

Charles & Sue's School of Hair Design

Annual Security Policy

2016

The U.S. Department of Education, under 34 CFR 668.42, requires the disclosure of general information to students with regard to consumer-information regulations. Campus Security/ Cleary Act: The "Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally the Crime Awareness and Campus Security Act of 1990) is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas. It was first enacted by Congress in 1990 and amended in 1992, 1998, 2000 and 2008.

To comply with these regulations, we are providing basic information as follows:

- Annual Security Report
- Disclosure of Institution's Security Policies
- Reporting of Crime Statistics
- Encouragement of prompt reporting of crimes

To find this information, utilize any of the following resources:

- Charles & Sue's School of Hair Design Web Site
- Financial Aid Office Information Resources Included in the Student Right to Know Act:
- Financial Aid Information
- General Information about Charles & Sue's School of Hair Design
- Graduation and Job Placement Rates

To find this information, utilize any of the following resources:

- Charles & Sue's School of Hair Design Web Site
- Financial Aid Office Information Resources

Policies for Reporting Crimes and Emergencies

Charles & Sue's School of Hair Design prepares this report to comply with the Jeanne Cleary Disclosure of Campus Security Policy, the Violence Against Women Act and Crime Statistics Act. Students, parents, and staff may access this report in full at any time by going to www.charlesandsues.com. A complete copy of this report is also available in the Charles & Sue's School of Hair Design Office of Financial Aid and the administrative area. This report is prepared in cooperation with the Bryan Police Department.

Campus crime, arrest and referral statistics include those reported to the Bryan Police Department, and Charles & Sue's School of Hair Design designated campus officials.

Title IX Coordinator

All educational institutions receiving Federal financial assistance must designate at least one employee to coordinate their efforts to comply with and carry out their responsibilities under Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education programs and activities. These designated employees are generally referred to as Title IX coordinators. A school's Title IX coordinator or coordinators are expected to play a critical role in helping a school ensure that every person affected by its operations—including faculty, staff, and students—are aware of their legal rights under Title IX, and that the school and all of its employees, through its policies, procedures, and practices, complies with its legal obligations under Title IX.

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A student should contact the Title IX Coordinator in order to:

- seek information or training about students' rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct,
- file a complaint or make a report of sex discrimination, including sexual misconduct,
- notify the college of an incident or policy or procedure that may raise potential Title IX concerns
- get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct, and
- ask questions about the college's policies and procedures related to sex discrimination, including sexual misconduct.

Those Designated campus officials are:

Tracy Gilstrap, Title IX Coordinator
979-776-4375

Tracy Gilstrap, Director 979-776-4375

Brandi Kuecker, Financial Aid Administrator
979-776-4375

Sheri Collins, Lead Educator 979-776-4375

Each year, the Director of Charles & Sue's School of Hair Design will compile a crime statistics report from the incident and crime reports given to the campus security authorities (Sheri Collins, Financial Aid Administrator, and Brandi Kuecker, Lead Educator). Charles & Sue's School of Hair Design will annually submit the security report each year after the letter and certificate requesting is sent to the Director of Charles & Sue's School of Hair Design. The crime statistics will be sent to the Department of Education each year upon the receipt of a letter requesting the crime reports. This information will be uploaded to <http://surveys.ope.ed.gov/security>. Crime statistics from the area surrounding Charles & Sue's School of Hair Design will also be requested from the Bryan Police Department and will be disclosed in the annual crime report.

Each year, an announcement will be made at Charles & Sue's School of Hair Design to all enrolled students, they will be given the web site address to access this updated report, as well at each new student orientation. The typed up notice will also be handed out to all enrolled students, which will include the URL to access the Annual Security Report as well as an overview of what is included in the report.

Educators and the administrative staff will be notified via a staff meeting. Copies of this report may also be obtained at the financial aid office or by calling 979-776-4375. At Charles & Sue's School of Hair Design, we strive to work together to provide a safe environment that will prepare our students for an incredible career.

Scope of the Report

This report will represent statistical information on crimes that occurred at or around Charles & Sue's School of Hair Design during July 2012 through June 2015. Charles & Sue's School of Hair Design does not offer any type of campus housing or recreational facilities.

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Building Location

Charles & Sue's School of Hair Design
1711 Briarcrest Drive
Bryan, TX 77802
979-776-4375

To report a crime:

Contact the campus security authorities immediately in the event of a crime. Any Suspicious Activity or person seen in the parking lot or loitering around vehicles or inside the building should be reported to the police department. In addition, you may report a crime to any of the designated campus officials. If not available by phone, Tracy Gilstrap, (Director) then e-mail, charlesandsues@gmail.com (only in non-emergent cases). The campus security authorities do not have arresting authority.

For emergencies, dial 9-1-1.

Every crime that is reported to the security authorities will be investigated and reported to the BPD. Please note that due to the public nature of police reports, Charles & Sue's School of Hair Design cannot ensure the complete confidentiality of any crime report. All incident reports are reviewed by the Director.

Charles & Sue's School of Hair Design does not have a campus police department. The Bryan Police Department has sole arresting authority on the Charles & Sue's School of Hair Design campus and the surrounding areas. Students, educators, administrative staff, clients and community members are encouraged to report all crimes and public safety related incidents to the above designated campus security authorities. For matters of emergent nature, dial 9-1-1 immediately.

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the Bryan Police Department (BPD) and the designated campus officials in a timely manner. This publication contains information about on-campus and off campus resources. Information is made available to provide Charles & Sue's School of Hair Design students, educators, and staff specific information about local resources available should they become a victim of a crime. The information about local resources should be used as helpful information and does not infer that those resources are "reporting entities" for Charles & Sue's School of Hair Design. Employees and Students can report a crime on a voluntary, confidential basis.

Timely Warning

Crimes should be reported to Charles & Sue's School of Hair Design campus security authorities to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. If students and staff are still in Charles & Sue's School of Hair Design building and the Director determines that there is a significant emergency or threat, the school will, without delay and accounting for the safety of the community, determine the content of the notification and initiate continuing alarm. A campus-wide "timely warning" will be made over the intercom system with the following statement: "Charles & Sue's School of Hair Design is now in a lockdown procedure. All staff, students and guests should report to the nearest classroom immediately." This announcement will be made by Charles & Sue's School of Hair Design security authority (Tracy Gilstrap) via the microphone (located in the front at the reception desk). In the Director's absence, designated campus officials would notify the appropriate security authority and determine the content of the notification.

Time and safety permitting, Guest Services will lock the front doors, and the backdoor.

- Instructors in the classrooms are to lock the classroom doors and close all blinds. Tables in the classrooms should be tipped on their sides to form a barricade on a corner spot of the classroom, far away from windows. Instructors should then take roll and write down the names of any students not accounted for or extra. The classes should remain quiet and still.
- Administrative staff should lock their offices if unable to evacuate, and remain as far back from windows as possible.
- The classrooms and offices will remain locked until emergency personnel arrive and announce that the area is safe to evacuate.
- After evacuation employees, students, and guests are to gather in the parking lot at Charles & Sue's School of Hair Design near the sign. Staff and students are required to remain on the property until everyone has been accounted for, unless otherwise told by a member of senior management. After evacuation, a member of management from each department will ensure all staff is present and accounted for. Each Instructor will ensure their students are present and accounted for. We will utilize the attendance binder, guest sign-in sheets, and employee/student lists to account for everyone present in the building before anyone is excused. All safety procedures will be tested on an annual basis.

Fire Safety Report:

During the last three years, Charles & Sue's School of Hair Design had no fire-related incidents causing injury to person or property. The following is a copy of the fire and emergency evacuation action plan:

- In the event of a fire, employees are alerted by:
 - The sounding of an alarm: The building alarm system will sound in the event of a fire. Emergency alarm buttons on alarm system may be utilized in the event that police/fire/rescue is needed.
 - Public address system announcement: Time permitting; an announcement will be made by senior management from the stage, as well as an announcement over the intercom system which is transmitted throughout the building and classrooms.
 - Verbal announcement: Instructors in each classroom and clinic will make a verbal announcement, time and situation permitting.
 - ALL employees, students, and guests shall calmly evacuate by means of the nearest available marked exit. Each office and classroom has clearly posted exit diagrams. A member of Administration will bring a clipboard with a current list of employees and students. A member of Guest Services will bring the "hold harmless" guest sign-in clipboards. The Lead Instructor will bring a clipboard with a current list of employees and students, and the attendance binder.
 - Portable fire extinguishers are provided in the workplace in the following locations:
 - Dispensary
 - Reception
 - Back Hallway

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Employees or students may use extinguishers in an attempt to extinguish the fire if it is safe to do so.

- Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.
- No employees are assigned to perform medical or rescue duties during emergency evacuation situations.
- After evacuation, employees, students, and guests are to gather in the following location(s): All staff and students are to meet in the parking lot of Charles & Sue's School of Hair Design near the outside sign. Staff and students are required to remain on the property until everyone has been accounted for, unless otherwise told by a member of senior management.
- After evacuation, the procedure for accounting for all employees is: A member of management from each department will ensure all staff is present and accounted for. Each classroom or clinic Instructor will ensure their students are present and accounted for. We will utilize the attendance binder, guest sign-in sheets, and employee/student lists to account for everyone present in the building before anyone is excused.
- For further assistance with emergency evacuation procedures, the following individuals may be contacted:

Director (979) 776-4375

Access Policy:

During normal business hours, Charles & Sue's School of Hair Design is open to all students, parents, employees, contractors, clients, guests, and invitees. During non-business hours, access to Charles & Sue's School of Hair Design is by key, if issued.

In periods of extended closing, access to Charles & Sue's School of Hair Design will only be granted to those issued a key, and who have obtained prior approval. Maintenance personnel are also subject to the above restrictions. Emergencies may necessitate changes or alterations to any posted schedules. Students, Instructors and staff will be notified via Facebook, and/or the local TV station KBTX. In lock down mode, the front desk staff will post notices on the front doors (time allowing).

Drug and Alcohol Policy; Substance Abuse Resources:

Charles & Sue's School of Hair Design in its policies supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by anyone on School property or as a part of any School activity is prohibited. Students taking prescribed or over-the-counter medication which may affect functioning should inform the School Director or Campus Security Authorities.

At Charles & Sue's School of Hair Design, the illicit use of drugs and/or alcohol by staff or students is strictly prohibited. The use of illicit drugs and alcohol can cause numerous health problems and can lead to death. The effects to a person's health include respiratory failure, heart attack, overdose, acute intoxication and transmittable diseases such as Hepatitis C and AIDS.

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Thousands of deaths are caused each year by drug overdoses, allergic reactions to drugs, toxic combinations of drugs, and alcohol poisoning. For more information about the effect of alcohol and drug abuse, please visit www.drugfree.org. The manufacture, distribution, dispensation, possession, sale, purchase, offer to buy or sell, or use of alcohol, illegal drugs or related paraphernalia and the illegal use of any drugs (including the misuse of prescription drugs) at Charles & Sue's School of Hair Design campus or while engaged in the course curriculum is strictly prohibited. The school also prohibits such conduct during non-curriculum time to the extent that, in the judgment of Charles & Sue's School of Hair Design, it impairs a student's or staff member's ability to progress through the curriculum, threatens the reputation or integrity of the School or violates the law.

Any student who violates this policy is subject to suspension or expulsion from the program. Any staff member who violates this policy is subject to sanctions up to or including termination. Any student or staff member who has illegal possession or engages in the illicit use of drugs or alcohol is also subject to criminal prosecution. Charles & Sue's School of Hair Design will refer violators to the appropriate authorities for prosecution.

Offenses and Penalties under Texas Law

www.texasattorneygeneral.gov/files/cj/penalcode.pdf

Texas Penal Code, Title 10, Chapter 49 contains the intoxication and alcoholic beverage offenses recognized by the State of Texas; these offenses are subject to change at any time by the Texas State Legislature and the Governor.

Health and Safety Code, Title 6, Subtitle C, Chapter 481 is the Texas Controlled Substances Act which contains the offenses recognized by the State of Texas for the possession and delivery of controlled substances; these offenses are subject to change at any time by the Texas State Legislature and the Governor.

Alcoholic Beverage Code, Title 6 4, Chapter 106 contains the offenses involved in the purchase, consumption, and possession of alcohol by a minor; these offenses are subject to change at any time by the Texas State Legislature and the Governor.

Texas Penal Code, Title 3, Chapter 12 contains the possible punishments of a person adjudged guilty of an offense. Penalties are subject to change at any time by the Texas State Legislature of the Governor.

If use of a prescription drug may impair your performance or affect safety while performing course-related services, you should notify the Instructor or supervisor immediately so Charles & Sue's School of Hair Design can take whatever action it finds appropriate to protect your safety and that of other students and clients. Any student or staff member who violates this policy is subject to suspension or expulsion from the program.

The designated campus security official will also go over theft and vandalism during orientation with the students. A report is updated when classes and/ or workshops training are acquired.

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DRUG AND ALCOHOL TREATMENT FACILITIES

If you or someone you know is struggling with drug or alcohol abuse; please call:

1-877- 335-HOPE (4673) or one of the treatment centers listed below:

AA Abuse Helpline-24 hours 1-800-299-6310

La Hacienda Treatment Center
702 University Dr. East, Suite 100-D
College Station, TX 77840
Phone: (979) 846-9500
Fax: (979) 846-4357
webinfo@lahacienda.com

Violence, Dating Violence, Sexual Assault or Stalking

Reporting a Sex Offense, Domestic Violence, Dating Violence, Sexual Assault or Stalking

It is the policy of Charles & Sue's School of Hair Design to immediately report any sexual offense to the Bryan Police Department, whether committed on or off campus. It is imperative that victims of any kind of sexual offense report the crime to one of Charles & Sue's School of Hair Design security authorities and/or to the Bryan Police Department. It is also important to preserve any and all evidence (i.e. clothing, objects and any other biological evidence) for the proof of a criminal offense.

When sexual assaults are committed off-campus, persons are encouraged to report to the appropriate law enforcement agency, but a student may elect, instead, to report the sexual assault to one of the campus security authorities. Any assault will be immediately reported to the Bryan Police Department. If an assault is reported to the campus security authorities, a grievance form will be provided to the student.

Procedures if you are a Victim of Sexual Assault, Domestic Violence, Dating Violence or Stalking

1. Report to Police.
2. Tell the first person you see and point out the attacker.
3. Don't shower or bathe.
4. Preserve as much evidence as possible.
5. Remember all you can about the attacker such as age, height, weight, race, color of eyes-hair-clothes, type of complexion-pants-shirt-shoes.

Disciplinary Action for Sex Offense, Domestic Violence, Dating Violence, Sexual Assault or Stalking Convictions

If a student or a staff member is convicted of a sexual offense, domestic violence, dating violence, sexual assault or stalking regardless of whether or not the action took place on Charles & Sue's School of Hair Design campus, that individual is subject to disciplinary actions by the School. Any student or staff member may be subject to sanctions leading up to or including termination if convicted of any domestic violence, sex offense, including rape, acquaintance rape or any other forcible or non-forcible sex offenses.

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Both the accuser and the accused will be informed of the outcome of any institutional sanctions. Additionally, both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Also, Charles & Sue's School of Hair Design is obligated to comply with a student's request for an academic situating change following an alleged sex offense.

Rape, Sexual Abuse Domestic Violence, Dating Violence and Stalking Support

At this time, Charles & Sue's School of Hair Design does not have on-campus resources for victims of a sexual assault. The following organizations are available to the community for assistance:

Scotty's House
2424 Kent Street
Bryan, TX 77802
979-703-8813
info@scottyshouse.org
Report Child Abuse
1-800-252-5400

National Sexual Assault Hotline
1-800-656-4673

The National Domestic Violence Hotline
1-800-799-7233 or
1-800-787-3223

The National Women's Health Information
Center, U.S. Dept. of Health and Human
Services Office on Women's Health
1-800-994-9662
www.womenshealth.gov

Local Police Departments
Bryan-Non-Emergency # 979-209-5303
College Station-Non-Emergency
979-764-3600
Emergency # Dial 911

Registered Sex Offenders

In accordance to the Campus Sex Crimes Prevention Act of 2000 (CSCPA), which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Cleary Act and the Family Educational Rights and Privacy Act of 1974 (FERPA), the state of Texas is required to provide information as to the location, enrollment and/or employment of a sex offender at a post-secondary institution to local law enforcement authorities.

Charles & Sue's School of Hair Design is required to inform both staff and students of recourses where this information can be found. The law also requires sex offenders already required to register in a State to provide notice to each higher education institution in that State at which the person is employed, carries a vocation, or is a student. Pursuant to Texas Code of Criminal Procedures Article 62.005, the Texas Department of Public Safety (DPS) establishes this website as the official internet public access to the DPS sex offender registration computerized central database. Use the following URL to access the Texas DPS website: <https://records.txdps.state.tx.us/SexOffender/>. Charles & Sue's School of Hair Design campus address is, 1711 Briarcrest Drive, Bryan, TX.

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Charles & Sue's School of Hair Design does not condone violence or hate crimes of any kind. Further, Charles & Sue's School of Hair Design endeavors to safeguard the rights of American citizens that are mandated by the Constitution of the United States, regardless of ethnicity, national origin, religion, gender, sexual identity, disability and political or religious beliefs.

During the academic year, Charles & Sue's School of Hair Design provides educational programs conducted by professionals in the Bryan/College Station area, to promote the awareness of sexual assault (rape and acquaintance rape) and domestic violence, as well as education sessions on personal safety. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of other.

SECURITY TIPS PERSONAL SAFETY: PROTECT YOURSELF

Prevention is the best protection against crime.

- Don't dismiss suspicious people or situations.
- Don't put yourself in harm's way; avoid dangerous situations.
- Lock your car doors.
- Use common sense.
- Don't walk alone at night; stay in lighted areas.
- Park your vehicle in lighted areas; lock the doors.
- Keep valuables out of sight; don't tempt a thief.
- Don't give out your keys; they can be copied.
- Report all crimes and suspicious acts.

THINGS TO DO TO REDUCE THE RISK

- Lock doors.
- Avoid out-of-the-way places.
- Vary your routine.
- Learn about friends' attitudes before becoming friendly.
- Watch alcohol intake.
- Leave lights on in rooms.
- Have transportation or use public transportation.

AUTO THEFT PREVENTION: SECURING YOUR VEHICLE

- Always lock your car, even if you're leaving it for a short time.
- Remove the key, and do not keep a spare key hidden somewhere on the frame or body of the vehicle in a magnetic box.
- All windows should be rolled up completely. One slightly open window can render all other precautions useless.
- Park as close to the building as possible when parking at shopping malls or stores.

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- Park in well-lit areas. When possible park in an attended parking lot or garage. At home, park your vehicle in the garage.
- When parking in a public lot, never tell anyone how long you'll be (including the attendant). If a key must be left with an attendant, leave only the ignition key.
- Don't leave valuables visible in your car. Radios, cameras, packages, etc. attract attention and can tempt thieves to break in. Lock all valuables in the trunk.
- Never leave credit cards, checkbooks, or papers pertaining to the vehicle in the glove box. It could aid the thief in selling your car.
- Do not attach a name tag or plate to your key ring. It could lead a thief directly to your house or car if you lose your keys. Crime Statistics Crime statistics include all reports received by the Bryan Police Department and from the persons designated as Campus Security Authorities for Charles & Sue's School of Hair Design.

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Hazard and Incident Report Form

SECTION A – DETAILS OF PERSON INVOLVED IN INCIDENT OR REPORTING HAZARD

Name: _____ Phone: _____/_____

Address: _____ City _____ State: _____

Zip: _____

Staff Student Guest

SECTION B – INCIDENT DETAILS OR NATURE OF HAZARD OR DAMAGE

(Use a separate sheet if necessary)

Date of Incident: ____/____/____ Time: _____am/pm Location of Incident,

Hazard or Damage: _____

_____.

Brief Description of Incident, Hazard, Fire, Damage, etc. (what happened?): _____

_____.

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If injury occurred and injured person is under the age of 18 or otherwise dependent, please complete the following:

Name of Father/Male Guardian: _____ **Phone:** _____

Name of Mother/Female Guardian: _____ **Phone:** _____

Address of parents/guardians: _____.

Signature of injured person: _____ **Date:** __/__/__

Signature of parent/guardian if under 18: _____ **Date:** __/__/__

Describe injuries/illness including part(s) and side(s) of body affected:

_____.

SECTION C – WITNESSES TO INCIDENT, HAZARD, OR DAMAGE

List of witnesses or first person on scene:

Name: _____ **Address:** _____

Phone: _____ **Comments:** _____

Name: _____ **Address:** _____

Phone: _____ **Comments:** _____

Name: _____ **Address:** _____

Phone: _____ **Comments:** _____

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SECTION D – SUPERVISOR/MANAGEMENT NOTIFICATION

Name of Supervisor/Member of Management Incident, Hazard, or Damage reported to:

_____ **Date/Time of notification:** ____/____/____; ____ am/pm

Supervisor's Notes:

_____.

Signature of Supervisor/Member of Management: _____

Title: _____ **Phone:** _____ **Date:** ____/____/____

Additional Notes/Comments re: Investigation, Preventative Action, Recommendations, Maintenance, Repairs, etc. (attach any necessary documents)

CONDUCT AND EMPLOYABILITY STANDARDS

Appearance, attitude and professional behavior are important elements of the student's career preparation and job success.

1. When a student's appearance and/or attitude is in opposition to the career education goals to which the School's academic and placement assistance are dedicated, the student may be advised, dismissed for the day and/or placed on probation. If no progress is shown during the probation period, the student may be dismissed.
2. When a student's behavior interferes with the rights of others, disrupts and/or prohibits the learning process of other students, or is in opposition to policies and rules of the classroom and the School, the student may be advised, dismissed for the day and/or placed on probation. If no progress is shown during probation period, the student may be dismissed.
3. When a student is guilty of negligent and/or careless acts and/or omissions in the learning process so as to endanger or to cause injury to another person or property, the student may be advised, dismissed for the day and/or placed on probation or may be automatically dismissed.
4. Under certain circumstances, a student's conduct may warrant immediate dismissal. Examples of this include, but are not limited to:
 - a. Engaging in verbal threats, intimidation, use of foul or profane language, physical threats, sexual assault, physical violence, racial or sexual harassment in or around the School.
 - b. Possession of weapons, firearms and knives while on School property or when involved in any School sponsored activity.
 - c. Possessing, distributing or using alcohol and/or illegal drugs in or around the School.
 - d. Vandalizing, stealing or being in possession of stolen property.
 - e. Falsifying personal information on school documents and/or presentation of forged documents.

SEXUAL MISCONDUCT PREVENTION AND RESPONSE

If a final determination is made that any student of Charles & Sue's School of Hair Design is found to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances in violation of the law on School property or at School events, they shall be subject to, at a minimum, the referral to counseling and automatic and immediate suspension or dismissal from School. Charles & Sue's School of Hair Design imposed sanctions are additional to any legal actions taken by local, state, or federal authorities.

Charles & Sue's School of Hair Design is committed to complying with all laws that prohibit discrimination on the basis of sex in admission to, employment with, and otherwise in the operation of its educational program and activities. Among the applicable laws, Title IX of the Education Amendments of 1972 prohibits sex discrimination and sexual harassment in schools. In compliance with Title IX, Charles & Sue's School of Hair Design is committed to ensuring that all its students have equal opportunity to benefit from our program and activities, and that all its employees enjoy equal employment opportunity, free from sex discrimination and sexual harassment. The protections of Title IX also extend to third parties. Charles & Sue's School of Hair Design has developed this Title IX policy and the associated processes to ensure that all complaints of sex discrimination and sexual harassment—whether brought by students, employees, or third parties—are promptly investigated and, where a violation is found, that Charles & Sue's School of Hair Design takes action to end the conduct, prevent its recurrence, and address its effects.

Sexual harassment is unwelcomed advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interfered with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment.

Individuals who believe they are victims of sexual harassment should make it clear that such behavior is offensive to them. If the behavior continues, document the matter and refer it to Campus Security Authorities.

Students who are found to be participating in any form of sexual harassment will be subject to disciplinary action, including but not limited to suspension or dismissal from school.

Any student, employee or other person who believes that he or she has been subjected to any form of sex discrimination, sexual harassment, or sexual assault in violation of this policy should make a complaint. Charles & Sue's School of Hair Design takes all such complaints seriously.

Charles & Sue's School of Hair Design strongly encourages any person who wishes to make a complaint under this policy to bring that complaint directly to the School's Title IX Coordinator. However, a student may also bring such a complaint to an Admission Representative, Educator, School Director, or staff member with whom he or she is comfortable. Likewise, an employee may bring such a complaint to

their immediate supervisor, another manager, or a human resources generalist. In each case, the complainant should understand that the complaint will be forwarded to the Title IX Coordinator.

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Title IX Coordinators: Tracy Gilstrap

The Title IX Coordinator is located at Charles & Sue's School of Hair Design of

Hair Design. Title IX Coordinator-Campus Support Center

Charles & Sue's School of Hair Design

of Hair Design 1711 Briarcrest Drive

Bryan, TX 77802

Phone: (979) 776-4375

Fax: (979) 776-4380

E-mail: charlesandsues@gmail.com

If you believe you have been sexually assaulted, your first priority should be to get to a place of safety. Charles & Sue's School of Hair Design strongly advocates that a victim of sexual assault reports the incident in a timely manner.

STUDENT CONDUCT

Time is a critical factor for evidence collection and preservation for the proof of a criminal offense. An assault should be reported directly to local police and/or Campus Security Authorities. Upon request, Campus Security Authorities will assist victims in reporting incidents of sexual assault to local police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Charles & Sue's School of Hair Design seeks to handle each complaint and investigation with professionalism and discretion. A fair and effective investigation often requires that the details of the complaint and/or the identity of the complainant be shared with those individuals involved in and/or interviewed in the investigation. Such individuals will, however, are expected to maintain the confidentiality of the matter to the extent possible.

You can obtain information about rape awareness and prevention, victim support, counseling and mental health from the Rape, Abuse, and Incest National Network, at 1-800-656- HOPE (4673) or their website: <http://www.rainn.org>. Charles & Sue's School of Hair Design does not offer on-campus counseling services.

In the event a student has been apprehended for the violation of a law in the community, state or nation, the School will not request nor agree to special consideration for that individual because of his or her status as a student. The School will cooperate fully with law enforcement and other agencies in the enforcement of the law.

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ANNUAL SECURITY REPORT

In compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics of 1998 (formally the Crime Awareness and Campus Security Act of 1990) the following information is provided...

CAMPUS is defined as: Any building or property owned or controlled by the school within the same contiguous area and used by the school in direct support of or related to its educational purposes.

The following criminal offenses occurred on campus during a three-year period of July 1, 2013 through June 30, 2016.

2013

TYPE OF CRIME	NUMBER OF OCCURRENCES	NUMBER OF ARRESTS	NON CAMPUS	PUBLIC PROPERTY	DUE TO SEXUAL ORIENTATION	DUE TO RACE	DUE TO GENDER	DUE TO RELIGION	DUE TO ETHNICITY	DUE TO A DISABILITY
Murder Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Murder Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Sex Offenses/Forcible	0	0	0	0	0	0	0	0	0	0
Sex Offense/Non- Forcible	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Law Violations	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0

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www.securityoncampus.org/schools/cleryact

Charles & Sue's School of Hair Design

Annual Security Policy

2016

2014

TYPE OF CRIME	NUMBER OF OCCURRENCES	NUMBER OF ARRESTS	NON CAMPUS	PUBLIC PROPERTY	DUE TO SEXUAL ORIENTATION	DUE TO RACE	DUE TO GENDER	DUE TO RELIGION	DUE TO ETHNICITY	DUE TO A DISABILITY
Murder Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Murder Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Sex Offenses/Forcible	0	0	0	0	0	0	0	0	0	0
Sex Offense/Non- Forcible	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Law Violations	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0

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Annual Security Policy

2016

2015

TYPE OF CRIME	NUMBER OF OCCURRENCES	NUMBER OF ARRESTS	NON CAMPUS	PUBLIC PROPERTY	DUE TO SEXUAL ORIENTATION	DUE TO RACE	DUE TO GENDER	DUE TO RELIGION	DUE TO ETHNICITY	DUE TO A DISABILITY
Murder Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Murder Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Sex Offenses/Forcible	0	0	0	0	0	0	0	0	0	0
Sex Offense/Non- Forcible	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Law Violations	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0

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Murder Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Murder Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Sex Offenses/Forcible	0	0	0	0	0	0	0	0	0	0
Sex Offense/Non- Forcible	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Law Violations	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0

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