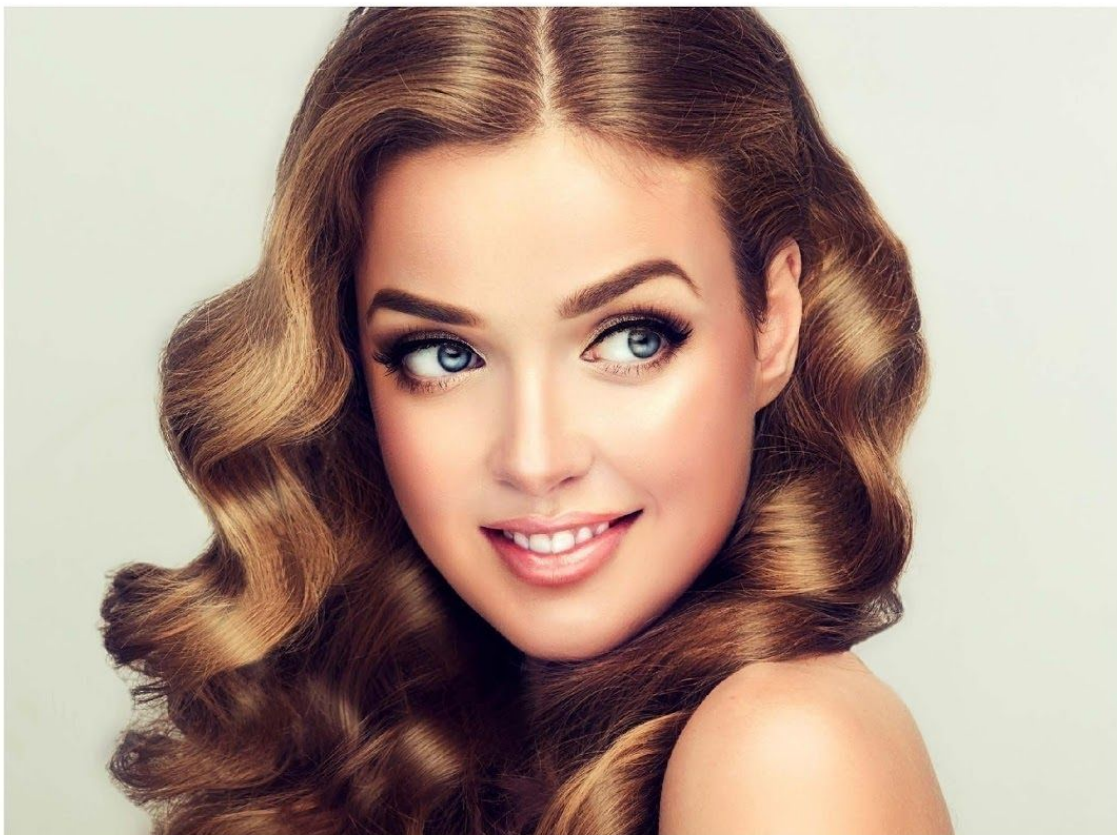




PAT GOINS
BEAUTY SCHOOL

ANNUAL SECURITY REPORT - December 10, 2020
REPORT OF CRIME STATISTICS AND POLICY STATEMENTS

Including Crime Statistics for Calendar Years: **2017 - 2019**



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The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) (“Clery Act”) requires colleges, universities and all postsecondary education institutions across the United States to, on an annual basis, prepare and distribute this Annual Security Report (“ASR”) that contains crime statistics for incidents occurring on or near the campus and security-related statements of policy regarding crime prevention, awareness and response at the institution.

There are three parts to this report:

Part I beginning on page 4 - **Statements of Policy,**

Part II beginning on page 48 - **Drug-Free Schools And Communities Act Policy Statements**

Part III beginning on page 64 - **The Crime Statistics for Calendar Years 2017-2019**

PART I: STATEMENTS OF POLICY

AVAILABILITY OF ANNUAL SECURITY REPORT

Pat Goins Benton Road Beauty School publishes this report to inform current or potential students and staff members about campus security policies, initiatives to prevent and respond to crime and emergencies, and the occurrence of crime on campus. This report complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and uses information maintained by the school, as well as information provided by Campus Security Authority and local law enforcement agencies surrounding the Pat Goins Benton Road Beauty School campus. Each of these entities provides updated policy information and/or crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings and property owned, leased, or controlled by Pat Goins Benton Road Beauty School. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol, and other drugs.

Pat Goins Benton Road Beauty School distributes a Notice of Availability of this Annual Security Report via email with a direct link to the ASR (<http://www.patgoins.edu/ASR>) by October 1 of each year to every student and staff member. Anyone, including prospective students and employees, may review the ASR online at online at <http://www.patgoins.edu/ASR> or may obtain a paper copy of this report upon request by contacting Pat Goins Benton Road Beauty School at the school office located 1701 Old Minden Rd Ste. 8, Bossier City, LA 71111 or by calling; (318) 746-2600.

PREPARATION OF ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

The U.S. Department of Education requires all participating Title IV schools, including Pat Goins Benton Road Beauty School, to distribute, by October 1 each year, a security report or a notice of the report to all current and prospective students as well as all current employees and prospective employees. Pat Goins Benton Road Beauty School will distribute the report by posting it on the school’s website and will provide a notice by October 1 that includes a statement of the report’s

availability, the exact electronic address, a brief description of the report's contents, and a statement that the school will provide a paper copy upon request. The report also includes statistics for incidents of crime reported during the three most recent calendar years. The covered categories include criminal homicide (murder and non-negligent manslaughter), forcible and non-forcible sex offenses, robbery, aggravated assaults, burglary, motor vehicle theft, and arson. Statistics for certain hate crimes as well as arrest and disciplinary referral statistics for violations of certain laws pertaining to illegal drugs, illegal usage of controlled substances, liquor and weapons are also disclosed. The crime statistics are published for the following geographical categories: (1) on campus; and (2) on public property within or immediately adjacent to the campus and certain adjacent and accessible public property. Pat Goins Benton Road Beauty School does not own or control non campus buildings or property and does not maintain on-campus student residential facilities or non-campus buildings or properties.

For more information, a copy of Pat Goins Benton Road Beauty School annual campus safety and security report (also known as our Annual Security Report, or ASR) is distributed October 1ST via email to all students and staff with a direct link to the ASR (www.patgoins.edu/ASR). The Drug and Alcohol Abuse Prevention (DAAP) prevention, policy and applicable laws is included in the Annual Security Report (ASR) and distributed via email with a direct link to the ASR (www.patgoins.edu/ASR) . This report is distributed in compliance with the Clery Act.

The ASR and Drug and Alcohol and Abuse Policy and Prevention programs information is available online at <http://www.patgoins.edu/ASR>.

Felicia B. Richardson, serving as the **Campus Security Authority** (CSA), is responsible for gathering the data used to prepare the annual campus crime statistics report. Ms. Richardson is the primary point of contact for all campus security issues.

Felicia B. Richardson, Campus Security Authority

Email: Fblackshire@Patgoins.edu

Address: 1701 Old Minden Rd Suite 8, Bossier City, LA 71111

Phone: (318) 746-2600

Campus crime data is gathered the same day that it is reported. The data is obtained from reports made to local law enforcement. Crimes are counted in the disclosure based upon the crime having been reported, not whether there was a conviction. Data is obtained annually from local law enforcement and compared with the data gathered at the School. The resulting data is used to prepare the annual crime statistics report.

Pat Goins Benton Road Beauty School publishes and distributes the Annual Security Report by October 1 of each year to current students and employees. A notice of the Annual Security Report availability is also provided to prospective students and employees, with a notice that a paper copy is available upon request. Anyone, including prospective students and employees, may obtain a paper copy of this report upon request by contacting Pat Goins Benton Road Beauty School at the school office located 1701 Old Minden Rd Ste 8, Bossier City, LA 71111 or by calling; (318) 746-2600. The schools handbook also includes the ASR and is provided to all prospective students, prospective employees and interested persons.

REPORTABLE OFFENSES UNDER THE CLERY ACT

The Clery Act requires reporting on the following offenses:

- murder;
- manslaughter (negligent and non-negligent)
- sex offenses, forcible and non-forcible;
- robbery;
- aggravated assault;
- burglary;
- motor vehicle theft;
- arson;
- arrests of persons referred for campus Disciplinary action for liquor law violations;
- arrests of persons referred for campus Disciplinary action for drug-related violations;
- domestic violence
- dating violence
- sexual assault
- stalking
- arrests of persons referred for campus disciplinary action for weapons possession, carrying, etc., and
- hate crimes, [which for Clery Act purposes include any crime listed in the preceding points and, as of 2008, larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property in which the victim is intentionally selected because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, national origin, or disability.

Categories of Prejudice- Definitions

- **Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.
- **Gender** – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Religion** – A performed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- **Sexual Orientation** – A performed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
- **Ethnicity** – A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- **National Origin** – A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

- **Disability** – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/ challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.
- **Gender Identity** – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals

****On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA). Among other provisions, this law amended the Clery Act to require postsecondary institutions to include in their Annual Campus Security Report all instances of domestic violence, dating violence, sexual assault, and stalking; and instances of gender identity and national origin crimes which fall under the category of Hate Crimes. These new reportable items must be included in the ASR released by October 1, 2014, using a good faith effort to comply with the law until the final regulations are published with an effective date of July 1, 2015 for the October 1, 2015 ASR reporting deadline.**

GEOGRAPHIC AREA

The Clery Act requires institution to disclose crime statistics that occur on three types of property: campus, non-campus buildings or property, and public property areas.

“Campus” is defined as buildings or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in a manner related to the institution’s educational purpose. It also includes property in that contiguous area owned by the institution but controlled by another person, if that property is used by students and supports institutional purposes (e.g. a food or retail vendor). Branch campuses and geographically disconnected administrative divisions or schools would be considered separate campuses for the purposes of reporting.

“Public property” is property that is located within the same reasonably contiguous geographic areas of the campus, like a sidewalk, street or public parking lot, that is adjacent to a facility owned or controlled by the institution for purposes related to the institution’s educational purposes. Crimes occurring on “public property” must also be reported in the crime statistics.

A **“non-campus building or property”** is one that is owned or controlled by a school recognized student organization, or one that is owned or controlled by the institution and used by students or by the institution for education-related purposes and that is not within the same reasonably contiguous geographic area of the campus. Crimes occurring on “non-campus property” must be reported. However, incidents occurring on public property adjacent to “non-campus buildings or property” do not have to be included. Pat Goins Benton Road Beauty School does not have such property in this category for which we must report.

Pat Goins Benton Road Beauty School commitment to safety and security includes:

- Providing a secure and crime free environment for students, staff and salon guests
- Performing regular evaluations of security policies and procedures

- Monitoring and following up on each crime reported at Pat Goins Benton Road Beauty School
- Assisting victims of crime to obtain assistance via local police or advocacy groups
- Prevention of crime and drug and abuse by providing monthly education and prevention programs.

We believe students and staff members' behavioral awareness will help to promote security awareness, which is vital in all aspects of their lives. Students and staff members are encouraged to exercise proper care in seeing to their own personal safety and the safety of others.

In addition to collecting Clery crime statistics from local police departments, all reports of crime incidents made directly to the Bossier City Police (through police dispatchers and officers) are reported and recorded. The Pat Goins Benton Road Beauty School CSA also periodically examines data for appropriate reporting. Pat Goins Benton Road Beauty School also collects Clery crime statistics reports made to the campus CSA, as defined in this report. The statistics reported in the following charts generally reflect the number of criminal incidents reported to Pat Goins Benton Road Beauty School CSA. The statistics reported for the subcategories on liquor laws, drug laws, and weapons offenses represent the number of people arrested or referred to campus authorities for respective violations.

As you read the following report, comments, questions or concerns may be addressed to:

Pat Goins Benton Road Beauty School

Attention: Felicia B. Richardson, Campus Security Authority

Email: Fblackshire@Patgoins.edu

Direct Line: (318) 746-7675

Address: 1701 Old Minden Rd Suite 8, Bossier City, LA 71111

Phone: (318) 746-2600

POLICIES REGARDING PROCEDURES FOR STUDENTS AND OTHERS TO REPORT CRIMINAL ACTIONS AND POLICIES CONCERNING THE INSTITUTION'S RESPONSE TO SUCH REPORTS

Students, faculty or staff who wish to report criminal actions, should immediately contact the Campus Security Authority (CSA), **Felicia B. Richardson, (318) 746-2600 or fblackshire@Patgoins.edu** (the CSA is the individual specified in the School's statement of campus security policy as the one to whom students and employees should report criminal offenses) **OR** other responsible supervisory personnel at the campus. The criminal action should then be immediately reported by students, faculty or staff to the local law enforcement authorities for assistance and /or investigation. In an emergency, dial 911. The Pat Goins Benton Road Beauty School Accident/Incident Report Form is completed with the assistance of the person reporting the criminal action. The report should be filed as soon as possible with the CSA or Campus Director/Operation Manager who will follow up on the report personally or assign responsibility to another appropriate administrator to follow up and report on the outcome as well as any preventative or other actions taken to ensure the safety and security of all staff, faculty, and students

Additional copies of the Pat Goins Benton Road Beauty School's Accident / Incident Report Form may be requested from the CSA's Office.

CRIME REPORTING

Reporting Crimes And Other Emergencies

Pat Goins Benton Road Beauty School prefers and encourages students and staff members to promptly report all crimes and other emergencies. Students and staff members are cautioned never to attempt to apprehend or pursue a suspected criminal. Crimes or suspected criminals should be reported to the CSA, Felicia B. Richardson (318) 746-2600; fblackshire@Patgoins.edu, or other designated staff member, and then to local law enforcement at the non-emergency number Police Department (318) 741-8611, In an emergency, dial 911.

The Clery Act recognizes certain campus officials and offices as "Campus Security Authorities" (CSAs). The act defines these individuals, among other individuals, as "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student discipline, and disciplinary proceedings. An official is defined as a person who has the authority and the duty to take action or respond to particular issues on behalf of the institution."

How to Report Crimes on Campus

The Pat Goins Benton Road Beauty School has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to law enforcement and to appropriate Campus officials. Efforts are made to inform students and staff members on a timely basis about campus crimes and crime-related issues. Pat Goins Benton Road Beauty School does not employ campus security personnel, law enforcement officers or security service. However, we encourage both employees and students to immediately report suspected criminal activity or other emergencies to the campus official CSA, school office and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).

Pat Goins Benton Road Beauty School will provide and assist the state and local law enforcement agencies in every way possible to ensure a safe and lawful environment. Any issues, questions or concerns about security at Pat Goins Benton Road Beauty School should be directed to **Felicia B. Richardson, CSA (318) 746-2600; fblackshire@patgoins.edu**. Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911).

Regardless of how and where you decide to report these incidents, it is critical for the safety of Pat Goins Benton Road Beauty School that you immediately and accurately report all incidents so that the Police and authorized personnel can investigate the situation and determine if follow-up actions are required, including issuing a Timely Warning or emergency notification.

Immediately report any crimes or suspicious activity on campus by:

- Calling **(318) 746-2600; This line is answered 24/7**
- Completing the Pat Goins Benton Road School's Accident/Incident Report form and submitting it to the CSA.
- Stopping by the Felicia B. Richardson, CSA office. (318) 746-7675; Fblackshire@Patgoins.edu.

If you have any doubts about whether to report something that has occurred, report it. Victims of, or witnesses to, crimes may disclose them on a voluntary, confidential basis to the CSA, Felicia B. Richardson, (318) 746-2600; Fblackshire@Patgoins.edu, who can then determine whether the event constitutes a crime that has to be collected and statistically reported. Your cooperation in timely reporting assists the School in issuing equally timely warnings to the campus community. **All crimes must be reported immediately.**

Also call the CSA's, Felicia B. Richardson (318) 746-2600; Fblackshire@Patgoins.edu Office when you see:

- Strangers loitering in office areas, hallways, classrooms, or lounge areas, etc.
- Unsecured doors or windows in campus buildings that are supposed to be locked
- Anyone tampering with a motor vehicle or loitering in a parking lot
- Persons publicly displaying a weapon
- Persons loitering in dark or secluded areas
- Suspicious persons carrying articles, equipment, luggage, or other packages out of campus buildings

Reporting to Police and Public Safety

We encourage all students and staff members at Pat Goins Benton Road Beauty School to report all crimes and other emergencies to the authorized security personnel in a timely manner. You can do so in person in the School's business office or by phone 318-746-2600 twenty-four hours a day. The Director, Operation Manager, and/or CSA should be notified of any crime, whether or not an investigation ensues, to assure the campus can assess any and all security concerns and inform others if there is a significant threat to the campus. Listed below are the responsible personnel that will issue timely warnings and notifications.

Institution Officials:

Campus Security Authorities: (CSA) Felicia B. Richardson, CSA

Telephone: (318) 746-2600; Email: Fblackshire@Patgoins.edu

Janola Massaquoi, Director

Telephone: (318) 746-2600;

Email: Janola@Patgoins.edu

Local Administrator: Ali Johnson, FAA

Telephone: (318) 746-2600

Students and staff are also encouraged, but not required, to notify police of any crime at:

Bossier City Police Department (318) 741-8611 or 911

When an incident has been reported, the Local Administrator shall promptly contact and accurately inform the Director/Operation Manager and/or local police for assistance and further instructions.

POLICY ADDRESSING VOLUNTARY CONFIDENTIAL REPORTING

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

POLICY ENCOURAGING ACCURATE AND PROMPT CRIME REPORTING

Students, staff members, and guests are encouraged to report all crimes and public safety related incidents to the Campus Director or Operations Manager and to the local Bossier City Police Department in a timely manner. Only by the prompt reporting of crime and the subsequent action by appropriate authorities can issues be quickly investigated and resolutions made. By making accurate and prompt reports the community, students, staff and guests help ensure increased safety for all.

POLICIES CONCERNING SECURITY AND ACCESS TO CAMPUS FACILITIES

The security of the educational and work environment is a high priority at Pat Goins Benton Road Beauty School. Access to the buildings is secured between the hours of 10:00 p.m. and 7:00 a.m. so that unauthorized individuals are not able to unlawfully enter the building. To maintain a secure facility, all rear access doors leading to the campus are closed and locked. During normal

business hours and hours in which the building is accessible, visitors (including vendors, etc.) are required to sign in at the main campus entrance (the main lobby). Additionally, during the course of time on campus, students and staff should wear appropriate school-authorized IDs.

Only students, employees, and salon guests and other parties having business with Pat Goins Benton Road Beauty School should be on campus. Prospective students, staff member or any person entering the premises must have permission from the school office. When the school closes for the night, the school's official or supervisor will inspect each room to see that it is empty and then lock down the campus. Other individuals present on the campus at any time without the approved permission of the appropriate campus official may be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on campus during periods of non- operation without the approved permission of the appropriate campus official shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

PROCEDURES FOR SECURING CAMPUS FACILITIES

Because safety is of utmost concern at PAT GOINS BENTON ROAD BEAUTY SCHOOL at all times, the following policies, procedures and routines have been adopted to maintain the security of the campus:

ROUTINE LOCK CHECKS

At the end of each day, Felicia B. Richardson, the CSA, (318) 746-2600; or her designee, examines each door that grants entrance to the school to make sure each door is secure and locked prior to leaving the campus.

Each month, during monthly campus maintenance, the maintenance workers, at the direction of Felicia B. Richardson, examine the proper functioning of all door locks inside the building, as well as locks to doors that grant entrance/exit to the campus.

ROUTINE MAINTENANCE ON LIGHTING SYSTEMS

The maintenance employees also perform monthly inspections of all lighting systems in the building, including all hallways and lights on the exterior of the building, so that students can have proper lighting to reach their vehicles at the close of each day.

IDENTIFICATION BADGES

All employees and staff are required to wear name identification badges at all times when accessing the campus. New badges are printed for all new students and staff as they join the same. Also, all current students and staff are provided with new identification badges each year during orientation week. Lost badges will be replaced.

I.D. badge checks are held on the third Tuesday of every month at a random time to ensure compliance.

POLICY ADDRESSING TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that, in the judgment of the school, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The purpose of a Timely Warning is to notify the campus of the incident and to provide information that may enable the campus to take steps to protect themselves from similar incidents. Pat Goins Benton Road Beauty School will issue Timely Warnings whenever the following criteria are met: (1) one of the below listed crimes are reported; (2) the perpetrator has not been apprehended; and (3) there is a substantial risk to the safety of students and staff members because of this crime. Pat Goins Benton Road Beauty School may also issue a Timely Warning in other circumstances, as outlined below.

In an effort to provide timely notice to the campus community in the event of a Clery Act Crime that may pose a serious or ongoing threat to students and staff member, “Timely Warnings will be issued for the following: arson; aggravated assault; criminal homicide; robbery; burglary; sex assaults; and hate crimes. Timely warnings will be posted to included but not limited to posters, emails, and media.

Additionally, Timely Warnings may be issued when there is a pattern of crimes against persons or property. At Pat Goins Benton Road Beauty School the Director/ Operation Manager will make the determination, if a Timely Warning is required. For incidents involving off-campus crimes, Timely Warning maybe issued if the crime occurred in a location near the campus and frequented by the campus population.

TIMELY CAMPUS WARNINGS

A timely warning to the campus community is distributed regarding any of the above listed crimes (see Reportable Offenses under the Clery Act) which are deemed to represent a threat to the students and employees, and which are reported to campus officials or to local police agencies. The campus crime alert is issued within 10 minutes by text message and or email and will aid in the prevention of similar crimes. The emergency text message/email system is verified once a year. All students and employees are requested to update cell phone numbers and email addresses to ensure delivery of timely warning notification.

Safety, Our Number One Priority

Pat Goins Benton Road Beauty School takes great pride in the campus community and has many advantages for students, and staff members. This school is a great place to learn, work, and study; however, this does not mean that the campus community is immune from problems. With that in mind, Pat Goins Benton Road Beauty School has taken progressive measures to create and maintain a safe environment on campus. Though the School is progressive with its policies, programs, and education,

it is up to each of us to live with a sense of awareness and use reasonable judgment when, working, or visiting on campus.

POLICY REGARDING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Pat Goins Benton Road Beauty School has in place on campus emergency response protocol. In an emergency or a dangerous situation, upon confirmation with the Campus Director/ Operations Manager, or designee, of the need for mass notification, the Campus director/ Operations Manager, or designee, will without delay, taking into account the safety of the campus, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency or dangerous situations may include, but are not limited to, gas leaks, tornadoes, contagious viruses, etc.

EMERGENCY NOTIFICATIONS

In the event of an emergency or a dangerous situation that poses an immediate threat to the campus, Pat Goins Benton Road Beauty School may utilize some or all of its mass notification capabilities to notify its campus community. These capabilities may include e-mail, voicemail and text messages to alert the campus community. This emergency notification requirement does not replace the timely warning requirement. They differ in that the timely warning applies only to Clery Act reportable crimes while the emergency notification requirement addresses a much wider range of threats (i.e., gas leaks, tornadoes, contagious viruses, etc.). The CSA or other campus officials will post relevant warnings, updates and advisories on the school website and may also utilize campus bulletin boards, posters, and its social media web pages. Emergency notifications may be made by one or more of the following methods: e-mail, voice mail, and text messages. Campus officials may decide to issue an alert about a crime occurring off-campus but in a location frequented by students, even though such a crime would not be included in the annual report.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency Management at Pat Goins Benton Road Beauty School

Pat Goins Benton Road Beauty School CSA and authorized personnel work together with developing, maintaining, and implementing emergency operations plans, developing and conducting exercises, hazard and risk education, and building partnerships with external response agencies. Both Pat Goins Benton Road Beauty School CSA and authorized personnel are responsible for assisting with and coordinating the campus preparedness, response, and recovery programs.

Pat Goins Benton Road Beauty School maintains emergency management plans. Within the context of these plans, the campus develops and distributes emergency response procedures to students and

employees. These procedures are maintained and distributed in a variety of ways. Some information is posted in the hallways, classrooms and break areas. Pamphlets and brochures with emergency response information are available on campus.

Drills, Exercises, and Training

To ensure the campus's emergency management plans remain current and actionable, the campuses conduct at least one exercise annually. These exercises include, but are not limited to: tabletops, drills, functional, or full-scale. The campus conducts after-action reviews of all emergency management exercises. Pat Goins Benton Road Beauty School CSA and authorized personnel work together to develop exercise scenarios, schedule and coordinate events with local, state, and federal response agencies as well as stakeholders.

EMERGENCY RESPONSE AND EVACUATION PROCEDURE TESTING

Emergency Notification System Testing Procedure

Pat Goins Benton Road Beauty School's emergency notification system is tested twice each calendar year on the 1st Tuesday of October and the 1st Tuesday of January at 10:00a.m. Upon an Emergency test (both announced and unannounced), the CSA, Felicia B. Richardson or designated Campus Safety Authority, (318) 746-2600, Fblackshire@Patgoins.edu, will issue a campus wide text alert (The Emergency Notification), which will go out immediately to all students and staff.

The yearly tests are designed to ensure that said emergency notification is sent and received immediately upon the onset of any emergency.

All tests will be documented, including a description of the exercise, the date and time and whether the test was announced or unannounced.

Emergency Evacuation System Testing Procedure

Emergency evacuation drills will be held twice annually to help students and staff understand the most efficient way to exit the building during an emergency. It is the goal of the evacuation test to achieve 100% evacuation in an emergency situation in less than two minutes.

The emergency evacuation tests are scheduled for the 1st Tuesday of February and 1st Tuesday of November every year.

As would be the case in an emergency, the evacuation drills will be initiated by sounding the school's alarm system. Once sounded, staff and faculty will take their students to pre-arranged safe zones to evacuate the building.

The CSA, Felicia B. Richardson, (318) 746-2600; Fblackshire@patgoins.edu will coordinate will

local law enforcement during drills and in real emergency situations in order to have emergency responders on site as soon as possible and to record the time it takes for emergency responders to arrive.

After the test, all information learned will be reviewed by the CSA, Felicia B. Richardson, (318) 746-2600; Fblackshire@patgoins.edu in order to improve on the evacuation procedure.

In conjunction with at least one emergency management exercise each year, the campus will notify the campus of the exercise and remind the community of emergency response procedures. Training, exercises and tests will be conducted annually by management on the campus level and by the individuals relevant to mass notification. All tests will be documented by the management, conducted by relevant entities, including a description of the exercise, the date and time and whether the test was announced or unannounced.

Emergency Notification

Pat Goins Benton Road Beauty School is committed to ensuring the campus receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus students and staff members. Pat Goins Benton Road Beauty School will immediately notify the campus upon confirmation of an emergency or dangerous situation, by cell phone text messages. The decision to issue an alert shall be decided on a case-by-case basis in light of all the facts surrounding an incident or crime, including factors such as the nature of the incident/crime, the continuing threat to the campus community and the possible risk of compromising law enforcement efforts. When an emergency warrants the issuance of an emergency notification, Pat Goins Benton Road Beauty School Director/Operation Manager on duty will confirm that a significant emergency or dangerous situation exists, taking into account the safety of the community, and authorize notification of the Emergency Alert. When an emergency warrants the issuance of an emergency notification, the Pat Goins Benton Road Beauty School Director/Operation Manager first notifies the local emergency authorities, Bossier City Police Department and Bossier City Fire Department who typically respond work together to manage the incident. Depending on the nature of the incident, other emergency departments and other local or federal agencies could also be involved in responding to the incident. All staff members and students on campus will be notified immediately.

In the event of a serious incident that poses an immediate threat to members of the campus community, Pat Goins Benton Road Beauty School has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include network emails, phone, bulletins posted on building entrances and exits, emergency text messages that can be sent to a phone. In the event a situation requires the activation of the campus emergency notification system, updates will be available on the campus website once available. Students should take responsibility for regularly checking their email and providing up to date cell phone numbers. In order to receive campus-wide email or text announcements, students must have an active email account and phone number.

In the event of an emergency, an Emergency Notification will be sent advising the appropriate members of the campus community of the emergency and brief instructions for action. If appropriate, Emergency Notification or also delivered directly in persons to the staff and students on campus. Pat Goins Benton Road Beauty School has emergency plans posted in designed areas of the

campus for immediate instructions to follow. The emergency plan provides timely and accurate information to evacuate if needed without delay. The notification will include a short description of the crime or incident, giving the time and date, location, reported offense, suspect description, and any other pertinent information used to facilitate the crime. The notification will also include personal safety information to aid members of the school in protecting themselves from becoming victims of a similar crime. In order to make this program effective, students are to familiarize themselves with the following emergency procedures. Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

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

Department of Homeland Security- Active Shooter

<http://www.dhs.gov/video/options-consideration-active-shooter-training-video>

Student Emergency Responses

There is potential for students to be involved in a variety of emergency situations for which appropriate actions must be taken. These possible situations include incidents that may require emergency evacuation, emergency lockdown, external lockdown, or to shelter in place.

Emergency Evacuation

Evacuation is the movement of campus occupants from a dangerous or potentially dangerous location to a safe location. There are two types of evacuation: fire evacuation and non-fire evacuation.

Fire evacuation:

- Evacuation is mandatory when a fire alarm is activated.
- Follow authorized personnel's (e.g., faculty, staff, or fire department personnel, etc.) instructions if given.
- Assist people with disabilities, if possible.
- Ensure all doors and windows are closed as a room and building are evacuated. (Do not lock doors.)
- Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
- Evacuate to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Non-fire evacuation:

- A non-fire evacuation will be initiated by campus CSA.

- Follow CSA instructions if given.
- Assist people with disabilities if possible.
- Do not attempt to reenter the facility unless directed to do so

Emergency Evacuation for a Fire Incident

Definition

A fire emergency evacuation is initiated when a fire incident occurs. Depending upon the campus size, it may require an evacuation of a single particular building affected by the fire incident, rather than the entire campus.

The objective: all building occupants are safely evacuated to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Staff Response

Staff/faculty responsible for the affected areas should conduct a sweep of the building(s) to ensure all students are aware of and appropriately responding to the fire alarm and safely evacuated.

Fire evacuation procedures:

- Evacuation is mandatory when a fire alarm is activated.
- Designated staff or faculty check the affected building(s) to ensure all personnel are appropriately evacuating.
- Do not use the elevators.
- Assist people with disabilities if possible.
- Ensure all doors and windows are closed as a room and building are evacuated.
- Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
- Evacuated persons are directed to a safe distance and location from the affected building, away from fire hydrants, fire lanes, and not under power lines.

Emergency Evacuation for Bomb Threat or Other Non-Fire Situation

Definition

Non-fire emergency evacuation is used for any emergency evacuation not related to a fire incident. It is important to remember that evacuation distances significantly expand, up to hundreds of yards, for suspicious object evacuations. Nevertheless, not all bomb threats will necessarily result in evacuation, depending upon the individual event circumstances.

The objective: move all campus occupants to a remote, predefined and controlled location.

Staff Response

Team members who are designated to sweep evacuation routes and sites should locate a staff member to take responsibility for students under their supervision, and should then sweep the evacuation route and evacuation site for secondary hazards. They should immediately report their findings to the lead administrator.

Note: The lead administrator will typically direct that this step be completed before making the general announcement for evacuation of the building.

Other staff:

1. Gather all students and visitors in your area of responsibility and evacuate using the route and site designated by the lead administrator or designee.
2. Ensure that all special needs persons are provided assistance by their designees as per the site evacuation plan.
3. Remain alert to your surroundings. Be particularly alert to any people or conditions that might pose a danger to evacuees. If you encounter a significant hazard, quickly evaluate the situation; adjust your evacuation route and attempt to notify the lead administrator or the appropriate public safety officials.
4. Once you reach the designated evacuation site, search the site for suspicious objects and adjust accordingly.
5. On evacuation site - develop a written list of all evacuees and provide the list to the lead administrator or his/her designee. Also indicate the presence or lack of any suspicious objects in your room/work area.
6. Supervise students under your care.
7. Do not attempt to reenter the facility unless the lead administrator or his/her designee directs you to do so.

Fire Incident Reporting

Students and staff members are instructed to call 911 to report a fire emergency. Non-emergency notifications (e.g., evidence that something burned) are made to:

Bossier City Police Department: Phone: (318) 741-8611

Bossier City Fire Safety Department: Phone : (318) 741-8710

Emergency Lockdown

Emergency Lockdown is used to dramatically and rapidly enhance the level of security of the campus. By locking all exterior, interior and classroom doors, staff can make it more difficult for dangerous person(s) in the vicinity of the campus and in the campus to gain access to staff and students;

- Lock or barricade doors of the classroom and internal student areas of the congregation.
- Close blinds, turn off lights.

- Remain quiet and out of sight.
- If gunshots are heard, lie on the floor and try to use available resources for additional cover and concealment.
- If you are outside when a lockdown is declared, seek shelter away from danger.
- If a fire alarm is activated during a lockdown, proceed with extreme caution.
- Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

External Lockdown

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. In addition to locked entrances, this may also include a supervised entry and exit to campus facilities, and/or barricade to campus property (e.g., barricades or chains restricting access to campus parking and grounds). This lockdown allows staff and students to continue activities while maintaining access control to the campus and remain in an elevated state of security.

- Remain in the classroom.
- Follow faculty and staff instructions
- Remain attentive to any change in status.

Missing Student Notification Procedures

Pat Goins Benton Road Beauty School does not have residential on-campus student housing. In the case that a Pat Goins Benton Road Beauty School staff member is notified that a student, or employee has been reported missing for 24 hours Felicia B. Richardson, CSA will work as close as needed with the Bossier Police Department. The local law enforcement agency will be notified regardless. Felicia B. Richardson, CSA is the contact person designated to notify and advise all information confidential. If a student is under age 18 and not emancipated the school is required to notify a custodial parent or guardian within 24 hours of the determination that the student is missing in addition to notify the contact person that was designated by the student.

Shelter in place

Sheltering in place procedures is traditionally utilized when:

1. A tornado has been spotted.
2. There has been a chemical or biological incident outside of, but in proximity to a campus and available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.

- Follow staff and faculty instructions.
- Assist people with disabilities if possible
- If you are outside when a shelter in place is declared, immediately seek an interior room or hallway with no windows.
- Close windows and doors – do not lock doors.
- Remain in shelter until an all clear is given.

Weapons Policy

The possession, carrying, and use of weapons, ammunition, or explosives are prohibited on Pat Goins Benton Road Beauty School campus property. The only exception to this policy is for authorized law enforcement officers. Failure to comply with the campus weapons policy will result in disciplinary action up to termination against any violators.

The Daily Crime Log

Pat Goins Benton Road Beauty School does not maintain a campus police or security department. Therefore, in accordance with federal guidelines at 34 CFR 668.46(f), Pat Goins Benton Road Beauty School does not maintain a crime log but does maintain a log of campus incident reports.

SECURITY PROGRAMS FOR STUDENTS AND EMPLOYEES

The Institution informs our students on how to recognize the signs of possible abuse. The Office on Women of the US Department of Health and Human Services work to stop violence against women and girls in our country and around the world. The campus has literature to assist in advising students on getting help for domestic violence. The National Domestic Violence Hotline is 1-800-799-7233. Hotline staff is available 24 hours a day, 7 days a week. If you are in immediate danger, call 911. There are several websites to get help for domestic violence- WomensLaw.org, www.womenshealth.gov, www.violenceprevention.gov.

RAPE PREVENTION AWARENESS PROGRAM

Annually, Pat Goins Benton Road Beauty School sponsors a Rape Prevention Awareness Program for students and faculty. The Rape Prevention Awareness Program is held on the 1st Thursday in October during Domestic Violence Awareness month.

The annual Rape Prevention Program is coordinated by the CSA, Felicia B. Richardson, (318) 746-2600; Fblackshire@Patgoins.edu and the Director and Title IX Coordinator, Janola Massaquoi; (318) 746-2600; Janola@Patgoins.edu.

The annual Rape Prevention Awareness Program is held as a community event. Friends and family of students and employees as well as the general public are invited.

The purpose of the program is to advise students and staff and the community of common warning signs of abusive relationships and to advise how students and staff can engage in simple behaviors to reduce the risk of victimization.

The actual program consists of a presentation by a speaker from the local Rape Crisis Center .Also, paper copies of materials are distributed to all participants from Itsonus.gov and notalone.gov

DOMESTIC VIOLENCE/RAPE PREVENTION PROGRAM (MONTHLY)

Each month, a 30 minute class regarding domestic violence/rape prevention is conducted by one of the school's authorized campus safety personnel. Students and staff are also reminded of the National Domestic Violence Hotline is 1-800-799-7233 and provided with contact information CSA, Felicia B. Richardson; 318-746-2600 Fblackshire@patgoins.edu and Title IX coordinator Janola Massaquoi; janola@patgoins.edu ; 318-746-2600

During the program, said individual reviews the latest information regarding prevention/recognition of domestic violence and prevention of rapes on or off campus.

Materials received from, www.violenceprevention.gov. are used as a guide for the presentation. Also, students and faculty are given paper materials from the website above to help with understanding of the program.

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

Education and Prevention Programs

Each month, a 30 minute class is conducted regarding personal safety and crime prevention. Additionally, the CSA office has a directory of services that are available, within the community, to assist those who have suffered from a criminal act. These services are usually free and are provided by organizations or agencies within the community. The office also has available resource materials that address Domestic Violence, Dating Violence, Sexual Assault and Stalking.

Once a year, Pat Goins Benton Road Beauty School invites law enforcement and other authorized professionals to conduct its educational program regarding the prevention of sexual assault and other crimes. Pat Goins Benton Road Beauty School encourages victims to report crimes committed against them, however, reporting is voluntary and optional. Comprehensive educational programs are provided to help prevent domestic violence, dating violence, sexual assault and stalking monthly. Pat Goins Benton Road Beauty School prohibits the crimes of dating violence, domestic violence, sexual assault and stalking. Other educational programming consists of primary prevention and awareness to all incoming students and new employees and ongoing awareness and prevention to the campus community that:

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

POLICY REGARDING MONITORING/RECORDING OF SAFETY INFORMATION AT NON-CAMPUS LOCATIONS WHERE STUDENTS MEET

Pat Goins Benton Road Beauty School does not have any off campus facilities or off campus activities for students; therefore monitoring and recording of off campus criminal activities are not required at this location. Pat Goins Benton Road Beauty School does not have any officially recognized student

organizations.

STATEMENT ADVISING OF AVAILABILITY OF INFORMATION ON REGISTERED SEX OFFENDERS

Sex Offender Registration — Campus Sex Crimes Prevention Act

The Federal Campus Sex Crimes Prevention Act that became effective October 27, 2002 and the Adam Walsh Child Protection and Safety Act of 2006 require eligible institutions participating in the Title IV Federal Student Aid program to issue a statement advising the campus community where the State law enforcement agency information concerning registered sex offenders/predators may be obtained. Pat Goins Benton Road Beauty School students, staff, and members of the general public may request community notification fliers for information concerning sexually violent predators in a particular community by visiting the chief law enforcement officer in that community. In the State of Louisiana information concerning registered sex offenders and predators may be obtained from:

Louisiana Department of Law Enforcement –Public Safety Services

7919 Independence Blvd. Baton Rouge, LA 70806

General Information Line

LSP HQ Main Number: (225) 925-6006

By Phone

State Sex Offender and Child Predator Registry

1-800-858-0551

(between 8:00 AM and 4:30 PM, CDT.)

By Mail

**P.O. Box 66614, Box A-6
Baton Rouge, LA 70896**

By E-Mail

socpr@dps.la.gov

This information is also available on the Louisiana State Police website

<http://www.lsp.org/socpr/default.html>

and the United States Department of Justice National Sex Offender registry

<http://www.nsopw.gov/Core/Portal.aspx>

POLICY REGARDING INSTITUTIONAL RESPONSE TO SEXUAL VIOLENCE

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

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

Federal financial assistance.

Pat Goins Benton Road Beauty School not only complies with the letter of Title IX's requirements but also endorses the law's intent and spirit. The School's response to crimes of sexual violence, including sexual assault, dating violence, domestic violence and stalking, follows the School's Title IX policy related to sexual violence, as provided in pertinent part in the ASR and as made available to students and employees online via www.patgoins.edu/ASR.

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

It is the policy of the Institution to provide educational, preventative and training programs regarding sexual or gender-based harassment; to encourage reporting of incidents; to prevent incidents of sexual and gender-based harassment from denying or limiting an individual's ability to participate in or benefit from the Pat Goins Benton Road Beauty School programs; to make available timely services for those who have been affected by discrimination; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence. Violations of this policy may result in the imposition of sanctions up to, and including, termination, dismissal, or expulsion, as determined by the appropriate officials at the Pat Goins Benton Road Beauty School.

Pat Goins Benton Road Beauty School Title IX Officer

Janola Massaquoi,
1701 Old Minden Rd, Ste 36
Bossier City, La 71111
318-746-2600
janola@patgoins.edu

Pat Goins Benton Road will take appropriate action (i.e., an investigation, adjudication and Disciplinary and remedial/corrective steps) in response to a complaint made pursuant to the complaint policies/procedures. Pat Goins Benton Road Beauty School will make every effort to handle complaints and investigations with sensitivity to both the rights of the person who complains and the rights of the accused.

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

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

be possible.

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

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

If a victim wishes to talk about an incident with the assurance that the discussion will be confidential and will not result in an investigation or follow up action, the Institution offers confidential resources through the school's Director or Operation Manager.

Anyone wishing to have an incident investigated, mediated or adjudicated must make a complaint either orally or in writing in accordance with the procedures described above.

In determining whether sex discrimination, sexual harassment or sexual misconduct occurred, the Pat Goins Benton Road Beauty School does not apply the criminal standard of "beyond a reasonable doubt," nor do formal court rules of evidence apply. Instead, the school uses a "preponderance of the evidence" standard, and the school may consider any evidence it deems relevant. A "preponderance of the evidence" means the evidence which is of greater weight or is more convincing than opposing evidence such that it is "more likely than not" that an act occurred.

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

Pat Goins Benton Road Beauty School will, upon written request, disclose to the alleged victim of a crime of violence (see definition below), or a non-forcible sex offense, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Pat Goins Benton Road

Beauty School will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

§ 16. Crime of violence defined. The term “crime of violence” means— (a) an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or (b) any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

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

Pat Goins Benton Road Beauty School prohibits retaliation against any individual who in good faith makes a complaint of sex discrimination, sexual harassment, or sexual misconduct or participates as a witness in a proceeding under this or any other school policy. Retaliation is also unlawful pursuant to Title IX and other laws.

Compliance with the provisions of the changes that VAWA made to the Clery Act does not constitute a violation of the *Family Educational Rights and Privacy Act (FERPA)*

POLICY FOR PROVIDING VICTIM STUDENTS AND EMPLOYEES WITH RESOURCES TO ASSIST THEM AFTER AN INCIDENT

It is the policy of Pat Goins Benton Road Beauty School to provide all victims of crimes, including, but not limited to sexual offenses with written notification of and or about existing counseling, mental health, victims advocacy, legal assistance, visa and immigration assistances, student financial aid, and other services available for victims, both at the school, if any and in the community. The written notification will be mailed to the students last known address or provided in person, if the victim continues to be present.

It is also the policy of Pat Goins Benton Road Beauty School to provide all victims of crimes with written notification explaining the student's or employee's rights and options as described in 34CFR 668.46(b)(11)(ii)through(vi)

POLICIES CONCERNING THE SEXUAL ASSAULT PREVENTION PROGRAM AND THE PROCEDURES THAT ARE FOLLOWED

The new Campus Sexual Violence Elimination Act of 2013 (SaVE Act) requires schools to educate students, staff, and faculty on the prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. As part of Pat Goins Benton Road Beauty School compliance with the SaVE Act requirements for prevention and awareness programs that address the specified areas above, the school has several relevant brochures available on display in the CSA office and

student bulletin boards. These brochures are from nationally recognized organizations and include awareness and preventive information. These brochures also include help hotlines related to these specific topics. Two of Pat Goins Benton Road Beauty School's programs to prevent sexual violence are described on page 19.

Male Victims

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

Institutional Notice of Petitioner's Rights under the Violence against Women Act

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

Pat Goins Benton Road Beauty School not only complies with the letter of Title IX's requirements but also endorses the law's intent and spirit. Pat Goins Benton Road Beauty School is committed to compliance in all area addressed by Title IX including access to higher education, career education, math and science, standardized testing, education for pregnant and parenting students, learning environment, and technology, as well as sexual harassment.

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

As a petitioner of sexual assault, dating violence, domestic violence or stalking, you will receive a full copy of our institution's Title IX Policy. This policy has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking. These procedures include our right to inform you of your rights to file criminal charges as well as the availability of medical, counseling, and support services. We also offer additional remedies to prevent contact between a complainant and an accused party. The policy also addresses possible sanctions and interim and/or long-term protective measures that Pat Goins Benton Road Beauty School may impose as mentioned above.

Applicable State Law Definitions

Consent is defined in Louisiana as "Louisiana law provides that a person commits a sex crime: (1) when the victim resists the act to the utmost, but whose resistance is overcome by force; (2) when the victim is prevented from resisting the act by threats of great and immediate bodily harm,

accompanied by apparent power of execution;

(3) when the victim is prevented from resisting the act because the offender is armed with a dangerous weapon;

(4) when two or more offenders participated in the act;

(5) when the victim is prevented from resisting the act because the victim suffers from a physical or mental infirmity preventing such resistance (“mental infirmity” means a person with an intelligence quotient of seventy or lower; “physical infirmity” means a person who is a quadriplegic or paraplegic);

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

Sexual Violence

A person in Louisiana commits the crime of forcible rape by engaging in oral, anal, or vaginal sex when: the victim is prevented from resisting by force or threats of physical violence,

Sexual Violence includes any one incident of:

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

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

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

Dating Violence means violence committed by a person—

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. Where the existence of such a relationship will be determined based on a consideration of the following factors:

- a. The length of the relationship
- b. The type of relationship
- c. The frequency of interaction between the persons involved in the relationship

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

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

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

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

“Credible Threat” means a verbal or nonverbal threat, or a combination of the two, including threats delivered by electronic communication or implied by a pattern of conduct, which places the person who is the target of the threat in reasonable fear for his or her safety, or the safety of his or her family members or individuals closely associated with the person, and which is made with the apparent ability to carry out the threat to cause such harm. It is not necessary to prove that the person making the threat had the intent to actually carry out the threat. The present incarceration of the person making the threat is not a bar to prosecution under this section.

“Cyber Stalk” means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. A person who willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person commits the offense of stalking, a misdemeanor of the first degree, punishable as provided in Louisiana statutes/code). A person who willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person and makes a credible threat to that person commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in Louisiana statutes/code).

Bystander Intervention A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking, or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, dating violence, domestic violence, or stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse.

Reporting sexual assault, dating violence, domestic violence, or stalking

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

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to the Institution's hearing boards/investigators or police. Although the institution strongly encourages all members of its community to report violations to law enforcement, it is the victim's choice whether or not to make such a report, and victims have the right to decline involvement with the police.

To report an incident involving a sexual assault, domestic violence, stalking or dating violence, contact the School's Title IX Coordinator, ***Janola Massaquoi, 1701 Old Minden Road, Ste 36A, Bossier City, La 318-746-2600***. The purpose and authority of the institution staff is limited to the enforcement of campus rules and regulations. Incidents that go beyond this scope are referred and investigated by the Bossier City Police Department.

A victim of domestic violence, dating violence, sexual assault or stalking has the following rights:
a WRITTEN COPY WILL BE PROVIDED

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

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

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

Further, the Institution complies with State law in recognizing orders of protection for dating violence, domestic violence, repeat violence, and sexual violence. Any person who obtains an order of protection from the State or any reciprocal state should provide a copy to the Director/ Operation Manager at Pat Goins Benton Road Beauty School. A petitioner should then meet with the Director/ Operations Manager or Pat Goins Benton Road Beauty School CSA to develop a Safety Action Plan, which is a plan to reduce risk of harm while on campus, or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, or other measures to assist the petitioner.

Below are details on how to file a restraining order: (NOTE: details on filing a restraining order in the state of Louisiana are below.) Contact Information: Protective Order, District Court (318) 226-6776 or 1 (888) 411-1333

1. Prepare a petition and file the petition with the Clerk of Court.
 - a. Petition includes information on the petitioner and respondent, such as, address, employment, children, and description of the respondent.
 - b. Allegation
 - 1) Must be described in detail
 - 2) Relationship to the respondent
 - 3) Dates of incidents
 - c. Reviewed by Judge immediately
 - 1) If requirements are met
 - 2) Judge will grant a temporary restraining order
 - 3) Restraining order will be valid for 21 days, long term 18 months
 - 4) Once order is served to the respondent it will be valid and enforceable
2. Court Hearing
 - a. Scheduled 15 days after filing.
 - b. Hearing will be extended 15 days if respondent cannot be found. (Temporary restraining order will not be valid or enforceable until respondent is served.)
 - c. Gather witnesses, and any other evidence to present to the Judge.
 - d. All documents must be certified under State Rules of Evidence, or a live witness must testify at the hearing to document authenticity of the documents.
 - e. Evidence must relate to the allegation on the petition.
3. Hearing
 - a. Respondent does not appear at the hearing.
 - 1) Petitioner allowed to present evidence.
 - 2) Ruling will be based on evidence presented.
 - b. Respondent appears at the hearing.
 - 1) Respondents can object to evidence which is based on State Rules of Evidence.

- 2) Respondents can cross-examine witnesses and the petitioner.
- c. Petitioner will rest their case.
- d. Respondents can introduce evidence.
- e. Judge Rules on:
 - 1) Custody (if required)
 - 2) Visitation (if required)
 - 3) Restraining Order can be for a certain time period or indefinitely.
 - 4) Judges can also deny petitions.
 - 5) At any time either the petitioner or respondent can file to remove the Restraining Order.

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

To the extent of the victim's cooperation and consent, all school offices will work cooperatively to ensure that the petitioner's health; physical safety, work and academic status are protected, pending the outcome of a formal Institution investigation of the complaint. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who is investigating/adjudicating the complaint or delivering resources or support services to the complainant. Pat Goins Benton Road Beauty School does not publish the name of crime victims nor publish any identifiable information regarding victims in its crime reports and/or records.

Procedures for Responding to Reports of Sexual Assault, Domestic Violence, Dating Violence, and Stalking

In addition to police, the person to report all crimes to at Pat Goins Benton Road Beauty School is:

Felicia B. Richardson, Campus Security Authority

Address: 1701 Old Minden Rd Suite 36A, Bossier City, LA 71111

Phone: (318) 746-2600; Email: Fblackshire@Patgoins.edu

Pat Goins Benton Road Beauty School Title IX Officer

Janola Massaquoi, Campus Administrator

1701 Old Minden Rd, Ste 36, Bossier City, La 71111

318-746-2600

janola@patgoins.edu

Concerns about conduct by an employee, third party or student should follow the reporting procedures set forth by the school.

Upon making a report to the School that you are the victim of domestic violence, dating violence, sexual assault, or stalking whether the offense occurred on or off campus, the School will provide you with a written explanation of your rights and options.

If you or someone you know is the victim of a sexual assault, domestic violence, dating violence, and/or stalking, the victim has several rights, including:

- The right to report the incident to the school's CSA or local authorities. The school will assist victims in notifying either the schools CSA or local police. Filing a police report does not mean the victim must pursue criminal charges. The victim maintains his or her rights throughout the process.
- The right to receive written information about existing counseling health, mental health, victim advocacy, legal assistance, Visa/immigration assistance and student financial aid.
- The right to receive written notification about options for available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures.
- In addition to the campus services, several community service organizations can provide counseling, mental health, and other related services to sexual assault victims.

If a victim of an alleged sexual assault or relationship violence incident requests a change in her or his living arrangements or academic schedule, the Title IX Coordinator and other offices at the school are obligated to assist the individual with making these changes, as long as they are reasonably available. Furthermore, the school may assist victims with student financial aid assistance and/or visa/immigration assistance if requested and to the extent they are reasonably available.

Internal Procedures for Reports of Alleged Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Preliminary Assessment

When a report of a potential incident of domestic violence, dating violence, sexual assault, or stalking is received, the Title IX Coordinator will conduct a preliminary assessment of the available information. The preliminary assessment may include the following:

1. Evaluating whether the report provides identifying information for the Complainant, Respondent, and/or witnesses to the reported incident
2. Conducting a Preliminary Investigation by gathering additional information from the Complainant, Respondent, and/or witnesses to the reported incident in order to assess the need for additional action by the School.
3. Contacting the Complainant, if identified, in order to provide written information regarding the following:
 - The School's commitment to providing support and resources to survivors of dating violence, domestic violence, sexual assault, and stalking
 - The Complainant's right to seek medical treatment, as well as an explanation of the importance of preserving forensic and other evidence

- The Complainant’s option to make a report—or to refuse to make a report—to law enforcement, as well as the potential of obtaining a Protection from Abuse or Sexual Violence Protection Order
 - The Complainant’s right to invoke formal or informal School disciplinary/resolution processes in connection with their experience, as well as an explanation of what the formal and informal procedural options entail and the Complainant’s rights under each
 - The Complainant’s right to request appropriate remedial and protective measures, and an explanation of how to request those measures, including:
 1. “No Contact” Directives or Agreements
 2. Academic accommodations
 3. Modifications to housing
 4. Transportation assistance
 5. Modifications to employment situations
 - The School’s policy prohibiting retaliation, and its commitment to take prompt action in response to reports of retaliation
 - The Complainant’s right to meet with the Title IX Coordinator to discuss their situation, including the procedural options, resources, and support services that may be available in connection with the Complainant’s experience
 - The Complainant’s right to be accompanied by an advisor of their choosing to any meeting or interview conducted in connection with the reported incident
4. Contacting the Respondent or other witnesses to obtain additional information regarding the reported incident
 5. Communicating with local Police & Public Safety and/or other School administrators in order to determine whether the reported incident triggers obligations under the Clery Act or child abuse reporting laws.

If the Complainant is willing, the Title IX Coordinator or a designated CSA staff member will meet with the Complainant for an initial discussion of the Complainant’s need for support and/or accommodations, as well as their preference for pursuing formal or informal School disciplinary/resolution processes. Possible outcomes of an initial discussion with a Complainant can include the following:

1. The Complainant may wish/agree for the School to proceed with a Preliminary Investigation or informal process only, which may include contacting the Respondent or other witnesses in order to gather additional information or discuss the reported incident and to assess appropriate next steps. The Complainant will be eligible for appropriate accommodations, and appropriate protective/remedial measures may be provided. The Complainant will also be informed that they

may request that the School take formal action in response to the reported incident at a later date. It will also be explained that, while there is no deadline for requesting to invoke the School's formal processes in response to an incident of dating violence, domestic violence, sexual assault, or stalking, the passage of time may impact the School's ability to gather information related to the incident. A timeline for next steps will be reviewed. The Complainant will be advised that there may be occasions where the School may determine that additional formal or informal resolution processes are required, even if the Complainant does not express a desire to engage in additional process. The Complainant will be informed of the process by which the School makes such determinations, and will be kept apprised of any decision-making processes as they take place.

2. The Complainant may request that the School proceed with the formal process. The Complainant will be eligible for appropriate accommodations, and appropriate protective/remedial measures may be provided. Additional information necessary to proceed with the formal process will be obtained. A timeline for next steps will be reviewed and when appropriate, additional meetings scheduled.
3. The Complainant may express uncertainty as to what protective/ remedial measures or procedural options they want or need. In such cases, whenever possible, the Complainant will be provided some reasonable period of time to consider their options and communicate whatever needs/preferences they may have. A timeline for next steps will be reviewed and when appropriate, additional meetings scheduled.
4. The Complainant may request that the School keep their identity confidential, which may include a request that the School decline to proceed with any additional fact-gathering, or formal or informal resolution processes with respect to the reported incident. In such instances, the Complainant will be advised and the School will follow procedures in evaluating the Complainant's request and in taking appropriate action.

If a decision is reached to institute formal or informal School resolution processes, or to impose remedial or protective measures that will affect the Respondent, the Respondent will be notified of the proposed action by the Title IX Coordinator, and will receive written notification of the available procedural options and resources available to them as well as the opportunity to meet with the Title IX Coordinator or a designated CSA staff member to discuss the same.

If a determination is made to honor a request from a Complainant

The Title IX Coordinator will communicate the decision to the Complainant in a prompt and sensitive manner. The Complainant will be advised that the School's ability to investigate and/or respond to a reported incident. All attempts to maintain the confidentiality of all parties will be of tantamount concern and a priority; however, some circumstances make maintaining confidentiality impossible. Any student whose confidentiality cannot be protected will be notified. The School may nevertheless take other appropriate steps designed to eliminate the reported conduct, prevent its recurrence, and remedy its effects on the Complainant and the campus community. Those steps may include offering

appropriate remedial measures to the Complainant, providing targeted training or prevention programs, and/or providing or imposing other remedies tailored to the circumstances. The Complainant will be advised of any additional steps, and will also be informed of their right to request that the School pursue formal or informal resolution processes at a later date.

Preliminary Investigations, and Formal and Informal Resolution Procedures for Reports of Alleged Domestic Violence, Dating Violence, Sexual Assault, and Stalking Involving Students

Preliminary Investigation

During a preliminary investigation into a report of potential dating violence, domestic violence, sexual assault, or stalking, or when an informal resolution process is requested by a Complainant, a CSA staff member will contact the Respondent to schedule a meeting. In that meeting, the staff member will:

1. review the rights of the Respondent (including available resources, accommodations, and support options, as well as the right to be accompanied by an advisor of their choosing to any meeting or interview conducted in connection with the reported incident);
2. review the alleged details of the reported incident, as appropriate; and
3. solicit the Respondent's perspective on the allegations

Pat Goins Benton Road Beauty School will provide a prompt, fair and impartial process from the initial investigation to the final results.

Informal Resolution Process

If the Complainant has expressed a desire to proceed with an informal resolution process, the CSA staff member may also discuss with the Respondent:

1. actions requested by the Complainant, as appropriate; and
2. actions recommended by the School.

If, following the discussion, the Respondent voluntarily agrees to participate with the actions necessary to **honor** the Complainant's and School's requests, steps will be taken to complete those actions in a prompt and timely manner. Examples of requests include, but are not limited to, counseling for the Respondent, commitment to change/end the behavior, restricted activity, schedule modification, and educational intervention. The Complainant will be notified of the Respondent's agreement and appropriate documentation will be maintained. No reportable disciplinary record is created; however, the information will remain on file should future concerns be reported.

If the Respondent is **not willing to honor** the requests of the Complainant or the School, a follow-up meeting will be held with the Complainant to determine the next steps. In addition, even if the Complainant initially expresses a desire to engage in the informal resolution process only, they may choose to invoke the School's formal resolution processes at a later date.

Formal Resolution Process

Proposed Timeline and How to File a Complaint

A Complainant may issue a formal complaint with respect to an alleged incident of dating violence, domestic violence, sexual assault, or stalking in person, or via phone, by contacting the Campus Safety Authority:

Felicia B. Richardson

Address: 1701 Old Minden Rd Ste 36, Bossier City, LA 71111

Phone: (318) 746-2600

Email: Fblackshire@Patgoins.edu

If a Complainant issues a formal complaint, or if a determination is made to pursue a formal resolution procedures Pat Goins Benton Road Beauty School will initiate a prompt, thorough, fair, and impartial investigation and resolution process. Reports will be investigated and managed by professional staff, which has been trained annually on issues related to domestic violence, dating violence, sexual assault, stalking, and victimization, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Pat Goins Benton Road Beauty School will observe the following procedures in conducting the formal resolution process, and will strive to complete any formal resolution process, up to and including a determination of responsibility and assignment of sanctions, within 30 business days of its initiation. If circumstances require that the proposed 30-day timeline be extended in any particular case, both parties will be notified of the extension and the reason it is being sought.

Protecting the Confidentiality of Victims

Pat Goins Benton Road Beauty School Director/ Operation Manager has been trained in confidentiality of student records and the provisions of the Family Educational Rights to Privacy Act. Personally identifiable information about the victim and other necessary parties where appropriate, will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering accommodations or protective measures or support services to the complainant. The Pat Goins Benton Road Beauty School does not publish the personally identifiable information of the crime victims in its Annual or other publicly available disclosures.

Formal Investigations

Formal Investigations will be conducted by the schools trained Title IX Coordinator. When a formal investigation process is initiated, the Title IX Coordinator and CSA will attempt to gather whatever relevant information may be reasonably available regarding the alleged incident. This may include interviewing the Complainant, Respondent, and/or any other witnesses who are identified during the course of the investigation, as well as gathering available documentary, electronic, or physical evidence. Parties will be provided with adequate notice of the investigation and a meaningful opportunity to be heard.

At the conclusion of the investigation, the Title IX Coordinator and CSA will prepare a draft Investigative Packet, which will contain all material information gathered during the investigation and being put forward for consideration in determining whether to hold the Respondent responsible for the alleged incident. The draft Investigative Packet will not contain any findings of

responsibility/non-responsibility. The Title IX Coordinator and CSA will attempt to complete the investigation, including the completion of the draft Investigative Packet, within 30 business days of initiation. If circumstances require that the proposed 30-day investigative timeline be extended in any particular case, both parties will be advised of the extension and the reason it is being sought.

The Complainant and Respondent will be provided with an opportunity to meet with Title IX Coordinator and CSA in order to review the draft Investigative Packet, submit additional information or comments, identify additional witnesses or evidence for the investigator to pursue, and submit any additional questions that they believe should be asked of any other party or witness. The parties will have up to 5 business days to submit any additional questions or follow-up after reviewing the draft Investigative Packet.

Once the parties have responded to the draft Investigative Packet or the 5 business days have elapsed, the Title IX Coordinator and CSA will review and address any questions or follow-up submitted by the parties in response to the draft Investigative Packet, as appropriate. This may include conducting additional investigation. The Title IX Coordinator and CSA will then incorporate any revisions or new information into a final Investigative Packet within 5 business days, if possible. The parties will be provided with an opportunity to review any new information that is added to the Investigative Packet before it is finalized.

The final Investigative Packet will be reviewed by the Title IX Coordinator and CSA. A recommended finding of responsibility will be included in the final Investigative Packet.

Processes for Determining Responsibility

Whenever a final Investigative Packet is complete the Title IX Coordinator and CSA will review the Packet and, if it is determined that the information in the Investigative Packet reasonably supports a Code of Conduct violation, the Title IX Coordinator and CSA may recommend charges and sanctions to the Respondent. If the Title IX Coordinator and CSA determine that the information in the Investigative Packet does not reasonably support a Code of Conduct violation, then the case will be closed without charges.

If charges are issued, the Respondent and Complainant will both be provided with an opportunity to meet with the Title IX Coordinator and CSA to discuss and respond to the charges and ask questions about the adjudicative process. If charges are assigned and the Respondent chooses to accept responsibility, both the Respondent and Complainant will have the opportunity to request a sanction review.

If the Respondent does not accept responsibility for the charges, the School may adjudicate the matter. The School will maintain ultimate discretion regarding which process to use in adjudicating each particular case, but cases involving allegations of non-consensual sexual penetration (anal, oral, or vaginal), as well as those involving the use of significant physical violence and/or the issuance of threats of significant physical violence will typically be resolved through a Decision Panel process.

Participation and the Right to Advisors

The Respondent and Complainant will both be afforded reasonable opportunity to attend and participate in proceedings before the Decision Panel and/or School Conduct Hearing. In addition, the Respondent and Complainant may each be assisted during proceedings by an advisor of their choice. Each party will be allowed to submit an impact statement that will be reviewed by the Decision Panel or School Conduct Hearing officer(s), should the Respondent be found responsible for violating the Code.

Notification of Determination and the Right to Appeal

Both the Respondent and the Complainant will be notified simultaneously, in writing, of the decision once the written outcome has been submitted by the Decision Panel or School Conduct Hearing. Both the Respondent and the Complainant will also be notified, in writing, of the appeal procedure, of any change to the decision that occurs prior to the time that the decision becomes final, and when the decision becomes final. If suspension or expulsion is either assigned or was within range for the charges, both the Complainant and the Respondent will have the opportunity to file an appeal. At the conclusion of any appeal process, both the Complainant and the Respondent will be notified simultaneously, in writing, of the final outcome.

Appeal of Disciplinary Proceeding

In cases of reports of sexual assault, dating violence, domestic violence, or stalking against an employee or student, both the Complainant and the Respondent shall be given simultaneous written notice of their right to appeal from the Disciplinary Report as to findings of policy violation and appropriateness of disciplinary action and recommendations for prevention of retaliation. In cases where the Respondent is a staff member, academic administrator or other academic employees, appeal shall be handled/led by the Director/ Operations Manager. In cases where the Respondent is any other (non-academic) employee, appeal shall also be handled by the Director/ Operations Manager. An appeal shall be in writing within fifteen (15) business days of receipt of the Disciplinary Report, and shall list the specific matters to be appealed. Appropriate grounds for appeal are instances where procedural error or previously unavailable relevant evidence could significantly impact the outcome of a case or where a sanction is substantially disproportionate to the findings. Within fifteen (15) business days of the written appeal, the Director/ Operations Manager shall issue a Final Determination in writing simultaneously to the Complainant, Respondent, and the appropriate School Office Administrators.

Throughout the process outlined, the Complainant shall be offered appropriate remedial measures and protection from retaliation. The Complainant shall also be informed by the Title IX Coordinator on how to make a criminal report and how to file a complaint with the appropriate state or federal agency.

Pat Goins Benton Road Beauty School may impose the following sanctions or protective measures: following a final determination of an institutional review regarding domestic violence, dating violence, sexual assault or stalking.

Students Sanctions

The following sanctions may be imposed upon any student found to have been responsible for an incident of dating violence, domestic violence, sexual assault, or stalking. More than one of the sanctions listed below may be imposed for any single violation.

Primary Administrative Sanctions:

- **CONDUCT CONVERSATION:** A conduct conversation is used in limited circumstances in very minor level cases. It is formal documentation that the student's misconduct has been discussed and future violations may result in further disciplinary action.
- **CONDUCT WARNING:** A conduct warning is an indication to a student that his/her conduct violated the Students Code of Conduct and that further misconduct will result in more severe disciplinary action.
- **CONDUCT PROBATION:** Conduct probation is assigned for a specified period of time and is intended to foster reflection, responsibility, and improved decision-making. Additional conditions and/or educational programs may be assigned as a component of the probation. Future established misconduct, failure to comply with any conditions or to complete any assignments may lead to a more severe disciplinary action, including suspension or expulsion.
Conduct probation may be recorded on the official School transcript when, either due to the serious nature of the offense or when a student's disciplinary history is significant.
- **CONDUCT SUSPENSION:** Disciplinary suspension from the School is assigned for a specified period of time. A suspended student is precluded from registration, participation in any class, activity or program of the School... In addition, the student is prohibited from using or visiting School facilities unless special permission is obtained from the School Director/ Operation Manager. During the period of the suspension, a notation will appear on the student's official transcript.
- **INDEFINITE EXPULSION:** Indefinite expulsion from the School is for a period of not less than one calendar year, and re-enrollment must be approved by the School Director. During a period of indefinite expulsion, a student is precluded from registration, participation in any class, activity or program of the School. In addition, the student is prohibited from using or visiting School facilities unless special permission is obtained from the School Director/ Operations Manager. If a student wishes to return to the School after the period of his or her indefinite expulsion, he/she must request re-enrollment (in writing) from the School Director. During the period of the expulsion, a notation will appear on the student's official transcript.
- **EXPULSION:** Expulsion of a student from the School is permanent. A student is precluded from registration, participation in any class, activity or program of the School. In addition, the student is prohibited from using or visiting School facilities unless special permission is obtained from the School Director. Expulsion requires administrative review and approval by the Director. The sanction of expulsion is permanently noted on a student's official transcript.

Active Sanctions:

- Active sanctions are sanctions that the School reserves the right to assign to students in addition to administrative sanctions. These include, but are not limited to the following: administrative directives, alcohol or drug education, counseling, reflection papers, projects, decision-making workshops/modules, meetings with staff or others, restitution, and sanctioned service.

Other Sanctions:

- The School reserves the right to impose other sanctions in addition to those listed above in response to specific circumstances of a case.
- Administrative Directives for No Contact: (Students may request a Directive for No Contact through the Director)
- Restriction from portions of Campus
- Change in course assignment
- Mandated Evaluation and/or Counseling
- Mandated Education

Faculty/Staff Sanctions

- Employee termination from the School
- Unpaid suspension
- Restrictions from all or portions of campus
- Change in working facility
- Mandated education
- Written reprimand in personnel file
- Removal from classroom teaching
- Tenure revocation
- Withhold salary increase (from one to several years)
- Removal from administrative position

Definitions:

- **Advisor-** a person who gives advice, typically someone who is expert in a particular field.
- **Proceeding-** begins or continues a course of action, doing something as a natural or seemingly inevitable next step.
- **Results-** a consequence, effect, or outcome of something

Disciplinary Procedures Following a Complaint

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

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

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

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

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

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

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

If a victim wishes to talk about an incident with the assurance that the discussion will be confidential and will not result in an investigation or follow up action, Pat Goins Benton Road Beauty School will also proceed in this regard.

In determining whether sex discrimination, sexual harassment or sexual misconduct occurred, the Pat Goins Benton Road Beauty School does not apply the criminal standard of "beyond a reasonable doubt," nor do formal court rules of evidence apply. Instead, Pat Goins Benton Road Beauty School uses a "preponderance of the evidence" standard, and the school may consider any evidence it deems relevant. A "preponderance of the evidence" means the evidence which is of greater weight, or is more convincing than opposing evidence such that it is "more likely than not" that an act occurred.

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

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

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

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

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

This educational campaign will consist of but not be limited to the distribution of educational materials to new students, participating in and presenting information and materials during student/employee orientation and through newsletters among other means of distribution through the year.

Risk Reduction/Warning Signs of Abusive Behavior

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

Warning Signs of Abusive Behavior

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

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

Help Reduce Your Risk and Avoid Potential Attacks

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

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

Sexual Assault Prevention (From Rape, Abuse and Incest National Network)

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

Traveling around campus

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

Pat Goins Benton Road Beauty School has a sexual assault prevention policies and procedures that includes, but is not limited to the following:

- If an assault occurs, notify the Campus Director or CSA immediately
- Do not disturb the crime scene
- Notify local law enforcement officials
- Secure counseling for the victim
- Change the academic schedule and/or living situation (on campus housing) if victim requests
- Disciplinary actions include dismissal from Pat Goins Benton Road Beauty School

The nature of sexual assault, particularly when perpetrated by an acquaintance, makes it difficult for many survivors to report their experience. For this reason, the local Providence House Service Centers are primary places where individuals may seek assistance in complete confidentiality.

Important Phone Numbers:

- Providence House Service Centers-Office Phone: 318-221-7887 Crisis Line: 318-226-5015
- Center for Community Solutions (Domestic Violence) 1-888-385-4657 24 Hours
- Salvation Army Family Development Center 200 E Stoner Ave(318) 424-3200
- Salvation Army & Children's Center 2821 Greenwood Rd (318) 946-8057
- Women's Resource Center 850-B Olive Street, Shreveport, LA 71104 Phone: 318-550-4417
- Animal Safe House Hotline (Temporary housing for pets of domestic violence victims) (318) 469-6591), Clark (318) 773-0858, Karen (318) 347-6959, or Sandy (318) 617-7210
- Sexual Assault Services Forensic Examiner: Tedd G. Thomas (318) 226-6881
- Northwest Louisiana Legal Services, Inc. (318) 222-7186
- Victim/Witness Assistance (318) 226-5904
- Women's & Children Center (318) 550-3398
- Suicide Hotline 1-800-Suicide

**All of which provide rape crisis counseling and follow-up services for victims of sexual assault*

PART II: DRUG-FREE SCHOOLS AND COMMUNITIES ACT POLICY STATEMENTS

Federal law requires Pat Goins Benton Road Beauty School to notify all staff members, and students of certain information pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of its activities. The information included in this report complies with the notification requirements of the Drug-Free Schools and Communities Act and its implementing regulations. The Drug and Alcohol Abuse Prevention (DAAP) prevention program is described on page 44.

Pat Goins Benton Road Beauty School prohibits the unlawful possession, use, manufacture, or distribution of alcohol or controlled substances by students, staff members, and guests in buildings, facilities, grounds, or property controlled by Pat Goins Benton Road Beauty School or used as part of school activities. For students, this includes prohibiting the possession and consumption of any beverage containing alcohol. In addition, the smoking of any material is prohibited in all facilities of Pat Goins Benton Road Beauty School.

Policies Specific to Faculty and Staff

As a condition of employment, every employee shall abide by the terms of this policy. Any employee who violates this policy will be terminated. The employee may be subject to criminal sanctions provided by federal, state, or local law.

An employee must notify his or her supervisor of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

An employee who does not violate the policy but fails a random drug/ alcohol sobriety test may be terminated or may be required to participate in an alcohol abuse or drug rehabilitation program to regain employment.

Policies Specific to Pat Goins Benton Road Beauty School Students

Any student who violates this policy will be terminated in addition to any penalties resulting from violating local, state, and/or federal laws.

The student is able to complete the student grievance process as explained on page 30 of the catalog and apply for readmission if the student is willing to participate in an alcohol abuse or drug rehabilitation program. Students must notify the campus of any criminal drug conviction for a violation occurring on the campus no later than five (5) days after such conviction.

POLICY REGARDING THE POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES AND ENFORCEMENT OF STATE UNDERAGE DRINKING LAWS, AND POSSESSION, USE, AND SALE OF ILLEGAL DRUGS AND ENFORCEMENT OF FEDERAL AND STATE DRUG LAWS

It is illegal for anyone under 21 years of age to attempt to purchase, consume, possess, or knowingly and intentionally transport any liquor, malt, or brewed beverage. It is also illegal to lie about age to obtain alcohol and to carry a false identification card. By law, the local police department and School's CSA are required to notify parents or guardians of all underage-drinking violations. Pat Goins Benton Road Beauty School has a zero-tolerance policy associated with students consuming beverage alcohol under the age of 21. Not only is this against the Louisiana law, it is also a violation of the Student Code of Conduct.

A DESCRIPTION OF DRUG AND ALCOHOL ABUSE PREVENTION PROGRAMS

Pat Goins Benton Road Beauty School sponsors an annual Drunk Driving Prevention Program featuring members of Mothers Against Drunk Driving (MADD) on the 1st Tuesday each April, during Alcohol Awareness Month. The exact content of the presentation is dependent on the discretion of MADD; however, it features: ways to prevent drunk driving; buddy system driving; education on the effect of one drink on a driver's blood alcohol level; education on the amount of common drinks needed to make driver impaired by weight, and any other content presented by MAAD. The campus provides monthly (one hour) drug and alcohol abuse prevention sessions. Community Police Officers or campus facilities lead the session and provide community resource handouts. Resources are from <http://www.drugfreeworld.org/download.html> and <https://www.drugabuse.gov/publications>

Additionally, Pat Goins Benton Road Beauty School publishes and distributes annually October 1ST to all current students and employees a copy of the Drug and Alcohol Abuse Prevention Policy and Procedures available at www.patgoins.edu/ASR. A direct link to the Annual Safety Report is emailed to all students and staff.

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

STANDARDS OF CONDUCT

The School community must adhere to a code of conduct that recognizes that the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on property owned or otherwise controlled by Pat Goins Benton Road Beauty School. If an individual associated with the School is apprehended for violating any drug- or alcohol-related law when on School property, or participating in a School activity, the School will fully cooperate with all law enforcement agencies. Underage possession or consumption of alcoholic beverages is not permitted on property owned or controlled by the School and the state laws will be enforced. Intentionally or knowingly selling, or intentionally or knowingly furnishing alcoholic beverages to persons under the

age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the School.

This is to inform you of the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and what Pat Goins Beauty School requires of the Employees and Students.

Students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity.

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Students are reminded that as a precondition to accepting a Pell grant that they sign a certificate stating they would not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by a Pell Grant. A Pell Grant recipient convicted of a criminal drug offense resulting from a violation occurring during the period of enrollment covered by the Pell Grant must report the **conviction in writing, within 10 calendar days of the conviction**, to the:

Director, Grants and Contracts Service
U. S. Department of Education
400 Maryland Avenue, S.W.
Room 3073, FOB-6
Washington, D.C. 20202-4571.

Prior to employment, the employee must pass a drug test and receive a briefing and acknowledge in writing that they understand the provisions of the Drug-Free Workplace Act of 1988. Employees are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity.

SANCTIONS IMPOSED ON STUDENTS AND EMPLOYEES WHO VIOLATE THE DRUG AND ALCOHOL POLICY

Students who violate this policy will be terminated and employees who violate this policy will be terminated. Pat Goins Benton Road Beauty School asserts that its officials will contact the police if they suspect a student or employee is in possession of drugs.

DRUG AND ALCOHOL COUNSELING

There is no campus based drug or alcohol counseling on the Pat Goins Benton Road Beauty School Campus. Listed here are drug or alcohol counseling, treatment and rehabilitation facilities available in our area where you can seek advice and treatment. The Louisiana Office of Prevention and Recovery from Alcohol and Drug Abuse, Baton Rouge Area Substance Abuse Clinic in Baton Rouge is the State Drug Abuse Prevention and Treatment Coordinator (225) 342-1079. The

Council on Drugs and Alcohol operates a counseling center which recommends treatment (318) 222-8511. Providers listed below offer free services, accept insurance or payment is on a sliding scale.

Local Recovery Centers include but are not limited to:

Council on Alcoholism and Drug

527 Crockett St.
Shreveport, LA
(318) 222-1767

Shreveport Teen Challenge

452 Stoner Ave.
Shreveport, La
318-673-8383

Steps

525 Crockett St.
Shreveport, LA
(318) 222-1288

Brentwood Hospital

1006 Highland Ave
Shreveport, La
318-678-7500

Addiction Recovery Center

2530 W. Bert Kouns Industrial Loop
Shreveport, LA
(318) 402-4900

CADA Treatment Center

1525 Fullilove
Bossier City, La 71112
318-747-1211

There are national organizations one can contact for help. The alcoholism and Drug Abuse Hotline is open 24 hours, 1-800-252-6465 (1-800-ALCOHOL). The Cocaine Hotline, 1-800-262-2463 (1-800-COCAINE) is open 24 hours a day. The National Institute on Drug Abuse Hotline is available. 8:00 a.m./2:00 a.m., Monday through Friday and 11:00 a.m./2:00 a.m., on weekends, 1-800-662-4357 (1-800-662-HELP).

Resources for Faculty and Staff

Pat Goins Benton Road Beauty School does not offer an Employee Assistance Program (EAP) to staff members. However, we do encourage all staff members that may have a problem with substance abuse or if someone they know may have a problem to seek immediate help. If you suspect that you or someone close to you may have a problem with alcohol or other drugs . . . stop hurting and start healing. For more information about the School's drug and alcohol prevention efforts available for staff and students may consult with:

- The School's CSA for assistance.
- Any employee or supervisor with additional questions related to alcohol and other drug problems may contact the school's Director/ Operations Manager

PENALTIES/ SANCTIONS UNDER LOCAL, STATE, AND FEDERAL LAW FOR UNLAWFUL POSSESSION, USE OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL

There are numerous legal sanctions under local, state and federal laws which can be used to

punish violators. Penalties can range from suspension, revocation and denial of a driver's license to 20 - 50 years imprisonment without benefit of parole. Property may be seized. Community service may be mandated.

Recent federal anti-drug laws affect a number of areas in everyone's lives. Students could lose eligibility for financial aid, could be denied other federal benefits, such as Social Security, retirement, welfare, health, disability, and veterans benefits. The Department of Housing and Urban Development, which provides funds to states and communities for public housing, now has the authority to evict residents and members of their household who are involved in drug-related crimes on or near the public housing premises. Businesses could lose federal contracts if the company does not promote a drug-free environment. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.

The laws of the State of Louisiana are adequate to protect the innocent, but stringent enough to insure that persons involved with the illegal dealing of drugs or excessive use of alcohol can be adequately punished. For example, a small amount of drugs found on a person may lead to an arrest which could require the person to make payment of all court costs as well as participate in mandatory community service. A person found with drugs with the intention to distribute could be imprisoned. A person found to be intoxicated while driving could be forced to pay court costs, lawyer's fees, participate in community service, receive an increase in the cost of automobile insurance or even lose their driver's license and end up in prison.

In addition to local and state authorities, the federal government has four agencies employing approximately 52,500 personnel engaged in fighting illicit drugs. These agencies are: The Drug Enforcement Agency, U. S. Customs Service, Federal Bureau of Investigation and the U. S. Coast Guard.

Here are a few legal facts of which you should be aware. It is a crime to hold someone else's drugs. It is a crime to sell fake drugs. You can be arrested if you are in a house (or a school) where people are using drugs, even though you are not. You can be charged with possessing drugs even if it is not on you. You are considered to possess, under legal terms of "constructive" possession", drugs that are in your locker, purse, car or house.

LOUISIANA PENALTIES FOR CONTROLLED DANGEROUS SUBSTANCES

All states regulate and control the possession of controlled dangerous substances (CDS), though each differs in its exact definition of CDS and the penalties for possession. Louisiana classifies not only well-known drugs like marijuana, heroin, and cocaine as CDS, but also the compounds used to manufacture them. This pertains to the possession of CDS for personal use only. Making and selling CDS carries different penalties.

How Louisiana Classifies CDS

Louisiana divides CDS into five "schedules." Schedule I lists the most dangerous drugs, which have a high probability of abuse and addiction, and no recognized medical value. Schedules II, III, IV, and V decrease in dangerousness and probability of abuse; and increase in recognized medical uses. These

schedules are also used to determine the applicable penalties for illegally possessing specific CDS (described in the next section). If you've been arrested for illegal CDS possession, you'll need to consult the Louisiana Code that lists precisely which drugs fit into each group. Go to the statute ([40 La. Stat. Ann. § 964](#)) and find the substance you're charged with possessing -- it will be listed under one of the five Schedules.

Penalties for Illegal CDS Possession

It is illegal in Louisiana to possess CDS without a valid prescription. Penalties vary according to the Schedule and amount of the CDS involved. (40 La. Stat. Ann. § 967.)

•Schedule I Substances

Penalties vary according to the specific CDS involved, and usually include a fine of at least \$5,000 (and sometimes as much as \$600,000); at least four (and sometimes up to 30 years) in prison; or both. However, some substances incur even greater specified minimum penalties. For example, possessing 400 grams or more of a narcotic drug in Schedule I incurs a minimum fine of \$250,000 (and up to \$600,000), a minimum prison sentence of 15 (and up to 30) years, or both. (40 La. Stat. Ann. § 966.)

•Schedule II Substances

Penalties vary according to the specific CDS involved, and usually include a fine of \$5,000 or more (and sometimes as much as \$600,000); five or more (sometimes up to 30) years in prison; or both. (40 La. Stat. Ann. § 967.)

•Schedule III Substances

Penalties include a fine of up to \$5,000, up to five years in prison, or both. (40 La. Stat. Ann. § 968.)

•Schedule IV Substances

Penalties include a fine of up to \$5,000, up to five years in prison, or both. However, convictions involving Flunitrazepam incur a fine of up to \$5,000, up to 10 years in prison, or both. (40 La. Stat. Ann. § 969.)

•Schedule V Substances

Penalties include a fine of up to \$5,000, up to five years in prison, or both. (40 La. Stat. Ann. § 970.)

•Second and Subsequent Offenses

A defendant convicted of a second or subsequent offense will face twice the applicable fine, prison term, or both, as described above, according to the Schedule and substance involved in the violation. (40 La.

LOUISIANA MARIJUANA LAWS

Marijuana possession, sale, and manufacture are regulated by both state and federal law. In Iowa, marijuana is classified as a Schedule I substance, which means that it has a high potential for abuse and no generally recognized medical value. (La. Rev. Stat. § 40:964.) However, despite being a Schedule I drug, Louisiana may allow medical marijuana use under limited circumstances. While not covered in this article, it is also a crime to drive under the influence of marijuana in Louisiana.

To learn about Louisiana's medical marijuana laws, see [**Louisiana Medical Marijuana Laws**](#).

For information about charges and penalties for driving under the influence of marijuana in Louisiana, see *Driving under the Influence of Marijuana in Louisiana*.

Marijuana Possession

It is a crime to knowingly or intentionally possess any amount marijuana (including small amounts for personal use) in Louisiana. (La. Rev. Stat. § 966(E).) Penalties vary according to whether the violation is a first or subsequent offense.

- **First conviction.** Penalties include a fine of up to \$500, up to six months in jail, or both.
- **Second conviction.** Penalties include a fine of between \$250 and \$2,000, up to five years in prison, or both.
- **Third or subsequent conviction.** Penalties include a fine of up to \$5,000, up to 20 years in prison, or both.
- **Probation.** The judge may order probation in lieu of or in addition to the penalties described above. If the judge orders probation, the defendant will be required to take part in a court-approved substance abuse program, and to complete four eight-hour days of community service. The offender will also be required to pay any costs associated with these activities.

Cultivation and Distribution

It is illegal to cultivate marijuana plants, or to distribute any amount of marijuana (or possess marijuana with the intent to do so) in Louisiana. Penalties vary according to the amount cultivated or possessed for sale, with additional penalties for selling to minors. Defendants who would otherwise be eligible for probation must first serve the minimum prison sentence described below before becoming eligible for probation. (La. Rev. Stat. § 966(F).)

- **Up to 60 pounds.** Penalties include a fine of up to \$50,000, between five and 30 years in prison, or both.
- **Between 60 and 2,000 pounds.** Penalties include a fine of between \$50,000 and \$100,000, between five and 30 years in prison, or both.
- **Between 2,000 and 10,000 pounds.** Penalties include a fine of between \$50,000 and \$100,000, between ten and 40 years in prison, or both.
- **10,000 pounds or more.** Penalties include a fine of between \$400,000 and \$1,000,000, between 20 and 40 years in prison, or both.
- **Selling to a minor.** Someone who sells marijuana to a minor who is at least three years younger than the seller may be punished with a double penalty. For example, selling less than 60 pounds of marijuana to a minor would incur a fine of up to \$100,000, between ten and 60 years in prison, or both.

Drug Paraphernalia

It is illegal in Louisiana to distribute drug paraphernalia (or to possess or display paraphernalia with the intent to distribute it). Paraphernalia includes items used in growing, harvesting, processing, selling, storing, or using marijuana. Penalties vary according to whether the violation is

a first or subsequent offense. (La. Rev. Stat. § 1023.)

- First conviction-Penalties include a fine of up to \$500, up to six months in jail, or both.
- Second conviction- Penalties include a fine of up to \$1,000, up to one year in jail, or both.
- Third or subsequent conviction- Penalties include a fine of up to \$5,000, up to five years in prison, or both.

FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE

21. U.S.C. 844 (a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000 or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000 or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceed 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21. U.S.S. 853 (a) (2) and 881 (a) (7)

Forfeiture of personal and real property used to possess or to facilitate possessions of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

21. U.S.C. 881 (a) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21. U.S.C. 844a

civil fine of up to \$10,000 (pending adoption of final regulations).

21. U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18. U.S.C. 922 (g)

Ineligible to receive or purchase a firearm. Miscellaneous Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal

agencies.

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

Health Risks Associated with the use of Illicit Drugs and the Abuse of Alcohol

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

Federal Financial Aid Penalties for Drug Violations

Federal guidelines focus strongly on illicit drug use and distribution. The Higher Education Opportunity Act states students convicted of an illicit drug violation can be denied federal financial aid for a specific period, in addition to other legal penalties. The Free Application for Federal Student Aid (FAFSA) asks students if they have been convicted of a drug-related offense: “Have you ever been convicted of possessing or selling illegal drugs?” If you answer “yes,” the School will send a worksheet in the mail to determine if your conviction affects your eligibility for aid. Failure to answer the question automatically disqualifies students from receiving federal financial aid. Answering this question falsely could result in fines up to \$20,000, imprisonment or both.

Penalties for Drug Convictions

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

Possession of Illegal Drugs

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

Sale of Illegal Drugs

- For a first offense, a student loses eligibility for federal financial aid for two years from the date of conviction.

- For a second offense and subsequent offenses, a student has indefinite ineligibility from the date of conviction.

Other Potential Federal Penalties for Drug Violations

Some other potential federal penalties and sanctions applicable to drug-related offenses include:

21 U.S.C. 844

1st conviction: Up to 1 year imprisonment and fined at least \$1,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500.00 or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5, or both.

Provisions relating to increased penalties in cases of certain serious crack possession offenses, making offenders subject to fines under Title 18 or imprisonment to terms not less than 5 years and no more than 20 years, or both.

Possession of flunitrazepam shall be imprisoned for not more than 3 years, shall be fined as otherwise provided in this section, or both after mixture or substance exceeds 1 gram.

21 U. S. C. 844a

Civil fine up to \$10,000

21 U. S. C. 847 Additional Penalties

Any penalty imposed for violation of this subchapter shall be in addition to, and not in lieu of, any civil or administrative penalty or sanction authorized by law.

21 U. S. C. 854 Investment of illicit drug profits

Whoever violates this section shall be fined no more than \$50,000 or imprisoned not more than 10 years, or both.

21 U. S. C. 862

- a. Drug Traffickers - Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 5 years for the first offense, up to 10 years for second and permanently ineligible for subsequent offenses.
- b. Drug Possession – 1st offense is up to 1 year and 2nd and subsequent offenses are up to 5 years.
- c. Suspension of period of ineligibility (A) (B) (C)

21 U. S. C. 862a

Denial of assistance and benefits for certain drug related convictions, i.e., state program funded under the Social Security Act or food stamp program or state program under the Food Stamp Act.

More information about federal penalties and sanctions for unlawful possession, use, sale, and/or distribution of controlled substances is located at

<http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>

Blood Alcohol Content Table

This table shows the effects of alcohol on a normal person of a given body weight. Please do not take this table as a license to drink irresponsibly. Everyone is different, and alcohol affects each person in a slightly different way. Only you know your limits. Please drink within them.

BLOOD ALCOHOL CONTENT (BAC) Table for Male (M) / Female (F)										
Number of Drinks		Body Weight in Pounds								Driving Condition
		100	120	140	160	180	200	220	240	
0	M	.00	.00	.00	.00	.00	.00	.00	.00	Only Safe Driving Limit
	F	.00	.00	.00	.00	.00	.00	.00	.00	
1	M	.06	.05	.04	.04	.03	.03	.03	.02	Driving Skills Impaired
	F	.07	.06	.05	.04	.04	.03	.03	.03	
2	M	.12	.10	.09	.07	.07	.06	.05	.05	
	F	.13	.11	.09	.08	.07	.07	.06	.06	
3	M	.18	.15	.13	.11	.10	.09	.08	.07	
	F	.20	.17	.14	.12	.11	.10	.09	.08	
4	M	.24	.20	.17	.15	.13	.12	.11	.10	Legally Intoxicated
	F	.26	.22	.19	.17	.15	.13	.12	.11	
5	M	.30	.25	.21	.19	.17	.15	.14	.12	
	F	.33	.28	.24	.21	.18	.17	.15	.14	
Subtract .01% for each 40 minutes of drinking. 1 drink = 1.5 oz. 80 proof liquor, 12 oz. 5% beer, or 5 oz. 12% wine. Fewer than 5 persons out of 100 will exceed these values.										

This table shows the effects of alcohol within one hour on a normal person of a given body weight.

Local Penalties and Sanctions for Drug and Alcohol Violations

Louisiana DUI laws/Penalties for D.U.I. or D.W.I.

First conviction

- Offender shall be fined \$300-\$1,000
- Imprisoned for 10 days to 6 months
- Probation with a minimum condition of two days in jail and a court-approved substance abuse program and participate in a court-approved driver improvement program
- May be ordered to variety of community service projects

Second Conviction

- Offender shall be fined \$750-\$1,000
- Imprisoned for 30 to 6 months
- 48 mandatory jail time without parole or suspension of sentence
- May be ordered to variety of community service projects
- Probation includes 15 day jail stay and substance abuse training.

Third Conviction

- Offender shall be fined \$2,000
- Imprisoned for 1-5 years
- 30 eight-hour days of community service
- Psychological evaluation
- Must participate in an appointed treatment program

Penalties for Drunk Driving Vehicular Homicide

- Vehicular Homicide: Not less than 5 years (3 years mandatory) or more than 30 years and not less than \$2,000 or more than \$15,000. LA R.S. § 14:32.1(B).

Source: [Louisiana State Legislature](#)

How to Regain Federal Student Aid Eligibility

1. A student can regain eligibility for federal student aid funds the day after the period of ineligibility ends or upon having a conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale of illegal drugs or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.
2. A student may also regain eligibility upon successful completion of a qualified drug rehabilitation program that must:
 - Include the student passing at least two unannounced drug tests;

AND

- Have received or is qualified to receive funds directly or indirectly under a federal, state or local government program, or
 - Be administered by a federal, state, or local government agency or court, or
 - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company, or
 - Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.
3. A student may further regain eligibility upon successful completion of two unannounced drug tests which are part of an approved rehab program (the student does not need to complete the rest of the program).

The student is responsible to certify that a rehabilitation program was successfully completed. As with the conviction question on the FAFSA, the School is not required to confirm the reported information unless conflicting information is determined.

Convictions during Enrollment

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

Institutional Sanctions for Alcohol and Drug Violations

Any member of Pat Goins Benton Road Beauty School found consuming or selling drugs on School property shall be subject to discipline on a case-by-case basis.

- Discipline will be based on the seriousness of the situation.
- A case may result in dismissal from the School.
- In all cases, the School will abide by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.
- Additional state penalties and sanctions may also apply.
- The School has adopted a zero-tolerance policy regarding underage drinking.
- Successful completion of an appropriate rehabilitation program by an individual confirmed to have been in violation of alcohol or drug policies and/or laws who have since sought admission or readmission to the school will be considered on a case-by-case basis.

Controlled Substances Act (CSA) — The CSA places all substances that are regulated under existing federal law into one of five schedules. The place is based on the substance’s medical use, potential for abuse, and safety or dependence ability. Below is a description of the five schedules and examples of drugs in each schedule. The list is not comprehensive

Schedule	Characteristics	Examples
Schedule I	<ul style="list-style-type: none"> *high potential for abuse *no currently accepted medical use in US *lack of accepted safety for use under medical supervision 	<ul style="list-style-type: none"> *Heroin • Gamma Hydroxybutyric Acid (GHB) • LSD • Marijuana • MDMA (Ecstasy) • Mescaline (peyote) • Psilocybin/Psilocyn (mushrooms) • Tetrahydrocannabinols (THC)
Schedule II	<ul style="list-style-type: none"> *high potential for abuse *currently accepted for medical use or with severe restrictions in US *abuse may lead to severe psychological or physical dependence 	<ul style="list-style-type: none"> Adderall® • Amphetamine • Cocaine • Methadone • Methamphetamine • Morphine • Oxycodone • Phencyclidine (PCP) • Ritalin®
Schedule III	<ul style="list-style-type: none"> *less potential for abuse than drugs in Schedules I and II • currently accepted for medical use in US • abuse may lead to moderate or low physical dependence or high psychological dependence 	<ul style="list-style-type: none"> *Anabolic Steroids • Codeine compounds • Some barbiturates • Ketamine
Schedule IV	<ul style="list-style-type: none"> *low potential for abuse compared to drugs in Schedule III *currently accepted medical use in US *abuse may lead to limited physical dependence or psychological dependence 	<ul style="list-style-type: none"> *Ativan® • Rohypnol® (not manufactured or legally marketed in the US) • Valium® • Xanax®
Schedule V	<ul style="list-style-type: none"> *low potential for abuse compared to drugs in Schedule IV *currently accepted medical use in US *abuse may lead to limited physical dependence or psychological dependence 	<ul style="list-style-type: none"> *Cough medicines with codeine

Drug	Quantity	1st Offense	2 nd Offense
Marijuana (Schedule I)	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> *Not less than 10 yrs., not more than life • If death or serious injury, not less than 20 yrs., not more than life • Fine not more than \$4 million if an individual, \$10 million if other than an individual 	<ul style="list-style-type: none"> *Not less than 20 yrs., not more than life • If death or serious injury, mandatory life • Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana (Schedule I)	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> *Not less than 5 yrs., not more than 40 yrs. • If death or serious injury, not less than 20 yrs., not more than life • Fine not more than \$2 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> *Not less than 10 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg mixture More than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> *Not more than 20 yrs • If death or serious injury, not less than 20 yrs, not more than life • Fine \$1 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> *Not more than 30 years • If death or serious injury, mandatory life • Fine \$2 million if an individual, \$10 million if other than individual
Marijuana (Schedule I)	1 to 49 plants; less than 50 kg	<ul style="list-style-type: none"> *Not more than 5 years • Fine not more than \$250,000, \$1 million other than individual 	<ul style="list-style-type: none"> *Not more than 10 years • Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule I)	10 kg or less	<ul style="list-style-type: none"> Not more than 5 years • Fine not more than \$250,000, \$1 million other than individual 	<ul style="list-style-type: none"> Not more than 5 years • Fine not more than \$250,000, \$1 million other than individual
Hashish Oil (Schedule I)	1 kg or less		

Federal Tracking Penalties — Marijuana

The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$8 million if an individual and \$20 million if other than an individual.

Federal Tracking Penalties

Drug Schedule	Quantity	Penalties	Quantity	Penalties
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Cocaine (Schedule II)	500–4999 gms mixture	First Offense: Not less than 5 yrs., and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs., and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual	5 kgs or more mixture	First Offense: Not less than 10 yrs., and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs., and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment.
Cocaine Base (Schedule II)	28–279 gms mixture		280 gms or more mixture	
Fentanyl (Schedule II)	40–399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10–99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100–999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5–49 gms pure or 50–499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10–99 gms pure or 100–999 gms mixture		100 gm or more pure or 1 kg or more mixture	

Penalties

Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 years, or more than life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious injury, life imprisonment. \$2 million if an individual, \$10 million if not an individual.
Other Schedule III drugs	Any amount	First Offense: Not more than 10 yrs. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1.5 million if an individual, \$5 million if not an individual
All other Schedule IV drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.

Flunitrazepam (Schedule IV)	Less than 1 gm	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

Drugs Risks and Consequences

SUBSTANCE Other Names	Potential for Dependence	Risks and Effects
Physical	Psychological	
Short-Term	Long-Term	Overdose

ALCOHOL Beer, Distilled liquor, Ethanol, Wine	High	High	*Impaired judgment and vision • Lowered inhibitions • Loss of motor skills and coordination • Slurred speech	Cardiovascular disease • Hypertension • Liver damage • Neurologic damage • Toxic psychosis	Coma • Possible death
CANNABIS Hash oil, Hashish, Grass, Marijuana, Pot, Weed	Low	Moderate	Confusion • Euphoria • Impaired balance and coordination • Memory loss • Slowed reaction time • Slowed thinking	Cardiovascular damage • Frequent respiratory infections • Impaired learning • Impaired memory • Increased heart rate • Tolerance and addiction	Insomnia • Hyperactivity • Panic attack • Paranoia • Possible toxic reaction if combined with other chemicals
DEPRESSANTS Barbiturates, Benzodiazepine, Date rape drug, Liquid ecstasy, Flunitrazepam, GHB, Methaqualone, Special K, Xanax	High	High	Confusion • Fatigue • Feeling of well-being, irritability • Lowered blood pressure • Lowered inhibitions • Poor concentration • Reduced anxiety • Sedation • Slowed pulse and breathing • Slurred speech	Anxiety • Dizziness • Hallucinations • Insomnia • Loss of peripheral vision • Nausea • Seizures • Weak, rapid pulse • Toxic psychosis • Tremors	Blackouts • Cold, clammy skin • Coma • Life threatening withdrawal • Possible death • Respiratory depression and arrest • Toxic reaction if combined with alcohol
HALLUCINOGENICS Acid, Angel Dust, Crystal, LSD, MDA, Mescaline, Mushrooms, PCP, Peyote, Phencyclidine, Psilocybin	Low / Unknown	Unknown	Altered stated of perception • Increase body temperature, heart rate, blood pressure • Loss of appetite • Nausea • Numbness • Sleeplessness • Tremors • Weakness	Hallucinogen Persisting Perception Disorder (flashbacks) • Intensify existing psychosis • Violent behavior	Intense, prolonged hallucinations • Possible sudden death • Psychosis

INHALANTS Gases, Solvents	High for chronic, long-term abuse	High for chronic, long-term abuse	Impaired judgment • Headache • Nausea, vomiting • Poor coordination • Slurred speech	Cardiovascular and nervous system damage, leading to inability to walk, talk, or think • Cramps • Depression • Loss of muscle tone • Memory impairment • Mild withdrawal • Muscle wasting and weakness • Weight loss	Coma • Possible sudden death • Possible toxic reaction • Unconsciousness
NARCOTICS Codeine, Demerol HCL, Heroin, Meperidine, Morphine, Opium, Oxycodone, Vicodin	High	High	Confusion • Constipation • Drowsiness • Euphoria • Nausea • Pain relief • Sedation • Staggering gait	AIDS and Hepatitis infection • Malnutrition	Clammy skin • Coma • Convulsions • Death • Respiratory arrest • Shallow perspirations • Tolerance, addiction • Toxic reaction if combined with alcohol
STIMULANTS Amphetamine, Cocaine, Ecstasy, MDMA, Methylphenidate, Phenmetrazine, Ritalin	Possible	High	Appetite loss • Excitement and euphoria • Feeling of well being • Increased alertness Increased blood pressure, pulse • Insomnia	Insomnia • Nervous system damage • Organ/tissue damage • Paranoia • Psychosis • Weight loss	Agitation • Convulsions • Hallucinations • Heart attack, stroke • High blood pressure • Loss of consciousness • Seizures • Temperature increase
TOBACCO Chewing/Smokeless Tobacco, Cigarettes, Cigars, Nicotine	High	High	Bad breath • Bad taste in mouth • Decreased lung capacity • Increased blood pressure • Increased heart rate	Adverse pregnancy outcomes • Cardiovascular disease • Cancer	Possible death

Biennial Review of the Drug and Alcohol Abuse Prevention Program

Pat Goins Benton Road Beauty School is required to conduct a biennial review of our drug and alcohol abuse prevention policies and procedures. This review includes a determination of the number of drug and alcohol-related violations and fatalities that occur on the campus or as part of the activities and the number and type of sanctions imposed by the campus as a result of drug and alcohol-related violations that occur on the campus.

The term “campus” is defined in the same manner as it is defined for campus safety reporting purposes. That is, the term campus encompasses any building or property owned or controlled by the school within a reasonably contiguous geographic area used in direct support of the school's educational purposes or used by students and supporting institutional purposes.

The effectiveness of Pat Goins Benton Road Beauty School prevention policy and procedures is, in part, also measured by tracking the number of drug and alcohol-related

- disciplinary actions,
- treatment referrals, and
- incidents recorded by campus officials.

Additionally, to assist in the determination of the effectiveness of Pat Goins Benton Road prevention policies and procedures, the school considers, if and when the school is made aware, the number of students or employees attending self-help or other counseling groups related to alcohol or drug abuse. The school also conducts a survey to ascertain student, faculty, and employee attitudes and perceptions about whether there is a drug and alcohol problem on campus.

With the results gathered from the various points of information described above, the school writes its report giving the results of the biennial review and its determination of whether the program is being effective or must be modified. The school keeps the biennial review on file in case of a possible audit. Pat Goins Benton Road Beauty School conducts its biennial review every two years. The report from the review and documents related to it are retained for three years after the fiscal year in which the report was created.

BIENNIAL REVIEW

The biennial review was completed in 2020; the next review will be in 2021. A copy of the 2019 Biennial review may be found at [www.patgoins.edu/biennial review](http://www.patgoins.edu/biennial%20review). An email with the direct link to the Biennial review is emailed to all students and staff.

Part III: CRIME STATISTICS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) (“Clery Act”) requires colleges, universities and all postsecondary education institutions across the United States to, on an annual basis, prepare and distribute this Annual Security Report (“ASR”) that contains crime statistics for incidents occurring on or near the campus and security-related statements of policy regarding crime prevention, awareness and response at the institution. Part I of this Report contains the Statements of Policy. This section of the ASR (Part II) contains the crime statistics for calendar years 2017-2019.

2020 Campus Safety and Security Survey

Institution: Pat Goins Benton Road Beauty School (160117001)

User ID: C1601171

Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-campus Student Housing Facilities?

☒ No.

☐ Yes. (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

0

2. Does your institution have any noncampus buildings or properties?

☐ Yes

☒ No

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

☒ Yes. Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.

☐ No. We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.

☐ Not available. We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.

☐ Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2017	2018	2019
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Manslaughter by Negligence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2017	2018	2019
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Manslaughter by Negligence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

YEAR 2019

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/ vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

YEAR 2018

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/ vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

YEAR 2017

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

j. Motor vehicle theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

k. Arson

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

l. Simple assault

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

m. Larceny-theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

n. Intimidation

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

o.
Destruction/damage/
vandalism of property

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

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Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

YEAR 2019

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

YEAR 2018

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/ vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

YEAR 2017

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

j. Motor vehicle theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

k. Arson

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

l. Simple assault

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

m. Larceny-theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

n. Intimidation

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

o.
Destruction/damage/
vandalism of property

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

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VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2017	2018	2019
a. <u>Domestic violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Dating violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Stalking</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2017	2018	2019
a. <u>Domestic violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Dating violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Stalking</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Crime	Number of Arrests		
	2017	2018	2019
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Crime	Number of Arrests		
	2017	2018	2019
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2017	2018	2019
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

	Number		
	2017	2018	2019
a. <u>Total unfounded crimes</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Please Note: If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."