



**COSMETOLOGY &
SPA ACADEMY**

ANNUAL SECURITY REPORT 2024

COSMETOLOGY AND SPA ACADEMY

CRYSTAL LAKE LOCATION

ELGIN LOCATION

SCHAUMBURG LOCATION

ROCKFORD LOCATION

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COSMETOLOGY AND SPA ACADEMY

➤ SAFETY & SECURITY INFORMATION

The Academy has current policies regarding procedures for students and other to report criminal actions or other emergency occurring on all campuses. The policies are the same for all CSA locations.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), in addition to the Campus Security Act, requires all schools, schools and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. The Violence Against Women Reauthorization Act (VAWA) amended the Clery Act to require institutions to compile statistics for the number of incidents of dating violence, domestic violence, sexual assault, and stalking as well as to include certain policies, procedures and programs pertaining to these incidents in this report.

Campuses 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. Cosmetology and Spa Academy has no dorms on campus and does not recognize any off campus student organizations that would be covered under this act.

All students, employees or anyone else interested on receiving a paper copy of this Annual Security Report may contact our office studentservices@cosmetologyandspaacademy.com. There is no fee charged for this report. This report is kept in the each location Director Office. The School will update this report annually based on the information received from the police stations in each city where the campus is located. The Report will be posted on our website under disclosures page <http://cosmetologyandspaacademy.com/csa-disclosures/>. The current student and employees will receive a notification when this report is updated. For the purpose of this report we will utilize the following terms : Cosmetology and Spa Academy (The School) and Cosmetology and Sap Academy community (the school community)

Timely Warnings & Emergency Notifications

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Director constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. Furthermore, the Campus Director will immediately notify the school community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring at the School, unless issuing a notification will compromise efforts to contain the emergency. The warning will be disseminated to staff and students through announcements in campus facilities, cell phone messages, email, school website, social media to ensure that the entire campus is likely to receive the warning. The timely warning will include information that promotes safety and tips to prevent similar crimes, allowing the campus community to take appropriate precautions. The timely warning will also include the time, location, and type of crime reported. Anyone with information warranting a timely warning or emergency notification should report the circumstances to the Campus Director in person email at studentservices@csaeducator.com or by calling at 815 575-6554

During school hours students should report alleged criminal acts to the Campus Manager or teacher in case the manager is not around. Reporting crimes is on a **voluntary, confidential basis and will be included in the annual disclosure of crime statistics.** . Victims will be assisted upon request.

The Campus Director is responsible to document any criminal acts, as well as reporting crimes to the local authorities as required by law. The Campus Director is required to make timely warnings to members of the campus community regarding the occurrence of crimes. The campus community includes the campus building and grounds and all adjacent public property. If there is an ongoing investigation of a crime that occurred in at, or on any, the School locations that would be jeopardized, cause the suspect to flee, risk the safety of an individual, or result in the destruction of evidence, the Campus Director may delay the timely warning until any adverse effect is no longer likely to occur.

Reporting the Annual Disclosure of Crime Statistics

The School collect and prepares the report statistics to comply with Clery Act. The School collect the information from local police department around each campus. The full report will be published on school website under Disclosure Information page www.cosmetologyandspaacademy.edu If a crime occurs during non-school hours and no faculty or staff member is available, students are encouraged to notify the police department immediately.

Each year notification of this report is made to all enrolled students and employees that provides the web site to access this report. Copies of the report may also be obtained in person without any fee from the Campus Director, or by sending a request to

studnetservices@csaeducator.com ; or by calling 815 575 6554 . All prospective employees may obtain a copy from the Campus Director. Campus crime, arrest and referral statistics include those reported to the local police departments, designated campus officials (including but not limited to the Campus Director), and other law enforcement agencies.

Reporting of Criminal Offenses

Cosmetology and Spa Academy strongly encourages anyone who is the victim or witness to any crime or other emergency to report the incident as soon as possible to the Campus Director in person, by email to studentservices@csaeducator.com ; or by calling 815 575 6554 ; in case of Emergency ONLY everyone in the building is encouraged to call or dial 9-1-1. Any suspicious activity or person seen loitering inside or around the School buildings should be reported to the Campus Director.

Reports may also be made to the School's Campus Security Authorities, or CSAs. Under Federal law, the definition of CSAs include individuals/offices designated by the School as those to whom crimes should be reported; and officials with significant responsibility for student and campus activities. If a school staff member has "significant responsibility" for students and campus activities outside of the classroom, and students potentially could report a crime / incident to that staff member, then they are a CSAs. CSAs are defined by function, not title. For the Cosmetology and Spa Academy CSAs include the Academy's President, Ned Halimi and each Campus Directors, as well as Directors of Financial Aid Ms. Mira and Directors of Admissions at Crystal Lake location. For off campus options you may contact the local police for non-emergencies nr. Please find the information for each campuses at the end of the report. Anyone who is the victim or witness to any crime is encouraged to promptly report the incident to the police. Because police reports are public records under state law, the police cannot hold reports of crime in confidence.

Confidential Reporting Policy

Cosmetology and Spa Academy encourages anyone who is the victim or witness to any crime to report the incident as soon as possible. All reports will be investigated. Violations of the law will be referred to the local police department. When a potentially dangerous threat to the School community arises, timely reports or warnings will be issued through email messages, text messages, social media warning , in-class announcements, or other appropriate means.

If you are the victim of a crime and do not want prefer to pursue action within the campus or criminal justice systems, you may still want to consider making a confidential report. With your permission, the Campus Director can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the School can keep an accurate record of the number of incidents occurring on campus properties. In addition, this will determine where there is a pattern of crime regarding a location, method, or assailant, and alert the school community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the School

Security & access to facilities

Each campus at the Academy 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 at all campus locations, especially in outside areas. Certain school staff and faculty are always on campus during business hours. Only authorized vehicles are allowed to park in the designated parking areas. The Campus Security Authority at each campus represents the campus and is instructed to enforce campus security policies in case of suspicions actions in campus or around it.

Security personnel is defined as any individual who is responsible for monitoring entrance into campus property, and any individual specified in a campus security policy as an individual to whom students and employees should report criminal offenses. This individual may have significant responsibility for student and campus activities but is limited to enforcement of campus rules and regulations. Incidents that go beyond the scope of campus personnel are referred to and investigated by the local law enforcement agencies, local police stations at each location. Security personnel and every employee have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing. The campuses maintain relationships with local police through collection of statistical reports. In addition, the campuses administration work with local law enforcements as necessary to report or investigate crimes.

Campus Security Authority and Jurisdiction

The Cosmetology and Spa Academy administration attempts to provide a safe, secure educational environment for all students and employees. The School provides NO security guards on its campus premises.

The authority for law enforcement at the school for each campus is the local police department. The School does not have

any written agreements with local police departments for the investigation of alleged criminal offenses. The school officials have the authority to contact the local police to request assistance in preventing or reacting to crime within or in the immediate vicinity of school facilities. The Campus Director is school coordinator of security issues at each campus and in case that person is missing, the admission rep is in charge. They are not authorized to arrest individuals but do have the authority to detain suspected criminal offenders if it is deemed safe to do so.

Security Awareness Programs

All new enrolled students participate in an orientation class. During the orientation class, the need and procedure of reporting emergencies and criminal activities, campus security measures and crime prevention is discussed. Similar information is presented to new employees. The new students and employees also participate on a Fire drill. At least once a year the each locations is required to exercise an emergency evacuation drill.

Criminal Activity Off Campus

The Cosmetology and Spa Academy does not provide law enforcement services to off-campus activities on behalf of the School. During these activities students and employees are encourage to call 911.

Emergency response & evacuation plan

Cosmetology and Spa Academy requires its campuses to maintain an Emergency Response and Evacuation Plan (EREP) which includes plans and instructions to be followed by campus administration, faculty, staff, students and guests in the event of emergencies and evacuations. Each campus has a Campus Director who serves as Campus Security Authority, who is responsible for reporting and ensuring the evacuation of the campus in the case of an emergency. The EREP 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 the 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.

- **Evacuation Procedure.** Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder) and staff, students and visitors can safely reach the evacuation location without danger. Each location will have a designated gathering location. Please fine this information at the last page of this report. The Campus Director will call or designate another to immediately call public safety (911) (police, fire and emergency responders) to give notice the School has been evacuated. The Campus Director will communicate the need to evacuate the building to the occupants by activating the fire alarm or by inter- com announcements. If that is necessary the Campus Director will determine evacuation routes based on location of the incident and type of emergency, and communicate changes in evacuation routes based on location and type of emergency. The Campus Director will communicate when it is safe to re-enter the building.

The school team member responsibilities:

- Instruct students and guests to exit the building using the designated emergency exit routes or as directed by the Campus Director. Emergency exit routes are posted on each classroom and hallways. Make sure all students, clients and team members will follow the emergency route guidance
 - Use a secondary route if the primary route is blocked or hazardous.
 - Help those needing special assistance.
 - Do not lock classroom doors when leaving, close door and turn off lights.
 - Do not stop for student or staff belongings.
 - Take class roster, phone lists, first-aid kit and other emergency supplies with you. Check the bathrooms, hallways and common areas for visitors, staff or students while exiting.
 - Go to designated gathering locations
 - When outside the building, check for injuries.
 - Account for all students. Immediately report any missing or injured students to the CampusDirector.
 - Wait for additional instructions
- **Lockdown Procedure.** Lockdown is the initial physical response to provide a time barrier during anactive shooter/intruder event. Lockdown is not a stand-alone defensive strategy. When securing in place, this procedure should involve barricading the door and readying a plan of evacuation or counter tactics should the need arise.

The Campus Director will make an announcement that the school is experiencing an emergency situation and that it is now under lockdown. The Campus Director will designate staff to call 9-1-1, identify the name and address of the school, describe the emergency, state the school is locking down, and provide intruder description and weapon(s) if known. The Campus Director will instruct staff to stay on the phone to provide updates and additional information.

The school team member responsibilities:

- Clear the hallway and bathrooms by your room, moving everyone into the classroom.
- Lock your doors.
- Move any large objects in front of the door to barricade door. All moveable items such as chairs should be used as well.
- Escape from the windows if that is possible.
- Take attendance and be prepared to notify the Campus Director or local law enforcement of missing students or additional students, staff or guests sheltered in your classroom.
- Do not place students in one location within the room. In the event that entry is gained by a shooter or intruder, students should consider exiting by running past the shooter/intruder or escape from the windows.
- Staff and students may utilize methods to distract the shooter/intruder's ability to accurately shoot or cause harm, such as loud noises or aiming and throwing objects at the shooter/intruder's face or person.
- Allow no one outside of the classroom until the Campus Director or local law enforcement gives the "All Clear" signal unless a life-threatening situation exists and a means to safe exit is available (through a window or other safe passage).
- If students and school personnel are outside of the school building at the time of a lockdown, school personnel will move students to the designated off-site assembly location.

- **Shelter-In-Place Procedure.** The shelter-in-place procedure provides a refuge for students, staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Shelters may change depending on the emergency.

The Campus Director will designate staff to monitor radio, internet, and other media for information on incident conditions that caused the shelter-in-place. The Campus Director will contact and consult with public safety officials as appropriate, and be prepared to announce additional procedures due to changing conditions of the incident, or to announce an "All Clear." School team member responsibilities:

- Move students into designated safe areas such as inside rooms with no windows, bathrooms, utility loses or hallways without large windows or doors.
- Close classroom doors and windows when leaving.
- Have everyone kneel and be ready to cover their heads to protect from debris, if appropriate.
- All persons must remain in the shelter until notified by the Campus Director or public safety official that it is safe to exit.

- **Medical Emergency Procedure.** These procedures are in place to assist staff, students and guests in the event of a medical emergency.

The School's staff should:

- Quickly assess the situation. Make sure the situation is safe for you to approach (i.e., live electric wires, gas leak, building damage, etc.).
- Immediately notify the Campus Director.
- Assess the seriousness of the injury or illness.
- Call or have someone call 9-1-1 immediately. Be prepared to provide the school name and address, exact location (floor, room number); describe illness or type of injury; and age of the victim(s).
- Protect yourself against contact with body fluids (blood borne pathogens).
- Administer appropriate first-aid according to your level of training until help arrives.
- Comfort and reassure the injured person. Do Not Move an injured person unless the scene is unsafe.

The Campus Director will direct staff to call 9-1-1, if necessary, and provide appropriate information to emergency responders. The Campus Director will develop and maintain written documentation of the incident.

Fire or another In door emergency:

The following steps must be followed in sequence: Alert students, employees and clients that there is a fire or other emergency. The Director of school should dial 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. Make sure ALL students, clients and employees evacuate the building safely, if deemed necessary. If the fire is small, use a

portable extinguisher located throughout the building. These are all- purpose "ABC" extinguishers. If the fire is large, and time permits, shut down all electrical equipment and appliances. Close all interior and exterior doors and windows as you exit but do not lock them. Exit the building and move to the far side of the parking lot at both locations. This allows the Director of school to be able to confirm everyone has exited the building safely. The Director of school or another employee that is designated will need to meet the responding fire department with a master key to allow firefighters quick entry.

The Campus Director will not allow staff, students or guests to return to the building until the fire department with jurisdiction over the scene has determined that it is safe to do so and given the "All Clear."

The school team member responsibilities:

- Take the class roster and first-aid kit and any other supplies or resources relevant to the incident and lead students as quickly and quietly as possible out of the building to the designated gathering location.
- Use alternate escape routes if the regular route is blocked or there is a safety hazard.
- Assist or designate others to assist students with functional needs.
- Close the classroom door and turn out the lights upon exiting and confirm all students and personnel are out of the classroom.
- Take attendance at the gathering location. Report any missing students or staff members and/or any injuries to the Campus Director or the emergency response personnel at the scene.
- Keep class together and wait for further instructions.
- Remain in safe area until the "All Clear" signal has been issued.
- No one may re-enter building(s) until it is declared safe by the fire department.

Alcoholic Beverages or Controlled Substances

Cosmetology and Spa Academy policy states that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on school premises, or as part of any school sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy can be found in the Drug Free School Policy.

Alcohol and Substance Abuse Education

The Cosmetology and Spa Academy has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of information materials, referrals, and school disciplinary actions.

A violation of any law regarding drugs or alcohol is also a violation of the CSA 's Drug Free School Policy and will be treated as a separate disciplinary matter by the School.

Additional information about drug and alcohol abuse, health risks, addiction and prevention can be accessed at the National School on Alcohol Abuse and Alcoholism (www.School drinkingprevention.gov) as well as the National School on Drug Abuse (www.drugabuse.gov/DrugPages/DrugsofAbuse.html).

Sexual Offender Registration

In accordance to the Campus Sex Crimes Prevention Act of 2000, the Clery Act, and the Family Rights and Privacy Act of 1974, the school is providing information for where students and employees may obtain information regarding registered sex offenders. The Washington Sex Offenders Registry may be found at <https://www.waspc.org/sex-offender-information>. The Campus Sex Crimes Prevention Act requires institutions of higher education to provide a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders can be obtained.

**COSMETOLOGY AND SPA ACADEMY
CRIME STATISTICS YEAR 2021**

The federal law requires that schools, colleges and universities disclose crime statistics on the previous three years for and contains crime data that may occur on-campus, on non-campus property, or on public property adjacent to the campus. For the purpose of the Clery Act, any building that is owned or controlled by the institution or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is classified by the FBI Uniform Crime Report.

Cosmetology & Spa Academy is required to report annual disclosure of crime statistics by October 1 each year. Campus Security Authority Contact (CSA'S) for each location, in collaboration with local police stations, prepares the reports. The Academy uses reports on crime statistics that are collected by local police stations at both locations. The following is a summary of the last three reporting years. The information is for Crystal Lake campus as well as the information from the local police reports. Cosmetology & Spa Academy has this full report available to all current and prospective students as well as employees and potential employees. To review a complete copy of the report, or to receive a paper copy please contact Campus Director, at studentservices@csaeducator.com

*The following report is a report for ALL locations in Illinois: Crystal Lake: 700 E Terra Cotta Ave, Schaumburg 142 E Golf Rd; Elgin 609 S Randall Rd; and Rockford 657 High gorve Place.

Should any crime or incident occur, it will be specified which location it has happened.

Offense	On Campus			Non Campus			Public Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	0	0	0	0	0	0	0	0	1
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrests & Disciplinary Referrals									
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0

Hate Crimes – There were no Hate Crimes reported for 2019, 2020 or 2021 for all locations .

COSMETOLOGY AND SPA ACADEMY

➤ CAMPUS SEXUAL MISCONDUCT POLICIES & PROCEDURES

Cosmetology and Spa Academy is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual misconduct. Every member of the school community should be aware that the School is strongly opposed to sexual misconduct, and that such behavior is prohibited by state and federal laws.

The School's Sexual Misconduct Policy is part of this Annual Security Report. It describes the School's programs to prevent sexual misconduct, and the procedures that the school will follow once an incident of sexual misconduct has been reported. This Policy is disseminated widely to the school community through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. Copies of the Policy can be obtained from the Campus Director. The school provides training to key staff members to enable the school to handle any allegations of sexual misconduct promptly and effectively. The school will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Scope of the Policy

This Policy governs sexual misconduct involving students that occurs on any school property or in connection with any School-sponsored program or event. This Policy applies to all students, employees, and third parties conducting business with the School, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. The School encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the School can respond appropriately. As further described in this Policy, the School will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

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 in the Definitions of Key Terms 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, 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.**

Options for Assistance Following an Incident of Sexual Misconduct

The School strongly encourages any victim of sexual misconduct to seek immediate assistance. Seeking prompt assistance may be important to ensure a victim's physical safety or to obtain medical care. The School 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.

Reporting Incidents of Sexual Misconduct.

Victims of sexual misconduct may file a report with the local police department. Please see the Appendixes for the contact information for the local police departments serving each campus location. Victims may also file a report with the School's Title IX Coordinator.

When a student or employee reports to the school that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the school will provide the student or

employee a written explanation of the student's or employee's rights and options. The School will also provide the student or employee with written notification about assistance available both within the School community and without, as well as information about options for academic or protective measures.

The victim of the sexual misconduct may choose for the investigation to be pursued through the criminal justice system and the School'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.

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. Cosmetology and Spa Academy does not provide counseling or health care services.

Personal counseling offered by the School 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, including:

National Sexual Assault Hotline	(800) 656-4673
National Domestic Violence Hotline	(800) 799-7233
Love Is Respect (Dating Violence Hotline)	(866) 331-9474
Victim Connect Resource Center	(855) 484-2846
National Sexual Assault Hotline	(800) 656-4673
Providence Intervention Center for Assault and Abuse	(425) 297-5774
King County Sexual Assault Resource Center	(425) 226-5062

The School's Title IX Coordinator will work with all students affected by sexual misconduct to ensure their safety and support their wellbeing. This assistance may include providing accommodations to support or protect a student after an incident of sexual misconduct and while an investigation or disciplinary proceeding is pending. Such accommodations may include the ability to alter class schedules, withdraw from/retake a class without penalty, and access academic support (e.g., tutoring). The School may be able to provide additional interim measures to victims while an investigation is pending, such as no contact orders. Interim measures will be individualized and appropriate based on the information gathered by the Title IX Coordinator, making every effort to avoid depriving any student of his or her education. The measures needed by each student may change over time, and the Title IX Coordinator will communicate with each student throughout the investigation to ensure that any interim measures are necessary and effective based on the students' evolving needs. Students who report an incident of sexual misconduct may also be able to obtain a formal protection order from a civil or criminal court. The School will work with the student and the applicable court to assist in the enforcement of any such protective orders.

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.

Title IX Coordinator & Deputy Coordinators

The School's Title IX Coordinator and Deputy Coordinators are responsible for monitoring and overseeing the School's compliance with Title IX and the prevention of sex harassment, sexual misconduct and discrimination. The Title IX Coordinator and Deputy Coordinators are:

- Knowledgeable and trained in School policies and procedures and relevant state and federal laws;
- Available to advise any individual, including a complainant, respondent, or a third party, about School 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;
- Participate in ensuring the effective implementation of this Policy, including monitoring compliance with all

- procedural requirements, record keeping, and timeframes; and
- Responsible for overseeing training, prevention, and education efforts and annual reviews of climate and culture.

Inquiries or concerns about Title IX may be referred to the School 's Title IX Coordinator, Mr. Ned Halimi and the Deputy Coordinator on each campuses :

CSA - Title IX Coordinator Mr. Ned Halimi can be reached at ned@cosmetologyandspaacademy.com , or at his office 700 E Terra Cotta Ave, Crystal Lake IL 60014; Ph nr : 815 455 5900

Monday – Friday 9:00 am – 4:00 pm

Schaumburg location: Ms. Jessu Gonzales – Campus Director; 142 E Golf St, Schaumburg, IL 60073

Contact studentservices@csaeducator.com Nr. 815 575 6620 Monday – Friday 9:00 am – 4:00 pm

Rockford location : Ms Melissa Kreuter Campus Director Contact Melisa at

Melissa@csaeducator.com; 657 Highgrove Place, Rockford, IL 61108 [815-605-6088](tel:815-605-6088) Monday – Friday 9:00 am – 4:00 pm

Elgin location Ms . Mr. Travis Campus Director ; 609 S Randall Road Elgin, IL 60123 Contact Cheryl at el-admission@csaadmission.com Monday – Friday 9:00 am – 3: 00 pm [630-345-8665](tel:630-345-8665)

Reporting Policies and Protocols

Cosmetology And Spa Academy 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.

Reporting to the School

An incident of sexual misconduct may be reported directly to the School 's Title IX Coordinator and/or the Deputy IX Coordinator for the applicable campus location. If the School 's IX Coordinator is the alleged perpetrator of the sexual misconduct, the report should be submitted to the School 's President. 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.

While there is no time limit for reporting, reports of sex discrimination or harassment should be brought forward as soon as possible. All incidents should be reported even if significant time has elapsed, but prompt reporting will better enable the School to respond, investigate, provide an appropriate remedy, and impose discipline if appropriate. The School 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.

The School 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.

Reporting to Law Enforcement

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

Reporting of Crimes & Annual Security Reports

Campus safety and security are important issues at Cosmetology and Spa Academy . Our goal is to provide students with a safe environment in which to learn and to keep students, parents, and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to record and report certain information about campus safety, including the number of incidents of certain crimes on or near campus, some of which constitute sexual misconduct under this Policy.

Each year the School prepares this report to comply with the Clery Act. The full text of this report can be located on the School 's web site at www.cosmetologyandspaacademy.edu This report is prepared in cooperation with the local law enforcement agencies around our campus. Each year notification is made to all enrolled students and employees that provides the web site to access this report. Copies of the report may also be obtained in person from the Campus Director or

by calling 815 575 6558. All prospective employees may also obtain a copy from the Campus Director.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Director constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be disseminated to staff and students through announcements in campus facilities, cell phone messages, email, school website, social media or intercom on each campus. The timely warning will include information that promotes safety and tips to prevent similar crimes, allowing the campus community to take appropriate precautions. The timely warning will also include the time, location, and type of crime reported. Anyone with information warranting a timely warning should report the circumstances to the Campus Director by phone at 815 575 6554 or in person at the School .

Third-Party and Anonymous Reporting

In cases where sexual misconduct is reported to the Title IX Coordinator or a Deputy 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

The School 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 Title IX Coordinator, a Deputy Title IX Coordinator, or the School’s President.

Coordination With Drug Free School Policy

Students may be reluctant to report instances of sexual misconduct because they fear being disciplined pursuant to the School’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, the School will respond educationally rather than punitively to student alcohol or drug policy violations associated with reported sexual misconduct.

School Policy on Confidentiality

The School encourages victims of sexual misconduct to talk to somebody about what happened –so victims can get the support they need, and so the School can respond appropriately. This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual misconduct. The School encourages victims to talk to someone identified in one or more of these groups.

Privileged and 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. The School does not provide professional or pastoral counseling, but can assist a victim of sexual misconduct in obtaining support services from these groups or agencies. Please look the last page of this report for a list of support services. A victim who at first requests confidentiality may later decide to file a complaint with the School 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 vis-à-vis the School, they may have reporting or other obligations under state law. **ALSO NOTE:** If the School determines that the alleged perpetrator(s) pose a serious and immediate threat to the School community, the School’s Campus 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.

Reporting to “Responsible Employees”

A “responsible employee” is a School employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the school to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A responsible employee must report to the Title IX Coordinator all relevant details about the alleged sexual violence shared by the victim and that the school will need to determine what happened – including the names of the victim

and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the school's response to the report. A responsible employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement. The School's responsible employees include any School employee that a student can reasonably believe has the authority or duty to redress and/or report incidents of sexual misconduct, including, but not limited to the School's President, Vice-Presidents, Campus Directors, Directors of Financial Aid and Directors of Admissions.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the School will consider the request, but cannot guarantee that the school will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim's request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the School to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

Reporting to Title IX Coordinator or Deputy Title IX Coordinator

When a victim tells the Title IX Coordinator or a Deputy Title IX Coordinator about an incident of sexual misconduct, the victim has the right to expect the School 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 or a Deputy Title IX Coordinator will be shared only with people responsible for handling the School's response to thereport. The Title IX Coordinator or Deputy 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 or Deputy 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 or Deputy Title IX Coordinator what happened but also maintain confidentiality, the Coordinator should tell the victim that the School will consider the request, but cannot guarantee that the School will be able to honor it. The Title IX Coordinator or Deputy Title IX Coordinator will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the School to fully investigate an incident. By the same token, the Coordinator will not pressure a victim to make a full report if the victim is not ready to.

Requesting Confidentiality From the School : How the School Will Weigh the Request and Respond.

If a victim discloses an incident to the Title IX Coordinator or Deputy Title IX Coordinator but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the School must weigh that request against the School's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the School 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 the School 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 the School 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 the School 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 the School 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. The School 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. The School 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.

The School may not require a victim to participate in any investigation or disciplinary proceeding.

Because the School 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 the School 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. A victim’s request for confidentiality will likely limit the School’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 the School’s policies on sexual misconduct; and conducting climate surveys regarding sexual misconduct.

Miscellaneous

Take Back the Night and other public awareness events. Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents of sexual violence, are not considered notice to the School of sexual misconduct for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts.

Off-campus Counselors and Advocates. Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the School unless the victim requests the disclosure and signs a consent or waiver form.

Investigation Procedures and Protocols

The School’s Title IX Coordinator oversees the School’s investigation, response to, and resolution of all reports of prohibited sexual misconduct, and of related retaliation, involving students, faculty, and staff.

As soon as practicable after receiving a report, the Title IX Coordinator will make an initial assessment of the report to determine whether the report, on its face, alleges an act prohibited by this Policy. If the Title IX Coordinator determines the report states facts which, if true, could constitute a violation of this Policy, the Title IX Coordinator will assess whether the complaint should proceed through the voluntary resolution process or formal investigation process (see below). The Title IX Coordinator will communicate the determination regarding the initial assessment in writing to the complainant. If the Title IX Coordinator determines the complainant’s report does not state facts that, if true, could constitute a violation of the Policy, the complainant may still file a report with the federal Office for Civil Rights, the police, or seek available civil remedies through the judicial system. The complainant may also re-file the report with the School upon discovery of additional facts.

Notice

After the initial assessment, if the Title IX Coordinator determines that the complaint may appropriately be resolved through voluntary resolution, the Title IX Coordinator will ask the complainant and respondent, separately, whether they would agree to pursue resolution of the complaint informally. If either party does not agree to pursue voluntary resolution, or if the complainant, respondent, or School, at any time, determines that voluntary resolution is not or no longer appropriate, the Title IX Coordinator will promptly inform the complainant and respondent in writing that the complaint will proceed through formal investigation. After the initial assessment, the Title IX Coordinator may determine the complaint must proceed through formal investigation. The Title IX Coordinator will notify the complainant and respondent with written notice of the formal investigation, including the allegation(s). The complainant and respondent will be given the opportunity to meet separately with the Title IX Coordinator to review the Policy.

Voluntary Resolution

Voluntary resolution, when selected by all parties 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 safety and welfare of the School community. If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving a full disclosure of the allegation(s) and their options for formal resolution and if the School determines that the particular Title IX complaint is appropriate for such a process, the School will facilitate an informal resolution to assist the parties in reaching a voluntary resolution. The School retains the discretion to determine which cases are appropriate for 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; and any other remedy that can be tailored to the involved individuals to achieve the goals of the Policy. 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 School 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.

The School will not compel parties to engage in mediation or to participate in any particular form of informal resolution. 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. The time frame for completion of voluntary resolution may vary, but the School will seek to complete the process within 15 days of the all parties' request for voluntary resolution.

Formal Investigation Process

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. The School'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.

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, the School 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; and no contact orders. Interim measures will be individualized and appropriate based on the information gathered by the Title IX

Coordinator, making every effort to avoid depriving any student of his or her education. The measures needed by each student may change over time, and the Title IX Coordinator will communicate with each student throughout the investigation to ensure that any interim measures are necessary and effective based on the students' evolving needs.

Investigation Report

The investigator will prepare a report that includes a statement of the allegations and issues, the positions of the complainant and respondent, a summary of the evidence (including from interviews and documentation gathered), an explanation why any proffered evidence was not investigated, assessment of individual credibility, and findings of fact and an analysis of whether a violation of the Policy has occurred. The investigator 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 the investigator 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 complainant and respondent will be simultaneously notified of the completion of the investigation and provided with the investigator's report.

Upon receipt of the investigative report, the complainant and respondent shall each have the opportunity to request a hearing be conducted pursuant to the procedures set forth below. If neither party requests a hearing within 10 calendar days from their receipt of the investigative report, then the recommended findings of responsibility set forth in the investigative report shall be final. The Title IX Coordinator shall rely on the recommended findings of responsibility in the investigative report for purposes of imposing sanctions in accordance as described below.

➤ Grievance/Adjudication Procedures Hearing

➤ Panel

If requested by either complainant or respondent following the distribution of the investigative report, the School 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 consist of three members who will be individuals associated with the School. The hearing panel may include the Title IX Coordinator or a Deputy Title IX Coordinator unless the Title IX Coordinator or Deputy Title IX Coordinator was designated as the investigator of the complaint pursuant to the description above. The 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. A complainant and/or respondent may challenge the participation of a panel member because of perceived conflict of interest, bias, or prejudice. Such challenges, including rationale, must be made to the Title IX Coordinator at least 48 hours prior to the commencement of the hearing. At its discretion, the Title IX Coordinator will determine whether such a conflict of interest exists and whether a panel member should be replaced. Postponement of a hearing may occur if a replacement panelist cannot be immediately identified.

➤ 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. Both the complainant and the respondent shall be provided with an opportunity to review any information gathered by the investigator during the investigation process prior to the hearing. 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 may 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 School personnel may be present during the proceeding. The Campus 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.

The School will keep an audio recording of the hearing for the use of the panel and for sanctioning. 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. The parties will be informed of the results of the adjudication hearing by simultaneous written notice to both parties of the outcome of the complaint. The hearing panel's determination is final.

Sanctions and 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 the School'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 School 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.

The School 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 School 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 School employment
- Suspension (limited time or indefinite)
- Expulsion

In addition to any other sanction (except where the sanction is expulsion), the School 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. The School 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 re-take a class

The School 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 School 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 the School's policies relating to sexual misconduct
- Climate surveys regarding sexual misconduct

Records Disclosure

Disciplinary proceedings conducted by the School 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 the School 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. The School will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the School against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Education and Prevention Programs

As set forth in this Policy statement, Sexual Assault, Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking are all forms of Prohibited Conduct.

The School is committed to offering educational programs to promote awareness and prevention of Prohibited Conduct. Educational programs include an overview of the School's 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. As part of the School'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.

The Title IX Coordinator, hearing panel members, and anyone else who is involved in responding to, investigating, or

adjudicating sexual misconduct will receive annual training from experts in the field. 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.

DEFINITION RELATED TO CRIME REPORTING
➤ **DEFINED BY THE FBI UNIFORM CRIME REPORT**

Clery geography—For the purpose of collecting statistics on the crimes described under Crimes to be reported in this chapter, Clery geography includes buildings and property that are part of the institution’s campus, the institution’s non-campus buildings and property, and public property within or immediately adjacent to and accessible from the campus. When recording crimes in the crime log, Clery geography includes, in addition to the locations above, areas within the patrol jurisdiction of the campus police or security department.

Campus—Any building or property owned or controlled by the school within the same reasonably contiguous geographic area and used by the school in direct support of, or in a manner related to, its educational purposes, including residence halls; also, any building or property that is within or reasonably contiguous to the above area that is owned by the school but controlled by another person, is frequently used by students, and supports school purposes (such as a food or other retail vendor).

No campus building or property—any building or property that is owned or controlled by

- a student organization officially recognized by the school or
- the school and that is used in support of its educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the school.

Criminal homicide: These offenses are separated into two categories: **Murder Non-Negligent Manslaughter and**

Negligent Manslaughter.

A) Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

B) Negligent Manslaughter: Killing of another person through gross negligence.

Sexual harassment: Conduct on the bases of sex that satisfies one or more of the following: An employee of the recipient conditioning the previous of and aid, benefit, or service of the recipient on and individual’s participation in unwelcome sexual conduct;

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient; s education program or activity; or “ Sexual assault,” “dating violence,” “ domestic violence” or “ stalking” as defined for VAWA purposes listed below.

Actual Knowledge Notice of sexual harassment or allegations of sexual harassment to a recipient’s Title IX Coordinator or any official of the recipient who has authority to institute corrective measures on behalf of the recipient,

Complainant: An individual who is alleged to be the complaint of conduct that could constitute sexual harassment.

Respondent: An individual who has been reported to be the respondent of conduct that could constitute sexual harassment.

Formal Complaint: A document filed but a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the recipient investigate the allegation of sexual harassment.

Sexual assault :An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program and included in 34CFR Subpart D, Appendix A <https://ucr.fbi.gov/crime-in-the-u.s/2013/crime-in-the-u.s.-2013/violent-crime/rape>

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.

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 crime—a crime reported to local police agencies or to a campus security authority that shows evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. In their recording, schools must identify the actual or perceived category of the victim that motivated the crime. The categories are: race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, and disability.

ARCENY/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 :

- a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or 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.

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; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking—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 emotional distress.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking—Comprehensive, intentional, and integrated programming,

initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and social levels. These include both primary prevention and awareness programs aimed at incoming students and new employees, and ongoing prevention and awareness campaigns for current students and employees. See 34 CFR 668.46(j) for more information. 34 CFR 668.41(a) and 46(a)

Bystander Intervention

The School's primary prevention and awareness program includes a description of safe and positive options for bystander intervention. Active bystanders take the initiative to help someone who may be targeted for a sexual assault. They do this in ways that are intended to avoid verbal or physical conflict. Active bystanders also take the initiative to help friends, who are not thinking clearly, from becoming offenders of crime. Intervention does not mean that you directly intervene to stop a crime in progress; rather, these steps are "early intervention" – before a crime begins to occur. There are three important components to consider before taking action that we refer to as the ABCs:

- Assess for safety. Ensure that all parties are safe, and whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help.
- **Be with others.** If it is safe to intervene, 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.
- **Care for the person.** Ask if the target of the unwanted sexual advance/attention/behavior is okay – does he or she need medical care? Ask if someone they trust can help them get safely home.

Information on Bystander Intervention was provided by the Department of Defense Sexual

:
Assault Prevention and Response Office from: www.sapr.mil

Risk Reduction

The School's primary prevention and awareness program includes information on risk reduction. This includes:

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

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

Safety Planning. Things to think about:

- How to get away if there is an emergency? Be conscious of exits or other escape routes. Think about options for transportation (car, bus, subway, etc.).
- Who can help? Friends and/or family, or support centers in your area.
- Where to go? Options may include a friend's house or relative's house, or you may consider going to a domestic violence or homeless shelter. You may also go to the police. **Important Safety Note:** If the dangerous situation involves a partner, go to the police or a shelter first.
- What to bring? This may include important papers and documents such as birth certificate, social security card, license, passport, medical records, lease, bills, etc. This will also include house keys, car keys, cash, credit cards, medicine, important numbers, and your cell phone. If you are bringing children with you, remember to bring their important papers and legal documents. You can keep all of these things in an emergency bag. You should hide the bag—it is

best if it is not in your house or car. If the bag is discovered, you can call it a “tornado” or “fire” bag.

Protecting Your Friends. You have a crucial role to play in keeping your friends safe. No matter what the setting, if you see something that doesn’t feel quite right or see someone who might be in trouble, there are some simple things you can do to help out a friend.

- **Distract.** If you see a friend in a situation that doesn’t feel quite right, create a distraction to get your friend to safety. This can be as simple as joining or redirecting the conversation: suggest to your friend that you leave the party, or ask them to walk you home. Try asking questions like: “Do you want to head to the bathroom with me?” or “Do you want to head to another party – or grab pizza?”
- **Step in.** If you see someone who looks uncomfortable or is at risk, step in. If you feel safe, find a way to de-escalate the situation and separate all parties involved. Don’t be shy about directly asking the person if they need help or if they feel uncomfortable.
- **Enlist others.** You don’t have to go it alone. Call in friends or other people in the area as reinforcements to help defuse a dangerous situation and get the at-risk person home safely. There is safety in numbers.
- **Keep an eye out.** Use your eyes and ears to observe your surroundings. If you see someone who has had too much to drink or could be vulnerable, try to get them to a safe place. Enlist friends to help you. Even if you weren’t around when the assault occurred, you can still support a friend in the aftermath.

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

- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately.
- Don’t leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.
- Don’t accept drinks from people you don’t know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

Information on Risk Reduction was provided by RAINN: Rape, Abuse & Incest National Network: www.rainn.org.

Amendments

The School may amend the Policy or the Procedures from time to time. Nothing in the Policy 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.

COSMETOLOGY AND SPA ACADEMY

➤ Sexual Misconduct Policy

Definitions of Key Terms

Sexual Harassment - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment, (ii) submission to or rejection of such conduct by an individual is used as the basis for education or employment decisions affecting such individuals, or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's school or work performance or creating an intimidating, hostile, or offensive educational or working environment.

Hostile Environment Caused By Sexual Harassment - refers to a situation where students and/or employees are subject to a pattern of exposure to unwanted sexual behavior that is so severe, persistent, or pervasive that it alters the conditions of education, employment, or participation in a School program or activity, thereby creating an environment that a reasonable person in similar circumstances and with similar identities would find hostile, intimidating, or abusive. An isolated incident, unless sufficiently severe, does not amount to a hostile environment caused by sexual harassment.

Quid Pro Quo Harassment – refers to a situation where students and/or employees are subject to unwanted sexual behavior where submission or rejection of such conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's education, employment, or participation in a School program or activity.

Sexual Assault - is any unwanted physical contact of a sexual nature that occurs either without the consent of each participant or when a participant is unable to give consent freely. Sexual assault can occur either forcibly and/or against a person's will, or when a person is unable to give consent freely. Sexual assault includes an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Unified Crime Reporting ("UCR") program:

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 the consent of the victim.

Fondling—The touching of the private body 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/her age or because of his/her temporary or permanent mental incapacity.

Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence - A felony or misdemeanor crime of violence committed (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (v) 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 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.

Prohibited Conduct – The School prohibits the crimes of Sexual Assault, Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking as defined in these Definitions of Key Terms.

Sexual Exploitation - sexual misconduct that occurs when a person takes unjust or abusive sexual advantage of another for his or her own advantage or benefit or for the benefit or advantage of anyone other than the exploited party; and that behavior does not otherwise constitute sexual assault. Examples of sexual exploitation include, but are not limited to, videotaping or photographing of any type (web-cam, camera, Internet exposure, etc.) without knowledge and consent of all persons; prostituting another person; knowingly transmitting HIV or a sexually transmitted disease to an unknowing person or to a person who has not consented to the risk; or inducing incapacitation with the intent to commit sexual assault, without regard to whether sexual activity actually takes place.

Stalking - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress. 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 any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Retaliation - means any adverse action, or attempted adverse action, against an individual or group of individuals because of their participation in any manner in an investigation, proceeding, or hearing under this Policy.

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.

Consent is a voluntary agreement to engage in sexual activity.

Past consent does not imply future consent.

Silence or an absence of resistance does not imply consent.

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.

Someone who is incapacitated cannot consent. Incapacitation refers to a situation in which a person is not capable of providing consent because the person lacks the ability to understand her or his decision. This situation may occur due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the student from having the capacity to give consent.

Complainant – means the person making the allegation(s) of sexual misconduct.

Respondent – means the person alleged to have committed sexual misconduct.

COSMETOLOGY AND SPA ACADEMY

➤ **DRUG FREE SCHOOL POLICY**

Cosmetology and Spa Academy's policy requires the maintenance of a drug and alcohol-free educational/workplace environment. The unlawful possession, use, sale, distribution, or manufacture of controlled substances or alcohol is **prohibited** at or on the properties related to Academy operations or as part of any Academy activities. *Students and employees are required to abide by the Drug-Free Workplace and Drug-Free Schools and Communities Acts.* Students are prohibited from the unlawful manufacture, distribution, possession or use of illegal drugs or alcohol. This prohibition applies while at Cosmetology and Spa Academy or participating in any institutional activity off campus. Students/employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from Cosmetology and Spa Academy. There are numerous legal sanctions and health risks associated with illegal drug and alcohol use. If you or anyone you know has a drug or alcohol-related problem, there are drug and alcohol counseling, treatment and rehabilitation facilities available in your area. The number for your local substance abuse treatment center is located in your orientation packet. There are also national organizations and hotlines available. The Alcoholism and Drug Abuse Hotline is (800) 252-6465. The National Academy on Drug Abuse Hotline is (800) 662-4257. Information about substance abuse education programs is available as required by the "Drug-Free Campus Act." This Act forbids the possession, use or sale of alcoholic beverages or illegal drugs on school grounds by any student, faculty or staff member.

➤ *Where This Policy Is Applied To?*

This policy applies to all employees, all job applicants, all current students, and all student applicants. 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. In compliance with the Drug-Free Workplace Act of 1988, The Cosmetology and Spa Academy workplace consists of the following: The entire campus facility and all locations used for an off-site school function (field trips, competitions, hair shows, graduation, etc).

Cosmetology and Spa Academy believes that it is very important to provide a safe environment for all of its students and employees. Substance abuse, while at work, school or otherwise, seriously endangers the safety of students and Team Members, as well as the general public, and creates a variety of problems including increased theft, decreased morale, decreased productivity, and a decline in the quality of services provided. It is also our Policy to prevent the use and/or presence of these substances in the school.

The Cosmetology and Spa Academy will provide an environment conducive to making conscientious and healthy decisions when students are faced with difficult choices associated with the use of legal and illegal drugs.

What is called Prohibited Activities ?

➤ It is a violation of school policy for any employee or student to:

1. Use illegal drugs or misuse prescription drugs;
2. Misuse alcohol
3. Possess, trade, manufacture, distribute, dispense, buy or offer for sale alcohol, illegal and/or prescription drugs while on duty, during break periods, or on school property.
4. Arrive or return to school intoxicated from use of illegal drugs, misused prescription drugs or alcohol;
5. Engage in the use of illegal drugs, misuse of prescription drugs or alcohol during school hours or while on school property (including parking lots);
6. Use prescription drugs or non-prescription drugs that may affect the safety of the student or fellow students, and members of the public;

What is the Purpose of this Policy

-Any employee or student who is taking any prescription or non-prescription drug which might impair safety, performance, or any motor functions must advise his/her Instructor or the Campus Director before providing services under such medication. Employees and students are individually responsible for being aware of applicable laws, regulations, ordinances, and the school's policy for complying with them. CSA will assist in that endeavor by providing current information on an ongoing basis to all students and employees. Cosmetology and Spa Academy's policy requires the maintenance of a drug and alcohol-free educational/workplace environment. The unlawful possession, use, sale, distribution, or manufacture of controlled substances or alcohol is prohibited at or on the properties related to Academy operations or as part of any Academy activities. Students are required to abide by the Drug-Free Workplace and Drug-Free Schools and Communities acts. Students are prohibited from unlawful manufacture, distribution, possession or use of illicit drugs or alcohol. This prohibition applies while at or on the Academy or participating in any institutional activity off campus. Students who violate this policy will be subject to disciplinary action up to and including expulsion or termination from The Cosmetology and Spa Academy. There are numerous legal sanctions and health risks associated with illicit drug and alcohol use. If you or anyone you know has a drug or alcohol-related problem, there are drug and alcohol counseling, treatment and rehabilitation facilities available in your area. The number for your local substance abuse treatment center is located in your orientation packet. There are also national organizations and hotlines available. The Alcoholism and Drug Abuse Hotline is (800) 252-6465. The National Academy on Drug Abuse Hotline is (800) 662-4257. Information about substance abuse education programs is available as required by the "Drug-Free Campus Act." This Act forbids the possession, use or sale of alcoholic beverages or illegal drugs on school grounds by any student, faculty or staff member.

➤ ➤ Drug & Alcohol Health Risks

- **Alcohol:** People drink to socialize, celebrate, and relax. Alcohol often has a strong effect on people—and throughout history, people have struggled to understand and manage alcohol's power. Why does alcohol cause people to act and feel differently? How much is too much? Why do some people become addicted while others do not?

Alcohol's effects vary from person to person, depending on a variety of factors, including:

- How much you drink
- How often you drink
- Your age
- Your health status
- Your family history

While drinking alcohol is itself not necessarily a problem—drinking too much can cause a range of consequences, and increase your risk for a variety of problems.

- **Cocaine:** Cocaine is a powerfully addictive stimulant drug. Cocaine increases levels of the natural chemical messenger dopamine in brain circuits controlling pleasure and movement. This flood of dopamine ultimately disrupts normal brain communication and causes cocaine's high.

Short-term effects include constricted blood vessels, nausea, faster heartbeat, extreme happiness and energy, irritability and paranoia. Long-term effects include nosebleeds, severe bowel decay, higher risk of contracting HIV, hepatitis C, and other bloodborne diseases, malnourishment, restlessness, and severe paranoia with auditory hallucinations. A person can overdose on cocaine, which can lead to death.

- **Marijuana:** Marijuana contains the mind-altering chemical THC and other related compounds. THC over-activates certain brain cell receptors, resulting in effects such as altered senses, changes in mood, impaired body movement, difficulty with thinking and problem-solving, and impaired memory and learning. Marijuana use can have a wide range of health effects, including hallucinations and paranoia, breathing problems, and possible harm to a fetus's brain in pregnant women. Marijuana use can cause some very uncomfortable side effects, such as anxiety and paranoia and, in rare cases, extreme psychotic reactions. Marijuana use can lead to a substance use disorder, which can develop into an addiction in severe cases.

- **Hallucinogens and Dissociative Drugs:** Hallucinogens and dissociative drugs—which have street names like acid, angel dust, and vitamin K—distort the way a user perceives time, motion, colors, sounds, and self. These drugs can disrupt a person's ability to think and communicate rationally, or even to recognize reality, sometimes resulting in bizarre or dangerous behavior. Hallucinogens such as LSD, psilocybin, peyote, DMT, and ayahuasca cause emotions to swing wildly and real-world sensations to appear unreal, sometimes frightening. Dissociative drugs like PCP, ketamine, dextromethorphan, and Salvia divinorum may make a user feel out of control and disconnected from their body and environment. In addition to their short-term effects on perception and mood, hallucinogenic drugs are associated with psychotic-like episodes that can occur long after a person has taken the drug, and dissociative drugs can cause respiratory depression, heart rate abnormalities, and a withdrawal syndrome.

Methamphetamine: The abuse of methamphetamine—a potent and highly addictive stimulant—remains an extremely serious problem in the United States. The consequences of methamphetamine abuse are terrible for the individual—psychologically, medically, and socially. Abusing the drug can cause memory loss, aggression, psychotic behavior, damage to the cardiovascular system, malnutrition, and severe dental problems.

Methamphetamine abuse has also been shown to contribute to increased transmission of infectious diseases, such as hepatitis and HIV/AIDS.

- **Reasonable Search:**

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

- **Actions Required of Employees or Students:**

If an employee or student suspects that she/he has a substance abuse problem, the employee or student is expected to contact a

counselor acceptable to the Cosmetology and Spa Academy. Any employee or student who voluntarily seeks assistance or rehabilitation for drug or alcohol misuse prior to being subject to testing under this policy shall not be subject to disciplinary action for violation of the Policy, as long as the employee or student continues to participate satisfactorily in the counseling or

rehabilitation program. The employee or student must obtain a work release from the 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 Cosmetology and Spa Academy may result in immediate termination from employment or school attendance.

The use of prescription or over the counter medications that may impair an employee or student's ability to safely or adequately perform his/her duties must be reported to the employee's or student's supervisor. Some medication use may require reassignment or temporary leave of absence without pay. Employees and students must take all medication as directed on the medication label and must heed any warnings listed on the medication's label. The School will impose sanctions for violations of standards of conduct. A description of sanctions will be find as follow:

➤ **Sanctions and Disciplinary Action that the Academy reserves the right to apply ?**

A prospective employee/applicant who has a positive test or "refusal to test" may not be considered for employment. An employee who violates this Cosmetology and Spa Academy policy may be immediately removed from duty and subject to disciplinary action up to and including termination.

A prospective student/applicant who has a positive test or "refusal to test" may not be further considered for enrollment to Cosmetology and Spa Academy. Any current student who has a positive test may be required to reimburse Cosmetology and

Spa Academy for the cost of the test. Students who violate this policy may be put on permanent probation and are subject to monthly follow-up drug and/or alcohol tests, at the student's expense.

- *A student's First Violation* may result in immediate removal from class attendance, until the student can pass a "return to duty" drug and/or alcohol test, at the student's expense.
- *A student's Second Violation* may result in immediate termination from CSA. A student may apply for re-entry to school after they have been evaluated by a substance abuse. The written notice must be provided by the counselor or the doctor before the students will be readmitted. The release should document the student's compliance and participation with all counseling or treatments recommended by the substance abuse counselor. The student must then pass a return to duty drug and/or alcohol test at student expense.
- *A student's Third Violation* may result in immediate termination from school and he/she will not be eligible for re-entry.
- Employees and students who violate this policy by illegally selling, manufacturing or distributing controlled substances or alcohol may be terminated from employment or enrollment.

Drug Testing Circumstances:

➤

Pre-employment or Pre-enrollment Procedures: Prospective employees or students may be asked to submit to a drug test at CSA. Employment or acceptance/enrollment at Cosmetology and Spa Academy will be offered to those who successfully pass the preemployment or pre-enrollment drug test. Refusal to consent to a pre-employment or pre-enrollment drug test, or Positive,

Adulterated or Substituted test results may terminate any action towards permanent employment or enrollment as a student.

Post-Accident Tests: Cosmetology and Spa Academy may require Drug and/or Alcohol testing of any employee or student involved in an on-the-job or in-school accident/injury where the following occurs:

- A fatality,
- An injury to an employee, student, client or other individual that requires medical attention away from the school or accident scene, or
- Damage to school property that exceeds \$500.00.

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

Reasonable Suspicion: Reasonable suspicion Drug and/or Alcohol testing may be done in cases where there is a reasonable belief by a supervisor that an employee or student may be using a Controlled Substance, using alcohol while at work, or reporting to work under the influence of Alcohol or a Controlled substance, using prescription drugs illegally or any other violation of school policy. Reasonable suspicion or For-Cause tests may be required when there is any of the following:

1. Observable phenomena (actual use, possession, odors, etc.);
2. Abnormal behavior or physical characteristics; or
3. A drug-related investigation, arrest or conviction or an investigation of theft.

Random Testing: unannounced random Drug and/or Alcohol Testing may be conducted on all employees or students and will be administrated by a third-party administrator.

Selection for random testing will be computer generated. All employees/students will have an equal chance of selection in each selection period.

Unit or Blanket Testing: Drug and/or Alcohol testing of all company employees/students or all employees/students in one location or job category may be conducted at the discretion of Cosmetology and Spa Academy

Return to Duty Testing: The test result must be negative before student/employee can return to duty or attend class.

Follow-up Testing: After a violation of this policy and return to duty, an employee or student is subject to unannounced Drug and/or Alcohol testing, the schedule of follow-up testing will be determined by the counselor or Cosmetology and Spa Academy. **Refusal of Testing:** A refusal of testing will be treated as a positive test.

Definitions: "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

"Alcohol Testing" means to be tested by a certified breath-alcohol technician, using a DOT approved breath testing device or a DOT approved initial screening device. Blood and urine alcohol testing may also be used at the discretion of the school.

"Controlled Substance or drug" means any prescribed drug or controlled substance including those assigned by 21 U.S.C. 802 and includes all Substances listed on Schedule I through Schedule V, as they may be revised from time-to-time (21 CFR 1308), including but not limited to:

Marijuana	Benzodiazepines	Narcotics
Cocaine	Barbiturates	Phencyclidine (PCP)
Amphetamines	Opiates	Other Hallucinogens

"Drug Testing" or "Drug Test" means the scientific analysis for the presence of drugs or their metabolites in specimens from the human body. Analysis will include separate screening and confirmation tests.

"Employee" means any person or officer in the service of the employer for compensation.

"Prospective Employee" means any person who has made a written or oral application to become an employee of the school.

"Reasonable Suspicion" or "For-Cause Testing" means an articulated belief, based on recorded specific facts and observations, and reasonable inference drawn from those facts and observations, that an employee or student is in violation of this policy.

"Sample" or "Specimen" means any sample of urine, blood, breath, saliva, or hair used for drug or alcohol testing.

"On Duty" means all working or school hours including meal or break periods, regardless of whether the employee or student is on the school premises, and at any time the employee or student represents the school in any capacity, including operating school equipment or vehicles.

"Medical Review Officer (MRO)" means a licensed physician with knowledge of drug abuse disorders that is used by the school to determine and verify if a legitimate or medical explanation exists for a positive, adulterated, substituted or invalid drug test result.

"Use" means to consume, sell, purchase, manufacture, distribute, be under the influence of, report to work or school under the influence of, or be in the possession of drugs or alcohol. The term use shall also include the presence of drugs or alcohol in the body of an employee or student, including the presence as a metabolite, the use of a prescription drug without a valid prescription from a health care provider, and not using a prescription drug as prescribed by the authorizing health care provider.

"Positive Drug Test" means the drug test levels on both the screening test and the confirmation test are at or above the level recognized as positive by the U.S. Department of Health and Human Services, in its Mandatory Guidelines for Federal Workplace Drug Testing Programs, or the standard cutoff levels set by the laboratory; and the MRO has verified the test result as positive.

"Positive Alcohol Test" means test levels on both the initial test and the confirmation test are .04 percent or greater.

"Adulterated" means a specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

"Substituted" means a specimen with creatinine and specific gravity values that are so diminished or divergent that they are not consistent with human urine.

"Actual knowledge" means knowledge by a supervisor that an employee or student has used alcohol or controlled substances based on the supervisor's direct observation of the individual, or an individual's admission of alcohol or controlled substance use.

Direct observations as used in this definition means observation of alcohol or drug use and does not include observation of behavior or physical characteristics sufficient to warrant a reasonable suspicion test.

How Can Identify Abusive Behaviors?

The following information will serve as a simple guideline that may help to indicate that you or someone else may be having default with substance abuse.

Abusive behavior varies with the user; however, in general actions will manifest themselves in a person's life either socially, mentally, and/or physically. Alcohol is the most widely abused drug in the United States; however, indicators show that there are growing trends in the area of abuse of over-the-counter medications and prescription drug abuse. Persons who are under the influence of drugs and alcohol tend to display behaviors such as certain physical symptoms including but not limited to: reduced or slow motor skills, either increased or decreased verbal interaction, verbal skill depletion, increased or decreased physical contact, loss of or increased appetite, and aggressive behavior. Additionally, persons abusing may have social or economic issues that arise due to the use and/or abuse of these substances. There are also health risk indicators that may be helpful in the identification of abusive behavior. The brain is affected heavily by drugs and alcohol; it affects the ability to think and respond quickly. People also tend to have issues with depression, paranoia, convulsions, comas, and even death can result. Not only does the person using the substance subject him or herself to all sorts of health risks, drug and alcohol abuse can, and in many cases does, cause grief and discomfort to innocent people.

➤ **How To Deal With Persons Under The Influence?**

- Because of the different reactions that different 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 documentation shall be provided by person(s) with direct involvement in the incident and/or accident resulting from the use of a controlled substance of the person(s). A report must be files with the police station.

➤ **Medical Review Officer (MRO):**

In the case of a Positive, Adulterated, Substituted or Invalid test result, the employee or student or prospective employee or student may have the right to discuss and explain the results, including the right to advise the MRO of any medication prescribed by his/her physician, which may have affected the results of the test.

➤ **Contesting a Test Result:**

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

➤ **Confidentiality:**

All information, interviews, reports, statement memoranda and drug test results, written or otherwise, received by the Cosmetology and Spa Academy as part of this drug testing program are confidential communications. Unless authorized by state laws, rules or regulations, the school will not release such information without a written consent form signed voluntarily by the person tested. Information on drug testing results will not be released unless such information or records are compelled by a court or a professional or occupational licensing board.

➤ **Alcohol & Drug Prevention & Treatment Resources Available**

The School highly recommends the use of all resources available to prevent the addictions on drug and alcohol abuse. There is counseling, rehabilitation, and treatment centers located in most major cities and/or associated with local hospitals and health clinics. The yellow pages of the local phone directory are an excellent source. Look under the heading: *Drug Abuse and Addiction – Information for Treatment*; or under *Alcohol*

Abuse and Treatment. Here are some useful sites on internet: www.stopaddiction.com; www.soberrecovery.com;
<https://www.chicagoaa.org/>

The Cosmetology and Spa Academy encourages its students and employees to live a healthy lifestyle free from the use of controlled substances. Some of the other alternatives are sport, physical activities, cultural events or volunteerism.

➤ **Prevention and Treatment Centers:**

SAMHSA National Helpline 1-800-662-4357

Crystal Lake location : https://www.freerehabcenters.org/city/il-crystal_lake

Schaumburg location ; <https://www.freerehabcenters.org/city/il-schaumburg>

Elgin location: <https://www.freerehabcenters.org/city/il-elgin>

Rockford location: <https://www.kpcounseling.com/condition-information/substance-abuse-assessments/>

➤ **Drug and Alcohol Policy Review - Biennial Review:**

The Cosmetology and Spa Academy will review the drug and alcohol prevention program every two years on the even number year. Any recommendations/data and or assistance available to substance abusers will be updated and distributed to all students and staff of Cosmetology and Spa Academy.

➤ **Federal, State And Local Penalties- Punishable Law**

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 year's imprisonment without benefit of parole. Property may be seized, or community services and/or restitution may be mandated.

➤ ➤ **Overview of Federal Controlled Substance Penalties**

The Controlled Substances Act (CSA) places all substances which were in some manner regulated under existing federal law into one of five schedules. This placement is based upon the substance's medical use, potential for abuse, and safety or dependence liability. The Act also provides a mechanism for substances to be controlled (added to or transferred between schedules) or decontrolled (removed from control). The procedure for these actions is found in Section 201 of the Act (21U.S.C. §811).

The CSA provides penalties for unlawful manufacturing, distribution, and dispensing of controlled substances. The penalties are basically determined by the schedule of the drug or other substance, and sometimes are specified by drug name, as in the case of marijuana. As the statute has been amended since its initial passage in 1970, the penalties have been altered by Congress. The following charts are an overview of the penalties for trafficking or unlawful distribution of controlled substances.

➤ **Notice of Federal Student Aid (FSA) Penalties for Drug Law Violations:**

The Higher Education Opportunity Act requires institutions to provide to every student upon enrollment a separate, clear and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 484(r) of the HEA. It

also requires an institution to provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties under 484(r)(1) of the HEA a separate clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA. Students are hereby notified that federal guidelines mandate that a federal or state drug conviction can disqualify a student for Federal Student Aid funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid— they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when he/she was a juvenile, unless the student was tried as an adult.

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or workstudy). If you have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433- 3243) to complete the "Student Aid Eligibility Worksheet" to find out how this law applies to you.

If you have lost federal student aid eligibility due to a drug conviction, you can regain eligibility if you pass two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the U.S. Department of Education.

By completing the FAFSA, you may be eligible for nonfederal aid from states and private institutions even if ineligible for Federal Aid. If you regain eligibility during the award year, notify your financial aid administrator immediately. If you are convicted of a drug-related offense after you submit the FAFSA, you might lose eligibility for federal student aid, and you may be liable for returning any financial aid you received during a period of ineligibility.

Illinois State And Local Sanctions Regarding Drug And Alcohol Violation

Under Illinois law, the sanctions listed below are imposed for alcohol and substance abuse offenses:

It is a Class A misdemeanor to sell or deliver alcohol to anyone under 21years of age or to any intoxicated person (235 ILCS 5/6-16).

Violations can result in fines of up to \$2,500 and one year in jail.

- Illegal possession of alcohol by someone less than 21 years of age is a Class A misdemeanor with fines up to \$2,500 and six months in jail.
- When a violation of the above directly or indirectly results in great bodily harm or death to any person, the person in violation will be guilty of a Class 4 felony.
- It is illegal for a person under 21 to present false identification in an attempt to purchase alcohol.
- A person who falsely states in writing that he or she is at least 21 years of age when receiving alcohol from a representative, agent, or employee of an express company, common carrier, or contract carrier, or who has in his or her possession any false or fraudulent written, printed, or photo static evidence of age and identity, is guilty of a Class A misdemeanor and the person's sentence shall include, but not be limited to, the following: a penalty of not less than \$500 and at least 25 hours of community service. If possible, any community service shall be performed for an alcohol abuse prevention program.
- Illinois enforces a zero tolerance law for persons under the age of 21 who purchase, attempt to purchase, or have any trace of alcohol in their system will lose their driving privileges. Their driver's license or instruction permit will be suspended or revoked without hearing.

- Individuals under the age of 21 can also be charged with a DUI if they have a blood alcohol level of .08 or any illegal drugs in their system. A first DUI offense can result in a \$1,000 fine and up to one year in jail. Subsequent offenses carry more severe fines and penalties; for example, the third DUI is a Class 4 felony with a minimum of six years loss of full driving privileges, imprisonment of one to three years, and fines of up to \$25,000.
- Possession of less than 2.5 grams of cannabis is a Class C misdemeanor for the first offense, with a fine of up to \$500 and/or imprisonment for up to 30 days. Possession of higher amounts of subsequent offenses can raise the charge as high as a Class 1 felony, with a fine of up to \$25,000 and imprisonment of four to fifteen years.
- Manufacture or delivery of less than 2.5 grams of cannabis can constitute a Class B misdemeanor punishable by a fine of \$1,500 and imprisonment of up to six months. Subsequent offenses or offenses involving higher amounts of cannabis can raise the charge to a Class X felony with fines of up to \$200,000 and imprisonment of up to 30 years.
- Possession of a controlled substance starts as a Class 4 felony with fines of up to \$25,000 and a jail sentence of 1 to three years. Greater amounts may increase the charge to a Class 1 felony with imprisonment of 10 to 50 years and fines of up to \$200,000.
- Those involved in the manufacture or delivery of a controlled substance may be found guilty of a Class 3 felony with a jail term of 2 to five years and a fine of up to \$75,000. The charge can go as high as a Class X felony with a penalty of up to \$500,000 and a sentence of 6 to 30 years.

➤ **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

➤ Drug-Free School And Workplace Standard Of Conduct

Cosmetology and Spa Academy’s policy requires the maintenance of a drug and alcohol-free educational/workplace environment. The unlawful possession, use, sale, distribution, or manufacture of controlled substances or alcohol is prohibited at or on the properties related to Academy operations or as part of any Academy activities. Students are expected to abide by the Drug-Free Workplace and Drug-Free Schools and Communities acts. Students are prohibited from unlawful manufacture, distribution, possession or use of illegal drugs or alcohol. This prohibition applies while at or on the Academy or participating in any institutional activity off campus. Students who violate this policy will be subject to disciplinary action up to and including expulsion or termination from Cosmetology and Spa Academy. There are numerous legal sanctions and health risks associated with illegal drug and alcohol use. If you or anyone you know has a drug or alcohol-related problem, there are drug and alcohol counseling, treatment and rehabilitation facilities available in your area. The number for your local substance abuse treatment center is located in your orientation packet. There are also national organizations and hotlines available. The Alcoholism and Drug Abuse Hotline is (800) 252-6465. The National Academy on Drug Abuse Hotline is (800) 662-4257. Information about substance abuse education programs is available as required by the “Drug-Free Campus Act.” This Act forbids the possession, use or sale of alcoholic beverages or illegal drugs on school grounds by any student, faculty or staff member.

➤ Health And Welfare Of Others

All students are expected to conduct themselves in a manner that will limit the potential for harm, damage or injury of another and/or to property. Gross negligence, abuse, or endangering the health and welfare of another are prohibited. This would include but is not limited to the use of oral or written (including electronic/Internet) threats, intimidation, coercion, verbal or non-verbal abuse or harassment, discriminatory behavior, inappropriate physical conduct, contact or behavior and/or other behavior deemed inappropriate by academy management. Students participating or displaying these behaviors or actions are subject to disciplinary action up to and including termination and subsequent legal action.

➤ School Flexibility:

Cosmetology and Spa Academy reserves the right to alter or amend any portion of this policy at any time without prior notice. The school reserves the right to alter or modify this policy in a given situation depending on the totality of the circumstances. Time periods stated herein for the performance of any act or provision of any notice by the school are for guidance only and failure of Cosmetology and Spa Academy to strictly meet any time frame provided herein shall not preclude the school from taking any action provided herein. Under no circumstances shall failure to perform any act within the time frames herein excuse or relieve any student from his or her obligations, act to nullify any positive test, or relieve any student from the consequences of any positive test, or any other violation of this Policy.

FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture	50 grams or more pure or 500 grams or more mixture	100 gm or more pure or 1 kg or more mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture			
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.		
	1 gram	Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV)		First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.		
Other Schedule III drugs	Any amount	Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
All other Schedule IV drugs	Any amount	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Flunitrazepam (Schedule IV)	Other than 1 gram or more	Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.		
		Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

FEDERAL TRAFFICKING PENALTIES–MARIJUANA

DRUG	QUANTITY	1 st OFFENSE	2 nd OFFENSE
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants;	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

ACKNOWLEDGMENT OF RECEIPT

➤ POLICY ON CONTROLLED SUBSTANCES AND ALCOHOL MISUSE

I, the undersigned employee/student or prospective employee/student of Cosmetology and Spa Academy, hereby acknowledge that I have received a copy of the drug and alcohol policy of the Company. I also agree to comply with this policy as a condition of employment or attendance at Cosmetology and Spa Academy

Further, I also understand that this agreement does not create an obligation or contract of employment between Cosmetology and Spa Academy, and myself. Further, I consent to any request under the Policy for a specimen, for the purpose of detecting the presence of controlled substances/drugs or alcohol and authorize its designated service provider to collect the specimen. I also understand and consent that the test result may be given to a Medical Review Officer (MRO), designated employer contacts, any authorized agent for Cosmetology and Spa Academy, and/or the third-party administrator.

Further, I understand that appropriate action may be taken in conformity with the substance abuse policy, if the test result is not negative.

➤ RESOURCE INFORMATION

➤ CRYSTAL LAKE LOCATION - CAMPUS SECURITY AUTHORITY CONTACTS

Crystal Lake Location CSA ; Ms. Melissa – Campus Director Nr. 815 575 6554

700 E Terra Cotta Ave, IL 60014

Contact Ms. Melisa melissa@csaeducator.com

Monday – Friday 9:00 am – 3:00 pm

Fire Department : <http://www.yellowpages.com/crystal-lake-il/mip/crystal-lake-fire-dept-486161740?lid=486161740>

Police Department non- emergency :

<http://www.yellowpages.com/crystal-lake-il/mip/crystal-lake-police-dept-468176691?lid=468176691>

Alcohol/Drug Treatment Center:

http://www.drug-rehabs.org/Illinois-Crystal_Lake-drug-rehab-treatment.htm

General Counseling Center : http://www.thecounselingcenter.net/main_pages/contact_us.htm

➤ SCHAUMBURG LOCATION- CAMPUS SECURITY AUTHORITY CONTACTS

Schaumburg location CSA : Mr. Jesus - Campus Manager Nr. 815 575 6620

142 E Golf St Schaumburg, IL 60073

Contact Mr. Jesus studentservices@csaeducator.com

Monday – Friday 9:00 am – 3: 00 pm

Fire Department:

<http://www.villageofschaumburg.com/depts/fire/default.htm>

Alcohol/Drug Treatment Center:

[atemenr+center+sch&gs_l=serp.1.0.33i21k1j33i160k113.3218.4105.0.6323.4.4.0.0.0.142.379.0j3.3.0....0...1c.1.64.serp..1.3.377...0i22i30k1j0i8i13i30k1.oSOXM7QjHJU&tbs=lf:1,lf_ui:2,lf_pqs:EAE&npsic=0&rflfq=1&rlha=0&rlag=42032879,-88082706,4627&tbm=lcl&rdimm=817257685754538684&ved=0ahUKEwj-4rzFi7XPAhUBhiYKHaWCBSMQvS4IVDAB](http://www.google.com/search?source=hp&ei=Y1T7X9nxE4O3tQbp3af4DQ&q=general+counseling+elgin+illinois&oq=general+counseling+Elgin+IL&gs_lcp=CgZwc3ktYWIQARgAMggIIRAWEb0QHjoFCAAQsQM6CAgAELEDEIMBOgsILhCxAxDHARCjAjoCCAA6CwgAELEDEIMBEMkDOgUILhCxAzoCCC46CwguELEDEIMBEJMCOggILhDHARCjAjoOCC4QsOMQgwEQyOMQkwI6CwguELEDEIMBEJMCOggILhDHARCjAjoOCC4QsOMQgwEQxwEQowI6BQgAEMkDOggILhDHARCvAToJCAAQyQMOfhAcOgUIRCgAToFCCEQqJQxgtYyFhgqWVoAHAAeACAAXiIAdARkgEEMjUuMpgBAKABAaoBB2d3cy13aXo&scient=psy-ab)

General Counseling: <http://www.schaumburgtownship.org/departments/counseling-services/>

Shelter information : [http://www.homelesshelterdirectory.org/cgi-](http://www.homelesshelterdirectory.org/cgi-bin/id/city.cgi?city=Schaumburg&state=IL)

<http://www.asafeplaceforhelp.org/> Woman violence :

➤ **ELGIN LOCAITON - CAMPUS SECURITY AUTHORITY CONTACTS**

Elgin location CSA Jessus - Campus Director . Nr. 815 575 6620

609 S Randall Road Elgin, IL 60123

Contact Mr.Jessus at studentservices@csaeducator.com

Monday – Friday 9:00 am – 3: 00 pm

Fire department : <https://www.cityofelgin.org/137/Fire-Stations>

Alcohol Drug Treatment Center : <https://www.rehabs.com/local/elgin-il/>

General Counseling:

https://www.google.com/search?source=hp&ei=Y1T7X9nxE4O3tQbp3af4DQ&q=general+counseling+elgin+illinois&oq=general+counseling+Elgin+IL&gs_lcp=CgZwc3ktYWIQARgAMggIIRAWEb0QHjoFCAAQsQM6CAgAELEDEIMBOgsILhCxAxDHARCjAjoCCAA6CwgAELEDEIMBEMkDOgUILhCxAzoCCC46CwguELEDEIMBEJMCOggILhDHARCjAjoOCC4QsOMQgwEQyOMQkwI6CwguELEDEIMBEJMCOggILhDHARCjAjoOCC4QsOMQgwEQxwEQowI6BQgAEMkDOggILhDHARCvAToJCAAQyQMOfhAcOgUIRCgAToFCCEQqJQxgtYyFhgqWVoAHAAeACAAXiIAdARkgEEMjUuMpgBAKABAaoBB2d3cy13aXo&scient=psy-ab

Shelter Information: <https://www.shelterlist.com/city/il-elgin>

Woman Violence: <https://www.domesticshelters.org/help/il/elgin>

➤ **ROCKFORD LOCATION- CAMPUS SECURITY AUTHORITY CONTACTS**

Rockford location CSA; Ms. Melissa Campus Director Nr. 815 200

1190 657 Highgrove Place, Rockford, IL 61108

Contact Ms. Melissa at melissa@csaeducator.com

Monday – Friday 9:00 am – 3: 00 pm

Fire department: <https://rockfordil.gov/city-departments/fire/administration/>

Alcohol Drug Treatment:[https://therehab.com/addiction-loc19-](https://therehab.com/addiction-loc19-lpb/?lkw=rockford%20%2Btreatment%20%2Bcenters&utm_source=bing+cpc&utm_medium=cpc&utm_campaign=Bing+FHE-A&lag=Bing%20FHE-A%20Local%20%20treatment%20center&imt=b&las=3&invsrc=455307&msslkid=85b4c45285a010110c4c9ba9d2def034)

[lpb/?lkw=rockford%20%2Btreatment%20%2Bcenters&utm_source=bing+cpc&utm_medium=cpc&utm_campaign=Bing+FHE-A&lag=Bing%20FHE-A%20Local%20%20treatment%20center&imt=b&las=3&invsrc=455307&msslkid=85b4c45285a010110c4c9ba9d2def034](https://therehab.com/addiction-loc19-lpb/?lkw=rockford%20%2Btreatment%20%2Bcenters&utm_source=bing+cpc&utm_medium=cpc&utm_campaign=Bing+FHE-A&lag=Bing%20FHE-A%20Local%20%20treatment%20center&imt=b&las=3&invsrc=455307&msslkid=85b4c45285a010110c4c9ba9d2def034)

Shelter Information: <https://www.shelterlist.com/city/il-rockford>

Woman Violence shelter <http://www.yellowpages.com/rockford-il/womens-domestic-violence>