

The **Annual Security Report** is a current policy report for the procedures and facilities available to students and others so they may report criminal actions and policies concerning the institution's response to such reports for the campuses of Olympus Inc.

PREPARING THE ANNUAL DISCLOSURE

The Compliance Officer has the responsibility of gathering the data used to prepare the annual campus crime statistics. The data is obtained from reports made to the local law enforcement. Campus crime data is gathered the same day that it is reported. Data is obtained annually from local law enforcement and compared with the data gathered at the Institution. The resulting data is used to prepare the annual crime statistics report.

A STATEMENT OF CURRENT POLICIES CONCERNING CAMPUS LAW ENFORCEMENT, INCLUDING THE ENFORCEMENT AUTHORITY OF INSTITUTIONAL SECURITY PERSONNEL AND POLICIES THAT ENCOURAGE PROMPT REPORTING OF ALL CAMPUS CRIME TO THE CAMPUS POLICE AND LOCAL POLICE

All campuses of Olympus Inc. are essentially a non-residential Institutions, and do not have a campus police force. Therefore, all crimes are reported to local authorities as described in the first section regarding policies and procedures to report crimes. Olympus Inc. does not utilize pastoral or professional counselors for the process. Copies of the Institution's Accident/Incident Report Form may be requested from the Directors' Office.

Voluntary confidential reporting: As Olympus Inc. is essentially a non-residential Institution, and does not have a campus police force all crimes must be reported to local authorities. Local law enforcement will allow a victim or witness to report crime on a voluntary and confidential basis.

STUDENT HOUSING FACILITIES

Olympus Inc. does not have any school operated housing facilities. However, if an applicant needs assistance in finding local housing, the school will refer the applicant to an appropriate agency.

FIRE SAFETY REPORTING

Olympus Inc. is not required to maintain a log of any fire related incidents.

MISSING PERSONS

Our school is not required to have a missing student notification policy but does encourage students to contact the local police if they have knowledge that a student might be a missing person.

A STATEMENT OF PROGRAMS AVAILABLE TO STUDENTS AND EMPLOYEES ON CAMPUS SECURITY, PERSONAL SAFETY AND CRIME PREVENTION

Olympus Inc. provides information on personal safety and crime prevention. The school Director of each campus has a directory of services that are available, within the community, to assist those who had suffered from a criminal act. These services are usually free and are provided by the community. During the orientation of students, faculty and staff, procedures are outlined to cover the reporting of all criminal acts.

The school Director of each campus has available resources addressing Domestic Violence, Dating Violence and Stalking.

SEXUAL OFFENDERS AND PREDATORS

Education, information, resources and safety steps can be found at;

National Information; <https://www.nsopw.gov/>

Arizona; <http://www.azdps.gov/services/public/sex-offender>

Texas; <https://records.txdps.state.tx.us/sexoffender/>

New Mexico; <http://www.dps.state.nm.us/index.php/lerb/>

Oklahoma; <https://sors.doc.state.ok.us/svor/f?p=119:1:>

Florida; <http://offender.fdle.state.fl.us/offender/offenderSearchNav.do?link=advanced>

TITLE IX COMPLIANCE

TITLE IX POLICY STATEMENT

Title IX of the Education amendments of 1972 (Title IX) protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The purpose of this policy is to ensure that the Institutions policies are applied and interpreted in ways consistent with Title IX and other applicable law.

It is the policy of the Institution to provide educational, preventative and training programs regarding sexual or gender-based harassment; to encourage reporting of incidents; to prevent incidents of sexual and gender-based harassment from denying or limiting an individual's ability to participate in or benefit from the school's programs; to make available timely services for those who have been affected by discrimination; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy and harm, and prevent its recurrence.

Violations of this Policy may result in the imposition of sanctions up to, and including, termination, dismissal, or expulsion, as determined by the appropriate officials at the school.

DISCRIMINATION

Olympus Inc. prohibits discrimination and harassment based on race, color, creed, religion, sex, gender, national origin, citizenship, ethnicity, marital status, age, disability, sexual orientation, gender identity and gender expression, genetic information, veteran status, or any other status protected by applicable law to the extent prohibited by law.

TITLE IX OFFICER INFORMATION

SEXUAL HARASSMENT

The Olympian Academy of Cosmetology, I.T.S. Academy of Beauty, International Academy of Hair Design and Hair Benders Academy are committed to maintaining a positive learning, working and living environment. The Campuses do not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. In pursuit of these goals, the Campuses will not tolerate acts of sexual harassment or related retaliation against or by any employee or student.

This Policy:

1. provides a general definition of sexual harassment and related retaliation;
2. prohibits sexual harassment and related retaliation; and
3. sets out procedures to follow when a member of any Campus believes a violation of the Policy has occurred. It is also a violation of this Policy for anyone acting knowingly and recklessly either to make a false complaint of sexual harassment or to provide false information regarding a complaint.

Olympus Inc.s defines Sexual Harassment between individuals of the same or opposite sex that is characterized as unwelcome behavior that may be sexual in nature including requests for sexual favors, and other verbal or physical conduct of a sexual nature, relates to the gender or sexual identity of an individual and that has the purpose or effect of creating an intimidating, offensive or hostile environment for study. This includes;

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, living conditions and/or educational evaluation;
- (2) submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual; or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment. Hostile environment sexual harassment: (described in subpart (3) above) is unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating.

This policy applies to all interactions between students and Olympus Inc. faculty members and other faculty, staff, and administrative personnel, and other students.

Conduct alleged to be sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the questioned behavior. Repeated incidents or a pattern of harassing behavior may be cause for serious corrective action. However, a more serious incident, even if isolated, may be sufficient cause for action under this policy including referral to law enforcement when applicable.

Quid pro quo sexual harassment can occur whether a person resists and suffers the threatened harm, or the person submits and avoids the threatened harm. Both situations could constitute discrimination on the basis of sex. A hostile environment can be created by persistent or pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. Sexual violence, including rape, sexual assault, and domestic and dating violence, is a form of sexual harassment. In addition, the following conduct may violate this Policy:

1. Observing, photographing, videotaping, or making other visual or auditory records of sexual activity or nudity, where there is a reasonable expectation of privacy, without the knowledge and consent of all parties.
2. Sharing visual or auditory records of sexual activity or nudity without the knowledge and consent of all recorded parties and recipient.
3. Sexual advances, whether or not they involve physical touching.
4. Commenting about or inappropriately touching an individual's body.
5. Requests for sexual favors in exchange for actual or promised job benefits, such as favorable review, salary increases, promotions, increased benefits, or continued employment.
6. Lewd or sexually suggestive comments, jokes, innuendoes, or gestures.
7. Stalking

Other verbal, nonverbal, graphic, or physical conduct may create a hostile environment if the conduct is sufficiently persistent, pervasive, or severe so as to deny a person equal access to Olympus Inc.'s programs or activities. Whether the conduct creates a hostile environment may depend on a variety of factors, including: the degree to which the conduct affected one or more person's education or employment; the type, frequency, and duration of the conduct; the relationship between the parties; the number of people involved; and the context in which the conduct occurred.

UNWELCOME CONDUCT

Conduct is unwelcome if a person (1) did not request or invite it and (2) regarded the unrequested or uninvited conduct as undesirable or offensive. That a person welcomes some sexual contact does not necessarily mean the person welcomes other sexual contact. Similarly, that a person willingly participates in conduct on one occasion does not necessarily mean that the same conduct is welcome on a subsequent occasion.

Whether conduct is unwelcome is determined based on the totality of the circumstances, including various objective and subjective factors. The following types of information may be helpful in making that determination: statements by any witnesses to the alleged incident; information about the relative credibility of the parties and witnesses; the detail and consistency of each person's account; the absence of corroborating information where it should logically exist; information that the Respondent has been found to have harassed others; information that the Complainant has been found to have made false allegations against others; information about the Complainant's reaction or behavior after the alleged incident; and information about any actions the parties took immediately following the incident, including reporting the matter to others.

In addition, when a person is so impaired or incapacitated as to be incapable of requesting or inviting the conduct, conduct of a sexual nature is deemed unwelcome, provided that the Respondent knew or reasonably should have known of the person's impairment or incapacity.

The person may be impaired or incapacitated as a result of drugs or alcohol or for some other reason such as sleep or unconsciousness. A Respondent's impairment at the time of the incident as a result of drugs or alcohol does not, however, diminish the Respondent's responsibility for sexual or gender-based harassment under this Policy.

GENDER-BASED HARASSMENT

Gender-based harassment is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation or gender identity, but not involving conduct of a sexual nature when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the school's education or work programs or activities/ For example, persistent disparagement of a person based on a perceived lack of stereotypical masculinity or femininity or excluding from an activity based on sexual orientation or gender identity also may violate this Policy.

INVESTIGATIONS OF COMPLAINTS

A complaint that a students, staff or faculty member has committed sexual harassment or engaged in non-consensual sexual activity may be made to the Title IX Compliance Officer, or a staff or faculty member. Olympus Inc. will conduct an investigation, as appropriate under the circumstances.

The investigative process involves interviewing the parties involved and any witnesses while gathering documentary or other evidence. In cases involving alleged criminal conduct, the complainant may file a criminal complaint with the local police department. A complainant need not pursue a criminal

complaint in order to seek or to hold the accused responsible through the Institution's Student code of Conduct. As soon as possible, the complainant and the accused will be offered appropriate assistance, and our Academic Affairs department will be contacted if course adjustments are required.

Based on the outcome of the investigation, the Title IX Officer or their designee will determine if there is sufficient cause to proceed with the complaint. If so, the Title IX Officer or their designee will arrange for an informal resolution conference with the accused. (Complainants do not attend informal resolution meetings but are apprised of the meeting's outcome.) If the accused does not accept responsibility for the allegations and/or the proposed sanction, the Title IX Officer or their designee will determine if the evidence warrants a formal hearing before the Grievance

COMMITTEE

The exact nature of the responsive action depends on the circumstances, but may include discipline up to and including suspension or dismissal from the Institution for a student, staff or faculty who is found to have violated Institutional policies.

IMPLEMENTING PROVISIONS/POLICIES

The Institution will take appropriate action (i.e., an investigation, adjudication and disciplinary and remedial/corrective steps) in response to a complaint made pursuant to the complaint policies/procedures listed above. The Institution will make every effort to handle complaints and investigations with sensitivity to both the rights of the person who complains and the rights of the accused.

The Institution handles complains discreetly and attempts to maintain privacy throughout the investigative process, to the extent practicable and appropriate under the circumstances. However, in order to conduct an investigation, it is generally necessary to discuss the allegations with the accused and other potential witnesses. Additionally, the institution may have legal obligations to disclose information to law enforcement or in the context of legal proceedings.

Complaints may be made anonymously. While the Institution endeavors to investigate all complaints, including anonymous complaints, the nature of anonymous complains make investigation, determination, and rededication more difficult and, at times, impossible. Further, while the Institution attempts to protect the identity of complaints who do not wish to be identified, this may not always be possible.

In appropriate cases as determined by the Institution, conflict resolution may be possible. This is permitted only where both the complainant and accused voluntarily agrees to participate and either party may terminate informal resolution attempts and commence formal Grievance procedures at the

any time prior to reaching a mutually acceptable resolution. Depending on the circumstances, a mediated resolution may not necessarily involve face-to-face discussions between the complainant and the accused. Certain cases are not appropriate for conflict resolution, such as complaints of particularly egregious sexual harassment or cases involving sexual assault or violence.

Occasionally, an individual makes a complaint and later wishes to revoke or discontinue the Investigation or adjudication process. Similarly, it may occur that someone other than the victim reports and incident, and the victim declines to participate in the investigation or adjudication process. In other instances, complaints may be received anonymously and/or the victim may not wish to be personally identified. The Institution endeavors to respect the wishes of a victim to either not be identified and/or not participate in the process. In these situations, the school attempts to investigate and address complaints in accordance with the victim's wishes.

If a victim wishes to talk about an incident with the assurance that the discussion will be confidential and will not result in an investigation or follow up action, the Institution offers confidential resources through the Director. Contact with the Director that does not result in a complaint being filed with the institution or result in action being taken by the institution. Anyone wishing to have an incident investigated, mediated or adjudicated must make a complaint either orally or in writing in accordance with the procedures described above. In determining whether sex discrimination, sexual harassment or sexual misconduct occurred, the school does not apply the criminal standard of "beyond a reasonable doubt." no do formal court rules of evidence apply. Instead, the institution uses a "preponderance of the evidence standard, and the Institution may consider any evidence it deems relevant. A "preponderance of the "evidence" means the evidence which is of greater weight or is more convincing than opposing evidence such that it is "more likely than not" that an act occurred.

If the applicable investigative or adjudication process allows for parties to offer witnesses and evidence, the complainant and the accused will have an equal opportunity to do so. The complainant and the accused will be informed in writing of the outcome of the complaint, to the extent permitted by law. An accused that is a student may appeal the outcome to an impartial decision maker. An employee who is deemed guilty shall have whatever rights granted under law.

The particular method and grounds for appeal are explained in the student policies listed above. The Institution endeavors to resolve complaints promptly. Ordinarily, the investigative stage will take no longer than 60 calendar days from the time the complaint is received. In exceptional circumstances including but not limited to especially complex cases or when the Institution is not in session, it may be necessary to extend these time lines. If that occurs, the parties will be informed of the expected time line for completion.

The Institution prohibits retaliation against any individual who in good faith makes a complaint of Sex discrimination, sexual harassment, or sexual misconduct or participates as a witness in a proceeding under this or any other school policy. Retaliation is also unlawful pursuant to Title IX and other laws.

A STATEMENT OF CURRENT POLICIES CONCERNING THE SEXUAL ASSAULT PREVENTION PROGRAM AND THE PROCEDURES THAT ARE FOLLOWED

MALE VICTIMS

While most victims of sexual assault are women, some men are also victims and will be treated the same as female victim and have the same rights, resources and access to help.

If you are a victim of rape, regardless of gender, you can increase your chances of the police apprehending the assailant, as well as insuring your own mental and physical well-being by;

1. Seek Crisis Assistance. Call the police or your local rape crisis center immediately.
2. Seek Medical Assistance. Beyond the physical trauma you will need to be screened for sexually transmitted diseases.
3. Seek Counseling. Though difficult, rape victims need to feel they have a safe outlet to express their feelings related to the attack so they can feel less isolated and less unsure of himself/herself.

National Network To End Domestic Violence
<http://nnedv.org/policy/issues/vawa.html>

INSTITUTIONAL NOTICE OF PETITIONERS RIGHTS UNDER THE VIOLENCE AGAINST WOMEN ACT.

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits, of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Olympus Inc. not only complies with the letter of Title IX's requirements but also endorses the Law's intent and spirit. The Institution is committed to compliance in all areas addressed by Title IX including access to higher educations, career education, math and science, standardized testing, athletics, education for pregnant and parenting students, learning environment, and technology, as well as sexual harassment.

Sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and include dating violence, domestic violence and stalking. As such should you report a form of ex-based discrimination. The Institution wants to inform you of our policy and procedures that address sexual assault domestic violence, dating violence, and stalking, whether the incident occurs on or off campus as well as your rights, and the institution's responsibilities.

As a petitioner of sexual assault, dating violence, domestic violence or stalking, you will receive a full copy of our institution's Title IX Policy. This policy has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking.

These procedures include our right to inform you of your rights to file criminal charges as well as the availability of medical, counseling, and support services. We also offer additional remedies to prevent contact between a complainant and an accused party. The policy also addresses possible sanction and interim and/or long-term protective measures that the school may impose.

DEFINITIONS

Consent is defined as intelligent, knowing, and voluntary consent and does not include coerced submission. Consent shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender. The state of Nevada defines consent as -"not disputing that they behaved a certain way; rather claiming their behavior wasn't criminal because they allowed it to happen."

RAINN (Rape, Abuse & Incest National Network)
<http://www.rainn.org> | 800.656.4673

Love is Respect
<http://www.loveisrespect.org> | 866.331.9474 | TEXT LOVEIS to 22522

Sexual Assault is defined as an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of investigation.

Sexual violence includes any one incident of:

1. Sexual battery, as defined in A lewd or lascivious act, as defined in upon in the presence of a
2. Person younger than 16 years of age.
3. Luring or enticing a child, as described in
4. Sexual performance by a child, as described in
5. Any other forcible felony wherein a sexual act is committed or attempted regardless of whether criminal charges based on the incident were filed, reduced, or dismissed by the state attorney.

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Domestic violence means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnaping, false imprisonment, or any criminal offence resulting in physical injury or death of one family or household member of another family or household member. A family of household member means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Dating Violence: Means violence committed by a person -

- a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b. where the existence of such a relationship will be determined based on a consideration of the following factors:
 - i. the length of the relationship
 - ii. The type of relationship
 - iii. the frequency of interaction between the person involved in the relationship

Dating violence means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. A dating relationship must have existed with in the past 6 months.
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties.
3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time, and on a continuous basis during the course of the relationship.

The term does not include violence in a casual acquaintanceship or violence between individuals who have engaged in ordinary fraternization in a business or social context.

Stalking Help
<https://victimsofcrime.org> | 855.484.2846

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotion distress.

“Credible threat” means a verbal or nonverbal threat, or a combination of the two, including treats delivers by electronic communication or implied by a pattern of conduct, which places the person who is the target of the treat in reasonable fear for his or her safety, or the safety of his or her family members or individuals closely associated with the person, and which is made with the apparent ability to carry out the treat to cause such harm. It is not necessary to prove that the person making the threat had the intent to actually carry out the threat. The present incarceration of the person making the threat is not a bar to prosecution under this section “Cyber stalk” means to engage in a course of conduct to communicate, or to cause to be communicated words, images, or language by or through the use of electronic Mail or electronic

communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. A person who willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person commits the offense of stalking, a misdemeanor of the first degree, punishable as provided in A person who willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person and makes a credible threat to that person commits the offense of aggravated stalking, a felony of the third degree.

Bystander Intervention: A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking, or sexual assault is occurring or when a situation is occurring in which a violence, domestic violence, or stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse.

REPORTING SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, OR STALKING

After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible at a local hospital that will supply a physical evidence recovery collection kit. In Virginia evidence may be collected even if you chose not to make a report to law enforcement. A victim's name and identifying information will be withheld from the public and press in accordance with the Public Records law. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they are assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, stalking, and dating violence 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 to the Institution's hearing boards/investigators or police. Although the institution strongly encourages all members of its community to report violations to law enforcement, it is the victim's choice whether or not to make such a report, and victims have the right to decline involvement with the police.

To report an incident involving a sexual assault, domestic violence, stalking or dating violence, contact your local police department.

A VICTIM OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING HAS THE FOLLOWING RIGHTS:

1. A law enforcement officer who investigates an alleged sexual battery shall:
 - a. Assist the victim in obtaining medical treatment, if medical treatment is necessary as a result of the alleged incident, a forensic examination, and advocacy and crisis-intervention services from a certified rape crisis center and provide or arrange for transportation to the appropriate facility.
 - b. Advise the victim that he or she may contact a certified rape crisis center from which the victim may receive services.
 - c. Prior to submitting a final report, permit the victim to review the final report and provide a statement as to the accuracy of the final report.
2. The law enforcement officer shall give the victim immediate notice of the legal rights and remedies available to a victim on a standard form developed and distributed in conjunction with the Department of Law enforcement. The notice will include the resource listing, including telephone number, for the area certified rape crisis center as designated by the State.

A person who is the Victim of sexual violence or the parent or legal guardian of a minor child who is living at home who is the victim of sexual violence has standing in the circuit court to file a sworn petition for an injunction for protection against sexual violence on his or her own behalf, or on behalf of the minor child if:

1. The person has reported the sexual violence to a law enforcement agency and is cooperating in any violence has been filed, reduced, or dismissed by the state attorney; or
2. The respondent who committed the sexual violence against the victim or minor child was sentenced to a term of imprisonment in state prison for the sexual violence and the respondent's term of imprisonment has expired or is due to expire within 90 days following the date the petition is filed.

Further, the Institution complies with State law in recognizing orders of protection for dating violence, domestic violence, repeat violence, and sexual violence. Any person who obtains an order of protection from the State meet the President/Title IX Officer. A petitioner should then meet with President/Title IX Officer to develop a Safety Action Plan, which is a plan to reduce risk of harm while on campus, or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, or other measures to assist the petitioner.

OVERVIEW OF THE PROTECTION ORDER PROCESS BY CITY / STATE

The Hearing is considered a trial and is applicable to State rules of Evidence. Non-authenticated and hearsay are not allowable at the hearing.

To the extent of the victim's cooperation and consent, all Institutional offices will work cooperatively to ensure that the petitioner's health; physical safety, work and academic status are protected, pending the outcome of a will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The Institution does not publish the name of crime victims nor publish and identifiable information regarding victims in the crime logs.

DISCIPLINARY PROCEDURES FOLLOWING A COMPLAINT

The investigative process involves interviewing the parties involved and any witnesses while gathering documentary or other evidence. In cases involving alleged criminal conduct, the complainant may file a criminal complain with the local police department. A complainant need not pursue a criminal complaint in order to seek or to hold the accused responsible through the Institution's Student Code of Conduct. As soon as possible, the complainant will be offered appropriate assistance.

Based on the outcome of the investigation, the assigned Title IX Officer or their designee will determine if there is sufficient cause to proceed with the complaint. If so, the Title IX Officer or the designee will arrange for an informal resolution conference with the accused. Complainants do not attend informal resolution meetings but are apprised of the meeting's outcome. If the accused does not accept responsibility for the allegations and/or the proposed sanction, the Title IX Officer or their designee will determine if the evidence warrants a formal hearing before the Grievance Committee. The exact nature of the responsive action depends on the circumstances, but may include discipline up to and including suspension or dismissal from the school for a student, staff or faculty who is found to have violated Institutional policies.

The Institution will take appropriate action i.e., an investigation, adjudication and disciplinary and remedial/ corrective steps in response to a complaint made pursuant to the complaint policies/procedures listed remedial/corrective steps in response to a complaint made pursuant to the complaint policies/procedures listed above. The school will make every effort to handle complaints and investigations with sensitivity to both the rights of the person who complains and the rights of the accused.

The Institution handles complaints discreetly and attempts to maintain privacy throughout the investigative process, to the extent practicable and appropriate under the circumstances. However, in order to conduct an investigation, it is generally necessary to discuss the allegations with the accused and other potential witnesses. Additionally, the Institutions may have legal obligations to disclose information to law enforcement or in context of legal proceedings.

Complaints may be made anonymously. While the Institution endeavors to investigate all complaints, including anonymous complaints, the nature of anonymous complaints make investigation, determination, and remediation more difficult and, at times, impossible. Further, while the Institution attempts to protect the identity of complaints who do not wish to be identified, this may not always be possible.

In appropriate cases as determined by the Institution, conflict resolution may be possible. This is permitted only where both the complainant and accused voluntarily agree to participate, and either party may terminate informal resolution attempts and commence formal Grievance procedures at any time prior to reaching a mutually acceptable resolution. Depending on the circumstances, a mediated resolution may not necessarily involve face - to face discussions between the complainant and the accused. Certain cases are not appropriate for conflict resolution, such as complaints of particularly egregious sexual harassment or cases involving sexual assault or violence.

Occasionally, an individual makes a complaint and later wishes to revoke or discontinue the investigation or adjudication process. Similarly, it may occur that someone other than the victim reports an incident, and the victim declines to participate in the investigation or adjudication process. In other instances, complaints may be received anonymously and/or the victim may not wish to be personally identified. The Institution endeavors to respect the wishes of a victim to either not be identified and/or not participate in the process. In these situations, the Institution attempts to investigate and address complaints in accordance with the victim's wishes. If a victim wishes to talk about an incident with the assurance that the discussion will be confidential and will not result in an investigation or follow up action, the Institution will also proceed in this regard.

In determining whether sex discrimination, sexual harassment or sexual misconduct occurred, the school does not apply the criminal standard of "beyond a reasonable doubt," nor do formal court rules of evidence apply. Instead, the Institution used a "preponderance of the evidence" standard, and the Institution may consider any evidence it deems relevant.

A “preponderance of the evidence” means the evidence which is of great weight, or is more convincing than opposing evidence such that it is “more likely than not” that an act occurred. If the applicable investigative or adjudication process allows for parties to offer witnesses and evidence, the complainant and the accused will have an equal opportunity to do so. The complainant and the accused will be informed in writing of the outcome of the complaint, to the extent permitted by law. An accused that is a student may appeal the outcome to an impartial decision maker. An employee who is deemed guilty shall have whatever rights the law grants. The particular method and ground for appeal are explained in the student policies listed above.

The Institution endeavors to resolve complaints promptly. Ordinarily, the investigative stage will take no longer than 60 calendar days from the time the complaint is received. In exceptional circumstances (including but not limited to especially complex cases, or when the school is not in session), it may be necessary to extend these time lines. If that occurs, the parties will be informed of the expected time line for completion.

The Institution prohibits retaliation against any individual who in good faith make a complaint of sex discrimination, sexual harassment, or sexual misconduct or participates as a witness in a proceeding under this or any other Institution policy. Retaliation is also unlawful pursuant to Title IX and other laws.

The Institution engages in educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct.
- b. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity in the Commonwealth of Virginia.
- d. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- e. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

This educational campaign will consist of but no be limited to the distribution of educational materials to new students, participating in and presenting information and materials during student/employee orientation and through newsletters among other means of distribution through the year. The President also has a directory of services that are available to victims within the community to assist those who have suffered from a criminal act.

RISK REDUCTION/WARNING SIGNS OF ABUSIVE BEHAVIOR

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warning signs of abusive behavior and how to avoid potential attacks.

WARNING SIGNS OF ABUSIVE BEHAVIOR

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

1. Being afraid of your partner.
2. Constantly watching what you say to avoid a “blow up.”
3. Feeling of low self-worth and helplessness about your relationship.
4. Feeling isolated from family or friends because of your relationship.
5. Hiding bruises or other injuries from family or friends.
6. Being prevented from working, studying, going home, and/ or using technology (including your cell phone.)
7. Being monitored by your partner at home, work, or school.
8. Being forced to do things you don’t want to do.

HELP REDUCE RISK AND AVOID POTENTIAL ATTACKS

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

1. Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners.
2. Consider making a report with the Campus President and ask for a “no contact” directive from the school to prevent future contact.
3. Consider getting a protective order or stay away order.
4. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
5. Trust your instincts-if something doesn't feel right in a relationship, speak up or end it.

SEXUAL ASSAULT PREVENTION

(FROM RAPE, ABUSE AND INCEST NATIONAL NETWORK - RAINN)

- Try not to leave your drink unattended.
- Only drink from un-opened containers, or from drinks you have watched being made and poured.
- Cover your drink. It is easy to slip in a small pill over while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.
- Keep track of how many drinks you have had.
- Try to come and leave with a group of people you trust.
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours.

TRAVELING AROUND CAMPUS

- Make sure your cell phone is easily accessible and fully charged.
- Take major, public paths rather than less populated shortcuts.
- Avoid dimly lit places and talk to campus services if lights need to be installed in an area.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- Carry a noisemaker on your keychain.
- Carry a small flashlight on your keychain.

Part of Olympus Inc. compliance with the new Campus SAVE ACT requirements for prevention and awareness programs that address domestic violence, dating violence and stalking, the Title IX Officer at the institution receives and has available on display in the student center at the rear entrance in the student lounge. These brochures are from nationally recognized organizations and include awareness and preventive information. These brochures also include help hotlines related to these specific topics.

Olympus Inc. has a sexual assault prevention program that includes, but is not limited to the following:

- If an assault occurs, notify the Title IX Officer immediately
- Do not disturb the crime scene
- Notify local law enforcement officials
- Secure counseling for the victim
- Change the academic schedule if victim requests
- Disciplinary actions include dismissal from the school

A STATEMENT OF PROGRAMS AVAILABLE TO STUDENTS AND EMPLOYEES ON CAMPUS SECURITY PERSONAL SAFETY AND CRIME PREVENTION

The Title IX officer has a directory of services that are available, within the community, to assist those who have suffered from a criminal act. These services are usually free and are provided by the community.

During the orientation of students, faculty and staff, procedures are outlined to cover the reporting of all criminal acts. A copy of the reporting form is also enclosed at the end of this document.

A DESCRIPTION OF DRUG AND ALCOHOL ABUSE PREVENTION PROGRAMS

Olympus Inc. publishes annually to all current students and employees a copy of The Drug and Alcohol Abuse Prevention Program. Below are the details related to this topic.

DRUG AND ALCOHOL ABUSE PREVENTION

Drug abuse affects all aspects of American life. It threatens the workplace, our community. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness programs for their students and employees through the Safe and Drug Free schools and Communities Act. All students are expected to conduct themselves as mature adults and as members of an academic community. The consumption of alcohol or drugs while attending class is prohibited and may be subject to disciplinary action.

HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL

Moderate to high doses of alcohol cause marked impairments in higher mental functions and the loss of memory. High doses of alcohol can cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and the liver. Physical effects of drugs include increased heart rate, bloodshot eyes. Dry mouth and throat, and increased appetite. The use of drugs may impair or reduce short-term memory and comprehension, alter sense of time, and reduce the ability to perform tasks requiring concentration and coordination. Motivation and cognition may also be altered making the acquisition of new information difficult. As you can see from the above there are major health risks associated with the use of illicit drugs and abuse of alcohol.

STANDARDS OF CONDUCT

The Institutional community must adhere to a code of conduct that recognizes the unlawful, manufacture, sale, delivery, unauthorized possession or use to any illicit drug is prohibited on property owned or otherwise controlled by the school. If an individual associated with the Institution is apprehended for violating any drug or alcohol related law when on when on Institution property, or participating in an Institution activity, the Institution will fully cooperate with all law enforcement agencies. Underage possession or consumption of alcoholic beverages is not permitted on property owned or controlled by the school and the state laws will be enforced.

Intentionally or knowingly selling, or intentionally knowingly furnishing alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the school

Activities that will result in your immediate termination;

- a. Stealing from another student, client, or school property/ money
- b. Exhibiting violent behavior or destroying property
- c. Consuming, possessing or distributing alcoholic beverages and/or illegal substances during school or on school property
- d. Possession of a gun, knife, or deadly weapon, exploding device or device to harm or immobilize of any kind on school property is strictly prohibited and will be grounds for immediate termination.
- e. Committing fraud or falsification of records
- f. Clocking another student in or out

PELL GRANT RECIPIENTS

Federal guidelines state the grantee must certify that he or she will not engage in unlawful activities related controlled substances during the period covered by the grant.

FEDERAL FINANCIAL AID PENALTIES FOR DRUG VIOLATIONS

Federal guideline focus strongly on illicit drug use and distribution. The Higher Education Opportunity Act states students convicted of an illicit drug violation can be denied federal financial aid for a specific period, in addition to other legal penalties. The Free Application for Federal Student Aid (FAFSA) asks students if they have been convicted of a drug-related offense. "Have you ever been convicted of possessing or selling illegal drugs?" If you answer "yes" the school will send a worksheet in the mail to determine if you conviction affects your eligibility for aid. Failure to answer the question automatically disqualifies students from receiving federal financial aid.

Answering this question falsely could result in fines up to \$20,000 imprisonment or both.

More information about federal penalties and sanctions is located at

<http://www.justice.gov/dea/agency/penalties.htm>

PENALTIES FOR DRUG CONVICTIONS

If the student was convicted of both possessing and selling drugs, and the periods of ineligibility are different, the student will be ineligible for longer period.

POSSESSION OF ILLEGAL DRUGS

- For a first offense, a student loses eligibility for federal financial aid for one year from the date of conviction.
- For a second offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a third offense and subsequent offenses, a student has indefinite ineligibility from the date of conviction.

SALE OF ILLEGAL DRUGS

- For a first offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a second offense and subsequent offenses, a student as indefinite ineligibility from the date of conviction.

HOW TO REGAIN ELIGIBILITY

A student can regain eligibility for federal student aid funds the day after the period of ineligibility ends or upon successful completion of a qualified drug rehabilitation program that must:

- Include at least two unannounced drug tests:

AND

- Have received or be qualified to receive funds directly or indirectly under a federal, state or local government program.

Students denied eligibility for an indefinite period can regain it after successfully completing a rehabilitation program, passing two unannounced drug tests from such a program, or if a conviction is reversed, set aside or removed from the students's record so that fewer than two convictions for sale or three convictions for possession remain on the record.

In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. The student is responsible to certify that a rehabilitation program was successfully completed. As with the conviction question on the FAFSA, the institution is not required to confirm the reported information unless conflicting information is determined.

CONVICTIONS DURING ENROLLMENT

Federal regulations require enrolled students convicted of a drug offense after receiving federal financial aid to notify Olympus Inc. Immediately. The student will then become ineligible for further federal financial aid and must repay federal financial aid received after the conviction.

DRUG AND ALCOHOL COUNSELING

Available to all students is the to receive resources and support to individuals who need drug and alcohol counseling.

INSTITUTIONAL SANCTIONS FOR ALCOHOL AND DRUG VIOLATIONS

Any member of the school/s community found consuming or selling drugs on Institution property shall be subject to discipline on a case-by-case basis.

- Discipline will be based on the seriousness of the situation.
- A case may result in dismissal from the Institution.
- In all cases, the Institution will abide by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.
- Additional state penalties and sanctions may also apply.
- The Institution has adopted a zero-tolerance policy regarding underage drinking.

SOCIAL SERVICE ORGANIZATIONS

- Care Unit Hospital Program:
1-800-854-0318
- National Institute on Drug Abuse Hotline:
1-800-662-HELP
- National Institute on Drug Abuse Workplace Helpline:
1-800-843-4971
- National Clearinghouse for Alcohol and Drug Information:
1-301-468-2600
- Network of Colleges & Universities Committed to the Elimination of Drug & Alcohol Abuse:
1-202-357-6206
- D. O. E. Of Education Regional Centers Drug-Free Schools & Communities (SW Region):
1-405-325-1454
- The Center for Substance Abuse Treatment and Referral Hotline
1-800-662-HELP
- The Center for Substance Abuse Prevention Helpline:
1-800-967-5752
- Domestic Abuse Hotline:
800-799-SAFE
- RAINN / Rape Abuse & Incest National Network:
800-656-HOPE
www.rainn.org

EMERGENCY RESPONSE AND EVACUATION PROCEDURES - STATEMENT OF POLICY

The campus takes various precautionary measures to protect the students, faculty, staff and campus visitors. Nevertheless, unavoidable emergencies may occur at extreme situations.

In an event of an emergency or a dangerous situation that poses an immediate threat to the campus community, the school may utilize some or all of its mass notification capabilities to notify its campus community. These capabilities include text messages to alert the instructors, students, and patrons of the situation and place an immediate call to 911. In addition, members of the call center will post relevant updates and advisories on Facebook.

Safety and security guidelines for students, staff and faculty are provided at orientation, posted in student/teach lounges and posted on the institution website.

Any scheduled evening or weekend meetings require a member of the staff or faculty to be present and responsible for the maintenance of all security procedures.

Olympus Inc. has the following security policies and procedures in place:

PROCEDURE FOR EMERGENCY IN THE SCHOOLS

In the event of an emergency please follow these steps for the safety of all students and staff.

1. If this is an emergency where you must evacuate the building, follow the same procedure as you would for fire drill.
2. If this is any other type of a confrontation keep calm and have staff and students proceed to an area where all will be safe and will not interfere with the emergency and close the door.
3. Call 911 (police)
4. If any are injured report this during the call to 911.
5. Do not try to solve this emergency follow the procedure and keep calm, shouting only puts the person in charge in danger.

Notify the VP of Operations as soon as possible, once the situation is under control or once the proper authorities have arrived and the situation is resolved.

FIRE SAFETY

Olympus Inc. staff and students are educated and practice what to do in case of an emergency such as a fire.

SAFETY PROCEDURE

1. The safety and protection of the students, clients, and employees is considered first in all cases.
2. In the event of fire, notify the fire department immediately. Give the name and address of the school and the nature of the fire. Also give the name of the person making the call.
3. Evacuation is controlled by the campus administrator in the same manner as routine fire drills. See exit routes on diagram.
4. Personnel will remain ONLY if fire is detected in time and contained safely. Instruction in the operation of fire extinguishers is provided during new student orientation.
5. Upon evacuation, close all doors, to slow spread of fire. DO NOT let fire block your escape path.

FIRE PREVENTION

1. Clean filters in clothes dryer daily.
2. Turn OFF all electrical equipment at the end of the day.
3. Extinguish any smoldering ash trays.
4. Do not overload electrical outlets.
5. Clean filters in hair dryers regularly.
6. Repair/replace frayed electrical cords immediately.

FIRE DRILLS

At the sound of THREE WHISTLES OR BELLS, immediately escort your client out of the designated exit applicable to your location. DO NOT RUN! Wait until a staff member has determined it safe to return.

CRIME PREVENTION

The following crime prevention measures are recommended by the school:

- Stay alert and know your surroundings.
- Lock you care and do not leave any valuables in your care.
- Park in well lighted areas.
- At night avoid dark and isolated areas. If possible do not walk to your car alone.
- Do no leave your personal property unattended. Person Property brought into the facility for personal or business use in not covered under institutions's Insurance policy.

*****In case of emergency - dial 911 *****

Personal Property brought into the office for person or business use is not covered under Olympus Inc.'s Insurance Policy. Therefore, be aware that personal property that is brought into the school is at your own risk. Cars parked in the parking lot should be locked as a matter of routine.

CRIME AWARENESS & DRUG FREE POLICY

In accordance with the Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares this report for distribution to all current and prospective students and employees.

1. Campus is defined as "any building or property owned or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its educational purpose." The campus includes the facilities located in Alamogordo, Las Cruces, Albuquerque and Roswell, New Mexico; Lawton, Oklahoma; Wichita Falls, Arlington, Hurst, Plano, El Paso, Denton, Mesquite, Irving and Lewisville, Texas; Longwood, Florida; Tempe, and Phoenix, Arizona. There are no buildings or properties owned or controlled by Olympian Academy of Cosmetology, I.T.S. Academy of Beauty, International Academy of Hair Design, Olympus Beauty Academy or Hair Benders Academy student organizations which are recognized by this institution.
2. The report is disseminated annually in September to all current and prospective students and employees. In addition, this report is provided to all individuals during enrollment or employment orientation which is conducted with each start class or upon hiring of a new employee. At that time students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crimes.
3. No student will have access to the campus facility, other than the parking area, at any time unless supervised by a staff member. Any off campus events which are sponsored by the school or the student council are supervised by campus employees. Thus the school will monitor and report any criminal activity at such events to local law enforcement authorities should they occur.
4. The campus does not employ campus security officials. The security of the campus is the direct responsibility of each employee and the campus administrator. No such individuals have the authority to make arrests.
5. All individuals are encouraged and requested to report immediately any known criminal offense or other emergency occurring on campus to the school administration office on the designated form. All individuals are also encouraged to promptly report all crimes to appropriate police agencies. The campus

administrator will report all known criminal offenses to local law enforcement authorities upon receiving the report or upon obtaining knowledge of any criminal offense.

6. All students and employees are encouraged to be responsible for their own security and the security of others.
7. Sexual assault prevention programs are discussed during new student/employee orientation which includes extensive handouts and procedures directed toward personal protection, the prevention of crime, increasing awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses. To increase crime awareness and prevention, local law enforcement officers are periodically invited to speak to staff and students.
8. There are no buildings or properties owned or controlled by the school's student organizations which are recognized by the institution. There are no off campus housing facilities.
9. The school will provide timely warning to the campus community of any applicable crimes that have been reported to the campus administration or local police agencies that are considered to represent a continuing threat to students and/or employees.
10. Statistics concerning the number of arrests for on-campus crimes of murder, forcible and nonforcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and violations of liquor laws, drug abuse, weapons possession during the calendar years of 2013, 2014, 2015 are listed on the table below.

Type Of Crime	Number Of Occurrences	Number Of Arrests
Arson	-0-	-0-
Murder	-0-	-0-
Sex Offenses (Forcible Or NonForcible)	-0-	-0-
Robbery	-0-	-0-
Aggravated Assault	-0-	-0-
Burglary	-0-	-0-
Motor Vehicle Theft	-2-	-0-
Weapons Possession	-0-	-0-
Liquor Law Violations	-0-	-0-
Drug Abuse Violations	-0-	-0-
Hate Crime	-0-	-0-
*Within Public Area Of The Location		[09/09/16]

There were no crimes of murder, forcible rape, or aggravated assault that show evidence of prejudice based on race, religion, sexual orientation or ethnicity as prescribed by the Hate Crime Statistics Act (28 U.S.C. 534)

11. In the event a sex offense occurs on campus, the accuser has the option to and should take the following steps:
 - a. Report the offense to school administration in the administration office.
 - b. Preserve any evidence as may be necessary to prove criminal sexual assault.
 - c. Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
 - d. Report the crime to local law enforcement agencies.
 - e. Request a change in the academic situation if desired.
 - f. Contact an appropriate agency in the community for counseling or other services that may be needed.
12. Sexual harassment is a violation of federal and state law and is prohibited at all times. It is the express policy of the school that all individuals associated with the school are to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment in the workplace or school is grounds for severe disciplinary action.
13. The school does not provide living situations during enrollment. The school will change a victim's academic situation after the alleged sex offense if requested by the victim, and the change is reasonably available.
14. The only on-campus services available to victims of sex offenses are described in this report. There are no on-campus counseling, mental health or other student services available.
15. On campus disciplinary action in cases of alleged sexual assault will be based on findings by the law enforcement agency investigation, facts pertaining to the crime and other related mitigating circumstances provided that:
 - a. the accuser and the accused may have others present during the campus disciplinary proceeding; and
 - b. both the accuser and the accused shall be informed of the final determination of the disciplinary proceeding and any sanction(s) imposed against the accused.
16. Possible sanctions the school may impose following a final determination regarding rape, acquaintance rape, or other forcible or nonforcible sex offense vary depending upon the final determination and may include expulsion.
17. Drug Abuse is prohibited at all times by students and employees on the school property or as part of any of its activities. Drug abuse is defined as: "The unlawful manufacture, distribution, possession or use of illicit controlled substances, including alcohol."
18. The institution prohibits possession, use and sale of alcoholic beverages, enforces the state underage drinking laws and state and federal drug laws. The Drug Free Awareness Program includes providing a copy of the "Who Cares If I Do or Don't" pamphlet and a copy of this report. The Hotlines and Off Campus Resources are posted in the classroom. Employees receive a copy of the "Terms and Symptoms of Drug Abuse" in which all negative symptoms of drug abuse are defined. Fact Sheets and Posters about early warnings and guidelines regarding drug abuse are posted. As a condition of employment, employees will notify the institution of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
19. There are no on-campus drug or alcohol counseling, treatment, or rehabilitation programs available. Off-campus services regarding Drug Abuse Information and Treatment, Crisis Intervention, counseling and mental health include:
 - Care Unit Hospital Program:
1-800-854-0318
 - National Institute on Drug Abuse Hotline:
1-800-662-HELP
 - National Institute on Drug Abuse Workplace Helpline:
1-800-843-4971
 - National Clearinghouse for Alcohol and Drug Information:
1-301-468-2600
 - Network of Colleges & Universities Committed to the Elimination of Drug & Alcohol Abuse:
1-202-357-6206
 - D. O. E. Of Education Regional Centers Drug-Free Schools & Communities (SW Region):
1-405-325-1454
 - The Center for Substance Abuse Treatment and Referral Hotline
1-800-662-HELP
 - The Center for Substance Abuse Prevention Helpline:
1-800-967-5752
 - Domestic Abuse Hotline:
800-799-SAFE
 - RAINN / Rape Abuse & Incest National Network:
800-656-HOPE
www.rainn.org

20. Penalties to be imposed on students and employees for drug abuse violations occurring in the workplace include:
- notification of the abuse to the proper authorities;
 - a Leave of Absence from enrollment/employment during which time the individual must consider the responsibilities of his/her enrollment/employment, become free from any dependencies And prove it, and certify that if he/she is reinstated that he/she will no longer participate in abuse activities affecting performance;
 - expulsion or termination will be considered based on the circumstances surrounding the violation.
21. Any action taken by the institution against a violation of the drug- free workplace policy will occur immediately upon administration obtaining such information. The school will notify the Department of education within 30 days of an employee or student being involved in any criminal drug statue conviction for a violation occurring in the workplace.

HATE CRIMES

Hate crimes are those crimes that manifest evidence that the victim was intentionally selected because of the perpetrator's bias. There are six types of bias categories: race, gender, religion, sexual orientation, ethnicity/national origin and disability.

The school reports all hate crime statistics separately for the categories of criminal offenses listed in the chart below. Additionally, hate crimes statistics are also reported separately for the following offenses: larceny-theft, simple assault, intimidation and destruction/damage/vanadium of property.

STUDENT CRIME REPORT

NAME _____ TELEPHONE # (_____) _____ - _____

ADDRESS _____

It is the schools obligation to report crimes to the Director or Corporate Office and to the local authorities for the safety and interest of all students and customers. This report will be kept private and will only be shared with the local authorities and with the corporate office. In no way will this information be used against the reporter.

Is the crime you wish to report to the school involve you or someone else? _____

Were other people involved or present? If yes, list who. _____

What type of crime took place?

- | | |
|---|---|
| <input type="checkbox"/> Sex Offense | <input type="checkbox"/> Motor Vehicle Theft |
| <input type="checkbox"/> Domestic Abuse | <input type="checkbox"/> Weapon Possession |
| <input type="checkbox"/> Robbery / Theft | <input type="checkbox"/> Liquor Law Violation |
| <input type="checkbox"/> Aggravated Assault | <input type="checkbox"/> Drug Abuse Violation |
| <input type="checkbox"/> Burglary | <input type="checkbox"/> Arson |
| <input type="checkbox"/> Hate Crime | <input type="checkbox"/> Other _____ |

Where did the crime happen in the relation to the school?
(I.E. inside the school, parking lot, service corridor, etc) _____

Please provide a detailed account of the crime you would like to report. If additional space is needed, use the reverse side.

Please list staff all staff members who you have spoken with:

Have you or a staff member reported this to the local authorities? _____
If you have not reported this to the authorities, the school Director will report on your behalf.

Case # _____ Reporting Officer _____

I hereby certify that the statements made pertaining to my report are truthful and accurate. I understand I may be questioned by the local authorities as to the content of my report.

Signature

Date