Title IX Coordinator what happened but also maintain confidentiality, the Coordinator should tell the victim that Crown Cutz Academy Bristol will consider the request, but cannot guarantee that the school will be able to honor it.
- The Title IX Coordinator will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for Crown Cutz Academy Bristol to fully investigate an incident. By the same token, the Title IX Coordinator will not pressure a victim to make a full report if the victim is not ready to do so.
- If a victim discloses an incident to the Title IX Coordinator but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, Crown Cutz Academy Bristol must weigh that request against the school's obligation to provide a safe, non-discriminatory environment for all students, including the victim. *If Crown Cutz Academy Bristol honors the request for confidentiality, a victim must understand that the school's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.*
- Although rare, there are times when Crown Cutz Academy Bristol may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students. The Title IX Coordinator will evaluate requests for confidentiality. When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:
 - The increased risk that the alleged perpetrator will commit additional acts of sexual misconduct or other violence, such as
 - whether there have been other sexual misconduct complaints about the same alleged perpetrator;
 - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
 - whether the alleged perpetrator threatened further sexual misconduct or other violence against the victim or others;
 - whether the sexual misconduct was committed by multiple perpetrators;
 - Whether the sexual misconduct was perpetrated with a weapon;
 - Whether the victim is a minor;
 - Whether Crown Cutz Academy Bristol possesses other means to obtain relevant evidence of the sexual misconduct (e.g., security cameras or personnel, physical evidence);
 - Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.
- The presence of one or more of these factors could lead Crown Cutz Academy Bristol to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the school will likely respect the victim's request for confidentiality.
- If Crown Cutz Academy Bristol determines that it cannot maintain a victim's confidentiality, the school will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the school's response. Crown Cutz Academy Bristol will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or school employees, will not be tolerated. Crown Cutz Academy Bristol will also:
 - assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance;
 - provide other security and support, which could include issuing a no-contact order, helping arrange a change of course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
 - inform the victim of the right to report a crime to local law enforcement – and provide the victim with assistance if the victim wishes to do so.
- Crown Cutz Academy Bristol may not require a victim to participate in any investigation or disciplinary proceeding. Crown Cutz Academy Bristol is under a continuing obligation to address the issue of sexual violence campus-wide. Reports of sexual violence (including non-identifying reports) will also prompt the school to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/ victimization surveys; and/or revisiting its policies and practices.
- If Crown Cutz Academy Bristol determines that it can respect a victim's request for confidentiality, the school will also take immediate action as necessary to protect and assist the victim.

INVESTIGATION PROCEDURES AND PROTOCOLS

The Title IX Coordinator oversees the Institute's investigation, response to, and resolution of all reports of prohibited sexual misconduct, and of related retaliation, involving students, faculty, and staff. The Title IX Coordinator will designate a specially trained investigator (or team of investigators) to interview the complainant, respondent and any witnesses. The investigator will also gather pertinent documentary materials (if any) and other information.

- NOTICE OF INVESTIGATION

The Title IX Coordinator will inform the complainant before starting an investigation. The complainant may request that an investigation not be undertaken. The Title IX Coordinator will consider such a request in light of Crown Cutz Academy Bristol's commitment to provide a safe and non-discriminatory environment for all students. If the Title IX Coordinator determines not to investigate, she will notify the complainant in writing, including that the determination was made at the complainant's request. At the complainant's request, the Title IX Coordinator will also notify the respondent in writing, including that the complainant asked Crown Cutz Academy Bristol not to investigate. The investigator will direct the complainant, respondent, witnesses and other interested individuals to preserve any relevant evidence. If an investigation proceeds, Crown Cutz Academy Bristol will notify the respondent in writing that a report has been filed. The notice will describe the allegations in the report. The complainant and respondent will be

given the opportunity to meet separately with the Title IX Coordinator to review the Policy and these Procedures.

- INVESTIGATION PROCESS

Crown Cutz Academy Bristol 's process for responding to, investigating and adjudicating sexual misconduct reports will continue during any law enforcement proceeding. The investigator may need to temporarily delay an investigation while the police are gathering evidence but will resume the investigation after learning that the police department has completed its evidence gathering and will generally not wait for the conclusion of any related criminal proceeding. The investigator will interview the complainant, respondent and any witnesses. They will also gather pertinent documentary materials (if any) and other information. -

INVESTIGATION REPORT

The investigator will prepare a report detailing the relevant content from the interviews and the documentation gathered. The report will include the assessment of individual credibility and recommended findings of responsibility. The respondent and complainant will each have the opportunity to review a copy of the investigative report and any other information that will be used during the disciplinary proceedings. The names and other identifying information of other students will be redacted from such materials in accordance with the Family Educational Rights and Privacy Act (FERPA), except to the extent that doing so would interfere with the purpose of Title IX to eliminate sex-based discrimination. The Title IX Coordinator will supervise this review and ensure that reasonable time is afforded for review prior to the hearing.

- TIME FRAME FOR INVESTIGATION

Consistent with the goal to maximize educational opportunities and minimize the disruptive nature of the investigation and resolution, the Title IX Coordinator seeks to resolve all reports in a timely manner. In general, an investigation may last up to 30 days, from receipt of written notice from the complainant of the intent to proceed with an investigation. Adjudication will generally take up to 30 days from the date the investigative report is provided to both the complainant and the respondent. The Title IX Coordinator may set reasonable time frames for required actions under the Policy. Those time frames may be extended for good cause as necessary to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, accommodate delays by the parties, account for school breaks or vacations, or address other legitimate reasons, including the complexity of the investigation (including the number of witnesses and volume of information provided by the parties) and the severity and extent of the alleged conduct. Any extension of the timeframes, and the reason for the extension, will be shared with the parties in writing. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

- Where necessary, Crown Cutz Academy Bristol will take immediate steps to protect complainants pending the final outcome of an investigation, including academic accommodations and other interim measures. These steps may include the ability to change class schedules; withdraw from/retake a class without penalty; access academic support such as tutoring; issue no contact orders; and change the alleged perpetrator's class schedule.

- IMPACT OF VICTIM'S CONFIDENTIALITY REQUEST

A victim's request for confidentiality will likely limit Crown Cutz Academy Bristol 's ability to investigate a particular matter. The school may take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Examples include: providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; providing training and education materials for students and employees; revising and publicizing Crown Cutz Academy Bristol 's policies on sexual misconduct; and conducting climate surveys regarding sexual misconduct.

VOLUNTARY RESOLUTION

Voluntary resolution, when selected by the complainant and deemed appropriate by the Title IX Coordinator, is a path designed to eliminate the conduct at issue, prevent its recurrence, and remedy its effects in a manner that meets the expressed preference of the complainant and the safety and welfare of the Crown Cutz Academy Bristol community. Voluntary resolution is not appropriate for all forms of conduct under the Policy.

Crown Cutz Academy Bristol retains the discretion to determine, when selected by the complainant, which cases are appropriate for voluntary resolution. If a complainant requests voluntary resolution, and the Title IX Coordinator concludes that voluntary resolution is appropriate, then the Title IX Coordinator will take appropriate action by imposing remedies designed to maximize the complainant's access to all employment, educational, and extracurricular opportunities and benefits at the school and to eliminate a potential hostile environment. A complainant may request and decide to pursue voluntary resolution at any time. In those cases in which the voluntary resolution involves either the notification to or participation by the respondent, it is the respondent's decision whether to accept voluntary resolution.

Voluntary resolution may include: conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; facilitating a meeting with the respondent with the complainant present (in cases that do not involve sexual assault); and any other remedy that can be tailored to the involved individuals to achieve the goals of the Policy. In some forms of voluntary resolution, the remedies imposed will focus on supporting the complainant with no participation or involvement by the respondent. In other forms of voluntary resolution, the respondent may agree to participate. Depending on the type of remedy used, it may be possible for a complainant to maintain anonymity.

Voluntary resolution may also include restorative principles that are designed to allow a respondent to accept responsibility for misconduct and acknowledge harm to the complainant or to the Crown Cutz Academy Bristol community. Restorative models will be used only with the consent of both parties, and following a determination by the Title IX Coordinator that the matter is appropriate for a restorative approach.

Crown Cutz Academy Bristol will not compel a complainant to engage in mediation, to confront directly the respondent, or to participate in any form of informal resolution. Mediation, even if voluntary, is never appropriate in sexual misconduct cases and will not be used in such cases. As the title implies, participation in voluntary resolution is a choice, and either party can request to end this manner of resolution and pursue an investigation and adjudication at any time, including if voluntary resolution is unsuccessful at resolving the report. Similarly, a complainant can request to end an investigation and pursue voluntary resolution.

The time frame for completion of voluntary resolution may vary, but Crown Cutz Academy Bristol will seek to complete the process within 15 days of the complainant's request.

GRIEVANCE/ADJUDICATION PROCEDURES

- HEARING PANEL

If voluntary resolution is not available, Crown Cutz Academy Bristol will convene a hearing panel following the end of the investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the matter proceeds to the sanctions stage. The hearing panel will generally include the Title IX Coordinator and two additional members who will be individuals associated with Crown Cutz Academy Bristol. These additional hearing panel members may include administrators, officers, lawyers or other individuals with relevant experience and special training. Panel members may participate remotely so long as the hearing room is equipped with telephone equipment that allows the panel member to hear all the participants and to be heard by all the participants throughout the hearing proceedings. All panelists will receive training from experts in the field at least once a year. In addition to training on how the adjudicatory process works, the training will include specific instruction about how to approach students about sensitive issues that may arise in the context of sexual misconduct. The complainant and respondent will be informed of the panel's membership before the hearing process begins.

- ADVISORS

Both the complainant and the respondent are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled.

- WRITTEN SUBMISSIONS

Both the complainant and respondent will have the opportunity to submit written responses to the investigation report and other relevant information to the hearing panel. Each of the complainant and respondent will have the opportunity to review any written submissions by the other. The hearing panel may set reasonable parameters for these written submissions. The hearing panel will review the investigation report and written submissions.

- HEARING PROCEDURES

The Title IX Coordinator will, whenever possible, give the complainant and respondent at least five days advance notice of the hearing. The Title IX Coordinator will arrange to hold the hearing at an off-campus location. The hearing is a closed proceeding, meaning that no one other than the panel members, the complainant and respondent, their respective advisors, witnesses (when called), and necessary Crown Cutz Academy Bristol personnel may be present during the proceeding. The Director will work with school staff so that any student whose presence is required may participate in the hearing.

In general, hearings will proceed as follows:

- The Title IX Coordinator may set reasonable time limits for any part of the hearing. Each of the complainant and respondent will have the opportunity to present witnesses and other information consistent with the Policy and these Procedures. The panel may determine the relevance of, place restrictions on, or exclude any witnesses or information. When the complainant and respondent are not able to be present for the hearing panel, arrangements will be made for participation via alternate means.
- In cases where either the complainant or respondent opts not to participate in the hearing, the panel may still hear from the other.
- Additional hearing rules include:
 - Questioning: Only the panel may ask questions of the complainant and respondent and any witnesses. Both the complainant and respondent will have the opportunity to suggest questions of the other and of witnesses by submitting suggested questions to the panel in writing. The panel may revise or not ask any or all submitted questions.
 - Information Regarding Romantic or Sexual History: The panel will not consider the romantic or sexual history of either the complainant or respondent in cases involving allegations of sexual misconduct, except for testimony offered by one or the other about the complainant's and respondent's shared sexual history that the panel deems relevant. If such information is offered by the complainant or respondent, the other has the right to respond. The existence of a prior consensual dating or sexual relationship between the complainant and respondent by itself does not support an inference of consent to alleged sexual misconduct.
 - Prior Conduct Violations: The hearing panel will not consider the respondent's prior conduct violations, unless the investigator provided that information to the hearing panel because the respondent was previously found to be responsible, and the previous incident was substantially similar to the present allegation(s) and/or the information indicates a pattern of behavior by the respondent.
- Crown Cutz Academy Bristol will keep an audio recording of the hearing for the use of the panel, for sanctioning, and for purposes of appeal. The panelists may request a transcript of the recording. Cell phones and recording devices may not be used in the hearing room(s) unless approved by the panel in advance.

- PANEL DETERMINATIONS / STANDARD OF PROOF

The panel will use "preponderance of the evidence" as the standard of proof to determine whether a violation of the Policy occurred. Preponderance of the evidence means that a panel must be convinced based on the information it considers that the respondent was more likely than not to have engaged in the conduct at issue in order to find the respondent responsible for violating the Policy. The panel will find a student responsible, or not responsible, based on a majority vote. The panel will generally render a decision within 10 days after the conclusion of a hearing. The panel's decision will include an explanation of the basis for the decision. If the panel finds the respondent responsible, the matter will proceed to the sanctions stage. - **SANCTIONS & OTHER REMEDIES**

The Title IX Coordinator, with the advice and counsel of the other hearing panel members, shall be responsible for imposing sanctions that are:

- Fair and appropriate given the facts of the particular case;
- Consistent with Crown Cutz Academy Bristol 's handling of similar cases;
- Adequate to protect the safety of the campus community; and
- Reflective of the seriousness of sexual misconduct.

The Title IX Coordinator will consider relevant factors, including if applicable: (1) the specific sexual misconduct at issue (such as penetration, touching under clothing, touching over clothing, unauthorized recording, etc.); (2) the circumstances accompanying the lack of consent (such as force, threat, coercion, intentional incapacitation, etc.); (3) the respondent's state of mind (intentional, knowing, bias-motivated, reckless, negligent, etc.); (4) the impact of the offense on the complainant; (5) the respondent's prior disciplinary history; (6) the safety of the Crown Cutz Academy Bristol community; and (7) the respondent's conduct during the disciplinary process.

The Title IX Coordinator will render a sanctioning decision within five days following the receipt of the panel's determination. The sanctioning decision will be communicated in writing to the complainant and the respondent. Crown Cutz Academy Bristol may impose any one or more of the following sanctions on a student determined to have violated the Policy: - Reprimand/warning

- Changing the respondent's academic schedule
- Disciplinary probation
- Restricting access to Crown Cutz Academy Bristol facilities or activities
- Community service
- Issuing a "no contact" order to the respondent or requiring that such an order remain in place
- Dismissal or restriction from Crown Cutz Academy Bristol employment
- Suspension (limited time or indefinite)
- Expulsion

In addition to any other sanction (except where the sanction is expulsion), Crown Cutz Academy Bristol may require any student determined to be responsible for a violation of the Policy to receive appropriate education and/or training related to the sexual misconduct violation at issue. Crown Cutz Academy Bristol may also recommend counseling or other support services for the student.

Whatever the outcome of the hearing process, a complainant may request ongoing or additional accommodations and the Title IX Coordinator will determine whether such measures are appropriate. Potential ongoing accommodations include: - Providing an escort for the complainant

- Changing the complainant's academic schedule
- Allowing the complainant to withdraw from or retake a class without penalty
- Providing access to tutoring or other academic support, such as extra time to complete or retake a class.

Crown Cutz Academy Bristol may also determine that additional measures are appropriate to respond to the effects of the incident on the school community. Additional responses for the benefit of the Crown Cutz Academy Bristol community may include: - Increased monitoring, supervision, or security at locations or activities where the misconduct occurred

- Additional training and educational materials for students and employees
- Revision of Crown Cutz Academy Bristol's policies relating to sexual misconduct
- Climate surveys regarding sexual misconduct

- APPEALS

Either the respondent or the complainant or both may appeal the determination of the hearing panel and/or the sanctions.

Appeals are decided by the Director of Crown Cutz Academy Bristol.

The three grounds for appeal are:

1. A procedural error affecting the determination or sanction;
2. New information that was not available at the time of the investigation or hearing and that may change the determination or sanction; and
3. Excessiveness or insufficiency of the sanction.

Disagreement with the finding or sanctions is not, by itself, grounds for appeals.

The appealing student must submit the appeal in writing to the Owner of Crown Cutz Academy Bristol within five days after receiving the sanctioning notice. If either the complainant or respondent submits an appeal, the Title IX Coordinator will notify the other that an appeal has been filed and the grounds of the appeal. The non-appealing student may submit a written response within five days after notice of an appeal.

If the Owner concludes that a change in the hearing panel's determination is warranted, the Owner may enter a revised determination, reconvene the panel to reconsider the determination, or return the matter for additional investigation. After consultation with the Title IX Coordinator, the Owner may also change the sanction.

If both the complainant and respondent appeal, the appeals will be considered concurrently.

The Owner will notify the complainant and respondent of the final decision in writing. Appeals decisions will be rendered within 15 days after receipt of the written appeal. All appeal decisions are final.

RECORDS DISCLOSURE

Disciplinary proceedings conducted by Crown Cutz Academy Bristol are subject to the Family Educational Records and Privacy Act (FERPA), a federal law governing the privacy of student information. FERPA generally limits disclosure of student information outside Bristol School of Hair Design without the student's consent, but it does provide for release of student disciplinary information without a student's consent in certain circumstances. Any information gathered in the course of an investigation may be subpoenaed by law enforcement authorities as part of a parallel investigation into the same conduct, or required to be produced through other compulsory legal process.

AMENDMENTS

Crown Cutz Academy Bristol may amend its Sexual Misconduct Policies & Procedures from time to time. Nothing in such policies or procedures shall affect the inherent authority of the school to take such actions as it deems appropriate to further the educational mission or to protect the safety and security of the school community.

DEFINITIONS FOR CRIMES

(Defined by the FBI Uniform Crime Report)

- **CRIMINAL HOMICIDE:** These offenses are separated into two categories: Murder Non-Negligent Manslaughter and Negligent Manslaughter.
 - **Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. -
 - **Negligent Manslaughter:** Killing of another person through gross negligence.
- **SEXUAL ASSAULT:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program. -
- **SEX OFFENSES:** Below are the definitions for forcible and non-forcible sex offenses.
 - **FORCIBLE SEX OFFENSES:** Any sexual act directed against another person, forcibly and/or against the person's will; not forcibly or against the person's will when the victim is incapable of giving consent.
There are four types of forcible sex offenses: •
 - Forcible Rape - The penetration, no matter how slight, of the vagina, or anus with any body part, or object, or oral penetration by a sex organ of another person without consent of the victim including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental incapacity.
 - Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and or against the person's will. -
 - Sexual Assault with an Object - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person's will including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental incapacity.
 - Forcible Fondling - The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental incapacity.
 - **NON-FORCIBLE SEX OFFENSES:** Unlawful, non-forcible sexual intercourse.
There are two types of offenses included in this definition:
 - Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - Statutory Rape - A non-forcible sexual intercourse with a person who is under the statutory age of consent.
 - **CONSENT:** Consent is a voluntary agreement to engage in sexual activity. The absence of "no" is not consent. Silence or an absence of resistance does not imply consent. A verbalized "yes" that is coerced does not constitute a freely given "yes". Individuals who consent to sex must be able to understand what they are doing. A person may not be able to give consent if: they are under the age of 16, if they are legally mentally incapable, mentally incapacitated or physically helpless. This may include impairment due to drug or alcohol use. Someone who is incapacitated cannot consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to one form of sexual activity does not imply consent to any other forms of sexual activity. Previous relationships or prior consent does not imply consent to further sexual acts. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force or threat of either invalidates consent.
- **BYSTANDER INTERVENTION:** The term bystander intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the individual. Effective bystander intervention training prepares participants to recognize situations of potential harm, overcome barriers to intervening, identify safe and effective intervention options, and take action.
- **ROBBERY:** Taking or attempting to take anything of value from the care, 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:** 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:** The unlawful entry of a structure to commit a felony or theft.
- **MOTOR VEHICLE THEFT:** Motor Vehicle Theft includes the theft or attempted theft of a motor vehicle.
- **ARSON:** 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 or another, etc.
- **HATE CRIMES:** A hate crime is a criminal offense committed against a person or property which is motivated in whole or in part by the offender's bias. Bias is a performed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.
- **LARCENY/THEFT:** The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession of another.
- **SIMPLE ASSAULT:** An 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:** 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 OF PROPERTY:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control of it.
- **LAW VIOLATIONS:**
 - **WEAPONS: CARRYING, POSSESSING, ETC.:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
 - **DRUG ABUSE VIOLATIONS:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance.

- Arrests for violations of state and local laws, specifically those in relation to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
- **LIQUOR LAW VIOLATIONS:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.
- **DOMESTIC VIOLENCE:** A felony or misdemeanor crime of violence committed by any of the following individuals: - A current or former spouse or intimate partner of the victim; or
 - A person with whom the victim has a child in common; or
 - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or - A similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred; or
 - Any other person against an adult or youth victim who is protected under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred
- **DATING VIOLENCE:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - For the purpose of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.
- **STALKING:** Engaging in a course of conduct directed at a specific person that would cause a reasonable to: -
 - Fear for the person's safety or the safety of others; or
 - Suffer substantial emotional distress
 - For purposes of this definition:
 - Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by an action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
 - Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

EMERGENCY RESPONSE & EVACUATION PLAN

Crown Cutz Academy Bristol is committed to the safety and security of students, staff, and visitors on its campus. In order to support that commitment, Crown Cutz Academy Bristol maintains an Emergency Response & Evacuation Plan. Crown Cutz Academy Bristol maintains this policy for the purpose of emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural and human-caused disasters.

The Emergency Response & Evacuation Plan includes plans and instructions to be followed by campus administration, faculty, staff, students, and guests in the event of emergencies and evacuations. The Director is the Campus Security Authorities responsible for reporting and ensuring the evacuation of the campus in the case of an emergency. The Emergency Plan includes:

- A provision for immediate notification of the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or staff occurring on campus. -
- Procedures for testing and publishing the plan on an annual basis.
- Procedures for disseminating updated emergency information, which explain how this information will be communicated to the campus and relevant members of the community on a regular basis.

This plan is simple and should be followed by everyone in the building to ensure safe evacuation from the building.

EMERGENCY PROCEDURES:

FIRE OR OTHER INDOOR EMERGENCY:

The following steps must be followed in sequence:

1. Alert students, employees, and clients that there is a fire or other emergency.
2. The Campus Security Authority calls 911 immediately. In absence of the CSA, the administrator or faculty member present should call 911 immediately. Confirm and advise them that there is a fire (or other emergency). If time allows, describe the nature and location of the fire within the building. State the location of the school: 805 Commonwealth Avenue, Bristol, VA 24201.
3. Make sure ALL students, clients, and employees evacuate the building safely, if deemed necessary.
4. If the fire is small, use a portable extinguisher located throughout the building.
5. If the fire is large, and time permits, shut down all electrical equipment and appliances. Close all interior and exterior doors & windows as you exit, but do not lock them.
6. Exit the building and move to the far side of the parking lot. This allows the CSA or administrator/faculty member present to confirm that everyone has exited the building safely. The CSA should assign one employee to meet the responding fire department with a key to allow firefighters quick entry.

TORNADO/STORM OR OTHER OUTDOOR EMERGENCY:

- Electrical Storm: Campus Security Authority or acting administrator/faculty member will make any decisions as to whether electrical equipment and appliances should be turned off and/or unplugged. All persons should stay away from any faucets or plumbing and avoid contact with any electrical equipment appliances.
- Tornado: Assuming there is sufficient warning, shut off all electrical equipment and appliances and evacuate clients, students, and employees. If there is NOT sufficient warning, take shelter immediately against the interior wall between the classroom and clinic or against the interior walls of the office or restrooms. Stay away from windows and glass doors to avoid the danger of injury from flying glass.
- Earthquake: In the event of an earthquake, and when you feel shaking, immediately take cover under something sturdy, a station or table, for example. When the initial shock is over, students and staff should evacuate the building.

CHEMICAL SPILL

1. Close down all operations and ask all persons to evacuate. Remain calm and do not unnecessarily alarm clients.
2. If time permits (based on the hazard) perform an orderly shutdown of all electrical equipment.

UTILITY LOSS OR FAILURE

- In the event of a gas leak, the Director or administrator will call 911 to inform local authorities of the leak and initiate Emergency Evacuation Procedures.
- In the event of a power outage, students and staff are directed to remain in their designated areas until further instruction is given from the Director or administrator. The Director will contact the local utility company and will determine the anticipated duration of the outage.

STRUCTURAL FAILURE

1. In the event of structural damage and/or failure, students, staff, and clients are directed to vacate the affected area.
2. In the event of a collapse, all persons in the affected area are directed to drop, cover, and hold.
3. The Director will make a determination for evacuation based on the severity and scope of the failure. If an evacuation is determined, follow the Emergency Evacuation Procedures.
4. The Director will contact local authorities.

BOMB THREAT

1. Take any bomb threat seriously.
2. If it is a written bomb threat, do not handle it more than necessary and place it in an envelope to preserve any fingerprints. Notify the Director and local police immediately.
3. If you receive a telephoned threat, notify another person, if possible, by writing a note, indicating the call is a bomb threat. The other individual can then inform local police and the Director. Note the exact time of the call and attempt to write down the exact words of the caller. Ask the caller to repeat information. Get as much information as possible by asking about when the bomb is going to explode, the type of bomb, the appearance of the bomb, and the location of the bomb. Give all information to local police when they arrive.
4. The Director will provide further instruction based on counsel from local authorities. If an evacuation is determined, follow Emergency Evacuation Procedures.

BURGLARY/LARCENY

1. Remain calm and agreeable.
2. Do not attempt any heroic measures.
3. Report to local police – give the name of Crown Cutz Academy Bristol, your name, date and time of incident, any known injuries, number of suspects involved, any descriptive information.
4. Notify the Director.

MEDICAL EMERGENCY

1. In the event of a medical emergency, contact the local authorities immediately by dialing 911.
2. Notify the Director.
3. The Director will assess the situation, assign a faculty member to remain with the injured or sick person, and assign an additional staff member to meet emergency medical service responders and lead them to the injured or sick person.

CHEMICAL CONTACT

- In the ordinary day-to-day activity of the beauty school environment, you will come in contact with various chemicals both by breathing and dermal intake.
- Some of the chemicals include, but are not limited to: acetone, ethyl, acetate, ethyl methacrylate, alcohol, thioglycolic acid, methacrylic acid, aerosols, and many others. You may come in contact with these chemicals via providing services to others, by receiving services yourself, and in some cases, by simply watching technical demonstrations.
- You should be advised that these chemicals could create allergic reactions in some people. We recommend you check with your physician if you have known allergies or health-related problems such as asthma, emphysema, pregnancy, and other miscellaneous conditions that could be affected by exposure to and working with these chemicals.
- Crown Cutz Academy Bristol maintains MSDS (Material Safety Data Sheets) for chemical products; MSDS binders are located in the administrative office and/or in electric format on the school computer. Students and staff are directed to familiarize themselves with this information.

EMERGENCY EVACUATION PROCEDURES

In the event of an emergency evacuation, the administrators and instructors will announce the evacuation and ensure all students and clients have heard the announcement, direct all occupants to exit the building via the front door exit if possible or the emergency back exit if necessary, and instruct all to meet at the far end of the front parking lot. The evacuation plan is posted on the bulletin board in the classroom for reference.

Staff members will exit the building after they have ensured the building has been successfully evacuated by all students, guests, and staff. Staff members are aware that individuals with a self-identified disability or those with disabilities that are unobservable or not self-identified may need additional help during emergency situations. Instructors and faculty will assist those needing special assistance during any emergency evacuation.

Students and staff will be notified of emergency situations that require the school to be closed for the day, evening, and/or extended periods of time.

EMERGENCY NOTIFICATION & TIMELY WARNINGS

Crown Cutz Academy Bristol will immediately notify the campus community upon confirmation of a significant emergency, Clery Act crime, or dangerous situation involving an immediate threat to the health and safety of students or employees; including, but not limited to events occurring on the campus reported to campus security authorities or local police agencies considered to represent a serious or continuing threat to students and employees. The decision to issue an emergency notification and what information to post will be made on a case by case basis by the Campus Security Authority or their designee.

The CSA or designee will be responsible for confirming the significance, danger, and immediate threat to the safety and security of the school campus. This emergency notification will be made without delay unless issuing a notification will in the professional judgment of the responsible authorities compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. In such a case, notification may be delayed. Any notifications to the larger community will be authorized by the CSA or their designee. For a dangerous situation and immediate threat, the students, faculty/staff, and clients will be directed to a safe location.

Students, faculty, and clients are encouraged to accurately and promptly report all crimes and public safety-related incidents to the administrative staff or to their local law enforcement agency. Reports submitted to the administrative staff or local law enforcement agencies will be included in the annual disclosure of crime statistics and assessed for issuance of a Timely Warning Notice when deemed necessary. Witnesses and others are also encouraged to accurately and promptly report crimes and emergencies to the administrative staff or to local law enforcement when the victim of a crime elects to or is unable to make such a report.

A timely warning is a short description of the crime or incident, time and date, location, reported offense, suspect description, and any other pertinent information pertaining to the crime. This timely warning will also include personal safety information to protect individuals from becoming victims. The timely warning will be distributed via public announcement and may include a memo to a bulletin board. If deemed necessary by the Director, other methods of notification may be employed – including, but not limited to, flyers, notices on the school website, and local media.

Students and staff members are required to provide a phone number and email address for contact in the event of a significant emergency situation. Students and staff will be notified of significant emergency situations that require the school to be closed for the day, evening, and/or extended periods of time. In an effort to ensure the timeliness of notification to students and staff of a significant emergency situation, personal contact information changes should be communicated to the Director as soon as possible.

Communication of the emergency notification may include any or all of the following options: email, messaging, emergency phone alert system, college website, verbal communication, posted notices in buildings and/or local media. Regular updates and notifications will be sent in the same and/or additional methods as the original message. One system utilized by Crown Cutz Academy Bristol is the "GroupMe phone application".

All employees and students are encouraged to participate in the GroupMe Program – a text notification program. Text alerts are managed by the Director, Craig Charles or appointed staff member(s). Text alerts will be sent out regarding safety and announcements required by unforeseen circumstances; including, but not limited to, school closures from weather. Registering for the program is free & information is included in the Catalog, the school website, and below. While it is the student's choice to register, it is highly recommended to receive timely warnings. Employees and students can register by speaking with a staff member to receive an invitation to the GroupMe group chat.

Each year, at least one test of the Text Notification Program will occur. Additional tests may be announced for awareness and to assure the efficacy of the program.

MISSING STUDENT NOTIFICATION

None of our campuses offer student housing. However, missing students are of concern. If you are aware or believe a student is missing, please contact local law enforcement and make school administration aware. It is our policy to ensure that all law enforcement and others are notified promptly and in accordance with applicable state and federal law. We will provide confidential contact information to authorized officials needed in a missing student investigation.

INCLEMENT WEATHER

In the event that Crown Cutz Academy Bristol must close or operate on a delay due to inclement weather or any other emergency, students will be made aware through an announcement. Students may find announcements regarding closures and delays on our

website, Facebook page or via WCYB news. However, the most consistent way to be notified of closings will be through our GroupMe Phone Application. Posting of this announcement will occur no later than 6:00AM. Students are encouraged to continue checking these announcements in the event that a delay could be updated to a closure if conditions change. It is up to students to use their best judgment concerning driving conditions. In the event of a delay or closure, no clock hours will be accrued and the hours will be removed from the student's schedule. Students participating in our GroupMe Program for texts notifications will receive updates regarding delays and closures due to inclement weather via this system.

DRUG & ALCOHOL POLICIES & PENALTIES **DRUG & ALCOHOL ABUSE AWARENESS & PREVENTION PROGRAM**

Crown Cutz Academy Bristol is committed to maintaining an alcohol & drug-free environment for its students and employees in compliance with applicable federal, state, and local laws. It is the policy of Crown Cutz Academy Bristol that the possession, use, and sale of alcoholic beverages on campus are prohibited, without regard to an individual's age. Similarly, the possession, use, and sale of illegal drugs are prohibited. Any underage drinking or drug offense coming to the attention of the institution will be reported to the local police. The institution's full drug and alcohol abuse policy and literacy in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 are distributed at least annually to each student and employee. Crown Cutz Academy Bristol adheres to all state and federal drug laws. Students or employees who violate federal, state, or local laws concerning drugs or alcohol are subject to criminal prosecution; those who violate our policies may also be subject to institutional sanctions or dismissal and, possibly, referral for prosecution. In some

cases, conviction of drug-related offenses could result in the student's ineligibility of Title IV funding or other forms of financial assistance.

This policy applies to all employees, job applicants, current students, and current student applicants. The term employee includes contracted employees. As a condition of employment, employees are required to abide by this policy. As a condition of enrollment or continued enrollment, students are required to abide by this policy.

For the purpose of this policy, "campus" includes any and all sites associated in any way, either directly or indirectly, such as during field trips.

PROHIBITED ACTIVITIES

It is the policy of Crown Cutz Academy Bristol that the following activities are strictly prohibited during working/school hours by all employees and students, and that illegal use of drugs and/or alcohol is prohibited at any time.

1. It is prohibited for an employee to work or student to attend class with the presence of a controlled substance (drugs or alcohol) in his or her body, including the presence of a drug metabolite, unless legally prescribed to her or him.
2. It is prohibited for an employee or student to sell, use, purchase, distribute, dispense, manufacture, or be in possession of a controlled substance (drugs or alcohol), including drug paraphernalia, while on Crown Cutz Academy Bristol time, conducting Bristol School of Hair Design business, on Crown Cutz Academy Bristol property, attending class, or while representing Crown Cutz Academy Bristol on or off school property.
3. It is prohibited for an employee or student to sell, use, purchase, distribute, dispense, manufacture, or be in possession of controlled substances (drugs or alcohol), including prescription medications that are controlled substances, on Crown Cutz Academy Bristol time, business, property, or while attending class, unless the prescription medication is legally prescribed to the employee or student.
4. It is prohibited for an employee or student to operate any equipment while under the influence of any drug(s) or alcohol, including prescription over the counter medications, that render the employee or student incapable of safely and adequately using the equipment or performing any other job duties.
5. It is prohibited to consume any alcoholic beverage or alcohol containing liquid within four hours of a scheduled work or class period or assignment.
6. It is prohibited for any student or employee to use over-the-counter drugs in a manner not intended by the manufacturer and/or prescribed by a licensed medical professional.
7. It is prohibited for Crown Cutz Academy Bristol supervisors to allow an employee to work or student to attend class if they have actual knowledge that an employee or student has violated this policy.

PROCEDURES & REQUIREMENTS FOR EMPLOYEES OR STUDENTS

If an employee or student suspects that she or he has a substance abuse or alcohol problem, the employee or student is expected to contact an administrator of Crown Cutz Academy Bristol. Employees with drug or alcohol problems that have not resulted in and are not the immediate subject of disciplinary action may request approval to take unpaid time off to participate in rehabilitation or treatment programs. Any employee or student who voluntarily seeks such assistance or rehabilitation shall not be subject to disciplinary action for violation of the policy as long as the employee continues to participate satisfactorily in a counseling or rehabilitation program. The employee or student must obtain a work release from a counselor or treatment provider before returning to work or school.

Any investigation by law enforcement or conviction for controlled substance or alcohol activity may be cause for dismissal from employment or school. Failure to report any conviction for illegal drug use or alcohol misuse to Crown Cutz Academy Bristol may result in immediate termination from employment or school attendance. The use of prescription or over-the-counter medications that may impair an employee's or student's ability to safely or adequately perform his or her essential functions on the job must be reported to the employee's or student's supervisor. Some medication use may require reassignment or temporary leave of absence without pay/credit. Employees and students must only take medication as directed on the medication label and must heed any warnings listed on medication labels.

DISCIPLINARY ACTION

Violations of the Crown Cutz Academy Bristol Drug & Alcohol Prevention Policy shall result in disciplinary action including and up to termination of employment/enrollment. Such violations may also have legal consequences. Employees and students who violate this policy by illegally selling, manufacturing, distributing, or possessing controlled substances will be terminated from employment or enrollment.

Crown Cutz Academy Bristol reserves the right to implement random drug and alcohol testing at any time, with or without prior notice. Such testing may be implemented for use of current employees and/or students and/or prospective employees and/or prospective students. Refusal to test will result in disciplinary action up to and including termination of employment/enrollment and/or required participation in a substance abuse rehabilitation or treatment program.

SUBSTANCE ABUSE EDUCATION PROGRAMS

We do not offer and are not qualified to offer substance abuse education programs; however we offer our assistance to any employee or student in obtaining education about substance abuse and how to overcome addiction. Employees or students with potential alcohol or controlled substance related problems are encouraged to discuss their individual situations with the Director. Every effort will be made to ensure confidentiality and help in seeking assistance. Crown Cutz Academy Bristol can supply you with a list of local alcohol and controlled substance counseling centers.

SUSPICION OF ALCOHOL OR DRUG USE

Any employee suspecting a fellow employee or student might be suffering from alcohol or drug use should contact the Director. The information below is intended to assist you in identification of potential abuse behaviors or patterns of behavior that may indicate that you or someone else may be having difficulty with substance abuse. The following descriptions are not intended to be all-encompassing, but simply to serve as a guideline.

Behavior which may suggest alcohol/drug abuse include, but are not limited to, the following:

- Repeated accidents (on or off campus)
- Repeated illness absences
- Chronic lateness or early departures
- Significantly diminished task performance (with no other explanation)
- Odor of alcohol, slurred speech, unsteady gait, disorientation, paranoia, hallucinations, and other physical signs of impaired function, not caused by a known medical condition

Identification of drug paraphernalia is sometimes a difficult thing. Many common household items are misused to manufacture and abuse drugs. Employees and students alike are encouraged to be observant and to report items and/or behaviors that may be an indicator of drug and alcohol use and/or abuse.

Due to the wide variety of reactions people display or manifest when under the influence, all employees/students are advised to use caution when dealing with such a person. It is recommended that direct contact with the employee/student be limited to persons in supervisory roles when there is a perceived or true need for confrontation/advising. However, documentation may be provided by person(s) with direct involvement in an incident and/or accident resulting from the use of a controlled substance or person(s) with direct knowledge of the use of or possession of controlled substances covered in this policy.

HEALTH RISKS ASSOCIATED WITH ILLICIT DRUG USE AND ALCOHOL ABUSE

Below are summaries of the health risks and the signs and symptoms associated with illicit drug use and alcohol abuse. This is an overview and not a complete list. Each individual will experience the drug in a different way depending on individual characteristics such as body size, sex, and other physical and psychological factors.

Adverse health effects can range from nausea and anxiety to coma and death. There are risks associated with the chronic use of psychoactive drugs, including alcohol. Substance abuse may involve not only controlled substances and illegal drugs, but also alcohol and other substances that pose a health risk. When drugs are combined, their negative effects on the mind and body are often multiplied beyond the effects of the same drugs taken singly, which can be deadly.

A pregnant woman who uses alcohol, cigarettes, or other drugs exposes herself and her fetus to serious risks, such as miscarriage, low birth weight, or brain damage.

- **Alcohol** - Alcohol is the drug most frequently abused. Even small amounts of alcohol can impair the judgment and coordination required to drive a car, increasing your chances of having an accident. Alcohol may be an interacting factor in the incidence of aggressive acts, including vandalism and assault and serious health problems, such as liver damage. Consuming moderate to large amounts of alcohol impairs your ability to learn and remember information. Because alcohol is a depressant, very large amounts can cause respiratory and cardiac failure, resulting in death.
- **Cannabis** - Marijuana and hashish impair the user's short-term memory and comprehension. They can cause confusion, anxiety, lung damage, and abnormalities of the hormonal and reproductive systems. Hours after the feeling of getting high fades, the effects of cannabis on coordination and judgment may remain, heightening the risks involved in driving or performing other complex tasks. Cannabis, a fat soluble substance, may remain in the body system for weeks. An overdose or long-term use may bring about paranoia, panic attacks, or psychiatric problems.
- **Club/Designer Drugs** - The terms "club drugs" and "designer drugs" refer to a wide variety of drugs including MDMA (Ecstasy), GHB, rohypnol (roofies), ketamine (special K), methamphetamine (meth), and LSD (acid). Research indicates that these drugs can cause serious health problems or even death. They can have even more serious consequences when mixed with alcohol. Club/designer drugs are also occasionally used or administered to facilitate a sexual assault.
- **Depressants** - Barbiturates, benzodiazepines (e.g., valium), Quaaludes, and other depressants cause disorientation, slurred speech, and other behaviors associated with drunkenness. The effects of an overdose of range from shallow breathing, clammy skin, dilated pupils, or a weak and rapid pulse that can result in coma or death.
- **Hallucinogens** - Hallucinogens such as LSD, MDMA PCP (angel dust), mescaline, peyote, and psilocybin (shrooms) can cause powerful distortions in perception and thinking. Intense and often unpredictable emotional reactions can trigger panic attacks or psychotic reactions. An overdose of hallucinogens can cause heart failure, lung failure, coma, and death.
- **Narcotics/Opiates** - Heroin, codeine, morphine, methadone, and opium are narcotics/opiates. There is a high likelihood of developing a physical and psychological dependence on these drugs. Health effects include anxiety, mood swings, nausea, confusion, constipation, and respiratory depression. Overdose may lead to convulsions, coma, and death. The risk of being infected with HIV, the virus that causes AIDS, or other diseases significantly increases if you inject drugs and share needles.
- **Stimulants** - Cocaine/crack, amphetamines, and other stimulants can cause agitation, loss of appetite, irregular heartbeat, chronic sleeplessness, and hallucinations. All non-prescribed stimulants are extremely dangerous and psychologically and physically addictive. An overdose can result in seizures and death.
- **Tobacco** - Nicotine, the active ingredient in tobacco, increases your heart rate and raises your blood pressure. The tar in cigarette smoke is a major cause of cancer and other respiratory problems. The carbon monoxide in cigarette smoke can promote arteriosclerosis. Long-term effects of smoking cigarettes may include emphysema, chronic bronchitis, heart disease, and lung cancer.

ALTERNATIVES TO DRUG AND ALCOHOL USE

Crown Cutz Academy Bristol encourages its employees and students to live healthy lifestyles that are free from the use and/or abuse of controlled substances. Many alternatives are available that allow for a more rewarding and safer life span. Some alternatives include physical activities or sports, cultural events, and volunteerism. Contact your local community organizations and schools in your area to find out about programs they offer or volunteer assistance they may need.

FEDERAL, STATE, & LOCAL PENALTIES – PUNISHABLE BY LAW

The legal consequences for the illegal use, possession, sale, distribution, trafficking, and/or the manufacturing of illicit drugs or alcohol are numerous. Local, state, and federal laws exist that may be used to punish violators. Penalties can range from suspension, revocation or denial of a driver's license to 20-50 years imprisonment without benefit of parole. Property may be seized. Community services and/or restitution may be mandated.

- Federal

Possession and delivery (includes sale) of controlled substances is prohibited by the United States Code, Uniform Controlled Substance Acts [21 U.S.C. 801 and following]. Individuals can be penalized on the quantity of confiscated drugs, the type of drug(s) found, the number of previous offenses by the individual, and whether the individual intended to manufacture, sell, or use the drug. Any individual who knowingly possesses a controlled substance that is an amount that, as specified by regulation of the Attorney General, is a personal use amount shall be liable to the United States for criminal and civil penalties.

There are a number of federal anti-drug laws that affect a number of areas in everyone's lives. Students, for example, could lose eligibility for federal financial aid and could be denied other federal benefits such as: Social Security, retirement, welfare, disability and/or veteran's benefits. In fact, it is required that all applicants for federal student aid answer drug related questions on their application. Other federal laws allow the Department of Housing and Urban Development (which provides funds to states and communities for public housing) to now have the authority to evict residents and members of their household if they are associated with a drug-related crime. Businesses can lose their ability to seek or gain federal contracts and schools can lose federal assistance for students if the company/school does not promote a drug-free environment. State or local laws are also punitive to violators and in some cases have stiffer penalties than federal laws.

For information on Federal Trafficking Penalties, please visit the following link: <http://www.justice.gov/dea/agency/penalties.html>

- Virginia

For Virginia schedules, see Virginia Code Annotated at 54.1-3446.

- First Offense

Manufacturing, selling, distributing, giving or possessing with the intent to manufacture, sell, give or distribute (Va. Code Ann. at 18.2-248 and 18.2-11):

- Schedule I and II drugs, and transporting into Virginia one or more ounces of cocaine and five or more pounds of marijuana with intent to sell or distribute: not less than five years nor more than 40 years; fine not more than \$500,000. - Schedule III, IV or V drugs: not more than 12 months; fine not more than \$2,500.

- Trafficking in the following amounts is punishable by imprisonment of 20 years to life and a fine of not more than \$1 million:

Heroin: 100 kilograms or more

Cocaine: 500 kilograms or more

Cocaine base: 1.5 kilograms or more

- Simple possession of a controlled substance is punishable as follows:

Marijuana: a misdemeanor; not more than 30 days; fine of not more than \$500. (Va. Code Ann. at 18.2-250.1) Schedule I

or II drug: not less than one year nor more than 10 years; or, in some cases, up to 12 months and fine of \$2,500. Schedule III drug: not more than 12 months; fine not more than \$2,500.

Schedule IV drug: not more than six months; fine not more than \$1,000.

Schedule V drug: fine not more than \$500.

Schedule VI drug: fine not more than \$250 (Va. Code Ann. at 18.2-250.1, 18.2-11, and 18.2-10).

- Penalties for the sale, gift, distribution or possession with intent to sell, give or distribute marijuana (Va. Code 18.2-248.1):

Not more than one half ounce of marijuana: not more than 12 months, fine of not more than \$2,500.

More than one half ounce of marijuana but not more than 5 pounds of marijuana: up to 10 years, fine of not more than \$2,500.

More than five pounds of marijuana, not less than five years, nor more than 30 years.

Manufacturing marijuana: not less than five years nor more than 30 years, fine not to exceed \$10,000.

- Other Penalties, Second and Later Offenses

Sale of drugs on or near school property (including universities), state hospital grounds, a public recreation or community center, or any public library is a felony punishable by a mandatory sentence of not less than one year nor more than five years; fine of not more than \$100,000 (Va. Code Ann. at 18.2-255.2).

Forfeiture of driver's license may also occur as a result of drug violations. (Va. Code Ann. at 18.2-259.1). For penalties for sale of drugs to someone under age 18 who is at least three years younger than the seller, see Va. Code Ann. at 18.2-255. Enhanced penalties also apply to subsequent offenses

POLICIES REGARDING DRUG & ALCOHOL TESTING

Baseline, random, reasonable suspicion, post-accident, and follow-up testing may be conducted, with or without prior notice, and as a student or employee, you consent to these tests in order to continue in the program. You are advised that observed testing may take place to prevent use of altered specimens in testing. You, as a student or employee, understand and consent to observed testing by the designated testing facility. This test will be paid for by the school.

Drug Testing Circumstances

- Pre-Employment Procedures: Prospective employees or students may be asked to submit a drug test at a collection facility designated by Crown Cutz Academy Bristol as part of a potential job offer or as part of the acceptance/enrollment process. -

Post-Accident Tests: Crown Cutz Academy Bristol may require drug and/or alcohol testing of any employee or student involved in an on-the-job accident/injury where the following occurs: a fatality, an injury to an employee/student/client/other individual that requires medical attention away from the workplace or accident scene, and/or damage to school property that exceeds \$500. Post-accident

testing may also be required of any individual whose actions or inaction could have reasonably contributed to the cause of the accident.

- **Random Testing:** Unannounced random drug and/or alcohol testing may be conducted on all employees or students and will be administered by a third-party administrator. Selection for random testing will be computer generated. All employees/students will have equal chance of selection in each selection period.

- **Unit or Blanket Testing:** Drug and/or alcohol testing of all company employees/students in one location or job category may be conducted at the discretion of Crown Cutz Academy Bristol .

- **Reasonable Suspicion:** Chemical substance tests may be ordered with reasonable suspicion, based on a reasonable belief that a student/employee is using a controlled substance, using alcohol while at school/work, or reporting to school/work under the influence of controlled substance or alcohol in violation of Crown Cutz Academy Bristol 's Drug Prevention Policy. The suspicion may be based on:

1. Direct observation of controlled substance and/or alcohol use.
2. Physical symptoms or manifestations of being under the influence of a controlled substance and/or alcohol in the classroom, clinic floor, or on campus.
3. Abnormal conduct or erratic behavior such as absenteeism, tardiness, or significant deterioration of performance.
4. A report of controlled substance and/or alcohol provided by reliable and credible sources, which have been corroborated by the School.
5. A drug-related investigation, arrest, or conviction, or an investigation of theft

Reasonable Suspicion

An educator or supervisor who suspects that a student or other employee is under the influence of alcohol or a controlled substance shall submit a written statement to the Director specifically documenting the basis for the suspicions. This statement shall set forth specific facts and a reasonable basis for the suspicion.

If the Director finds insufficient reasonable suspicion to justify chemical substance testing, the Director shall so state directly on the written statement, and no chemical substance testing will be done at that time. The written statement shall be included in the student or employee's file and may, at a future time, be considered in determining whether individualized reasonable suspicion justifying conducting a chemical test exists at that time.

Right to Explain Test Results

If any student or employee tests positive for being under the influence of a controlled substance of alcohol, the individual will be given written notice of the positive test result, including the type of substance involved. The individual will be given an opportunity to discuss and explain the positive test result with the Director.

If an employee, student or applicant believes the laboratory analysis is in error, he or she will have 72 hours to request the re-analysis of the original urine specimen that was verified as positive, adulterated or substituted. Re-analysis will be on the original specimen only and must be performed by a certified laboratory. The cost of re-analysis is at the employee/student's expense. If the secondary laboratory does not detect the same controlled substance, the individual will be reimbursed the cost of re-analysis.

An employee who has a test result other than negative shall have the right to request a copy of the laboratory report from the employer in writing.

Other Policy Violations

If at any time a student/employee refuses to submit to testing during the random or reasonable suspicion screening, that person will be considered to be in violation of the School policy. It will also be considered a violation of this policy to submit an altered sample, a sample that was provided by another individual but is represented as the sample of the student or employee to be tested, and/or ingesting or adding something to sample in order to dilute or obtain a negative test result. Any one or more of these violations will result in disciplinary action, up to and including termination for misconduct.

CONFIDENTIALITY

All disciplinary actions, documentation including but not limited to drug and alcohol test results, will remain confidential to the extent required or allowed by law and in accordance with FERPA requirements.

DRUG & ALCOHOL POLICY REVIEW

Crown Cutz Academy Bristol will conduct a policy effectiveness review of the Drug and Alcohol policy annually to determine its effectiveness and to ensure its sanctions are being enforced. If changes are necessary, faculty will be notified at the next faculty meeting. Crown Cutz Academy Bristol will distribute annually to students, faculty and staff information concerning drug and alcohol abuse and Bristol School of Hair Design's Drug Prevention Policy & Program. Annual distribution to new enrolling students will take place during the orientation process. Annual distribution to current students will occur during monthly report card evaluations. Annual distribution to faculty members will occur during our annual faculty meeting. Any faculty members absent from the faculty meeting will be given a copy upon their return. Any new hires will receive the annual distribution during employee orientation.

As a part of this annual review, Crown Cutz Academy Bristol will determine a) the number of drug and alcohol-related violations and fatalities that occur on the school's campus or as part of any of the school's activities and that are reported to campus officials; b) the number and type of sanctions that are imposed by the school as a result of drug and alcohol-related violations and fatalities on the school's campus or as part of any of the school's activities. Crown Cutz Academy Bristol will make available upon request the results of the review as well as the data and methods supporting its conclusions.

RESOURCE INFORMATION

NATIONAL SUICIDE HOTLINE:

You deserve to have someone to talk to.

1-(800)-273-8255

<p>POLICE DEPARTMENTS:</p> <p>Bristol Police Department 501 Scott Street (276) 645-7400</p> <p>State Police, Bristol, VA 868 Bonham Road (276)669-2641</p>	<p>ALCOHOL/DRUG TREATMENT CENTERS:</p> <p>Tri Cities Recovery 1119 Commonwealth Avenue, Bristol, VA 24201 (276) 644-3133</p> <p>Love your Life Drug Rehab Bristol, TN (423) 301-6842</p> <p>Comprehensive Community Services 1241 Volunteer Parkway, Bristol, TN 37620 (423) 764-2196</p> <p>Frontier Health 26 Midway Street, Bristol, TN 37620 (423) 989-4502</p>	<p>SHELTERS:</p> <p>Haven of Rest Rescue Mission 624 Anderson Street, Bristol, TN 37621 (276) 968-2011</p> <p>Salvation Army Bristol 137 Martin Luther King Junior Blvd., Bristol, TN 37620 (423) 764-6156</p> <p>Abuse Alternatives (Emergency Shelter) 104 Memorial Drive, Bristol, TN 37620 (423) 652-9093</p>
<p>FIRE DEPARTMENTS:</p> <p>City of Bristol Virginia Fire Department 211 Lee Street (276) 645-7304</p> <p>Bristol Fire Station 1601 Euclid Avenue (276) 645-7307</p> <p>Bristol Fire Department, Station 3 105 Suncrest Drive (276) 645-7309</p>	<p>ALCOHOL/DRUG SUPPORT GROUPS:</p> <p>Alanon Central Presbyterian Church 301 Euclid Avenue, Bristol, VA 24201</p> <p>Alcoholics Anonymous, Bristol Fellowship Chapel 201 Crockett Street, Bristol, VA 24201</p> <p>Central Presbyterian Church 301 Euclid Avenue, Bristol, VA 24201</p>	<p>WOMEN'S SHELTERS:</p> <p>Haven of Rest Rescue Mission – The Grace Home 624 Anderson Street, Bristol, TN 37620 (423) 968-2011</p> <p>The Shepherd's Inn P.O. Box 2214, Elizabethton, TN 37643 (423) 542-0180</p>
<p>HOSPITALS:</p> <p>Bristol Regional Medical Center 1 Medical Park Boulevard, Bristol TN 37620 (423) 833-1121</p>	<p>SEXUAL ASSAULT VICTIM ADVOCACY PROGRAM:</p> <p>Bristol Crisis Center 100 Oakview Avenue, Bristol, VA 24201 (276) 466-2218</p> <p>Crisis Center Hotline: 800-273-8255 National Sexual Assault Telephone Hotline: 800-656-4673</p>	
<p>POISON CONTROL:</p> <p>(800) 222-1222</p>	<p>GENERAL COUNSELING:</p> <p>Bristol Regional Counseling Center 26 Midway Street, Bristol, TN 37620 (423) 989-4500</p>	

For more information, check the Director of Community Services (United Way), the Yellow Pages, the phone directory, or Google.com.