

ALABAMA SCHOOL OF NAIL TECHNOLOGY & COSMETOLOGY

ANNUAL SECURITY REPORT

**202 Commerce Street
Jackson, AL 36545
(251) 246-9992**

&

**205 US Hwy 43 North
Saraland, Alabama 36571
(251) 769-5181**

www.asntc.edu

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ALABAMA SCHOOL OF NAIL TECHNOLOGY & COSMETOLOGY
SAFETY & SECURITY INFORMATION

Campus safety and security are important issues at the Alabama School of Nail Technology & Cosmetology. 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 provide students and families with the information they need to make informed decisions. The following policies and procedures are established to comply with the Clery Act.

A. Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the President constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The President 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 issued through the most effective and efficient means available and may include instant messaging to students and School employees. Notices may also be posted in the common areas throughout the School. Anyone with information warranting a timely warning should report the circumstances to the President by phone at (251) 246-9992 or in person at the School. The school will provide adequate follow-up information to the community as needed. Students & Staff will be notified via Facebook messenger and our Private School Page on Facebook, ASTN&C Professionals in Training.

B. Reporting the Annual Disclosure of Crime Statistics

The School prepares this report to comply with the Clery Act. The full text of this report can be located on our web site at: www.asntc.edu. This report is prepared in cooperation with the local law enforcement agencies around our campus.

Campus crime, arrest and referral statistics include those reported to the Jackson Police, designated campus officials (including but not limited to the President), and other law enforcement agencies.

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 President or by calling (251) 246-9992. All prospective employees may obtain a copy from the President.

C. Reporting of Criminal Offenses

Alabama School of Nail Technology & Cosmetology encourages anyone who is the victim or witness to any crime or other emergency to report the incident as soon as possible. Contact the President at (251) 246-9992 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the School buildings should be reported to the President.

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 CSA. CSAs are defined by function, not title. For the Alabama School of Nail Technology & Cosmetology, CSAs include the School’s President, Chief Financial Officer, Financial Aid Director and Director of Admissions.

All incidents shall be recorded in the School’s incident file, located in the main office. The file includes the date, time, location, incident reported and disposition of incident and the name of the person who took report. The report must be entered in the file within two business days after it is reported to School official, unless that disclosure is prohibited by law.

For off campus options you may contact the Jackson Police Department at (251) 246-4484 for non-emergencies. You should always dial 9-1-1 for emergency situations.

The Jackson Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Jackson Police Department cannot hold reports of crime in confidence.

D. Confidential Reporting

Alabama School of Nail Technology & Cosmetology encourages anyone who is the victim or witness to any crime to report the incident as soon as possible. All reports will be investigated. The School does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to the Jackson Police Department. When a potentially dangerous threat to the School community arises, timely reports or warnings will be issued through email messages, Facebook messenger, text messages, the posting of flyers in the School buildings, in-class announcements, or other appropriate means.

E. Access Policy

During business hours, the School will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all School facilities is by key and security code, if issued, or by admittance via the President. Emergencies may necessitate changes or alterations to any posted schedules.

Only students, employees and other parties having business with the School should be on School property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a name badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the School closes for the night, the School's President and/or instructors will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on School property at any time without the express permission of the appropriate School official(s) shall be viewed as trespassing and may as such be subject to prosecution. In addition, students and employees present on School property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to prosecution.

F. Campus Security Authority and Jurisdiction

The School's administration attempts to provide a safe, secure educational environment for all students and employees. The School does not provide security guards on its campus premises. The ultimate authority for law enforcement at the School is the local police department. The School does not have any written agreements with local police departments for the investigation of alleged criminal offenses. 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 President is the School's coordinator of security issues. The President is not authorized to arrest individuals but does have the authority to detain suspected criminal offenders if it is deemed safe to do so. If possible, the President shall attempt to non-violently deal with the crime or emergency with the appropriate agency. Individual discretion must be used, as undue risk should not be taken. The administration at the Alabama School of Nail Technology & Cosmetology has a strong, working relationship with the local police and work in partnership to offer students and employees the safest possible environment.

Institution's officials have no powers of arrest other than the Citizens Arrest Law and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.

G. Security Awareness Programs

All new enrolled students participate in a general School 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. In addition, information is disseminated to students and employees through tips posted in the School buildings, in-class announcements, and announcements through social media.

The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

- Do not leave personal property in classrooms.
- Report any suspicious persons to your School official.
- Always try to walk in groups outside the School premises.
- If you are waiting for a ride, wait within sight of other people.
- Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
- The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and faculty) and prospective students.
- The School has no formal program, other than orientation, that disseminates this information. Information is posted on the School's website, and all information is available on request.
- Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
- The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.

Students are expected to participate in bi-annual fire drills and other emergency practice procedures. All Students must know what to do in case of fire. Each student should evacuate the building following the flow charts on the walls to each exit. Students should not be concerned for personal property in case of emergency, but personal safety. Those evacuating through the front of the building should meet across the street in the parking lot across from the school. Those evacuating through the rear of the school should proceed to the dumpster area after evacuation.

Basic Requirements for a Safe Workplace

Students will be training within the School and will be responsible for many of the following and must be familiar with the rules and procedures for all:

1. Proper Ventilation: Some fumes can be harmful.
2. Proper Use of Flammables: Read labels and always follow precautions.
3. Designated smoking areas: Never smoke or permit clients to smoke while being served. Avoid other sources of open flames.
4. Safe Product Storage: Store products in closed containers and prevent spills or leakage. Store in adequately ventilated area and in moderate temperature.
5. Protection during application: Follow directions, wear gloves and/or goggles as directed, properly drape client. Apply your professional training.
6. Proper Use of First Aid: Keep first aid kit available at front desk.

H. Criminal Activity Off Campus

The Alabama School of Nail Technology & Cosmetology does not provide law enforcement services to off-campus activities on behalf of the School.

I. Emergency Response Preparation and Evacuation

The President has overall responsibility for coordinating and implementing the Emergency and Response Evacuation Plan. The President will ensure that the School's emergency evacuation procedures have been informed to the students and staff. The President will conduct fire and tornado drills bi-annually which may be both announced and unannounced. Feedback from these drills will be used to determine the modifications necessary to the evacuation plans.

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.

The President 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 President will communicate the need to evacuate the building to the occupants by activating the fire alarm or by in-class announcements. The President 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 President will communicate when it is safe to re-enter the building.

School employee responsibilities:

- Instruct students and guests to exit the building using the designated emergency exit routes or as directed by the President. Emergency exit routes should be diagramed on the school floor plan drawing posted near the light switch inside each room.
- 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 evacuation assembly area.
- When outside the building, check for injuries.
- Account for all students. Immediately report any missing or injured students to the President.
- Wait for additional instructions.

Lockdown Procedure. Lockdown is the initial physical response to provide a time barrier during an active 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 President will make an announcement that the School is experiencing an emergency situation and that it is now under lockdown. The President 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 President will instruct staff to stay on the phone to provide updates and additional information.

School employee 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.
- Take attendance and be prepared to notify the President 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.

- 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 President 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 President will announce that the School is experiencing an emergency situation and needs to implement shelter-in-place procedures. Students, guests and staff will be directed to move to the designated shelter locations in the School. All students, guests and staff outside will be directed to immediately move to an inside room.

The President will designate staff to monitor radio, Internet, and other media for information on incident conditions that caused the shelter-in-place. The President 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 employee responsibilities:

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

Fire Response Procedure.

Any staff discovering fire or smoke will activate the fire alarm, and report the fire to the President, or call 911 if conditions require and/or injured are in need of medical assistance. Staff, students and visitors will immediately evacuate the building using prescribed routes or alternate routes to the assembly areas.

No one may re-enter building(s) until it is declared safe by the fire department.

Once the fire department arrives, it is critical to follow the instructions of, and cooperate with, the fire department personnel who have jurisdiction at the scene.

The President will call or direct staff to call 911 to confirm the alarm is active, identify the School name and location, provide exact location of the fire or smoke, if any staff or students are injured, and state the building is being evacuated. The President will ensure that staff, students and visitors immediately evacuate the building using prescribed routes or alternate routes due to building debris to the assembly areas. Assembly areas may need to be relocated because of the building collapse or unsafe areas from the fire. The President will designate staff to obtain student roll from instructors and identify any missing students.

The President 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".

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 assembly area.
- 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 assembly area. Report any missing students or staff members and/or any injuries to the President 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.

The School provides diagrams posted in the building to direct students, employees and clients to the closest exits in the case of emergencies. The School has a program of fire drills, which must be practiced at least twice a year, in order to ensure the proper and orderly exit of the building should an emergency occur. The President or lead instructor on duty will be responsible for directing the evacuation.

The School posts and reviews evacuation procedure during new student orientation. Fire Drill are performed bi-annually.

Use of fire extinguishers:

Extinguishers must be serviced at last annually.

Install extinguishers away from potential fire hazards and near an escape route. Follow the instructions. Many works as follows:

- Pull the pin
- Aim the nozzle
- Squeeze the handle
- Sweep from side to side at base until fire goes out.

The National Fire Protection Association recommends that you should ONLY stand and fight a fire if ALL the following are TRUE:

- Everyone is leaving the premises and fire department has been called.
- The fire is small and confined to the work area where it started (wastebasket, cushion, small appliance, etc.)
- You can fight the fire with your back to an escape route.
- Your extinguisher is rated for the type of fire you are fighting and is in good working order.
- You know how to operate the extinguisher.

In the case of a fire:

NO ONE is to go to their lockers

NO ONE is to leave the designated evacuation location until everyone is accounted for

Instructors are to call roll to verify students

Clinic Coordinator is to verify clients for the appointment book

NO ONE is to return to the building until the **President or Fire Marshal** gives the OK

There will be no exceptions CALL 911 AS SOON AS POSSIBLE

Call the School Owner

An Advising Form or Incident Form is to be used to report the situation

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 President.
- 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 President will direct staff to call 9-1-1, if necessary, and provide appropriate information to emergency responders. The President will send School staff with first responder/ first-aid training to the scene if this has not already occurred. The President will assign a staff member to meet emergency medical service responders and lead them to the injured person, and assign a staff member to remain with the injured person if they are transported to the hospital. If the injured person is a member of School personnel or a student, the President will notify parent, guardian, or other appropriate family member of the situation, include type of injury or illness, medical care given and location where the injured person has been transported. The President will ensure that student or staff medical information from administrative records is sent to the hospital. The President will develop and maintain written documentation of the incident.

J. Fire Prevention and Workplace Hazards

It is the responsibility of all faculty and staff to alert the President of any and all conditions that could potentially pose a fire hazard or other unsafe condition in or around the building. No smoking is permitted in the building and flammable chemicals are confined and stored in a locked area, meeting all OSHA requirements. Good housekeeping practices will be the responsibility of all faculty, staff and students. Waste materials are to be discarded in their proper places and all aisles, doorways, hallways and exit doors are to be kept clear at all times.

K. Alcoholic Beverages or Controlled Substances

It is the policy of Alabama School of Nail Technology & Cosmetology 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.

L. Alcohol and Substance Abuse Education

The School 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 School's Drug Free School Policy and will be treated as a separate disciplinary matter by the School.

Local mental health and substance abuse services are available at:

Drug Counseling, Rehabilitation & Assistance Programs

24 Hour National addiction Hotline **1.800.559.9503**

1st Judicial Circuit Drug Court 251-275-3036

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.Schooldrinkingprevention.gov) as well as the National School on Drug Abuse (www.drugabuse.gov/DrugPages/DrugsofAbuse.html).

M. Sexual Harassment Policies & Procedures

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

The School's Sexual Harassment Policy is part of this Annual Security Report. It describes the School's programs to prevent sexual harassment, and the procedures that the School will follow once an incident of sexual harassment 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 President, or downloading from the School's website at www.asntc.edu The School provides training to key staff members to enable the School to handle any allegations of sexual harassment promptly and effectively. The School will respond promptly 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.

The School's Sexual Harassment Policy governs sexual harassment that occurs in the School's education programs or activities. 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 harassment 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 the 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.

N. 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 Alabama Sex Offenders Registry may be found at <https://app.alea.gov/community/wfsexoffendersearch.aspx>. 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.

Alabama School of Nail Technology & Cosmetology Information Security Plan

Background

This Information Security Plan ("Plan") describes Alabama School of Nail Technology & Cosmetology's ("ASNTC") safeguards to protect covered data and information. These safeguards are provided to:

- Ensure the security and confidentiality of covered data and information;
- Protect against anticipated threats or hazards to the security or integrity of such information; and
- Protect against unauthorized access to or use of covered data and information that result in substantial harm or inconvenience to any student, employee or customer.

This Information Security Plan also provides for mechanisms to:

- Identify and assess the risks that may threaten covered data and information maintained by ASNTC;
- Develop written policies and procedures to manage and control these risks;
- Implement and review the plan; and

- Adjust the plan to reflect changes in technology, the sensitivity of covered data and information and internal or external threats to information security.

“Covered data” is defined as educational records, and the personal and financial information of students, prospective students, faculty members, staff members, alumni and customers. When in doubt as to whether a piece of data or information is to be safeguarded as covered data and information, ASNTC employees/contractors will err on the side that it is covered data and information. It includes data maintained at ASNTC as well as centrally-stored data, regardless of the media on which they reside. Employees are charged with safeguarding the integrity, accuracy, and confidentiality of covered data and information as part of the condition of employment.

ASNTC recognizes that it has both internal and external risks. These risks include, but are not limited to:

- Unauthorized access of covered data and information by someone other than the owner of the covered data and information
- Compromised system security as a result of system access by an unauthorized person
- Interception of data during transmission
- Loss of data integrity
- Physical loss of data in a disaster
- Errors introduced into the system
- Corruption of data or systems
- Unauthorized access of covered data and information by employees
- Unauthorized requests for covered data and information
- Unauthorized access through hardcopy files or reports
- Unauthorized transfer of covered data and information through third parties

ASNTC recognizes that this may not be a complete list of the risks associated with the protection of covered data and information. Because technology growth is not static, new risks are created regularly. Accordingly, ASNTC works with information technology vendors to actively monitor for identification of new risks. ASNTC believes its current safeguards are reasonable and, in light of ASNTC’s current risk assessments are sufficient to provide security and confidentiality to covered data and information maintained by ASNTC. Additionally, these safeguards protect against currently anticipated threats or hazards to the integrity of such information.

As required by the Student Aid Internet Gateway (SAIG) Enrollment Agreement entered into by ASNTC, ASNTC must ensure that all Federal Student Aid (FSA) applicant information is protected from access by or disclosure to unauthorized personnel. Under various Federal and state laws and other authorities, including the Higher Education Act of 1965, as amended (“HEA”); the Family Educational Rights and Privacy Act (FERPA); the Privacy Act of 1974, as amended; the [Gramm-Leach-Bliley Act](#); state data breach and privacy laws; and potentially other laws, ASNTC may be responsible for losses, fines and penalties (including criminal penalties) caused by data breaches.

The HEA also requires ASNTC to maintain appropriate institutional capability for the sound administration of the Title IV programs. Such capability includes satisfactory policies,

safeguards, monitoring and management practices related to information security. Further, FERPA generally prohibits institutions from having policies or practices that permit the disclosure of education records or personally identifiable information contained therein without the written consent of the student, unless an exception applies. Any data breach resulting from a failure of an institution to maintain appropriate and reasonable information security policies and safeguards could also constitute a FERPA violation.

To support the expectation and the SAIG requirements described above, ASNTC is committed to follow industry standards and best practices in managing information and information systems and in securing covered data, including personally identifiable information. In addition, this Plan is intended to address the requirements of NIST SP 800-171 as set forth on Schedule 1.

Designated Information Security Plan Officer

Teri Lancaster is the designated Information Security Plan Officer for ASNTC. All correspondence and inquiries about ASNTC's Information Security Plan should be directed to Ms. Lancaster. In the event that Ms. Lancaster is unavailable, Tara Tess Conway, Director, serves as the alternate Information Security Plan Officer. The Officer is responsible for ASNTC's information security programs and for implementing procedures to minimize security risks relating to covered data and information on behalf of ASNTC and its students.

B. Correspondence and Inquiries

Correspondence and inquiries regarding this Plan should be directed to the Information Security Plan Officer at:

Information Security Plan Officer:

Teri Lancaster
202 Commerce Street, Jackson, AL 36545
terimclemore@aol.com
Phone: 251-246-9992

Student Privacy Provisions & Access to Cumulative Records

ASNTC respects each student's right to privacy, and acts in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA provides students certain rights with respect to the student access to and amendment of educational records and governs when ASNTC can disclose educational records without student consent. FERPA also provides students with the right to complain to the U.S. Department of Education if the student believes ASNTC is not in compliance with the statute and governs when ASNTC can disclose directory information about students.

FERPA generally requires that ASNTC have the student's written permission to release any information from their records except as may be permitted or required under the applicable law and regulations. Please see the Notification of Rights Under FERPA published in the ASNTC Catalog & Admissions Policies Guide for more information about these exceptions.

Students seeking access to their records should submit a written request that identifies the record or records they wish to inspect to ASNTC's Financial Aid office. ASNTC will arrange for access

and notify the student of the time and place where the records may be inspected. ASNTC may charge a reasonable fee for copies of student records

In accordance with FERPA, ASNTC will disclose information from the academic records of a student to authorized persons, provided ASNTC has on file written consent of the student. The form is available from ASNTC's Financial Aid office. A student must submit a written consent for each third-party request for information.

Security Provisions

The ASNTC Information Security Plan herein is designed to ensure the security, integrity, and confidentiality of covered data, including but not limited to non-public personally identifiable information, protecting it against anticipated threats, and guarding it against unauthorized access or use. Covered under the Plan are administrative, technical, and physical safeguards used in the collection, distribution, processing, protection, storage, use, transmission, handling, or disposal of covered data. The Plan covers actions by both employees of ASNTC and outside service providers.

ASNTC uses direct personal control or direct supervision to control access to and handling of all covered data when an office is open. Whether the information is stored in paper form or any electronically accessible format, covered data is maintained, stored, transmitted and otherwise handled under the direct personal control of an authorized employee of ASNTC.

Covered data is collected, processed, transmitted, distributed and ultimately disposed of with constant attention to its privacy and security. Conversations concerning covered data are held in private. Papers with covered data are mailed via US mail, or private mail carrier. When best practices permit the disposal of non-public information, it is destroyed; paper containing such information is routinely shredded or otherwise destroyed.

ASNTC employees are required to password-protect electronic files of non-public personally identifiable information when transmitting electronically.

Confidential material is kept secure. Most offices have locked windows and locked doors with restricted access. For those that do not, materials are kept in locked filing cabinets or other locked storage areas. When offices are open, confidential information is kept out of sight from visitors, and computer screens are not visible to visitors. Offices and/or computers are locked when the office will be vacant for an extended length of time.

Key access is limited to authorized ASNTC employees only, and ASNTC's Director governs the distribution of keys. ASNTC's Director further ensures the security of offices at the campus after hours.

Credit Card Policy

This Information Security Plan includes ASNTC's credit card security requirements as required by the Payment Card Industry Data Security Standard (PCI DSS) Program. ASNTC is committed to these security policies to protect information utilized by the school in attaining its business goals. All employees are required to adhere to the policies described within this document.

- It is against ASNTC policy to store credit card numbers on any document, computer, server, or database. This includes Excel spreadsheets.
- Email is not an approved way to transmit credit card numbers.
- Fax transmission of cardholder data is permissible only if the receiving fax is located in a secure environment and the credit card number is not visible.
- Paper receipts including covered data or credit card numbers must be destroyed so that account information is unreadable and cannot be reconstructed.
- ASNTC will regularly update anti-virus software.
- Employees may not use vendor-supplied defaults for system passwords and other security parameters.
- Each computer with any sensitive information or access to the administrative network must be password protected.

The PCI requirements apply to all systems that store, process, or transmit cardholder data. Currently, our cardholder environment consists only of standalone terminals. The environment does not include storage of cardholder data on any computer system. Should ASNTC implement additional acceptance channels, begin storing, processing, or transmitting cardholder data in electronic format, or otherwise become ineligible to validate compliance under applicable statutory and/or regulatory requirements, it will be the school's responsibility to determine the appropriate compliance criteria and implement additional policies and controls as needed.

Employee Management and Training

All ASNTC employees, including part-time and temporary employees, are given specific training by their supervisors about issues of security of sensitive and confidential material used in their respective offices. During employee orientation, new employees will receive training on the importance of confidentiality of student records, student financial information, and other types of covered data and information, including personal information. Training of new and current employees will include controls and procedure to prevent employees from providing confidential information to an unauthorized individual and how to properly dispose of documents containing sensitive and confidential information. All employees will receive training in the proper use of computer information and passwords. The Security Plan Officer is responsible for maintaining records on training (names of employees receiving training and dates of training) and is responsible for reviewing and updating training materials as necessary. Employees are held accountable to know that although they have access to non-public information in order to perform their duties for ASNTC, they are not permitted to access it for unapproved purposes or disclose it to unauthorized persons. The Employee Handbook, which is provided to all employees, states that violation of security policies could result in termination of employment or legal action, or both.

Outside Service Providers

Third party service providers are required to maintain appropriate safeguards for nonpublic information to which they have access. Contracts with service providers, who within their contracts have access to ASNTC's non-public student, prospective student, employee and/or customer information, shall include the following provisions as appropriate:

- Explicit acknowledgment that the contract allows the contract partner access to confidential information;

- Specific definition of the confidential information being provided;
- Stipulation that the confidential information will be held in strict confidence and accessed only for the explicit business purpose of the contract;
- Guarantee from the contract partner that it will ensure compliance with the protective conditions outlined in the contract;
- Guarantee from the contract partner that it will protect the confidential information it accesses according to commercially acceptable standards and no less rigorously than it protects its own customers' confidential information;
- Provision allowing for the return or destruction of all confidential information received by the contract partner upon completion of the contract;
- Stipulation that any violation of the contract's protective conditions amounts to a material breach of contract and entitles ASNTC to immediately terminate the contract without penalty;
- Provision allowing auditing of the contract partners' compliance with the contract safeguard requirements;
- Provision ensuring that the contract's protective requirements shall survive any termination agreement.

If ASNTC has entered into an arrangement with an outside service provider, note that Federal regulation 34 CFR §668.25 includes a provision that ASNTC remains liable for any action by its third-party servicers.

Reassessment of Plan

This Plan is reviewed at least annually and adjusted as needed. The Director shall circulate this policy to ASNTC's advisory board and request a reassessment. The annual review includes identification and assessment of internal and external risks to the security, integrity, and confidentiality of non-public personally identifiable information, including review of outside contractors and their contracts to ensure that proper safeguards are in place.

Information Technology Systems Practices/Policies:

Access to covered data and information via ASNTC's computer information system is limited to those employees who have a business reason to know such information. Each employee is assigned a user name and password. Security configuration settings are implemented for IT products that facilitate access to covered data. Databases containing personal covered data and information, including, but not limited to, accounts, balances, and transactional information, are available only to ASNTC employees in appropriate departments and positions. Account and password information is only provided after receipt of documentation from the appropriate supervisor. Network connection for sessions is terminated after a defined period of inactivity. ASNTC will take reasonable and appropriate steps consistent with current technological developments to make sure that all covered data and information is secure and to safeguard the integrity of records in storage and transmission. User and system passwords are required to comply with ASNTC's password policy described below. When commercially reasonable, encryption technology will be utilized for both storage and transmission. All covered data and information will be maintained on servers that are either behind ASNTC's firewall or stored in cloud-based data storage solutions with vendors whose data security systems comply with this Policy. All firewall software and hardware maintained by ASNTC will be kept current. Paper

documents that contain sensitive or confidential information shall be shredded at time of disposal.

Student Information System – Genesis School Management Software: ASNTC’s Security Plan Officer is responsible for authorizing system access to Genesis School Management Software (“Genesis”). Each employee’s new hire paperwork will indicate whether the employee is authorized to have access to Genesis and, if so, the access credentials to be provided. For example, employees in ASNTC’s education office will be provided full access to the Genesis student profile database (exclusive of user administration). Access for instructors will generally be limited to student grades and attendance records and will exclude access to student personally identifiable information (including but not limited to financial aid information). Each employee’s access will be determined by the Security Plan Officer and the employee’s supervisor in consideration of the employee’s job responsibilities.

System privileges are authorized by the Security Plan Officer. Staff granted access to institutional data may do so only to conduct ASNTC business. In this regard, employees must:

- Respect the confidentiality and privacy of individuals whose records they access
- Observe ethical restrictions that apply to the data to which they have access
- Abide by applicable laws or policies with respect to access, use, or disclosure of information

Employees may not:

- Disclose data to others, except as required by their job responsibilities
- Use data for their own personal gain, nor for the gain or profit of others
- Access data to satisfy their personal curiosity

Employees and students who violate this policy are subject to the investigative and disciplinary procedures of ASNTC. ASNTC’s Director handles complaints against students as well as complaints against staff and administrators.

Access to information technology systems is granted based on the employee’s need to use specific data, as defined by job duties, and subject to appropriate approval. As such, this access cannot be shared, transferred or delegated. Failure to protect these resources may result in disciplinary measures being taken against the employee, up to and including termination. Upon an employee’s termination from ASNTC, access to the school’s IT system is terminated.

Reviews: The Security Plan Officer is responsible for conducting annual reviews to assess the internal control structure and to verify that that ASNTC is in compliance with requirements and applicable state and federal laws.

Employee Information

All aspects of personnel records are confidential. Directory information for employees is public. Directory information may include some or all of the following: name, department, position title, ASNTC address, ASNTC phone and email address. Employees may request that this data be classified as confidential. All other employee related data must be vigilantly safeguarded and treated as confidential.

Passwords

Administrative information is protected through the vigilant use of user-defined passwords. Passwords must be:

- Consist of both letters and numbers
- Eight characters in length, minimum
- Individuals are expected to protect passwords from disclosure. Every individual must have a unique user login.

In addition, ASNTC has implemented multi-factor authentication for anyone accessing Covered Information on its computer system.

Disposal of Covered Information

ASNTC retains Covered Information for the period of time extending to the time that it has a legitimate business need or legal requirement to hold on to it or for such additional time if targeted disposal isn't feasible because of the way the information is maintained. During all times, Covered Information is maintained in the secure manner as described in this Plan.

Communication to New Employees

ASNTC's Director or the Security Plan Officer is responsible for discussing this policy with each employee at the time system privileges are issued. Effective, on-going communication of this security policy along with instruction regarding office procedures is the responsibility of ASNTC's Security Plan Officer.

Unauthorized Disclosure of Covered Information

Any actual or suspected unauthorized disclosure of covered information must be immediately reported to the Security Plan Officer, who in turn shall immediately report such actual or suspected unauthorized disclosure to ASNTC's President.

The Security Plan Officer will immediately examine the initial information to confirm a breach has occurred. Once a breach has been validated, the Security Plan Officer will serve as an incident manager to coordinate the incident response. The Security Plan Officer will begin the breach response documentation and reporting process and coordinate the flow of information and manage public messages about the breach.

The Security Plan Officer shall also assemble an incident response team. This may include representatives from management, information technology, legal, and finance (and possibly HR, for internal incidents) in the incident response team. The team shall immediately determine the status of the breach (on-going, active, or post breach). If the breach is active or on-going, the team shall take action to prevent further data loss by securing and blocking unauthorized access to systems/data and preserve evidence for investigation. All mitigation efforts shall be documented for later analysis. Staff who are informed of the breach shall be advised to keep breach details in confidence until notified otherwise.

If criminal activity is suspected, the Security Plan Officer shall notify law enforcement and follow any applicable federal, State, or local legal requirements relating to the notification of law enforcement. The decision to involve outside entities, including law enforcement, should generally be made in consultation with school administration and legal counsel.

The Security Plan Officer, in cooperation with the incident response team, shall decide how to investigate the data breach to ensure that the investigative evidence is appropriately handled and preserved. This investigation shall include:

- Identifying all affected data, machines, systems and devices.
- Conducting interviews with key personnel and document facts (if criminal activity is suspected, coordinate these interviews with law enforcement).
- When possible, preserving evidence (backups, images, hardware, etc.) for later forensic examination.
- Locating, obtaining, and preserving (when possible) all written and electronic logs and records applicable to the breach for examination.
- Once investigative activities have been completed, safely storing, recording, and/or destroying (where appropriate) all evidence.
- Considering all alternatives to replacing or clearing compromised resources and machines, including the cost of remediation, or rebuilding of the assets to an acceptable security level.

The Security Plan Officer and/or President of ASNTC will consult with the school's legal counsel to examine any applicable federal, State, and local breach reporting requirements to determine which additional authorities or entities must be notified in order to satisfy compliance requirements. This shall also include a determination of whether notification of affected individuals is appropriate and, if so, when and how to provide such notification

The Security Plan Officer and incident report team will collect and review any breach response documentation and analyze reports. They shall:

- Assess the data breach to determine the probable cause(s) and minimize the risk of future occurrence.
- Address and/or mitigate the cause(s) of the data breach.
- Solicit feedback from the responders and any affected entities.
- Review breach response activities and feedback from involved parties to determine response effectiveness.
- Make necessary modifications to the school's response strategy to improve the response process.
- Enhance and modify the school's information security and training programs, which includes developing countermeasures to mitigate and remediate previous breaches; lessons learned must be integrated so that past breaches do not reoccur.

ASNTC's SAIG Agreement includes a provision that in the event of an unauthorized disclosure or an actual or suspected breach of applicant information or other sensitive information (such as personally identifiable information) ASNTC must immediately notify the U.S. Department of Education Federal Student Aid at CPASNTCIG@ed.gov. The Security Plan Officer shall notify the President of ASNTC that an unauthorized disclosure or suspected breach of applicant information or other sensitive information has occurred. The President, working with the Security Plan Officer, shall then submit the required notification to FSA as required under the SAIG Agreement.

EMPLOYEE GUIDELINES FOR SECURING COVERED DATA AND INFORMATION:

“Covered Data” is defined as educational records, and the personal and financial information of students, prospective students, faculty members, staff members, alumni and customers. When in doubt as to whether a piece of data or information is to be safeguarded as covered data and information, ASNTC employees/contractors will err on the side that it is covered data and information. Covered data and information includes both paper and electronic records. Examples of personal and financial information include addresses, phone numbers, bank and credit card account numbers, income and credit histories, and social security numbers.

Every ASNTC employee who has access to covered data and information is responsible for:

1. Maintaining physical security by locking rooms and/or file cabinets where covered data and information is stored. Ensuring windows are locked and using safes when practicable for especially sensitive covered data and information.
2. Maintaining adequate key control and limiting access to sensitive areas to those individuals with a “need to know” in order to perform their job.
3. Using passwords to access automated systems that process covered data and information. Also encouraging the use of “strong” passwords (e.g. at least 8 characters, and not easily guessable). Also encouraging the safeguarding of passwords (e.g. do not leave passwords written down in easy view of others in the vicinity of an employee’s work area).
4. Using firewalls and encryption covered data and information when appropriate and feasible.
5. Referring calls and mail requesting covered data and information to those individuals who have been trained in safeguarding covered data and information for these types of requests.
6. Shredding and erasing customer information when no longer needed in accordance with ASNTC policy.
7. Taking reasonable efforts to limit the view of computer screens and other mediums (e.g. paper) displaying covered data and information to only those employees who have a “need to know” in order to perform their job.
8. Erasing covered data and information from computer screens when it is no longer in use. And never leave your desk area with covered data and information still displayed on a computer screen or on some other medium (e.g. paper) on the desk in clear sight of a casual passerby.
9. Encouraging employees to report suspicious activity to supervisors and/or ASNTC’s Director, as appropriate.
10. Encouraging password-activated screensavers and using them when an employee is away from his/her desk.
11. Taking reasonable steps to ensure that all future contracts are with service providers that are capable of maintaining appropriate safeguards for the covered data and information at issue.

Disciplinary measures (including job termination) may be taken against any employee who intentionally, or through gross negligence, violates any of the above guidelines.

Statement of Understanding

Please read the following information and sign this form at the bottom indicating your agreement to comply with students' privacy rights as protected by the Family Educational Rights and Privacy Act (FERPA) and the Gramm-Leach-Bliley Act (GLBA). Return this form to ASNTC's President.

Family Education Rights and Privacy Act ("FERPA")

The purpose of the Family Educational Rights and Privacy Act is to afford certain rights to students concerning their education records, and one of these FERPA rights is to have some control over the disclosure of personally identifiable information from their records. Personally identifiable information contained in education records may not be disclosed without the student's written consent except to school officials whom ASNTC has determined have a legitimate educational interest.

Legitimate Educational Interest means the demonstrated need to know by those officials of an institution who act in the student's educational interest, including faculty, administration, professional staff and other designated staff.

Information that cannot be disclosed without a student's written consent:

- Name of the student in combination with any of the following items,
- Student's parents or other family member,
- Student or family address,
- Student's Social Security number, Personal Identification Number (PIN) or other identifying number,
- Student's schedule,
- List of personal characteristics (such as gender, race, ethnicity or religion),
- Grading or attendance information
- Other information that could make the student's identity easily traceable.

Gramm-Leach-Bliley Act ("GLBA")

The purpose of the GLBA is to afford certain rights to students, faculty members, staff members and alumni concerning their personal and financial information. A focus of GLBA is to control the disclosure of personally identifiable information maintained by ASNTC in the necessary course of business. Institutions may not disclose personally identifiable information, without the student's, faculty member's, staff member's or alumni's written consent except to school officials whom the institution has determined to have a legitimate interest.

ACCEPTANCE OF RESPONSIBILITY

I understand that ASNTC maintains personally identifiable information for students, prospective students, faculty members, staff members, alumni and customers, disclosure of which is prohibited by the Family Education Rights and Privacy Act and the Gramm-Leach-Bliley Act. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure of student information also violates ASNTC policies and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

I also understand that I am liable for any unauthorized use of, or access to, information protected by FERPA and GLBA by any other person accessing information via my password due to my own negligence or carelessness.

Name

Signature

Date

SCHEDULE 1-NIST SECURITY CONTROLS

| REQUIREMENT | Institute Policy |
|--|---|
| Access Control | See Security Provisions, IT Systems Practices/Policies |
| Awareness and Training | See Employee Management and Training; Communications to New Employee |
| Audit and Accountability | Outside Audit; Also see Security Provisions |
| Configuration Management | See Information Technology Systems Practices/Policies |
| Basic Security Requirements | See Information Technology Systems Practices/Policies, Security Provisions, |
| Incident Response | See Unauthorized Disclosure of Covered Information |
| Maintenance | See Reassessment of Plan |
| Media Protection | See Unauthorized Disclosure of Covered Information |
| Personnel Security | See Security Provisions; Employee Management and Training; Outside Service Student information System |
| Physical Protection | See Security Provisions, Information Technology Systems Practices/Policies; |
| Risk Assessment | See Reassessment of Plan |
| Security Assessment | See Reassessment of Plan, Designated Information Security Plan Officer |
| System & Communication Protection | See Security Provisions, Information Technology Systems Practices/Policies |
| System & information Integrity | See Security Provisions, Information Technology Systems Practices/Policies |
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ALABAMA SCHOOL OF NAIL TECHNOLOGY & COSMETOLOGY
CAMPUS CRIME REPORT

The President prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is prepared in cooperation with the local law enforcement agencies surrounding our campus. Campus crime, arrest, and referral statistics include those reported to the President and local law enforcement agencies. Copies of the report may be obtained in the President's Office or by calling (251) 246-9992. All prospective employees may obtain a copy from the President or by calling (251) 246-9992.

To Report A Crime: Contact the President at (251) 246-9992 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the School buildings should be reported to the President. In addition, you may report a crime to the Front Office at (251) 246-9992.

| 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 | 0 |
| 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 reported hate crimes for the years 2018, 2019, or 2020.

ALABAMA SCHOOL OF NAIL TECHNOLOGY & COSMETOLOGY DRUG FREE SCHOOL POLICY

Alabama School of Nail Technology & Cosmetology 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 employees, 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. Alabama School of Nail Technology & Cosmetology will strive to 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.

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

- Use illegal drugs or misuse prescription drugs;
- Misuse alcohol;
- 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;
- Arrive or return to School intoxicated from use of illegal drugs, misused prescription drugs or alcohol;
- Engage in the use of illegal drugs, misuse of prescription drugs or alcohol during School hours or while on School property (including parking lots);
- Use prescription drugs or non-prescription drugs that may affect the safety of the student or fellow students, and members of the public;

Any 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 President before providing services under such medication.

Students are individually responsible for being aware of applicable laws, regulations, ordinances, and the School's policy for complying with them. Alabama School of Nail Technology & Cosmetology will assist in that endeavor by providing current information on an ongoing basis to all students.

Drug and Alcohol Abuse Policy Statement

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, the School is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, the School will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

The School, as required by federal regulation, will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to the School of their conviction for a criminal drug offense occurring at the workplace within five days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

**President of Grants and Services
United States Department of Education
400 Maryland Avenue SW.
Room 3124, GSA Regional Office Bldg. #3
Washington, DC 20202-4571**

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of the School through:

| | |
|----------------------------|---------------------|
| Drug Court, Grove Hill, AL | 251-275-3036 |
| Catholic Services | 251-246-0131 |

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact these organizations.

Drug Testing Policy

The School maintains a drug-free educational environment and requires all students to remain free of the unlawful and/or inappropriate use of controlled or illegal substances while enrolled as a student. Students will be held accountable for consuming illegal substances, regardless of state/local laws in the location where the substance was ingested. A student is subject to testing to show proof of a physical condition free from the unlawful and/or inappropriate use of controlled or illegal substances or the use of prescription medication for which the student does not have a valid prescription or which a student is using in a manner inconsistent with a physician's directions. Drug testing (at the School's expense) will be required whenever the President, or her designated representative, suspects or has reason to believe that a student might be engaging in the unlawful and/or inappropriate use of a controlled or illegal substance, or the inappropriate use or abuse of a prescription medication, whether on or off campus.

Reasonable grounds for requiring a student to submit to a drug test may include, but are not limited to, the following:

- Incoherent communication or inexplicable behavior
- A pattern of tardiness and/or absenteeism from class
- Suspicious odors on person, clothing, and/or other property
- Sudden, inexplicable decline in academic performance
- Possession of drug paraphernalia
- Prior positive drug test results
- Arrest, citation, or conviction for a substance-related offense by law enforcement authorities
- Observation of substance use or physical symptoms or manifestations of impairment, incoherency, or erratic, inexplicable conduct
- A report of substance abuse or use provided by a reliable and credible source

A student, who refuses to submit to a request for drug testing from an authorized School official, refuses to authorize the release of test results to the School, or tampers with a drug test sample will be disciplined up to and including dismissal from the School. A positive drug test that confirms that a student has engaged in the unlawful or inappropriate use and/or abuse of controlled or illegal substances, or inappropriate use or abuse of a prescription medication, whether on or off campus, will result in disciplinary action including, but not limited to, suspension or dismissal from the School. All testing will be performed by 1st Judicial Dist. Drug Court, Grove Hill, AL, 251-275-3036.

Clarke County Alabama's District Attorney uses the "Drug Court" for Drug Offenders. The Sanctions are defined below.

2013 Code of Alabama

Title 12 - COURTS.

Chapter 23A - ALABAMA DRUG OFFENDER ACCOUNTABILITY ACT.

Section 12-23A-4 - Establishment of drug court; participation; incentives and sanctions; components; drug court team and advisory committee; coordinator.

Universal Citation: AL Code § 12-23A-4 (2013) Section 12-23A-4

(a)(1) The presiding judge of each judicial circuit, with the consent of the district attorney of that judicial circuit, may establish a drug court or courts, under which drug offenders shall be processed, to appropriately address the identified substance abuse problem of the drug offender as a condition of pretrial release, pretrial diversion, probation, jail, prison, parole, community corrections, or other release or diversion from a correctional facility. The structure, method, and operation of each drug court may differ and should be based upon the specific needs of and resources available to the judicial district or circuit where the drug court is located, but shall be created and operate pursuant to this chapter and in compliance with rules promulgated by the Alabama Supreme Court.

(2) Nothing in this chapter shall affect the authority of the district attorney to establish a deferred prosecution program or a pretrial diversion program within his or her judicial circuit or affect his or her ability to nolle prosequere a particular case. Notwithstanding the foregoing, all drug courts shall comply with this chapter and rules promulgated by the Alabama Supreme Court.

(b) Participation in drug court shall require the consent of the district attorney and the court and shall be pursuant to a written agreement. A drug offender may participate in a pre-adjudication, post-adjudication, reentry, probation violation, or combination program.

(c) The court may grant reasonable incentives under the written agreement if the court finds that the drug offender:

(1) Is performing satisfactorily in drug court.

(2) Is benefiting from education, treatment, and rehabilitation.

(3) Has not engaged in criminal conduct.

(4) Has not violated the terms and conditions of the agreement.

(d) The court may impose reasonable sanctions under the written agreement or may incarcerate or expel the offender from the program if the court finds that the drug offender:

(1) Is not performing satisfactorily in drug court.

(2) Is not benefiting from education, treatment, or rehabilitation.

(3) Has engaged in conduct rendering him or her unsuitable for the program.

(4) Has otherwise violated the terms and conditions of the agreement.

(5) Is for any reason unable to participate.

(e) Upon successful completion of drug court, a drug offender's case shall be disposed of by the judge in the manner prescribed by the agreement and by the applicable policies and procedures adopted by the drug court. This may include, but is not limited to, withholding criminal charges, nolle prosequere of charges recommended by the district attorney, probation, deferred sentencing, suspended sentencing, split sentencing, or a reduced period of incarceration. Records of all such dispositions shall be maintained and be available to judges and prosecutors statewide. This provision shall not authorize the disclosure of youthful offender or juvenile records to the general public.

(f) Drug courts shall include all of the following ten key components, as defined by the United States Department of Justice, and the drug court team shall act to ensure compliance with each of the components:

(1) Integration of drug, alcohol, and other drug treatment or educational services with justice system case processing.

(2) Use of a non-adversarial approach, with prosecution and defense counsel promoting public safety while protecting the due process rights of drug offenders participating in the program.

(3) Early identification of drug offenders eligible to participate and prompt placement in the drug court program.

(4) Access to a continuum of alcohol, drug, and other related treatment and rehabilitation services.

(5) Monitoring of abstinence by frequent alcohol and another drug testing.

(6) Adoption and implementation of a coordinated strategy which governs drug court responses to the compliance of drug offenders participating in the program.

(7) Ongoing judicial interaction with each drug court of drug offenders participating in the program.

(8) Monitoring and evaluation to measure the achievement of program goals and gauge effectiveness.

(9) Continuing interdisciplinary education to promote effective drug court planning, implementation, and operations.

(10) Forging partnerships among drug courts, public agencies, and community-based organizations to generate local support and enhance drug court effectiveness.

(g) Cases handled pursuant to this chapter shall be calendared on dedicated dockets, set aside from other criminal cases.

(h) Each local jurisdiction that intends to establish a drug court, or continue the operation of an existing drug court, shall establish a local drug court team and may also establish a local drug court advisory committee.

(i) The drug court team, when practicable, shall conduct a staff meeting prior to each drug court session to discuss and provide updated information regarding drug offenders. After determining their progress, or lack thereof, the drug

court team shall agree on the appropriate incentive or sanction to be applied. If the drug court team cannot agree on the appropriate action, the court shall make the decision based on information presented in the staff meeting. Nothing in this chapter shall prohibit the authority of the district attorney to file a petition to remove the drug offender from the drug court program for good cause shown.

(j) Nothing contained in this chapter shall confer a right, or an expectation of a right, to participate in drug court, nor does it obligate the drug court to accept every drug offender. Neither the establishment of any drug court nor anything in this chapter shall be construed as limiting the discretion of the district attorney. Each drug court judge may establish rules and may make special orders and rules, as necessary, that do not conflict with this chapter or rules promulgated by the Alabama Supreme Court.

(k) A drug court coordinator shall be responsible for the general administration of drug court.

(l) Any agency charged with supervising a drug offender under drug court jurisdiction shall timely forward information to the drug court concerning the progress and compliance of the drug offender with any court-imposed terms and conditions. (Act 2010-754, p. 1909, §4.)

Federal Sanctions & Laws

Persons convicted of drug possession under state or federal law are ineligible for federal student grants and loans or for participation in federally sponsored research grants or contracts for up to one year after the first conviction, and up to five years after the second; the penalty for distributing drugs is loss of benefits for five years after the first conviction, 10 years after the second, and permanently after the third.*

Under federal law, distribution of drugs to a person under age 21 is punishable by twice the normal penalty, i.e., a mandatory one-year prison term; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a college or school. Federal law sets greatly heightened prison sentences for manufacture and distribution of drugs if death or serious injury results from use of the substance.

****In accordance with the requirements of the Drug-Free Workplace Act of 1988, as a condition of employment, any employee who is engaged in the performance of work under a federal grant or contract must notify the University if he or she is convicted of violating any criminal drug statute for activities done in the workplace not later than 10 days after conviction; students who receive Pell and certain other federal grants are subject to similar conditions and must report any conviction of a drug-related offense to the US Department of Education within 10 days of the conviction if the offense occurred during the period covered by the grant.***

Federal Drug Laws

The possession, use, or distribution of illegal drugs is prohibited by federal law. There are strict penalties for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

A. Denial of Federal Benefits

21 U.S.C. 862

A federal drug conviction may result in the loss of federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal drug trafficking convictions may result in denial of federal benefits for up to five years for a first conviction. Federal drug convictions for possession may result in denial of federal benefits for up to one year for a first conviction and up to five years for subsequent convictions.

B. Forfeiture of Personal Property and Real Estate

21 U.S.C. 853

Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

C. Federal Drug Trafficking Penalties

21 U.S.C. 841

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The list below is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe.

If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces a mandatory life sentence and fines ranging up to \$8 million.

Persons convicted on federal charges of drug trafficking within 1,000 feet of a university (21 U.S.C. 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year.

D. Federal Drug Possession Penalties

Persons convicted on federal charges of possessing any controlled substance face penalties of up to one year in prison and a mandatory fine of no less than \$1,000 up to a maximum of \$100,000. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of \$5,000.

| Substance | Amount | Penalty—First Conviction |
|--|-------------------|---|
| Heroin | 1 kg. or more | |
| Cocaine | 5 kg. or more | |
| Crack Cocaine | 50 gm. or more | |
| Methamphetamine | 100 gm. or more | |
| PCP | 100 gm. or more | |
| LSD | 10 gm. or more | |
| Marijuana | 1,000 kg. or more | Prison: not less than 10 years, not more than life. |
| N-Phenyl-N-propanamide | 400 gm. or more | Fine: up to \$4 million. |
| Heroin | 100–999 gm. | |
| Cocaine | 500–4,999 gm. | |
| Crack Cocaine | 5–49 gm. | |
| Methamphetamine | 10–99 gm. | |
| PCP | 10–99 gm. | |
| LSD | 1–10 gm. | |
| Marijuana | 100–1,000 kg. | Prison: not less than 5 years, not more than 40 years. |
| N-Phenyl-N-propanamide | 40–399 gm. | Fine: up to \$2 million. |
| Amphetamines | any amount | Prison: up to 3 years. |
| Barbiturates | any amount | Fine: up to \$250,000. |
| Marijuana | 50–100 kg. | |
| Hashish | 10–100 kg. | |
| Hash Oil | 1–100 kg. | |
| Flunitrazepan (Rohypnol, "roofies," or "roaches") | 1 gm. | Prison: up to 20 years. Fine: up to \$1 million. |
| Marijuana | less than 50 kg. | |
| Hashish | less than 10 kg. | |
| Hash Oil | less than 1 kg. | |
| Flunitrazepan (Rohypnol, "roofies," or "roaches") | less than 30 mg. | Prison: up to 5 years. Fine: up to \$250,000. |

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, Alabama School of Nail Technology & Cosmetology 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 Alabama School of Nail Technology & Cosmetology 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.

Student Assistance:

Alabama School of Nail Technology & Cosmetology holds all students accountable in terms of substance use but also supports getting help for students. Students who come forward voluntarily to identify that they have a substance problem will not be reprimanded. It is important for the student to come to an understanding regarding the extent of the problem in order to correct the problem and be able to avoid future usage in violation of the School's Policy. This is required in order to correct the problem and be able to avoid violating the School's Policy in the future. If the student is willing to actively engage in resolving the substance use problem, the School will refer the student to a Substance Abuse Professional for an assessment and possible outpatient counseling at the student's expense. This leave will be conditioned upon receipt of reports from the treatment providers that the student is cooperating and making reasonable progress in the treatment program. The student will be permitted to return to School only if (s)he passes a drug /alcohol test and has satisfactory medical evidence that (s)he is fit for attendance.

This protection does not cover a student who confesses a problem after an incident or accident that requires a substance use test, or after being notified that a reasonable suspicion test is required.

Disciplinary Action:

Violation of this Policy will result in the student's immediate termination. Re-admittance may be considered after 60 days. To be considered for re-admittance, the student must provide proof of having satisfactorily attended treatment that is provided by a Substance Abuse Professional (SAP) and/or prescribed by a SAP and completed a drug and/or alcohol test, determined by which test was previously positive, with a negative test result. If the student is readmitted, (s)he must complete the prescribed follow-up testing by the SAP or by law, as applicable, to continue attending Alabama School of Nail Technology & Cosmetology. Treatment and follow-up testing will be at the expense of the student. Alabama School of Nail Technology & Cosmetology may terminate a student who has entered a rehabilitation program for violations of the Drug Free School Policy or any other school policy in accordance with the procedures set forth in the School Catalog.

Confidentiality:

All information, interviews, reports, statement memoranda and drug test results, written or otherwise, received by the Alabama School of Nail Technology & Cosmetology as part of this Drug Free School Policy 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.

Biennial Review:

The School will review the drug and alcohol prevention program every two years on the odd number year. Any recommendations/data and or assistance available to substance abusers will be updated and distributed to all students and staff of Alabama School of Nail Technology & Cosmetology.

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

The Higher Education Opportunity Act (HEA) 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 work-study). 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.

School Flexibility:

Alabama School of Nail Technology & Cosmetology 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 Alabama School of Nail Technology & Cosmetology 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, or relieve any student from the consequences of any violation of this Policy.

ALABAMA SCHOOL OF NAIL TECHNOLOGY & COSMETOLOGY SEXUAL HARASSMENT POLICIES & GRIEVANCE PROCEDURES

1. Introduction

Alabama School of Nail Technology & Cosmetology (the "School") is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual harassment. Every member of the School community should be aware that the School is strongly opposed to sexual harassment, and that such behavior is prohibited by state and federal laws.

The School does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

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

As part of the School's commitment to providing a working and learning environment free from sexual harassment, this Policy shall be disseminated widely to the School community through publications, the School website, new employee orientations, student orientations, and other appropriate channels of communication. The School provides training to key staff members to enable the School to handle any allegations of sexual harassment promptly and effectively. The School will respond promptly 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.

2. Scope of the Policy

This Policy governs sexual harassment that occurs in the School's education programs or activities. 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 harassment 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.

3. Prohibited Conduct

Sexual harassment comprises a broad range of behaviors focused on sex that may or may not be sexual in nature. Sexual harassment includes a School employee conditioning the provision of a School aid, benefit, or service on an 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 School's education programs or activities also constitutes sexual harassment. Sexual assault, stalking, domestic violence, and dating violence are all forms of sexual harassment. Retaliation following an incident of alleged sexual harassment or attempted sexual harassment is strictly prohibited. The definitions for specific acts of sexual harassment can be found in the Definitions of Key Terms at the end of this Policy statement.

Sexual harassment 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 harassment.**

4. Options for Assistance Following an Incident of Sexual Harassment

The School strongly encourages any victim of sexual harassment 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 harassment report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

Reporting Incidents of Sexual Harassment.

Victims of sexual harassment may file a report with the Jackson Police Department. Victims may also file a report with the School's Title IX Coordinator. More information about reporting an incident of sexual harassment can be found in Section 6 of this Policy, below.

The School will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures as described below, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The School will also provide the complainant with written notification about assistance available both within the School community and without.

A complainant may choose for the investigation to be pursued through the criminal justice system and/or through the School's disciplinary procedures by filing a formal complaint as describe in this Policy. 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 complainant through the available options and support the complainant in his or her decision.

Supportive Measures.

The School's Title IX Coordinator will work with all students affected by sexual harassment to ensure their safety and support their wellbeing. This assistance may include providing supportive measures to support or protect a student after an incident of sexual harassment and while an investigation or disciplinary proceeding is pending. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the School's education programs and activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the School's educational environment, or deter sexual harassment.

Supportive measures may include:

- counseling,
- extensions of deadlines or other course-related adjustments,
- modifications of work or class schedules,
- campus escort services,
- mutual restrictions on contact between the parties,
- changes in work or housing locations,
- leaves of absence,
- increased security and monitoring of certain areas of the campus, and
- other similar measures.

The School will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the School to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The measures needed by each student may change over time, and the Title IX Coordinator will communicate with each student throughout any investigation to ensure that any supportive measures are necessary and effective based on the students' evolving needs. Students who report an incident of sexual harassment 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.

Support Services Available.

Counseling, advocacy and support services are available for complainants, whether or not a complainant chooses to make an official report or participate in the School's disciplinary or criminal process. Alabama School of Nail Technology & Cosmetology does not provide counseling or health care services. Personal counseling offered by the School will be limited to initial crisis assessment and referral.

Sexual harassment crisis and counseling options are available locally and nationally through a number of agencies, including:

Lifelines Counseling Services, Crisis Hotline 251-473-7273 office 251-431-5100
www.lifelinesmobile.org

Evidence Preservation

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

5. Title IX Coordinator

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

- 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;
- Participates 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:

Teri McLemore
202 Commerce Street
Jackson, AL 36545
Phone: (251) 246-9992
Email: terimclemore@aol.com

6. Reporting Policies and Protocols

Alabama School of Nail Technology & Cosmetology strongly encourages all members of the School community to report information about any incident of sexual harassment as soon as possible. Reports can be made either to the School and/or to law enforcement.

Reporting to the School

An incident of sexual harassment may be reported to the School's Title IX Coordinator or to the School's Director of Financial Aid. No other School officials or employees have the authority to institute corrective measures under these Policies and Procedures on behalf of the School. The School will not be deemed to have actual knowledge of alleged sexual harassment unless the School's Title IX Coordinator or

Director of Financial Aid possess such knowledge. Reports of sexual harassment to School officials or employees other than the Title IX Coordinator or the Director of Financial Aid will not confer actual knowledge to the School of such allegations, unless the Title IX Coordinator or Director of Financial Aid subsequently obtain such actual knowledge.

If the School's Title IX Coordinator is the alleged perpetrator of the sexual harassment, the report should be submitted to the School's Director of Financial Aid and vice versa. 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.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed in Section 6 for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator or the Director of Financial Aid receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator.

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. Note that if a complainant seeks to file a formal complaint for the School to initiate an investigation into allegations of sexual harassment, the complainant must be participating in or attempting to participate in the School's education programs or activities at the time of filing such formal complaint. The School is committed to supporting the rights of a person reporting an incident of sexual harassment 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 harassment, prevent its recurrence, and address its effects.

Reporting to Law Enforcement

An incident of sexual harassment 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 Alabama School of Nail Technology & Cosmetology. 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 harassment 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 alabamaschoolofnailtechnology.com. 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 School President or by calling (251) 246-9992. All prospective employees may also obtain a copy from the President.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the School President constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The President 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 issued through the most effective and efficient means available and may include instant messaging to students and School employees. Notices may also be posted in the common areas throughout the School. Anyone with information warranting a timely warning should report the circumstances to the President by phone at (251) 246-9992 or in person at the School. The school will provide adequate follow-up information to the community as needed. Students & Staff will be notified via Facebook messenger and our Private School Page on Facebook, ASTN&C Professionals in Training.

Third-Party and Anonymous Reporting

In cases where sexual harassment is reported to the Title IX Coordinator or Director of Financial Aid 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 any individual for the purpose of interfering with any right or privilege secured by Title IX or, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing. The School will take strong responsive action if retaliation occurs. Any incident of retaliation should be promptly reported to the Title IX Coordinator or the School’s President.

Except as may otherwise be required by law, the School will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness.

Charging an individual with a violation of the School’s code of conduct for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Coordination With Drug Free School Policy

Students may be reluctant to report instances of sexual harassment because they fear being disciplined pursuant to the School’s alcohol or drug policies. The School encourages students to report all instances of sexual harassment and will take into consideration the importance of reporting sexual harassment 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 harassment.

7. School Policy on Confidentiality

The School encourages victims of sexual harassment 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 harassment. 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 harassment in obtaining support services from these groups or agencies.* Contact information for these support organizations is listed in Section 4 of this Policy.

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 President 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 a Designated School Official

A "designated school official" is a School employee who has the authority to institute corrective measures on behalf of the School upon actual notice of sexual harassment.

A designated school official will report to the Title IX coordinator all relevant details about the alleged sexual harassment shared by the complainant – including the names of the complainant and respondent, 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 designated school official will be shared only with people responsible for handling the School's response to the report. Designated school officials should not share information with law enforcement without the complainant's consent or unless the complainant has also reported the incident to law enforcement.

In addition to the Title IX Coordinator, the School's designated school officials include the Financial Aid Director.

Before a complainant reveals any information to a designated school official, the official should ensure that the complainant understands the official's reporting obligations – and, if the complainant wants to maintain confidentiality, direct the complainant to confidential resources.

If the complainant wants to tell the designated school official what happened but also maintain confidentiality, the official should tell the complainant 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 official will also inform the Coordinator of the complainant's request for confidentiality.

Designated school officials will not pressure a complainant to request confidentiality, but will honor and support the complainant's wishes, including for the School to fully investigate an incident. By the same token, designated school officials will not pressure a complainant to make a formal complaint and initiate a School investigation if the complainant is not ready to do so.

A complainant who at first requests confidentiality may later decide to file a formal complaint with the School or report the incident to local law enforcement, and thus have the incident fully investigated.

Reporting to Title IX Coordinator

To the extent possible, information reported to the Title IX Coordinator will be shared only with people responsible for handling the School's response to the report. The Title IX Coordinator should not share information with law enforcement without the complainant's consent or unless the complainant has also reported the incident to law enforcement.

Before a complainant reveals any information to the Title IX Coordinator, the Coordinator should ensure that the complainant understands the Coordinator's reporting obligations – and, if the complainant wants to maintain confidentiality, direct the complainant to confidential resources. If the complainant wants to tell the Title IX Coordinator what happened but also maintain confidentiality, the Coordinator should tell the complainant that the School will consider the request but cannot guarantee that the School will be able to honor it.

The Title IX Coordinator will not pressure a complainant to request confidentiality, but will honor and support the complainant's wishes, including for the School to fully investigate an incident. By the same token, the Title IX Coordinator will not pressure a complainant to make a formal complaint and initiate a School investigation if the complainant is not ready to do so.

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

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

If the School honors the request for confidentiality, a complainant must understand that the School's ability to investigate the incident and pursue disciplinary action against the respondent will be limited. A complainant may provide the Title IX Coordinator with confidential knowledge of alleged sexual harassment and receive supportive measures from the School without the complainant filing a formal complaint and initiating an investigation. Although rare, there are times when the School may not be able to honor a complainant'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 complainant'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 respondent will commit additional acts of sexual harassment or other violence, such as:
 - whether there have been other sexual harassment complaints about the same respondent;
 - whether the respondent has a history of arrests or records from a prior school indicating a history of violence;
 - whether the respondent threatened further sexual harassment or other violence against the complainant or others;
 - whether the sexual harassment was committed by multiple respondents;
- Whether the sexual harassment was perpetrated with a weapon;
- Whether the complainant is a minor;
- Whether the School possesses other means to obtain relevant evidence of the sexual harassment (e.g., security cameras or personnel, physical evidence);
- Whether the complainant'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 Title IX Coordinator to file a formal complaint to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the School will likely respect the complainant's request for confidentiality.

If the School determines that it cannot maintain a complainant's confidentiality, the School will inform the complainant 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 complainant's well-being, and will take ongoing steps to protect the complainant from retaliation or harm and work with the complainant to create a safety plan. Retaliation against the complainant, whether by students or school employees, will not be tolerated. The School will also:

- assist the complainant 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 respondent pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the complainant of the right to report a crime to local law enforcement – and provide the complainant with assistance if the complainant wishes to do so.

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

Because the School is under a continuing obligation to address the issue of sexual harassment campus-wide, reports of sexual harassment (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 harassment 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 complainant’s request for confidentiality, the School will also take immediate action as necessary to protect and assist the complainant. This includes the Title IX Coordinator promptly contacting the complainant to discuss the availability of supportive measures. A complainant’s request for confidentiality will limit the School’s ability to investigate a particular matter. The School may take steps to limit the effects of the alleged sexual harassment and prevent its recurrence without initiating formal action against the respondent or revealing the identity of the student complainant. Examples include: providing increased monitoring, supervision, or security at locations or activities where the harassment occurred; providing training and education materials for students and employees; revising and publicizing the School’s policies on sexual harassment; and conducting climate surveys regarding sexual harassment.

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 complainant requests the disclosure and signs a consent or waiver form. Contact information for these off-campus resources can be found in Section 4 of this Policy.

8. Formal Complaint Investigation Procedures and Protocols

The School will investigate all formal complaints of sexual harassment. A formal complaint must be in writing filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the School investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. The School’s Title IX Coordinator oversees the School’s investigation, response to, and resolution of all reports of prohibited sexual harassment, and of related retaliation, involving students, faculty, and staff.

As soon as practicable after receiving a formal complaint, the Title IX Coordinator will make an initial assessment of the formal complaint to determine whether the formal complaint, on its face, alleges an act prohibited by this Policy. If the Title IX Coordinator determines the formal complaint states facts which, if true, could constitute sexual harassment in violation of this Policy, the Title IX Coordinator will proceed through the formal investigation process (see below). If the Title IX Coordinator determines the complainant’s report does not state facts that, if true, could constitute a violation of this Policy, the Title IX Coordinator will communicate this determination in writing to the complainant. In such circumstances 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.

The School will dismiss a formal complaint if the conduct alleged in the formal complaint would not constitute sexual harassment under Title IX even if proved, did not occur in the School’s education

program or activity, or did not occur against a person in the United States. ***Such dismissal does not preclude action under another provision of the School's code of conduct.*** The School may dismiss the formal complaint if a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint; the respondent is no longer enrolled or employed by the School; or specific circumstances prevent the School from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. The School will promptly send written notice of the dismissal and reasons therefor simultaneously to the parties.

Notice

Upon receipt of a formal complaint, the School will provide written notice of the School's grievance process to the parties who are known. The School will also provide the parties with notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence that is submitted to and/or collected by the School in connection with the investigation. The written notice will also inform the parties of any provision in the School's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the School decides to investigate allegations about the complainant or respondent that are not included in a prior notice provided to the parties, the School will provide notice of the additional allegations to the parties whose identities are known.

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 notice of a formal complaint and if the School determines that the particular formal 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 harassment 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 harassment 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 complaint.

In connection with any informal resolution process, the School will provide written notice to the parties disclosing the allegations and the requirements of the informal resolution process. The School will notify the parties that any time prior to agreeing to a resolution, any party has the right to withdraw from the

informal resolution process and resume the grievance process with respect to the formal complaint. The School must obtain the parties' voluntary, written consent to the informal resolution process. The informal resolution process may not be utilized to resolve allegations that a School employee sexually harassed a student.

The time frame for completion of voluntary resolution may vary, but the School will seek to complete the process within 15 days of all the parties' request for voluntary resolution.

Formal Investigation Process

The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the School and not on the parties. The Title IX Coordinator is responsible for the investigation of a formal complaint. The Title IX Coordinator may designate a specially trained investigator (or team of investigators) to conduct the investigation.

The School's process for responding to, investigating and adjudicating sexual harassment 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. The School will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate. Each party shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The School will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

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 a formal complaint from the complainant or the Title IX Coordinator of the request 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 absences or delays by the parties, the need for language assistance or accommodation of disabilities, 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 simultaneously 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 prompt steps to protect complainants pending the final outcome of an investigation, including the provision of supportive measures to the complainant and/or the respondent. The School may remove a respondent from the School's education programs or activities on an emergency basis, provided that the School undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. The School may place a non-student employee respondent on administrative leave during the pendency of a grievance process.

The School will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the School does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the School will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. The School will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination

Investigation Report

The investigator will prepare an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a hearing, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. Such report will include 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 "clear and convincing evidence" as the standard of proof to determine whether a violation of the Policy occurred. Clear and convincing evidence means that the party must present evidence that leaves one with a firm belief or conviction that it is highly probable that the factual contentions of the claim or defense are true. The complainant and respondent will be simultaneously notified of the completion of the investigation and provided with the investigator's report.

9. Grievance/Adjudication Procedures

Hearing Panel

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.

The hearing panel will consist of one to three members as determined by the Title IX Coordinator. The Title IX Coordinator will designate the members of the hearing panel but will not serve as a panel member. The investigator responsible for the School's investigation of the formal complaint may not serve as a panel member. 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 School utilizes technology enabling the panel members and parties to simultaneously see and hear the party or witness answering questions. 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 harassment. 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 three days 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 harassment 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 give the complainant and respondent at least 10 days' advance notice of the hearing. 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 School President 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 virtually, with technology enabling the participants simultaneously to see and hear each other.
- 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:
 - Cross Examination. At the hearing, the hearing panel shall permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.
 - At the request of either party, the School will provide for the hearing to occur with the parties located in separate rooms with technology enabling the hearing panel members and parties to simultaneously see and hear the party or the witness answering questions.
 - Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the hearing panel must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
 - If a party does not have an advisor present at the live hearing, the School will provide without fee or charge to that party, an advisor of the School's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.
 - Information Regarding Romantic or Sexual History. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. 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 harassment.
 - 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.

- o The hearing panel may consider statements made by parties or witnesses, even if those parties or witnesses do not participate in cross-examination at the live hearing, in reaching a determination regarding responsibility.
- o The School will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- o Live hearings may be conducted with all parties physically present in the same geographic location or, at the School's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.

The School will create an audio or audiovisual recording, or transcript, of any hearing and make it available to the parties for inspection and review. The panelists may request a copy or 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 hearing panel will issue a written determination regarding responsibility. The panel will use "clear and convincing evidence" as the standard of proof to determine whether a violation of the Policy occurred. Clear and convincing evidence means that the party must present evidence that leaves one with a firm belief or conviction that it is highly probable that the factual contentions of the claim or defense are true. The panel will find a student responsible, or not responsible, based on a majority vote. The panel will generally render a written determination within 10 days after the conclusion of a hearing.

The panel's written determination will include:

- a) Identification of the allegations potentially constituting sexual harassment;
- b) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- c) Findings of fact supporting the determination;
- d) Conclusions regarding the application of the School's code of conduct to the facts;
- e) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the School imposes on the respondent, and whether remedies designed to restore or preserve equal access to the School's education program or activity will be provided by the School to the complainant; and
- f) The School's procedures and permissible bases for the complainant and respondent to appeal.

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 formal complaint. The determination regarding responsibility becomes final either on the date that the School provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

10. Sanctions and Other Remedies

The hearing panel 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 harassment.

No disciplinary sanctions or other actions that are not supportive measures will be imposed against a respondent until the completion of the School's grievance procedures, including any applicable appeal.

The hearing panel will consider relevant factors, including if applicable: (1) the specific sexual harassment 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 sanctioning decision will be communicated in writing to the complainant and the respondent as part of the hearing panel's written determination.

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 harassment 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 supportive measures and the Title IX Coordinator will determine whether such supportive measures are appropriate. Potential ongoing supportive measures 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 harassment occurred
- Additional training and educational materials for students and employees
- Revision of the School's policies relating to sexual harassment
- Climate surveys regarding sexual harassment

11. Appeals

Either the respondent or the complainant or both may appeal from a determination regarding responsibility, and from a recipient's dismissal of a formal complaint or any allegations therein, on the following bases:

1. A procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, investigator(s), or hearing panel member(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

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

The decision maker(s) for the appeal may not be the same person as the hearing panel members, the investigator(s), or the Title IX Coordinator. The appealing party must submit the appeal in writing to the School within seven days after receiving the written determination regarding responsibility. If either the complainant or respondent submits an appeal, the Title IX Coordinator will notify the other that an appeal has been filed and the grounds of the appeal. The non-appealing party may submit a written response within seven days after notice of an appeal.

If the decision-maker concludes that a change in the hearing panel's determination is warranted, the School may enter a revised determination, reconvene the panel to reconsider the determination, or return the matter for additional investigation. If both the complainant and respondent appeal, the appeals will be considered concurrently.

The decision maker will issue a written decision describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties. Appeals decisions will be rendered within 15 days after the receipt of the written appeal. All appeal decisions are final.

12. Records Disclosure & Recordkeeping

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.

Additional information about FERPA can be found on the School's website at alabamaschoolofnailtechnology.com

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.

The School will maintain for a period of not less than seven years records of –

- a) Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript from a hearing conducted in response to a formal complaint, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the School's education programs or activities;
- b) Any appeal and the result therefrom;
- c) Any informal resolution and the result therefrom; and
- d) All materials used to train Title IX Coordinators, investigators, hearing panel members, decision-makers, and any person who facilitates an informal resolution process. The School will make these training materials publicly available on its website.

The School will create and maintain for a period of not less than seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the School will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the School's education program or activity. If a School does not provide a complainant with supportive measures, then the School will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the School in the future from providing additional explanations or detailing additional measures taken.

13. Education and Prevention Programs

As set forth in Section 3 of this Policy statement, Sexual Assault, Sexual Harassment, 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, investigators, hearing panel members, and anyone else who is involved in responding to, investigating, or adjudicating sexual harassment 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 harassment.

Definitions of Sexual Misconduct under Alabama Law

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. Non-consensual sexual intercourse is any form of sexual intercourse (vaginal, anal or oral) with any object without consent. Non-consensual sexual contact is any intentional sexual touching, however slight, with any object without a person's consent.

The Alabama Code provides the following definitions with respect to incidents of sexual assault:

Section 13A-6-60. Definitions.

The following definitions apply in this article:

- (1) **SEXUAL INTERCOURSE.** Such term has its ordinary meaning and occurs upon any penetration, however slight; emission is not required.
- (2) **DEVIATE SEXUAL INTERCOURSE.** Any act of sexual gratification between persons not married to each other involving the sex organs of one person and the mouth or anus of another.
- (3) **SEXUAL CONTACT.** Any touching of the sexual or other intimate parts of a person not married to the actor,

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done for the purpose of gratifying the sexual desire of either party.

(4) **FEMALE.** Any female person.

(5) **MENTALLY DEFECTIVE.** Such term means that a person suffers from a mental disease or defect which renders him incapable of appraising the nature of his conduct.

(6) **MENTALLY INCAPACITATED.** Such term means that a person is rendered temporarily incapable of appraising or controlling his conduct owing to the influence of a narcotic or intoxicating substance administered to him without his consent, or to any other incapacitating act committed upon him without his consent.

(7) **PHYSICALLY HELPLESS.** Such term means that a person is unconscious or for any other reason is physically unable to communicate unwillingness to an act.

(8) **FORCIBLE COMPULSION.** Physical force that overcomes earnest resistance or a threat, express or implied, that places a person in fear of immediate death or serious physical injury to himself or another person.

Section 13A-6-61. Rape in the first degree.

(a) A person commits the crime of rape in the first degree if:

- (1) He or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or
 - (2) He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
 - (3) He or she, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.
- (b) Rape in the first degree is a Class A felony.

Section 13A-6-62. Rape in the second degree.

- (a) A person commits the crime of rape in the second degree if:
- (1) Being 16 years old or older, he or she engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two years older than the member of the opposite sex.
 - (2) He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.
- (b) Rape in the second degree is a Class B felony.

Section 13A-6-63. Sodomy in the first degree.

- (a) A person commits the crime of sodomy in the first degree if:
- (1) He engages in deviate sexual intercourse with another person by forcible compulsion; or
 - (2) He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
 - (3) He, being 16 years old or older, engages in deviate sexual intercourse with a person who is less than 12 years old.
- (b) Sodomy in the first degree is a Class A felony.

Section 13A-6-64. Sodomy in the second degree.

- (a) A person commits the crime of sodomy in the second degree if:
- (1) He, being 16 years old or older, engages in deviate sexual intercourse with another person less than 16 and more than 12 years old.
 - (2) He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being mentally defective.
- (b) Sodomy in the second degree is a Class B felony.

Section 13A-6-65. Sexual misconduct.

- (a) A person commits the crime of sexual misconduct if:
- (1) Being a male, he engages in sexual intercourse with a female without her consent, under circumstances other than those covered by Sections 13A-6-61 and 13A-6-62; or with her consent where consent was obtained by the use of any fraud or artifice; or
 - (2) Being a female, she engages in sexual intercourse with a male without his consent; or
 - (3) He or she engages in deviate sexual intercourse with another person under circumstances other than those covered by Sections 13A-6-63 and 13A-6-64. Consent is no defense to a prosecution under this subdivision.
- (b) Sexual misconduct is a Class A misdemeanor.

Section 13A-6-65.1. Sexual torture.

- (a) A person commits the crime of sexual torture:
- (1) By penetrating the vagina or anus or mouth of another person with an inanimate object by forcible compulsion with the intent to sexually torture or to sexually abuse.
 - (2) By penetrating the vagina or anus or mouth of a person who is incapable of consent by reason of physical helplessness or mental incapacity with an inanimate object, with the intent to sexually torture or to sexually abuse.
 - (3) By penetrating the vagina or anus or mouth of a person who is less than 12 years old with an inanimate object, by a person who is 16 years old or older with the intent to sexually torture or to sexually abuse.
- (b) The crime of sexual torture is a Class A felony.

Section 13A-6-66. Sexual abuse in the first degree.

- (a) A person commits the crime of sexual abuse in the first degree if:
- (1) He subjects another person to sexual contact by forcible compulsion; or
 - (2) He subjects another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated.
- (b) Sexual abuse in the first degree is a Class C felony.

Section 13A-6-67. Sexual abuse in the second degree.

- (a) A person commits the crime of sexual abuse in the second degree if:
- (1) He subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old; or
 - (2) He, being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.
- (b) Sexual abuse in second degree is a Class A misdemeanor, except that if a person commits a second or subsequent offense of sexual abuse in the second degree within one year of another sexual offense, the offense is a Class C felony.

It is an element of many of the crimes listed above that the sexual act was committed without the consent of the victim. The Alabama Code provides the following definition of Consent:

Section 13A-6-70. Lack of consent.

- (a) Whether or not specifically stated, it is an element of every offense defined in this article, with the exception of subdivision (a)(3) of Section 13A-6-65, that the sexual act was committed without consent of the victim.
- (b) Lack of consent results from:
- (1) Forcible compulsion; or
 - (2) Incapacity to consent; or
 - (3) If the offense charged is sexual abuse, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor's conduct.
- (c) A person is deemed incapable of consent if he is:
- (1) Less than 16 years old; or
 - (2) Mentally defective; or
 - (3) Mentally incapacitated; or
 - (4) Physically helpless.

The Alabama Code provides the following definitions with respect to Stalking:

Section 13A-6-90. Stalking in the first degree.

(a) A person who intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm is guilty of the crime of stalking in the first degree.

(b) The crime of stalking in the first degree is a Class C felony.

Section 13A-6-90.1. Stalking in the second degree.

(a) A person who, acting with an improper purpose, intentionally and repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person's immediate family, or any third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct is guilty of the crime of stalking in the second degree.

(b) The crime of stalking in the second degree is a Class B misdemeanor.

Section 13A-6-91. Aggravated stalking in the first degree.

(a) A person who violates the provisions of Section 13A-6-90(a) and whose conduct in doing so also violates any court order or injunction is guilty of the crime of aggravated stalking in the first degree.

(b) The crime of aggravated stalking in the first degree is a Class B felony.

Section 13A-6-91.1. Aggravated stalking in the second degree.

(a) A person who violates the provisions of Section 13A-6-90.1 and whose conduct in doing so also violates any court order or injunction is guilty of the crime of aggravated stalking in the second degree.

(b) The crime of aggravated stalking in the second degree is a Class C felony.

Section 13A-6-92. Definitions.

As used in this article, the following terms shall have the following meanings, respectively, unless the context clearly indicates otherwise.

(a) **COURSE OF CONDUCT.** A pattern of conduct composed of a series of acts over a period of time which evidences a continuity of purpose.

(b) **CREDIBLE THREAT.** A threat, expressed or implied, made with the intent and the apparent ability to carry out the threat so as to cause the person who is the target of the threat to fear for his or her safety or the safety of a family member and to cause reasonable mental anxiety, anguish, or fear.

(c) **HARASSES.** Engages in an intentional course of conduct directed at a specified person which alarms or annoys that person, or interferes with the freedom of movement of that person, and which serves no legitimate

purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress, and must actually cause substantial emotional distress. Constitutionally protected conduct is not included within the definition of this term.

The Alabama Code provides the following definitions with respect to Domestic Violence:

Section 13A-6-130. Domestic violence - First degree.

(a) A person commits the crime of domestic violence in the first degree if the person commits the crime of assault in the first degree pursuant to Section 13A-6-20 or aggravated stalking pursuant to Section 13A-6-91, and the victim is a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating relationship, as defined in Section 13A-6-139.1, with the defendant. Domestic violence in the first degree is a Class A felony, except that the defendant shall serve a minimum term of imprisonment of one year without consideration of probation, parole, good time credits, or any other reduction in time for any second or subsequent conviction under this subsection.

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Section 13A-6-131. Domestic violence - Second degree.

(a) A person commits the crime of domestic violence in the second degree if the person commits the crime of assault in the second degree pursuant to Section 13A-6-21; the crime of intimidating a witness pursuant to Section 13A-10-123; the crime of stalking pursuant to Section 13A-6-90; the crime of burglary in the second or third degree pursuant to Sections 13A-7-6 and 13A-7-7; or the crime of criminal mischief in the first degree pursuant to Section 13A-7-21 and the victim is a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating relationship, as defined in Section 13A-6-139.1, with the defendant. Domestic violence in the second degree is a Class B felony, except the defendant shall serve a minimum term of imprisonment of six months without consideration of probation, parole, good time credits, or any reduction in time for any second or subsequent conviction under this subsection.

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Section 13A-6-132. Domestic violence - Third degree.

(a) A person commits domestic violence in the third degree if the person commits the crime of assault in the third degree pursuant to Section 13A-6-22; the crime of menacing pursuant to Section 13A-6-23; the crime of reckless endangerment pursuant to Section 13A-6-24; the crime of criminal coercion pursuant to Section 13A-6-25; the crime of harassment pursuant to subsection (a) of Section 13A-11-8; the crime of criminal surveillance pursuant to Section 13A-11-32; the crime of harassing communications pursuant to subsection (b) of Section 13A-11-8; the crime of criminal trespass in the third degree pursuant to Section 13A-7-4; the crime of criminal mischief in the second or third degree pursuant to Sections 13A-7-22 and 13A-7-23; or the crime of arson in the third degree

pursuant to Section 13A-7-43; and the victim is a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating relationship, as defined in Section 13A-6-139.1, with the defendant. Domestic violence in the third degree is a Class A misdemeanor.

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The Alabama Code defines “Dating Relationship” for purposes of the Alabaman Domestic Violence laws as follows:

Section 13A-6-139.1. Definitions.

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(1) DATING RELATIONSHIP.

- a. A significant relationship of a romantic or intimate nature characterized by the expectation of affectionate or sexual involvement over a period of time and on a continuing basis during the course of the relationship.
- b. A dating relationship includes the period of engagement to be married.
- c. A dating relationship does not include a casual or business relationship or a relationship that ended more than 12 months prior to the filing of the petition for a protection order.

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.

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 cab money.
- 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. Please see Section 4 of this Policy for a list of support organizations.
- Where to go? Options may include a friend's house or relative's house, or you may consider going to a domestic violence or homeless shelter. You may also go to the police. **Important Safety Note:** If the dangerous situation involves a partner, go to the police or a shelter first.
- What to bring? This may include important papers and documents such birth certificate, social security card, license, passport, medical records, lease, bills, etc. This will also include house keys, car keys, cash, credit cards, medicine, important numbers, and your cell phone. If you are bringing children with you, remember to bring their important papers and legal documents. You can keep all of these things in an emergency bag. You should hide the bag—it is best if it is not in your house or car. If the bag is discovered, you can call it a "tornado" or "fire" bag.

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

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

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

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

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

14. 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.

**Alabama School of Nail Technology & Cosmetology
Sexual Harassment Policies & Grievance Procedures**

Definitions of Key Terms

- Sexual Harassment - means conduct on the basis of sex that satisfies one or more of the following:
 - 1) An employee of the School conditioning the provision of an aid, benefit, or service of the School on an individual's participation in unwelcome sexual conduct;
 - 2) 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 School's education programs or activities; or
 - 3) "Sexual assault," "dating violence," "domestic violence," or "stalking" as defined herein.
- y.
- Sexual Assault - 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.
 - Sex Offenses - Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - 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.
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- 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.
- "Education program or activity" includes locations, events, or circumstances over which the School exercises substantial control over both the respondent and the context in which the sexual harassment occurs. It includes all of the academic, educational, extra-curricular, and other programs of the School, whether they take place in the facilities of the School, at a class or training program sponsored by the School at another location, or elsewhere. An instructor's alleged sexual harassment of a student would likely constitute sexual harassment in the School's education programs or activities even if the alleged harassment occurs off campus. The School's

education programs and activities may also include computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of, the School.

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

- 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 – The School shall not, and no individual shall, intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX and/or this Policy. The exercise of rights protected under the First Amendment does not constitute retaliation. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation; provided, however, that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

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- 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 an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

- Respondent – means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.