



**Annual Security Policy
&
Campus Crime Statistics
2022, 2023, 2024 & 2025**

Table of Contents

Preparation of the Annual Security Report and Disclosure of Crime Statistics.....	3
Annual Security Report Notifications.....	3
Campus Law Enforcement.....	3
Reporting Crimes.....	4
Campus Security Authority.....	4
Timely Warning Policy.....	5
Emergency Communication Tools.....	6
Emergency Response and Evacuation Policy.....	7
Emergency Preparedness.....	8
Security of and Access to Campus Facilities.....	9
Maintenance of Campus Facilities.....	9
Sexual Assault, Dating Violence, Domestic Violence, and Stalking.....	10
Investigations and Disciplinary Proceedings.....	17
Prevention & Awareness Programs.....	21
Other Considerations.....	22
Sex Offender Registry.....	23
Definitions of Clery Act Offenses Using FBI's Uniform Crime Reporting System.....	23
Definition of Clery Act Locations.....	31
Reportable Crimes.....	32
Crime Statistics.....	32
Crime Prevention and Security Awareness.....	34
Important Telephone Numbers.....	35
Resources.....	36
Crime, Safety & Fire Drill/Evacuation Forms.....	37
Title IX Policy.....	40
Signature Page to Sign and Return.....	43

Preparation of the Annual Security Report and Disclosure of Crime Statistics

Enacted in 1990, The Crime Awareness and Campus Security Act was designed to assist the campus community in making decisions which affect their personal safety by requiring institutions of higher education provide certain campus security information to current and prospective students and employees annually. The Higher Education Act of 1998 and the subsequent amendments of the implementing regulations (34 C.F.R.668.46) significantly expanded institutions' obligations under the Act. The Act was also renamed the "Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act" (hereafter the Clery Act).

Charles & Sue's School of Hair Design prepares the following report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Annual Security Report is published every year by October 1st and contains four years of selected campus crime statistics and certain campus security policy statements in accordance with the Clery Act. The 2024 Annual Security Report contains crime statistics for the calendar years 2024, 2023, 2022, and 2021.

The report is prepared in cooperation with local law enforcement agencies, the Director, and the Campus Security Authority (CSA). The Annual Security Report includes campus crimes and arrests reported to, but not limited to, such entities. The statistics required do not include the identification of the victim or the person accused of committing the crime.

The report is submitted via the ED Website (<http://surveys.ope.ed.gov/security>) by the required deadline of October 1st.

Reporting Area

Charles & Sue's School of Hair Design reports statistics from all property controlled and/or used by the school. Information relative to areas adjacent or contiguous with the school facilities has been provided by the Bryan Police Department. The Campus Geography is Defined As:

Main Academic Facilities:	1711 Briarcrest Drive, Bryan TX 77802
Public Property:	1711 Briarcrest Drive, Bryan, TX 77802; parking lot that backs up to Goesler Street.

Annual Security Report Notifications

Each year, on October 1st, an e-mail notification is sent to all current students, faculty, and staff advising them of the updated annual report. Upon request, individuals may obtain a written paper copy of the report at 1711 Briarcrest Drive, Bryan, TX, or by calling 979-776-4375. The report is found at the following website: www.charlesandsues.com.

Prospective students and employees are notified of the availability of the Annual Security Report through an email distributed when applying for a vacant position. The report can also be accessed through our website at: www.charlesandsues.com.

Campus Law Enforcement

Charles & Sue's School of Hair Design does not have Campus Law Enforcement, therefore we are not required to have a Daily Crime Log.

Arrest Authority

The Bryan Police Department has sole arresting authority on the Charles & Sue's School of Hair Design campus and the surrounding areas.

Enforcement Authority

All crimes reported to the Bryan Police Dept. are investigated and are referred for prosecution through the Offices of the County Attorney and District Attorney when appropriate. Criminal matters involving Charles & Sue's School of Hair Design students may also be referred to administration for disciplinary action.

Working Relationships and Agreements

Charles & Sue's School of Hair Design maintains a good working relationship with the Bryan Police Department services via periodic contact initiated by Charles & Sue's School of Hair Design personnel to ensure that the school is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary provide for timely warning reports on crimes that represent continuing threat.

The school does not have a written memorandum of understanding with the Bryan Police Department.

Reporting Crimes

Incident Reporting and Response

Any on-campus emergency should be reported immediately to the Bryan Police Dept. by dialing 911 from a cellular phone, or in person. For non-emergencies contact BPD 979-361-3888 from a campus phone, cell phone, or in person. Upon receipt of the call, the BPD personnel can supply information or dispatch officers, as necessary.

The Bryan Police Dept. Communications Operator will request basic information regarding the call for service and the caller's contact information as an officer may need to subsequently reach the reporting party. A Police Officer will either be dispatched to the scene depending on the type of call. The Police Officer may then issue a case number for the call and complete an incident or offense report. Copies of all incident and offense reports are kept with the BPD Records division for a time period mandated by institutional and state records retention policies.

The Bryan Police Department will respond as quickly and safely as possible to any request for assistance, whether it is an emergency or not. Response time is based on current activity and severity of the call. Crimes in progress, alarms, traffic accidents with injuries, and medical assists have a higher priority than other types of calls. For non-campus offenses, we encourage prompt reporting to the proper local law enforcement agency.

We cannot overemphasize the importance of prompt and accurate reporting of crime. If a crime is not reported promptly, evidence can be destroyed or the potential to apprehend a suspect is lost. Without accurate reports, leads could be missed, and the investigation headed in the wrong direction. If you witness a crime or emergency, promptly report it to the BPD and be prepared to answer questions as accurately as you can. The subsequent investigation can only be as thorough as the information received. If you are the victim of a crime, or you have seen or received information of criminal activity or another emergency, please contact the BPD immediately.

Bryan Police Department: 979-209-5300

Reporting Criminal Offenses to Campus Security Authorities

Faculty, staff, and students are encouraged to report any criminal offenses within the campus environment directly to the Campus Security Authority or the BPD. For non-campus offenses, we encourage accurate and prompt reporting to the proper local law enforcement agency. As an option, you may also report criminal offenses of which you are aware to the following Charles & Sue's School of Hair Design offices:

Campus Security Authority

Name	Phone
Director, Tracy Gilstrap	979-776-4375
Admissions Representative, Debbie Kelley	979-776-4375
Director of Education, Vikki Fritsche	979-776-4375

Crime reports provided to campus security authorities are used by the school to fulfill its responsibility to annually disclose accurate crime statistics and to issue or facilitate the issuance of timely warnings or emergency notifications. If the Emergency Notification procedure is used, the institution is not required to issue a timely warning, if adequate follow-up information is provided to the community as needed. Campus security authority crime reports should include sufficient detail such as dates and locations, and where appropriate, personally identifying information, including name and contact information, if available.

Students, faculty, staff, community members, and guests are encouraged to report all crimes and public safety related incidents to the appropriate police agencies in an accurate and prompt manner when the victim of such crimes elects or is unable to make such a report. The BPD Victim Services program provides information regarding victims' rights, as well as assistance in dealing with the traumatizing consequences of crimes, to those who make a report or who may be reluctant to report. It is our goal to provide assistance wherever the report is made and include Clery Act countable crimes in our annual security report.

Although exempt from the reporting requirements of the Clery Act, pastoral and professional mental health counselors are encouraged, if and when they deem appropriate, to refer persons they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual statistics and crime log, especially if the incident may pose an ongoing threat to the campus community.

Bryan Police Department Victim's Assistance: 979-209-5312

Confidential and Anonymous Reporting of Crimes

Charles & Sue's School of Hair Design encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, BPD cannot hold reports of crimes in confidence. Voluntary confidential reports, for purposes of inclusion in the annual disclosure of crime statistics and crime log, can generally be made by victims, witnesses, and others to the campus security authorities listed on the previous page. Felony crimes can be reported anonymously by calling Crime Stoppers at 979-775-TIPS (8477). Concerning behavior, including crimes, can be reported anonymously to the Director of Charles & Sue's School of Hair Design, by calling 979-776-4375, in person or by email at director@charlesandsues.com. Felony crimes can be reported anonymously by calling Crime Stoppers at 979-775-TIPS (8477).

Timely Warning Policy

The current campus policy for making timely reports to members of the campus community is as follows:

Institutions of higher learning are not required to issue a timely warning for non-Clery Act crimes or for crimes reported to a pastoral or professional counselor. There are no other exceptions.

The Director or an express designee, has a responsibility to provide timely warnings about reported Clery Act crimes to the campus community in a manner that will aid in the prevention of similar crimes. A timely warning may be issued regarding other (non-Clery Act) crimes as deemed necessary by the Director or express designee.

The Decision to Issue a Timely Warning

A warning must be issued when both of the following conditions are met: (1) arson, aggravated assault, criminal homicide, robbery, sex offenses, illegal weapons possession, burglary, motor vehicle theft, or any crime determined to be a hate crime is reported to the Director; and (2) the crime is considered by the school to represent a continuing threat to students or employees.

A warning may be issued regarding other crimes as deemed necessary by the Director. The Director or an express designee, is responsible for making the decision whether a timely warning will be issued.

Determining Whether a Continuing Threat Exists

1. Whether a reported crime constitutes a continuing threat must be decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.
2. Examples of crimes that could constitute a continuing threat include but are not limited to:
 - a. a serial crime that targets certain campus populations such as sex crimes or race-based crimes in which the perpetrator has not been apprehended.
 - b. a crime in which there is no apparent connection between perpetrator and victim and the perpetrator has not been apprehended.
3. Crimes that would not constitute a continuing threat include but are not limited to:
 - a. crimes in which the perpetrator has been apprehended, thereby neutralizing the threat.

- b. crimes in which an identified perpetrator targets specific individuals to the exclusion of others, such as domestic violence.

Content of the Warning Notice

1. The warning must contain sufficient information about the nature of the threat to allow members of the school to take action to protect themselves. Some, if not all, of the following information will be included in the warning:
 - a. A concise statement of the incident.
 - b. Possible connection to previous incidents, if applicable.
 - c. Physical description of the suspect.
 - d. Composite drawing of the suspect, if available.
 - e. Date and time the warning was released.
 - f. Other relevant and important information.

Timing of the Warning

1. In an immediate and serious threat, e.g., an active shooter on campus, a warning may need to be issued immediately with few facts and then be continually updated until the threat is contained or neutralized.
2. If a threat that is less immediate, the warning can go out later after facts are more fully developed.

Method of Distribution

1. The warning must be distributed in a manner reasonably likely to reach the entire school community.
2. Depending on the circumstances, any of the following methods, or combination thereof, may be used:
 - a. Activation of the Charles & Sue's School of Hair Design siren system
 - b. Text and/or email alerts
 - c. Posting of notices
 - d. Posting to the Charles & Sue's School of Hair Design website home page
 - e. Press release
 - f. Voice message over the intercom system

It is important to note that in some cases law enforcement may need to withhold some facts if releasing the information would compromise an ongoing investigation or the identity of the victim. Victim names and other identifying information of victims are never included in Crime Alerts.

EMERGENCY COMMUNICATIONS TOOLS

- a) Emergencies may range from inclement weather, to building evacuations, to campus closures, and the school has a variety of tools to communicate with the public in the event of these and other possible emergencies. Depending on the type of emergency, the school may use some or all of the following tools to communicate with faculty, staff, and students:
 1. Charles & Sue's School of Hair Design Siren System: This system delivers a siren warning in the event of certain on-campus emergencies.
 2. **Text/Email Alerts:** Charles & Sue's School of Hair Design provides an emergency text/email notification system for members of the school community. To sign up for a text/email notification system, each student will receive a text/email message to Opt-In to the **TEXT REQUEST** text messaging system. The service will send text messages to the student in the event of a campus closure or other emergency. There is no charge for this service, other than any standard text messaging rates that the student's carrier may apply. Failure to subscribe to the emergency text/email notification system constitutes the student's implied acceptance to opt out of the notification system. The alert system can transmit short notifications by email to any outside email address and/or by text message to a cell phone.
 3. The service will send text messages to the student in the event of a school closure or other emergency. There is no charge for this service, other than any standard text messaging rates that the student's carrier may apply.
 4. **Local Media:** The Director makes calls to local media. The school depends a great deal on broadcast media to notify students, faculty, and staff of emergencies before or during their commutes.
 5. The Director has a telephone log of department contacts that is initiated during an emergency.

Charles & Sue's School of Hair Design Annual Security Policy 2025

The Director or an express designee is typically the one who delivers emergency information. Upon considering this information, the Director or an express designee develops the messages and activates campus-wide communications.

Emergency Response and Evacuation Policy

The procedures disclosed in this section apply to emergency situations occurring on the campus of Charles & Sue's School of Hair Design in Bryan, i.e., on-campus property. The institution does not have separate procedures for emergency situations occurring on non-campus property.

The follow personnel are responsible for carrying out the Emergency Response and Evacuation Policy:

Campus Security Authority

Name	Phone
Director, Tracy Gilstrap	979-776-4375
Admissions Representative, Debbie Kelley	979-776-4375

Emergency Notification System

In the event of an emergency, it is critical to stay informed. Charles & Sue's School of Hair Design emergency notification system, called **TEXT REQUEST**. Parents, family, and friends of Charles & Sue's School of Hair Design can receive alerts as well as students.

What is it?

In an emergency, **TEXT REQUEST** enables authorized school officials to inform the Charles & Sue's School of Hair Design community about emergency situations through mechanisms other than regular school email, telephones, or building alarms. However, in addition to **TEXT REQUEST**, additional methods of notifications used may include emails, campus websites, and signs.

How does it work?

TEXT REQUEST is a landline system that can transmit short notifications by text message to a cell phone anywhere in the U.S. The messages are initiated by a member of the school's senior administration when required for safety purposes.

Why is this important?

The information in the emergency notification system will be used primarily to contact all members of the school community in case of emergency, an evacuation due to a natural disaster, or some other urgent situation that requires rapid, wide-scale notification of the Charles & Sue's School of Hair Design community as determined by the school's senior administration.

EMERGENCY NOTIFICATION AND EVACUATION POLICY

In the event of a report of a dangerous or emergency situation to any staff member, the staff member will contact the school Director or any other senior administrative officer to report the situation. The Director or any other senior administrative officer will then review the situation, and if appropriate confer with local law enforcement or other first responders, to confirm the issue(s) involved and determine if emergency notification is warranted.

In the event of a confirmed emergency situation, the Director or any other senior administrative officer will determine the appropriate segments of the school population to receive notification and determine the content of the notification (i.e., how much information is appropriate to disseminate at different points in time), which will then be passed on to the staff members for immediate dissemination to the campus community via blast email and/or verbally to all students/staff present on campus providing the notification would not compromise the ability to contain the emergency or endanger additional students or staff members.

If appropriate, **TEXT REQUEST** will be used. Charles & Sue's School of Hair Design would not immediately notify the school community if doing so would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency. The Director will then review the situation, and if appropriate confer with local law enforcement or other first responders, to confirm the issue(s) involved and determine if emergency notification is warranted.

In the event of an emergency requiring Charles & Sue's School of Hair Design to close temporarily, the school Director or an express designee will initiate an announcement of the duration of the closure via **TEXT REQUEST**. Facebook and Media

if necessary.

Disseminating Information to the Larger Community

In the event that a crisis occurs on school property, the Director will be notified as soon as possible. As chief spokesperson(s) for the school, Director will ultimately be responsible for providing strategic direction and implementing protocols as needed. The Director will work with the Campus Security Authorities to prepare and disseminate internal and external messages, through **TEXT REQUEST**, distribute news releases, respond to media inquiries, post on social media, and the school website with pertinent information, and share timely information as appropriate. In case of an emergency, the Charles & Sue's School of Hair Design main website will be updated with current information pertaining to the incident. Individuals receiving the emergency notification will also be advised with updated information, as needed, using the same method(s) as the original notification.

EMERGENCY PREPAREDNESS

Emergencies and disasters are unpredictable and strike without warning. Charles & Sue's School of Hair Design has organized and implemented emergency response procedures, as well as guidelines to help prepare and train all employees to respond effectively to an emergency.

This quick reference information and procedures on how to report an emergency, what to do, who will assist you and what help will come from building and professional emergency units during such emergencies. Students, faculty, and staff should be very familiar with the safety procedures.

Phone Numbers for Emergencies

Police	911
Fire Department	911
Ambulance	911
Office of the Director.....	979-776-4375

An effective safety program requires total commitment from administration, faculty, and staff. The key to this commitment is the development of a reasonable set of guidelines on safety practices under which all concerned are willing to operate and assume responsibility. Careful planning means all work will be based on an understanding of the hazards involved, knowledge of the work area and safe working procedures.

It is especially important that all levels of supervision and management accept the philosophy that accidents and injuries are preventable and reflect this in their actions. The extent to which supervision does this will determine the success or failure of the safety procedures and accident prevention programs.

Emergencies and disasters are unpredictable and strike without warning. Failure of advance emergency preparation may result in death or injury to personnel or students, loss or damage facilities, property, and equipment.

This safety plan contains quick reference information and check list procedures on how to report an emergency and what to do, who will assist you, and what help will come from building and professional emergency units during such emergencies.

Special Provisions

- The Fire Alarm is located at the front entrance.
- Portable extinguishers are located in different areas of the building. These are to be used for electrical fires or on gasoline, paint, or other combustible materials.
- At any time, a fire is discovered or any time a fire extinguisher has been used, the campus security authority must be notified. These extinguishers must be recharged after use.

Evacuation Drills

Evacuation drills are conducted every Spring and Fall, (twice per year) to educate staff and students on how to react in the event of an actual fire or other emergency situation. These drills will be unannounced. Notification examples include using the intercom system, **Text Request** text alert system, directing students to the emergency exits, and

execution of procedures for evacuating the building. Charles & Sue's School of Hair Design recognizes that, at any time, an emergency can occur which may require that students and staff take steps to prevent the loss of life or the destruction of property. Such emergencies include natural disasters, weather related incidents, fire, chemical spills, medical incidents involving injuries or illness, civil disturbances, bomb threats and violent crime. During an evacuation drill, staff will check every room to ascertain that all areas have been evacuated.

If at any time it becomes necessary to evacuate for any reason, the evacuees should proceed out of the building. All personnel should again be accounted for at this time.

Charles & Sue's School of Hair Design tests various aspects of our emergency operations plan on at least an annual basis. Testing reports and review documentation include a description of the exercise, the date the test was held, and the start and end time of the exercise.

Security of and Access to Campus Facilities

Academic Facilities

The academic facilities are generally open from the hours of 8:15 a.m. to 2:30 p.m. on Mondays and 8:15 a.m. to 5:30 p.m. Tuesday through Thursday, 8:15 a.m. to 4:30 p.m. on Fridays and Saturdays.

The Director, Admissions Representative, Financial Aid Officer, and Educators are responsible for ensuring that individuals entering and within the building are employees, students, and guests; consequently, employees of Charles & Sue's School of Hair Design are authorized to request identification from any individual arriving, leaving, or within the building. They have the authority to evict people from Charles & Sue's School of Hair Design.

The main campus of Charles & Sue's School of Hair Design is located within the City of Bryan and the public areas are therefore readily accessible. In general, the academic buildings are open to the public, at a minimum, during normal business hours.

If a safety concern exists, employees and students should contact the Director's office at 979-776-4375 or in the event of a crime in progress, dial 911.

Maintenance of Campus Facilities

The Director is responsible for the ongoing maintenance of Charles & Sue's School of Hair Design campus. Faculty and staff are encouraged to report maintenance problems to the Director at 979-776-4375.

Alcoholic Beverages, Illegal Drugs, and Weapons

Education Programs

According to the Drug-Free Schools and Communities Act, Charles & Sue's School of Hair Design reviews its programs, services, and policies to prevent unlawful possession, use, distribution, or sale of alcohol and illicit drugs.

Alcohol Policy

As an institution interested in the intellectual, physical, and psychological well-being of the campus community, Charles & Sue's School of Hair Design deems it important to curtail the abusive or illegal use of alcoholic beverages. All members of the campus community and guests are required to comply with federal and state laws regarding the possession, use, distribution or sale of alcoholic beverages. Except as permitted or expressly authorized by state law, alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under 21 years of age.

Additionally, alcohol possession, use, distribution, or sale of alcoholic beverages are prohibited on Charles & Sue's School of Hair Design premises. Consequences for policy violations could result in sanctions by the school and/or criminal charges/arrest by BPD for state law violations.

Illegal Drugs Policy

Federal Law prohibits the unlawful possession, use, sale, or distribution of drugs. Texas state law prohibits the possession, use, sale, manufacture, or delivery of a controlled substance. A controlled substance includes any drug, substance or immediate precursor covered under the Texas Controlled Substances Act, including but not limited to opiates, barbiturates, amphetamines, marijuana, and hallucinogens. Drug paraphernalia is also prohibited under Texas Law. Drug paraphernalia includes all equipment, products and material of any kind that are used to facilitate, or intended or designed to facilitate, violations of the Texas Controlled Substances Act. All students and employees are expected to abide by federal and state laws pertaining to controlled substances and illicit drugs. Alleged violations of these laws may result in criminal charges and may also be adjudicated through school conduct procedures.

The Director (979-776-4375) is committed to promoting responsible decision-making regarding alcohol and other drugs through educational programming, resources, and referrals.

Weapons Policy

In accordance with [Texas Penal Code Ch. 46.03](#), it is a felony to intentionally, knowingly, or recklessly possess a firearm, illegal knife, or prohibited weapon on the physical premises of a school or educational institution, to include any buildings under the direct control of the educational institution.

Possession or use of firearms, fireworks, ammunition, or other dangerous weapons or materials is prohibited on Charles & Sue's School of Hair Design- controlled property and at school-sponsored activities.

Sexual Assault, Dating Violence, Domestic Violence, and Stalking

In accordance with federal law, Charles & Sue's School of Hair Design prohibits illegal discrimination on the basis of sex and prohibits sexual assault, dating violence, domestic violence, stalking, (as those terms are defined for the purposes of the Clery Act) and/or related retaliation. The following are statements of policy that address sexual assault, dating violence, domestic violence, and stalking, whether it occurs on or off campus, when it is reported to a school official. The policies in this section also apply to the other forms of sexual harassment as defined in Civil Rights Compliance.

Procedures for Reporting Sexual Assault, Dating Violence, Domestic Violence, Stalking, and Related Retaliation

Individuals reporting sexual assault, dating violence, domestic violence, or stalking have the option of notifying the Campus Security Authority and/or local law enforcement authorities. Below is a list of local law enforcement agencies. Reports should be filed with the agency where the incident occurred.

Agency	Phone
Bryan Police Department	979-361-3888
College Station Police Department	979-764-3600
Brazos County Sheriff's Department	979-361-4900

BPD is available to receive and investigate reports of sexual assault, dating violence, domestic violence, and stalking; assist in securing medical attention; participate in evidence preservation and collection; conduct criminal investigations of crimes; and inform the individual of legal and administrative options both on and off campus. Criminal investigations may occur independent of a conduct proceeding and are handled in accordance with the Texas Penal Code, the Texas Code of Criminal Procedure, and information from the Brazos County and District Attorney Offices. Law enforcement will help individuals understand the process of obtaining protective orders, restraining orders, or similar lawful orders issued by the courts.

A student should, and an employee must, promptly report incidents of illegal discrimination, sexual harassment (including sexual assault, dating violence, domestic violence, and stalking), and/or related retaliation that they become aware of, experience, or observe. A third party should also promptly report incidents. At Charles & Sue's School of Hair Design on Briarcrest Drive, information should be reported to the Director or their designee. Contacts below, including the Title IX Coordinator (979-776-4375). Depending on the circumstances, the contacts will coordinate responsibilities when necessary.

Official Contacts

If the alleged offender is a:	• Student	• Faculty	• Staff • Third party	Any complaints can be reported to the Title IX Coordinator
Then the official contact is:	Director or CSA 1711 Briarcrest Drive Bryan, TX 77802 979-776-4375	Director 1711 Briarcrest Drive Bryan, TX 77802 979-776-4375	Director 1711 Briarcrest Drive Bryan, TX 77802 979-776-4375	Title IX Coordinator 1711 Briarcrest Drive Bryan, TX 77802 979-776-4375

The official contacts have procedures in place to inform individuals of their rights to file criminal charges as well as the availability of services on and off campus. Individuals are notified of their right to report the incident to the local police immediately, but also have the right to decline to notify such authorities. The official contact or designee will make an immediate assessment of any risk of harm to individuals or to the campus community and will take steps necessary to address those risks. These steps include access to medical care, assistance in notifying BPD or appropriate law enforcement authorities if the individual so chooses, and other interim protective measures to provide for the safety of the individual and campus community. The official contact or designee will also take steps to address the conduct, protect and assist the individual reporting, and remediate effects. The investigation process initiated by the official contact allows for resolution of the conduct to include rendering a final result regarding the complaint and, if the complaint is found to have merit, taking action to prevent the recurrence of the conduct and related retaliation.

Official contacts provide a written explanation of rights and options to each individual reporting sexual misconduct including sexual assault, dating violence, domestic violence, and stalking (whether the offense occurred on or off campus) regardless of whether the individual chooses to report the incident to local law enforcement. Written information regarding:

- the importance of preserving physical evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protective order.
- procedures about how and to whom the alleged offense should be reported.
- the option to notify proper law enforcement authorities including on-campus and local police.
- the option to be assisted by campus authorities in notifying law enforcement if the individual chooses.

- the option to decline to notify such authorities.
- the rights of individuals and the institution's responsibilities for orders of protection, no contact orders (no contact restrictions), restraining orders, or similar lawful orders issued by criminal, civil, or tribal court or the institution.
- information about how the institution will protect confidentiality.
- existing on-campus and community resources/contacts (counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to students, faculty, and staff)
- the options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures.
- protection from retaliation; and
- an explanation of procedures for institutional disciplinary action in cases of alleged sexual assault, dating violence, domestic violence, and stalking.

Guidelines or Suggestions to Follow After an Incident of Sexual Assault, Dating Violence, Domestic Violence or Stalking (as applicable to the specific incident)

- Go to a safe place as soon as you can.
- Contact the Police Department at 911 (911 or 9-911 using an on-campus phone).
- Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action. Baylor Scott & White Medical Center in College Station (979-207-0100) and St. Joseph Regional Hospital in Bryan (979-776-3777) have a sexual assault program with trained Sexual Assault Nurse Examiners and a forensic unit offering detailed physical examinations, evidence collection, and expert testimony.
- Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- Preserve evidence by saving text messages, instant messages, social networking pages, communications, pictures, or other documents, if any, that would be useful to police or investigators.
- Personnel are available to help explain your options, give you information, and provide emotional support. Personnel include: The Director, CSA, or any other staff member the victim feels comfortable speaking to. BPD Victim Services at 979-209-5312, or the Brazos County Sexual Assault Resource Center 979-731-1000.

Medical Treatment (as applicable to the specific incident)

It is important to seek immediate and follow-up medical attention for several reasons: first, to assess and treat any physical injuries you may have sustained; second, to test for sexually transmitted infections or pregnancy and treat or take preventive measures; and third, to gather and preserve evidence that may assist in proving that the alleged criminal offense occurred or is occurring or may be helpful in obtaining a protective order. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished. If individuals 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 infection.

Confidentiality/Privacy

Students and employees have the option to disclose confidentially. Licensed counselors and licensed health care personnel, who receive reports when acting in this capacity as part of their official employment, may keep reports of violations confidential. However, for the purposes of reporting and maintaining public safety, the individuals to whom disclosures occur may share information about an incident in a way that does not identify the individuals concerned. Publicly available recordkeeping, including for purposes of Clery Act reporting and disclosures such as the annual security report will be made without inclusion of personally identifying information about the complainant.

While Charles & Sue's School of Hair Design wishes to create an environment in which individuals feel free to discuss concerns and make complaints, the school may be obligated to take action when its officials are informed that sexual assault, dating violence, domestic violence, and/or stalking may be occurring. Information is considered private but not confidential when shared with school personnel and officials who do not possess a legal confidentiality exemption. Although the confidentiality

of information received, the privacy of the individuals involved, and the wishes of the reporting party, complainant, and/or alleged offender cannot be guaranteed, they will be protected to as great a degree as is legally possible.

Charles & Sue's School of Hair Design is committed to protecting the privacy of reporting parties, complainants, and alleged offenders. Given the sensitive nature of reports, information will be maintained in a secure manner and will only be disclosed to school officials who are responsible for handling the school's response. The expressed wishes of the reporting party, complainant, and/or alleged offender regarding privacy will be considered by the official contact in the context of the school's obligation to act upon the complaint and the right of the charged party to be informed about the charges against him/her. The official contact or designee is responsible for evaluating requests for privacy. If the individual does not disclose any identifying information about him/herself or any other party involved (e.g., names) during the inquiry, response on the part of the school may be limited.

Although individuals reporting sexual assault are not required to file criminal charges, the following program is offered in the State of Texas. In accordance with the Texas Code of Criminal Procedure, Chapter 57, when reporting certain sex offenses to a Texas law enforcement agency, victims may use a pseudonym to protect their identity. The offenses applicable to this program are identified in Chapter 62 of the Texas Code of Criminal Procedure, defined by the Texas Penal Code, and include sexual assault. The pseudonym will replace the victim's name in all public files and records concerning the offense, including police records, press releases, and records of judicial proceedings.

Resources, Rights, and Options

Following an allegation of sexual assault, dating violence, domestic violence, stalking, and/or related retaliation the individual reporting, the alleged offender, and other affected individuals have certain resources, rights, and options available to them. Parties with an inquiry or complaint are informed of resources, rights, and options in writing when official contacts receive notification of an incident whether it occurred on or off campus and regardless of whether the individual elects to pursue a criminal complaint. Available assistance is also covered through prevention and awareness education. Additional information about any of the resources, rights, and options discussed in this section can be requested from the Director's office.

The following are community resources available to complainants, alleged offenders, and others.

Law Enforcement

Name	Phone	Address	Website
Bryan Police Department	979-361-3888	303 East 29 th Street Bryan, TX	www.bryantx.gov/police
College Station Police Department	979-764-3600	2611 Texas Avenue South College Station, TX	www.cstx.gov/police
Brazos County Sheriff's Department	979-361-4900	1700 Highway 21 West Bryan, TX	http://brazoscountysheriff.org

Medical and Health Services

Name	Phone	Address	Website
Baylor Scott & White Medical Center	979-207-0100	700 Scott & White Drive College Station, TX	http://sw.org/location/college-station-hospital
St. Joseph Hospital College Station Location	979-764-5100	1604 Rock Prairie Road College Station, TX	http://csmedcenter.com
St. Joseph Hospital Bryan Location	979-776-3777	2801 Franciscan Drive Bryan, TX	http://www.st-joseph.org

Charles & Sue's School of Hair Design Annual Security Policy 2025

Medical and Health Services

Name	Phone	Address	Website
Brazos County Family Violence Unit	979-361-4300	300 East 26 th Street Suite 105 Bryan, TX	http://brazoscountytexas.gov/index.aspx?NID=112
Twin City Mission Domestic Violence Services	979-775-5355	2505 South College Avenue Bryan, TX	https://www.twincitymission.org/domestic-violence-services
Sexual Assault Resource Center of Brazos County (SARC)	979-731-1000 (24 hour hotline)	n/a	http://www.sarcbv.org
National Sexual Assault Hotline	800-656-HOPE	n/a	https://rainn.org/get-help/national-sexual-assault-hotline
National Domestic Violence Hotline	800-799-SAFE	n/a	http://www.thehotline.org

Support, Advocacy, Legal Assistance, and Other Resources

Name	Phone	Address	Website
Bryan Police Department Victim's Assistance	979-209-5312	303 East 29 th Street Bryan, TX 77802	http://www.bryantexas.gov/policel/investigative-services-bureau/
College Station Police Victim Advocacy & Assistance Program	979-764-5004	2611 Texas Avenue South College Station, TX 77845	http://www.cstx.gov/index.aspx?page=3927
Brazos County Victim Assistance Program	979-361-4320	300 East 26 th Street Suite 310 Bryan, TX 77802	http://www.brazoscountytexas.gov/index.aspx?NID=227

Visa and Immigration Assistance

Name	Phone	Address	Website
U.S. Citizenship and Immigration Services, Texas – San Antonio Field Office	800-375-5283	8940 Fourwinds Drive San Antonio, TX	http://www.uscis.gov/about-us/find-uscis-office/field-offices/texas-san-antonio-field-office

Student Financial Aid

Name	Phone	Address	Website
Financial Aid	979-776-4375	1711 Briarcrest Drive Bryan, TX 77802	
Federal Student Aid Call Center	800-433-3243	n/a	https://studentaid.ed.gov/

Institutional Rights and Options (Interim Measures)

The institution is obligated to offer and provide assistance to the complainant, the alleged offender, and other affected individuals in obtaining a range of accommodations, interim protective measures, and remedies. The institution is obligated to comply with the individual's reasonable request for a living and/or academic situation change following an allegation of dating violence, domestic violence, sexual assault, or stalking. Upon the request of a student involved with the report, the Office of the Director (979-776-4375) can assist with issues including, but not limited to, changing academic, living, transportation, and working situations and obtaining no contact restrictions. The various options are provided if requested, appropriate, and reasonably available, regardless of whether the individual chooses to report the incident to law enforcement.

When an allegation of sexual assault, dating violence, domestic violence, or stalking is made, the institution will take prompt steps to provide interim measures or remedies before the completion of the investigation. In determining which institutional interim measures to impose and the reasonableness of the related measures, the official contact considers the request; the safety of the parties involved and the campus community; the specific needs of the individuals; the severity or pervasiveness of the allegations; continuing effects; classes, and other factors as appropriate. Measures provided by the institution vary and may include, but are not limited to, the following:

- Addressing academic concerns such as transferring, withdrawing, or retaking classes and rescheduling exams or assignments
- Changing shift schedules, or other arrangements
- Obtaining a voluntary leave of absence
- Dealing with financial concerns including providing financial aid guidance
- Limiting an individual's access to certain campus facilities or activities
- Assistance in obtaining access to medical, legal (protective orders, criminal trespass warnings), and counseling support
- Imposing an institutional no contact restriction (described below)

No contact restrictions: A no contact restriction is an interim measure issued by the institution that prohibits two parties from contacting one another through any means. No contact restrictions can be issued in addition to court ordered protection but may also serve as an alternative for those who do not want to seek a court order. A complainant or an alleged offender can request a no contact restriction directed at a student through the Office of the Director at 979-776-4375. The Director may issue a restriction at any time prior to or during a conduct investigation based on information provided by the requestor. A no contact restriction may also be implemented as a sanction subsequent to a finding of responsibility. If good cause for a no contact restriction is determined, both parties are notified of the restrictions in writing. Records are maintained in the office of the Director.

No contact restrictions directed at employees can be requested from the Director 979-776-4375.

Individuals should be aware that direct contact, refusal to leave a protected area, appearing at a location one reasonably knows the protected party is at, third-party contact, or even an anonymous contact are all potential violations of a no contact restriction. Violations should be reported to the office that issued the restriction and may result in further disciplinary action.

Confidentiality/Privacy of Accommodations and Protective Measures: Information is considered private but not confidential when shared with campus personnel and officials who do not possess a legal confidentiality exemption. Although the confidentiality of information received, the privacy of the individuals involved, and the wishes of the reporting party, complainant, and/or alleged offender cannot be guaranteed, they will be protected to as great a degree as is legally possible. The school will maintain as private any accommodations or protective measures provided to the extent that maintaining such privacy would not impair the ability of the institution to provide the accommodations or protective measures. The official contacts are responsible for determining what information and to whom information will be disclosed based on the circumstances of the allegation, the individuals involved, and related safety needs. Official contacts use discretion and only disclose information to key officials at the institution who perform the tasks necessary for obtaining or providing the particular accommodation or protective measure. Prior to disclosure, the official contact will inform the individual of the information that will be shared, with whom it will be shared, and why.

Legal Rights and Options

The institution provides information and assistance to the complainant, the alleged offender, and other affected individuals in obtaining lawful orders issued by a criminal, civil, or tribal court including protective orders and criminal trespass warnings as discussed below. Failure to comply with any of the terms of lawful interim protective measures may be considered a separate violation in the institutional disciplinary proceeding.

Protective Orders: Individuals may apply for protective orders through the Texas criminal justice system. A protective order is an interim protective measure that requires the recipient to stay away from the protected individual's home, workplace, and/or children's schools (if the children are protected persons in the order) depending on the documented circumstances. It can require the recipient to stop communicating with the protected individual in a harassing or threatening manner, attend counseling, pay child support, and/or pay spousal support. An application for a protective order may be filed by an individual, a prosecuting attorney, or the Texas Department of Family and Protective Services (1-800-252-5400) on behalf of an individual. The application is obtained through the county attorney (Brazos County Attorney's Office – Family Violence Unit, Family Violence and Mental Health Coordinator, 979-361-4657), the district attorney (Brazos County District Attorney's Office - Family Violence Division, 979-361-4320), or a private attorney. The Director will also provide assistance in applying for protective orders. Forms associated with applying for a protective order are found on the following webpage: <http://brazoscountytexas.gov/index.aspx?NID=112>.

The application for a protective order must be filed in either the county where the applicant lives or the county where the recipient lives. The applicant's address can be kept confidential. If the legal criterion for a protective order is met, the county or district attorney's office will prepare and file all of the paperwork necessary to request a protective order from a court. Such orders provide effective tools for law enforcement when they are called upon to protect an individual and their family. Additionally, an emergency protective order may be recommended and automatically issued by the court following the original report and arrest of the alleged offender. A hearing will be held at a later date to determine if the order should be extended or modified.

If the requestor or other institutional personnel become aware that a protective order is violated, the Director should be contacted immediately at 979-776-4375. Responding agencies can also be contacted for protective order violations including Bryan Police (979-361-3888), College Station Police (979-764-3600), or the Brazos County Sheriff's Department (979-361-4900). Violating protective orders generally carry authority for the violator's immediate arrest by BPD or other law enforcement agencies.

All of the provisions in protective orders are enforced in court. Institutional personnel cannot enforce a protective order but must exercise reasonable care to take appropriate protective action when notified of a potential violation.

Criminal Trespass Warning: A criminal trespass warning is an interim protective measure issued by the BPD, which is directed at those who are considered a danger to the campus community or a danger to a certain individual in the campus community. The warning advises the alleged offender to leave the premises and forbids him/her from entering and/or remaining on certain property which can cover either the entire campus or a specific campus location. To request a criminal trespass warning, contact BPD at 979-361-3888 and request to speak with an officer. The BPD officer issues the criminal trespass warning if the alleged offender is determined to pose a risk to campus safety based on information provided by the requestor as it relates to applicable state law and/or BPD policy. When the warning is issued, the officer is responsible for providing notice to the requestor and the person receiving the warning.

BPD officers are notified of criminal trespass warnings that exist in their area. If a criminal trespass warning is violated, BPD should be contacted immediately at 979-361-3888. A violation of the criminal trespass warning occurs when the individual is issued a warning but refuses to leave campus or is subsequently found in a prohibited area based on the trespass warning. The requestor and other institutional personnel should take appropriate action by contacting BPD for a responding officer when they become aware of a potential violation of a criminal trespass warning. BPD generally enforces these warnings by charging violators with criminal trespass resulting in arrest and/or fine.

Other Legal Options: Visit the Office of the Texas Attorney General's website at: <https://www.texasattorneygeneral.gov/cvs/crime-victims-compensation>.

Investigations and Disciplinary Proceedings for Sexual Assault, Dating Violence, Domestic Violence, Stalking, and Related Retaliation

A student should, and an employee must, promptly report incidents of illegal discrimination, sexual harassment, and/or related retaliation that they become aware of, experience, or observe. A third party should also promptly report incidents. Once an individual discloses information to an official contact, (in person, electronically, or by phone), they will be considered to have filed a complaint with the school, and the investigation process is initiated regardless of whether the complainant chooses to pursue criminal charges. A written statement of events may be requested at the time the complaint is filed. The official contact will promptly notify the Title IX Coordinator or designee of the allegation of sexual assault, dating violence, domestic violence, or stalking. The school responds to complaints in a prompt and equitable manner. Due diligence is exercised in determining what occurred and further action that may be warranted based on the information provided.

The complaint is reviewed to determine if there is sufficient information to proceed with an investigation or if additional information is needed. If the information is insufficient the official contact or designee may, in consultation with the Legal Counsel, conduct an inquiry into the circumstances of the complaint. If information is sufficient, the official contact or designee will appoint the investigating authority to initiate the investigation. In assigning investigators to cases, the official contact examines the relationships of those involved so that proceedings are conducted by investigators who do not have a conflict of interest or bias for or against the complainant or the alleged offender. Investigators may also decline the assignment if they feel they cannot render an unbiased decision. Individuals conducting investigations, at a minimum, receive training annually which covers grievance models that address sexual assault, dating violence, domestic violence, and/or stalking, and how to conduct an investigation and hearing process that protects the safety of individuals involved and promotes accountability through prompt and equitable treatment.

Proceedings from an allegation of sexual assault, dating violence, domestic violence, or stalking are provided in a prompt, fair, and impartial manner from the initial investigation to the **final result, including any appeals**. They are consistent with the institution's policies and transparent and equitable to the complainant and alleged offender. A preponderance of evidence standard (more likely than not) is used. Proceedings provide both the complainant and alleged offender the same opportunities to have others present during any institutional proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor (any individual who provides the complainant or alleged offender support, guidance, or advice) of their choice. The choice or presence of an advisor is not limited for either the complainant or the alleged offender in any meeting or institutional disciplinary proceeding, however, restrictions regarding the extent to which the advisor may participate in the proceedings may be established and applied equally to both parties. All parties, including advisors, are informed of participation restrictions before a proceeding is conducted so that parties understand and respect the limitations. Proceedings provide both parties with the right to present evidence and witnesses and the right to be informed of the outcome of the investigation.

If the alleged offender is a student

Students are notified of the investigation via email and/or phone. The investigative authority, composed of one or more people, will review the complaint, interview the complainant, the alleged offender, and witnesses, if applicable, and ascertain details and circumstances associated with the complaint. Investigations are intended to collect and provide an investigation report with detailed information in connection with a reported incident involving Charles & Sue's School of Hair Design students. The purpose of an investigation is three-fold: to provide the Director or their designee sufficient information to determine if the incident warrants further school action; to collect information (not determine responsibility). Conducting an investigation is not a process that is designed to "prove" a student did something wrong or to find a student responsible for a student rule violation.

After the investigative authority completes the investigation report, the Legal Counsel reviews and approves it for legal sufficiency. The investigation report is then reviewed by the Director to make the determination to investigate further, complete the investigation and initiate a Conduct Conference, or dismiss the complaint. If further investigation or a conduct conference is warranted, the alleged offender and the complainant are informed of the allegations and information surrounding the allegations. If warranted based on the information from the investigation, a Conduct Conference is initiated to determine whether a violation of student rules occurred. The Conduct Conference is facilitated by the Office of the Director.

The student conduct process provides that:

- Timely and equal access to any information that will be used during formal and informal conduct conferences will be provided to the complainant, alleged offender, and appropriate officials.

- During the student conduct process the alleged offender and complainant have timely notice of meetings at which the complainant or alleged offender, or both, may be present. However, the Director may accommodate concerns for personal safety, well-being, and/or fears of confrontation of the complainant, alleged offender, and/or other witnesses during the conference at the discretion of the Director. The complainant is not required to attend the Conduct Conference.
- The complainant and alleged offender have the right to be assisted by an advisor of their choice at their own expense. However, the complainant and the alleged offender are responsible for presenting their own information. Students who are charged in the same fact pattern, or who are not in good standing with the school are not eligible to serve as an advisor at conduct proceedings. Admission of any other person to the student conduct conference shall be at the discretion of the Director.

After the Conduct Conference, a result is reached/rendered by the Director. Sanctions are determined by the Director. One or any combination of the following sanctions may be imposed in response to a student conduct code violation related to dating violence, domestic violence, sexual assault, or stalking, expulsion, suspension, conduct probation for a definite or indefinite period, conduct review, restrictions, school service, educational requirements, reprimand, required counseling, no contact restriction, or letter of enrollment block. If a suspension is imposed, the student is eligible to apply for reenrollment after the suspension period has elapsed. Actual readmission to the school will be determined by the academic rules in place at the time of application for reenrollment. If admitted, the student is required to attend a mandatory meeting with the Director (979-776-4375) prior to course registration. Potential sanctions do not differ between dating violence, domestic violence, sexual assault, and stalking.

The range of the sanctions that can be applied varies significantly. When the Director is determining the most appropriate sanction or combination of sanctions, an assessment is made on a case-by-case basis and the following factors may be considered.

- Nature of the violation (seriousness of the violation, harm caused, effects of the violation)
- Prior violations/previous disciplinary history of the alleged offender on record with student conduct (only used in the sanctioning phase, not in the finding of responsibility)
- Mitigating/aggravating circumstances surrounding the incident (mitigating means reasons the sanction should be lessened and aggravating means reasons the sanction should be more severe)
- Motivation for the behavior (why the student engaged in the behavior, evidence of malicious intent)
- Developmental and educational impact for the individual and community (perception to the student and community, what the sanction can teach the student, how the sanction can help the student develop as a community member and individual)

The goal is to resolve complaints in a reasonably prompt timeframe of approximately 55 business days excluding any appeal period; however, extenuating circumstances requiring additional time may necessitate an extension with good cause. Extensions are granted by the Title IX Coordinator or designee. Written notice of the delay and the reason for the delay is provided to the complainant and the alleged offender. **Results**, including any sanctions, are provided simultaneously and in writing to both the complainant and alleged offender. Appeals may be made by the complainant and/or the alleged offender. Appeals must be filed within 5 business days from receipt of the results. Procedures for the complainant and/or the alleged offender to appeal are provided with the documentation of results. Changes occurring based on appeal and when such results become final are provided to both the complainant and alleged offender simultaneously and in writing.

If the alleged offender is faculty

Upon receipt of the complaint, the official contact notifies the alleged offender that a complaint has been filed against him/her. The investigative authority meets with the complainant to confirm the allegations and notifies the alleged offender of the basis of the allegation. At any point in the investigation process, the alleged offender may be suspended with pay, reassigned, and/or placed in another type of temporary status pending completion of the investigation. The investigative authority¹⁰ will review the complaint and interview the complainant, the alleged offender, and witnesses, if applicable, to determine what occurred. The investigation is conducted in a manner that includes timely notice of meetings at which the complainant or alleged offender, or both, may be present. Timely and equal access to any information that will be used during the investigation is provided to the complainant, the alleged offender, and appropriate officials.

After the investigative authority completes the investigation report, the Legal Counsel reviews and approves it for legal sufficiency. The investigation report is then provided to the Director. The report may contain a listing of allegations, requested relief, a description of relevant documentation reviewed, a list of witnesses interviewed, an analysis of each allegation based on interviews, and conclusions and rationale. The Director or designee reviews the report and renders a decision in writing on the merits of the complaint and any sanctions (if applicable). The result specifies whether the allegations are substantiated, not substantiated, or there is insufficient evidence to make that determination. The Director or designee considers only information contained in the investigation report. If the report is incomplete or otherwise insufficient, the Director or designee will return the report to the investigative authority to address any unresolved issues.

One or any combination of the following sanctions may be imposed in response to a finding of misconduct related to dating violence, domestic violence, sexual assault, or stalking: written warning or reprimand, required training and/or counseling, no contact restriction, probation for a definite or indefinite period, and dismissal/employment termination. Potential sanctions do not differ between dating violence, domestic violence, sexual assault, and stalking. The range of the sanctions that can be applied varies significantly. When the Director or designee is determining the most appropriate sanction or combination of sanctions, an assessment is made on a case-by-case basis and the following factors may be considered.

- Nature of the misconduct (seriousness of the misconduct, harm caused, effects of the misconduct)
- Prior misconduct/previous disciplinary history of the alleged offender on record with the Director (Only used in the sanctioning phase, not in the finding of responsibility)
- Mitigating/aggravating circumstances surrounding the incident (mitigating means reasons the sanction should be lessened and aggravating means reasons the sanction should be more severe)
- Motivation for the behavior (why the individual engaged in the behavior, evidence of malicious intent)
- Developmental and educational impact for the individual and community (perception to the individual and community,

If the alleged offender is staff or a third party

When a complaint is reported, and sufficient information determined, the alleged offender (if an employee) is informed of the allegations and the facts surrounding the allegations. At any point in the investigation process, the alleged offender (if employed by Charles & Sue's School of Hair Design) may be suspended with pay, reassigned, and/or placed in another type of temporary status pending completion of the investigation and final resolution of the allegations. The investigative authority will review the complaint, and interview the complainant, the alleged offender, and witnesses, if applicable, to determine what occurred. The investigation is conducted in a manner that includes timely notice of meetings at which the complainant or alleged offender, or both, may be present. Timely and equal access to any information that will be used during the investigation is provided to the complainant, the alleged offender, and appropriate officials.

After the investigative authority completes the investigation report, the Legal Counsel reviews and approves it for legal sufficiency. The investigation report is then finalized by the investigative authority. The report includes a statement of allegations, a list of witnesses interviewed, relevant documents, and may conclude that each allegation is substantiated, unsubstantiated, or there is insufficient evidence to make that determination. The investigative authority forwards the finalized report to the Director or designee who renders a final decision, including any sanctions (if applicable). The Director or designee considers only information contained in the investigation report. If the report is incomplete or otherwise insufficient, the Director or designee will return the report to the investigative authority to address any unresolved issues.

One or any combination of the following sanctions may be imposed in response to a finding of misconduct related to dating violence, domestic violence, sexual assault, or stalking: written warning or reprimand, required training and/or counseling, no

contact restriction, probation for a definite or indefinite period, suspension, and dismissal/employment termination. If a suspension is imposed, the staff member is employed without pay during the suspension period and eligible for reinstatement to their prior position after the suspension period has elapsed. The length of suspension is determined on a case-by-case basis. Potential sanctions do not differ between dating violence, domestic violence, sexual assault, and stalking.

The range of the sanctions that can be applied varies significantly. When the Director or designee is determining the most appropriate sanction or combination of sanctions, an assessment is made on a case-by-case basis and the following factors may be considered.

- Nature of the misconduct (seriousness of the misconduct, harm caused, effects of the misconduct)
- Prior misconduct/prior disciplinary history of the alleged offender on record. (Only used in the sanctioning phase, not in the finding of responsibility)
- Mitigating/aggravating circumstances surrounding the incident (mitigating means reasons the sanction should be lessened and aggravating means reasons the sanction should be more severe)
- Motivation for the behavior (why the individual engaged in the behavior, evidence of malicious intent)
- Developmental and educational impact for the individual and community (perception to the individual and community, what the sanction can teach the individual, how the sanction can help the individual develop as a community member)

The goal is to resolve complaints in a reasonably prompt timeframe of approximately 55 business days excluding any appeal period; however, extenuating circumstances requiring additional time may necessitate an extension with good cause. Extensions are granted by the Director. The Title IX Coordinator or designee is also notified of an extension request when sent to the Director. Written notice of the delay and the reason for the delay is provided to the complainant and the alleged offender. Results, including any sanctions, are provided simultaneously and in writing to both the complainant and the alleged offender.

Appeals (see footnote 9) may be made by the complainant and/or the alleged offender. Appeals must be filed within 10 business days of the date the decision was rendered. Procedures for the complainant and the alleged offender to appeal are provided with the documentation of results. Changes occurring based on appeal and when such results become final are provided to both the complainant and the alleged offender simultaneously and in writing.

For all investigations and disciplinary proceedings

Throughout the process, individuals are provided information which defines retaliation, retaliation reporting procedures, and possible protective actions such as no contact restrictions. The school will take reasonable action to protect the complainant, the alleged offender, and those providing witness statements on behalf of either party or supporting either party in other ways from related retaliation. Actions may come prior to, during, or following an investigation of a complaint. Instances of related **retaliation is prohibited**, will be investigated, and may result in conduct charges or disciplinary actions.

The official contact will follow up on situations in which violations are found to see if there have been any new incidents or retaliation and will respond promptly to address continuing or new problems.

PREVENTION AND AWARENESS PROGRAMS

Safe Colleges.com

DRUG AND ALCOHOL ONLINE PREVENTION AND AWARENESS PROGRAMS:

Charles & Sue's School of Hair Design strictly prohibits the use, sale or distribution of alcohol and drugs on campus. Charles & Sue's School of Hair Design has an online Mandatory Drug & Alcohol Prevention and Awareness Program for all incoming students and new staff members.

This course promotes both prevention and awareness of drug and alcohol use. Covers all types of illicit as well as legal drugs and alcohol and the effects they have on a person's life. Online completion is **mandatory** for all incoming students and new staff members.

Consequences of drug and alcohol use, such as:

- * Dating violence
- * Loss of money
- * Loss of jobs
- * Loss of student loans or scholarships
- * Overdose
- * Affects grades
- * Hurt your family
- * Death

Campus SaVe ACT DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING PREVENTION AND AWARENESS PROGRAM:

The goal of this course is to educate college and university students on proper identification, response, and handling of incidents of sexual violence. This course will look at sexual violence awareness, dating violence, domestic violence, risk reduction, bystander intervention, what to do when sexual violence has happened, and disciplinary proceedings, victim protections, and sanctions. The content in this course was designed with care and sensitivity; however, some may find certain topics personally upsetting, especially for survivors of sexual abuse or assault. If you feel the need to talk with someone, please contact the administration at your campus or a related resource in your community. This version is designed for college and university students.

Charles & Sue's School of Hair Design strictly prohibits crimes of dating violence, domestic violence, sexual assault, and stalking. Charles & Sue's School of Hair Design has a Domestic Violence Prevention and Awareness Program. Online completion is **mandatory** for all incoming students and new staff members.

The CUT IT OUT® Program is offered at our campus once a year by the District Attorney's Office in our area.

CUT IT OUT®: The Beauty Community Against Domestic Abuse is dedicated to mobilizing salon professionals and others to fight the epidemic of domestic abuse in communities across the U.S. by building awareness and training salon professionals to recognize warning signs and safely refer clients, colleagues, friends, and family to local resources.

Why the Salon Professional?

Salon professionals are in a unique position to recognize the signs and symptoms of abuse in their clients and co-workers. Because of the intimate and nurturing nature of the relationship between salon professionals and their clients and co-workers, salon professionals can often spot signs of physical abuse that others may never see.

Research shows that most battered women never call the police or go to a shelter. However, they do usually talk about the abuse with someone they trust. Because salon professionals are skilled and experienced listeners who are personally interested in those around them, many victims suffering from abuse feel comfortable confiding in them-

even if they would never tell anyone else. For an abused woman, the salon may be an ideal environment to seek out help

because it may be one of the few places she is allowed to go without her abuser.

With proper training on how to recognize the signs of abuse and safely refer victims to help, salon professionals can become invaluable and influential community partners in the fight against domestic abuse.

These programs are culturally relevant, inclusive of diverse communities and identities, it is sustainable and responsive to the needs of the community.

Bystander Intervention and Risk Reduction

Everyone has a role in changing community knowledge, attitudes, and behaviors. Change happens as each person is able to identify risky situations and take action to confront, interrupt, or prevent acts of sexual violence. Bystander intervention programs can help individuals observe a situation and determine an appropriate intervention where someone could use some help. Bystander intervention means just that; people taking care of others. If you find a friend in a situation that concerns you, consider the following strategies to intervene safely and effectively:

- Create a distraction to interrupt the flow of events
- Involve others to help you
- Make an excuse to remove a friend from the situation
- Point out the unwanted behavior in a safe and respectful manner
- Call for help, if needed

Sexual assault is never a victim's fault. However, there are ways that may reduce the risk of being sexually assaulted including being prepared, alert, and assertive. Consider the following tips:

- Be aware of your surroundings
- Practice responsible drinking: alcohol is a factor in many sexual assaults
- Never leave your drink unattended
- Don't accept drinks from someone you don't know or trust
- Stay with your friends and make sure your friends stay with you
- Be careful of online relationships
- Trust your instincts

We are Text Requested to think about relationships, specifically relationships that may be, or become abusive. Be aware of the signs:

- Is one of the partners verbally and emotionally abusive?
- Is one of the partners isolating the other from friends and family?
- Is one of the partners controlling, intimidating or always jealous?
- Is there a threat of harm?

Other Considerations

Retaliation

Charles & Sue's School of Hair Design prohibits retaliation. An officer, employee, or agent of Charles & Sue's School of Hair Design may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of the Clery Act.

Victim Notification

In accordance with the Higher Education Opportunity Act, upon written request, Charles & Sue's School of Hair Design will disclose to the alleged victim of any crime of violence, or non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the school against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes of this paragraph.

Institutions are required to provide both the complainant and the alleged offender with simultaneous written notification of

any result of any institutional conduct proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking. In these cases, it is not necessary for the victim to make a written request.

Sex Offender Registry

The "Campus Sex Crimes Prevention Act" is a federal law enacted on October 28, 2000, that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, employed, or volunteering on campus.

This act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

The Texas Department of Public Safety (DPS) is the official Texas internet source for Sex Offender Registration information. The Sex Offender Registration open record information is extracted from the DPS Sex Offender Registration Database. The DPS maintains files based on registration information submitted by criminal justice agencies and represents a statewide source of information on sex offenders required to register by law.

The DPS Texas Public Sex Offender Registry is found at <https://records.txdps.state.tx.us/SexOffender/>.

Additional resources for gathering sex offender and sex crime data in the area: Brazos County
Sheriff's Office – 979-361-4900
Bryan Police Department – 979-209-5300
College Station Police Department – 979-764-3600

Definitions of Clery Act Offenses

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

Manslaughter by Negligence: The killing of another person through gross negligence.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent (see consent section below).

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

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

Consent:

Charles & Sue's School of Hair Design Student Conduct Code

According to the [Charles & Sue's School of Hair Design Student Conduct Code](#), attendance at an institution of higher learning is not compulsory. The voluntary attendance of a student at an institution of higher learning is a voluntary entrance into the academic community. By such voluntary entrance, the student voluntarily assumes obligations of performance and behavior reasonably imposed by the school. These obligations are generally much higher than those imposed on all citizens by the civil and criminal law. An institution may discipline students to secure compliance with these higher obligations as a teaching method or to sever the student from the academic community.

According to the [Charles & Sue's School of Hair Design Student Conduct Code](#) the term consent, solely for the purposes of the Sexual Misconduct policy, means clear, voluntary, and positive verbal or non-verbal communication that all participants have agreed to the sexual activity. Consent must occur prior to or at the same time as the sexual activity. Consent must remain clear, voluntary, and positive throughout the sexual activity. Consent must be given for the current sexual contact. The existence of a prior relationship or prior sexual activity does not automatically ensure consent for current or future sexual contact. There must be consent for each specific type of sexual contact throughout the sexual activity. Consent must be given by each participant involved. A person must be 17 years of age or older to be able to consent to sexual activity if the other participant(s) involved are more than three years of age older than that person. A person who is clearly or visibly incapacitated is not able to give consent to sexual activity. According to [Charles & Sue's School of Hair Design Student Conduct Code](#) an individual who is mentally incapacitated, unconscious, or unaware that the sexual abuse is occurring is considered unable to give consent. The type of force employed may involve physical force, coercion, intentional impairment of an individual's ability to appraise the situation through the administering of any substance, or threat of harm to the victim.

Charles & Sue's School of Hair Design System Regulation

[Civil Rights Compliance](#) provides guidance in complying with local, state, and federal civil rights laws and regulations. This regulation applies to complaints and/or appeals of employment or disciplinary actions made by faculty, administrators, staff, students and/or third parties alleging illegal discrimination, sexual harassment, and/or related retaliation.

According to [Civil Rights Compliance](#), consent is clear and voluntary agreement to engage in a specific sexual activity. A person who was asleep or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, or whose agreement was made under duress or by threat, coercion, or force, cannot give consent.

Texas Penal Code

According to the [Texas Penal Code, Sec. 1.02. Objectives of Code](#), the general purposes of the Texas Penal Code are to establish a system of prohibitions, penalties, and correctional measures to deal with conduct that unjustifiably and inexcusably causes or threatens harm to those individual or public interests for which state protection is appropriate.

Consent is defined in the [Texas Penal Code, Section 1.07\(11\)](#) as assent in fact, whether express or apparent. Without consent is also defined in the [Texas Penal Code, Section 22.011\(b\)](#) within the definition of sexual assault (see below).

Sexual Assault is defined in the [Texas Penal Code, Section 22.011](#) as follows.

- (a) A person commits an offense if the person:
 - (1) intentionally or knowingly:
 - (A) causes the penetration of the anus or sexual organ of another person by any means, without that person's consent.
 - (B) causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or
 - (C) causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or
 - (2) intentionally or knowingly:
 - (A) causes the penetration of the anus or sexual organ of a child by any means.
 - (B) causes the penetration of the mouth of a child by the sexual organ of the actor.
 - (C) causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor.
 - (D) causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or
 - (E) causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.
- (b) A sexual assault under Subsection (a)(1) is without the consent of the other person if:
 - (1) the actor compels the other person to submit or participate by the use of physical force or violence.
 - (2) the actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believes that the actor has the present ability to execute the threat.
 - (3) the other person has not consented, and the actor knows the other person is unconscious or physically unable to resist.
 - (4) the actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it.
 - (5) the other person has not consented, and the actor knows the other person is unaware that the sexual assault is occurring.
 - (6) the actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge.
 - (7) the actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat.
 - (8) the actor is a public servant who coerces the other person to submit or participate.
 - (9) the actor is a mental health services provider or a health care services provider who causes the other person, who is a patient or former patient of the actor, to submit or participate by exploiting the other person's emotional dependency on the actor.
 - (10) the actor is a clergyman who causes the other person to submit or participate by exploiting the other person's emotional dependency on the clergyman in the clergyman's professional character as spiritual adviser; or
 - (11) the actor is an employee of a facility where the other person is a resident, unless the employee and resident are formally or informally married to each other under Chapter 2, Family Code.
- (c) In this section:
 - (1) "Child" means a person younger than 17 years of age.
 - (2) "Spouse" means a person who is legally married to another.
 - (3) "Health care services provider" means:
 - (A) a physician licensed under Subtitle B, Title 3, Occupations Code.
 - (B) a chiropractor licensed under Chapter 201, Occupations Code.
 - (C) a physical therapist licensed under Chapter 453, Occupations Code.
 - (D) a physician assistant licensed under Chapter 204, Occupations Code; or
 - (E) a registered nurse, a vocational nurse, or an advanced practice nurse licensed under Chapter 301, Occupations Code.

- (4) "Mental health services provider" means an individual, licensed, or unlicensed, who performs or purports to perform mental health services, including a:
- (A) licensed social worker as defined by Section 505.002, Occupations Code.
 - (B) chemical dependency counselor as defined by Section 504.001, Occupations Code.
 - (C) licensed professional counselor as defined by Section 503.002, Occupations Code.
 - (D) licensed marriage and family therapist as defined by Section 502.002, Occupations Code.
 - (E) member of the clergy.
 - (F) psychologist offering psychological services as defined by Section 501.003, Occupations Code; or
 - (G) special officer for mental health assignment certified under Section 1701.404, Occupations Code.
- (5) "Employee of a facility" means a person who is an employee of a facility defined by Section 250.001, Health and Safety Code, or any other person who provides services for a facility for compensation, including a contract laborer.
- (d) It is a defense to prosecution under Subsection (a)(2) that the conduct consisted of medical care for the child and did not include any contact between the anus or sexual organ of the child and the mouth, anus, or sexual organ of the actor or a third party.
- (e) It is an affirmative defense to prosecution under Subsection (a)(2):
- (1) that the actor was the spouse of the child at the time of the offense; or
 - (2) that:
 - (A) the actor was not more than three years older than the victim and at the time of the offense:
 - (i) was not required under Chapter 62, Code of Criminal Procedure, to register for life as a sex offender; or
 - (ii) was not a person who under Chapter 62, Code of Criminal Procedure, had a reportable conviction or adjudication for an offense under this section; and
 - (B) the victim:
 - (i) was a child of 14 years of age or older; and
 - (ii) was not a person whom the actor was prohibited from marrying or purporting to marry or with whom the actor was prohibited from living under the appearance of being married under Section 25.01.
- (f) An offense under this section is a felony of the second degree, except that an offense under this section is a felony of the first degree if the victim was a person whom the actor was prohibited from marrying or purporting to marry or with whom the actor was prohibited from living under the appearance of being married under Section 25.01.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based upon the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered to be a crime for the purposes of Clery Act reporting.

Dating Violence is defined in the [Texas Family Code, Section 71.0021](#) as follows.

- (a) "Dating violence" means an act, other than a defensive measure to protect oneself, by an actor that:
- (1) is committed against a victim:
 - (A) with whom the actor has or has had a dating relationship; or
 - (B) because of the victim's marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and
 - (2) is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, assault, or sexual assault.
- (b) For purposes of this title, "dating relationship" means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of:
- (1) the length of the relationship.
 - (2) the nature of the relationship; and
 - (3) the frequency and type of interaction between the persons involved in the relationship.

(c) A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a "dating relationship" under Subsection (b).

Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. Any incident meeting this definition is considered to be a crime for the purposes of Clery Act reporting.

Family Violence is defined by the [Texas Family Code, Section 71.004](#) as follows.

- (1) an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself.
- (2) abuse, as that term is defined by Sections 261.001(1)(C), (E), and (G), by a member of a family or household toward a child of the family or household; or
- (3) dating violence, as that term is defined by Section 71.0021.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Any incident meeting this definition is considered to be a crime for the purposes of Clery Act reporting.

Stalking is defined in the [Texas Penal Code, Section 42.072](#) as follows.

- (a) A person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that:
 - (1) constitutes an offense under [Section 42.07](#) (see below), or that the actor knows or reasonably should know the other person will regard as threatening:
 - (A) bodily injury or death for the other person.
 - (B) bodily injury or death for a member of the other person's family or household or for an individual with whom the other person has a dating relationship; or
 - (C) that an offense will be committed against the other person's property.
 - (2) causes the other person, a member of the other person's family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or in fear that an offense will be committed against the other person's property, or to feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended; and
 - (3) would cause a reasonable person to:
 - (A) fear bodily injury or death for himself or herself.
 - (B) fear bodily injury or death for a member of the person's family or household or for an individual with whom the person has a dating relationship.
 - (C) fear that an offense will be committed against the person's property; or
 - (D) feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended.
- (b) An offense under this section is a felony of the third degree, except that the offense is a felony of the second degree if the actor has previously been convicted of an offense under this section or of an offense under any of the following laws that contains elements that are substantially similar to the elements of an offense under this section:
 - (1) the laws of another state.
 - (2) the laws of a federally recognized Indian tribe.
 - (3) the laws of a territory of the United States; or

- (4) federal law.
- (c) For purposes of this section, a trier of fact may find that different types of conduct described by Subsection (a), if engaged in on more than one occasion, constitute conduct that is engaged in pursuant to the same scheme or course of conduct.
- (d) In this section:
 - (1) "Dating relationship," "family," "household," and "member of a household" have the meanings assigned by Chapter 71, Family Code.
 - (2) "Property" includes a pet, companion animal, or assistance animal, as defined by Section 121.002, Human Resources Code.

Sec. 42.07. Harassment.

- (a) A person commits an offense if, with intent to harass, annoy, alarm, abuse, torment, or embarrass another, the person:
 - (1) initiates communication and in the course of the communication makes a comment, request, suggestion, or proposal that is obscene.
 - (2) threatens, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property.
 - (3) conveys, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury.
 - (4) causes the telephone of another to ring repeatedly or makes repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another.
 - (5) makes a telephone call and intentionally fails to hang up or disengage the connection.
 - (6) knowingly permits a telephone under the person's control to be used by another to commit an offense under this section; or
 - (7) sends repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another.
- (b) In this section:
 - (1) "Electronic communication" means a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic, or photo-optical system. The term includes:
 - (A) a communication initiated by electronic mail, instant message, network call, or facsimile machine; and
 - (B) a communication made to a pager.
 - (2) "Family" and "household" have the meaning assigned by Chapter 71, Family Code.
 - (3) "Obscene" means containing a patently offensive description of or a solicitation to commit an ultimate sex act, including sexual intercourse, masturbation, cunnilingus, fellatio, or anilingus, or a description of an excretory function.
- (c) An offense under this section is a Class B misdemeanor, except that the offense is a Class A misdemeanor if the actor has previously been convicted under this section.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).

Burglary: The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding).

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crime: A criminal offense reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For Clery Act purposes, hate crimes include any of the following offenses that are motivated by bias: Murder and non-negligent manslaughter, manslaughter by negligence, sexual assault (rape, fondling, incest, statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property. Following are the bias categories.

Race: A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks, or African Americans, whites.

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 preformed 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 asupreme being, e.g., Catholics, Jews, Protestants, atheists.

Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

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 (a person who does not conform to the gender-based expectations of society).

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. The concept of ethnicity differs from the closely related term "race" in that "race" refers to grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

National Origin: A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced aged or less.

Additional Hate Crime Definitions:

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property (Except "Arson"): To willfully or maliciously damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Arrests and Referrals for Disciplinary Action: Arrest is defined as persons processed by arrest, citation, or summons. Referred for disciplinary action is defined as the referral of any person to any official who initiates a disciplinary action of which a record is established, and which may result in the imposition of a sanction. Clery Act statistics are disclosed for arrests and referrals regarding state local violations of liquor, drug abuse, and weapons laws. Only violations of the law resulting in arrest or referral are disclosed. Violations of institutional policy alone are not included in Clery Act statistics.

Weapons: Carrying, Possessing, etc.: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Classify as a weapon: carrying, possessing, etc. violation: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed (except as permitted by state law and institutional policy through state law) or openly; using, manufacturing, etc. of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the aforementioned acts.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Classify as a drug abuse violation: all drugs, without exception, which are illegal under local or state law where your institution is located, and all illegally obtained prescription drugs.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Classify as a liquor law violation: the manufacture, sale, transporting, furnishing, possessing, etc. of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the aforementioned acts.

Definitions of Clery Act Locations

On-campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

On-campus Student Housing Facilities: N/A

Non-campus: Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. This also includes any building or property owned or controlled by a student organization that is officially recognized by the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, which is within the campus, or immediately adjacent to and accessible from the campus.

**Charles & Sue's School of
Hair Design
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 four-year period of July 1, 2020, through June 30, 2023.

CRIME STATISTICS-REPORTABLE CRIMES

Criminal Offenses	Year	On-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2022	0	0
	2023	0	0
	2024	0	0
	2025	0	0
Manslaughter by Negligence	2022	0	0
	2023	0	0
	2024	0	0
	2025	0	0
Rape	2022	0	0
	2023	0	0
	2024	0	0
	2025	0	0
Fondling	2022	0	0
	2023	0	0
	2024	0	0
	2025	0	0
Incest	2022	0	0
	2023	0	0
	2024	0	0
	2025	0	0
Statutory Rape	2022	0	0
	2023	0	0
	2024	0	0
	2025	0	0
Robbery	2022	0	0
	2023	0	0
	2024	0	0
	2025	0	0
Aggravated Assault	2022	0	0
	2023	0	0
	2024	0	0
	2025	0	0
Burglary	2022	0	0
	2023	0	0
	2024	0	0
	2025	0	0

Criminal Offenses	Year	On-Campus Property	Public Property
Motor Vehicle Theft	2022	0	0
	2023	0	0
	2024	0	0
	2025	0	0
Arson	2022	0	0
	2023	0	0
	2024	0	0
	2025	0	0
VAWA Offences	Year	On-Campus Property	Public Property
Domestic Violence	2022	0	0
	2023	0	0
	2024	0	0
	2025	0	0
Dating Violence	2022	0	0
	2023	0	0
	2024	0	0
	2025	0	0
Stalking	2022	0	0
	2023	0	0
	2024	0	0
	2025	0	0
Sexual Harassment	2022	0	0
	2023	0	0
	2024	0	0
	2025	0	0

Arrests & Disciplinary Referrals	Year	On-Campus Property	Public Property
Arrests: Weapons: Carrying, Possessing Etc.	2022	0	0
	2023	0	0
	2024	0	0
	2025	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	2022	0	0
	2023	0	0
	2024	0	0
	2025	0	0
Arrests: Drug Abuse Violations	2022	0	0
	2023	0	0
	2024	0	0
	2025	0	0
Arrests: Liquor Law Violations	2022	0	0
	2023	0	0
	2024	0	0
	2025	0	0
Disciplinary Referrals: Liquor Law Violations	2022	0	0
	2023	0	0
	2024	0	0
	2025	0	0

* Hate Crimes The categories of bias include the victim's actual or perceived: Race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability		On-Campus Property	Public Property
There were no reported Hate Crimes including: Larceny-Theft, Simple Assault, Intimidation and Destruction/Damage/Vandalism of Property	2022	0	0
	2023	0	0
	2024	0	0
	2025	0	0
§ Unfounded Crimes	Year	On-Campus Property	Public Property
There were no Unfounded Crimes	2022	0	0
	2023	0	0
	2024	0	0
	2025	0	0

The following are in reference to the reportable crime tables.

* In 2022, 2023, 2024 and 2025 there were no reported criminal incidents involving hate/bias.

§Unfounded crimes (those that a commissioned peace officer has investigated and found to be false or baseless and are subsequently withheld from the crime statistic) are required to be disclosed beginning in calendar year 2014.

An institution may not withhold, or subsequently remove, a reported crime from its crime statistics based on a decision by a court, coroner, jury, prosecutor, or other similar non-campus officials.

An institution may withhold, or subsequently, remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore "unfounded." Only sworn or commissioned law enforcement personnel may "unfound" a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of the stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not "unfound" a crime report.

An institution must report to the Department and disclose in its annual security report statistics the total number of crime reports listed that were "unfounded" and subsequently withheld from its crime statistics pursuant to this section during each of the three most recent calendar years.

For 2022, 2023, 2024 and 2025 crime statistics tables, statistics **were requested and received from local law enforcement agencies.**

The calendar year 2015 crime statistics included in this report were determined in accordance with the Clery federal register (34 C.F.R.668.46) as of October 20, 2014, and guidance in the Handbook for Campus Safety and Security Reporting (Handbook) published by the U.S. Department of Education in February 2011, which was effective when the crimes occurred, and statistics were collected. Subsequently, the Handbook was Dated June 2016 and is used for reporting Clery crime statistics for the calendar year 2018.

In counting crimes when more than one offense was committed during a single incident, the school must conform to the requirements of the Hierarchy Rule in the Summary Reporting System (SRS) User Manual.

It is important for all of us to understand our role in the reduction of crime. A conceptual aid often employed by crime prevention practitioners is referred to as the Crime Triangle. For any crime to occur, three elements must be present: desire, ability, and opportunity.

Members of the campus community easily recognize there is little that can be done to control the criminal's ability and desire. The campus community's greatest strength in the prevention of crime is our initiative to reduce or eliminate the opportunity for a crime to occur.

A primary goal of the Campus Security Authority is the prevention of crime before it occurs. Because the CSA cannot be everywhere all the time, they need the help of all members of the campus community to take an active role in their personal safety and property protection. Crime prevention is important to the campus community, and you can help by reporting any crime or suspected crime immediately to the CSA or the Bryan Police Department. By doing so, you may be preventing someone else from becoming a victim of a more serious crime.

Charles & Sue's School of Hair Design provides information during new and transfer student orientation, and to new staff members. In these sessions information is provided regarding campus security procedures and practices. For additional information you may contact the Director or their designee at 979-776-4375. Charles & Sue's School of Hair Design offers mandatory crime prevention and awareness programs and services to our community members. The programs are designed to encourage students and employees to be responsible for their own security and the security of others.

- Personal Safety Awareness
- Sexual Harassment and Rape Prevention
- Alcohol and Drug Awareness and Prevention
- Sexual Assault Awareness and Prevention

Websites for more information:

www.ed.gov/admins/lead/safety/campus; www.securityoncampus.org/schools/cleryact.

Important Telephone Numbers

Area Code 979 (for all numbers listed below)

Emergencies- Police/Fire/Medical	911 for off campus; 911 for on campus
College Station Police (non-emergency)	764-3600
Bryan Police (non-emergency)	361-3888
Brazos County Sheriff (non-emergency)	361-4900
Crime Stoppers 775-TIPS	775-8477
Department of Public Safety (State Troopers)	776-3100
FBI	776-8894
College Station Fire	764-3700
Bryan Fire	209-5960
Brazos County Fire (Rural)	361-3888

Resources

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@scottyhouse.org
Report Child Abuse
1-800-252-5400

National Sexual Assault Hotline
1-800-656-4673

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

The National Domestic Violence Hotline
Emergency # Dial 911
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

ABOUT THE ASPIRE NEWS APP

FREE APP FOR HELPING PREVENT DOMESTIC VIOLENCE

Voted as one of the two "best apps for domestic violence prevention" last year, the Aspire News App is a potentially life-saving app that allows victims of abuse to call for help at the touch of a button.

The app contains summaries of top stories in world, sports, and entertainment news powered by Yahoo! It is available for download on iPhone and Android smartphone devices.

Additionally, if someone you know is in an abusive relationship – or if that someone is you – the Help section of the application contains resources for victims of domestic violence.

Please Note: This app does not serve as a replacement for emergency services – in any situation where you feel that you may be at risk, please dial 911 or your local emergency number.

[Check out Robin McGraw on The Dr. Phil Show](#) discussing her innovative work with the Aspire Initiative and app!

<https://www.whengeorgiasmiled.org/aspire-news-app/>

CLERY CAMPUS SECURITY AUTHORITY CRIME REPORT FORM

NON-POLICE CAMPUS SECURITY AUTHORITIES CHARLES & SUE'S SCHOOL OF HAIR DESIGN

The purpose of THE **CLERY ACT** is to encourage the reporting and the collecting of accurate data of campus crime statistics. The goal of the Clery Act is to provide information to the campus community to promote crime awareness and to enhance campus safety through providing reliable statistical records. This report form was developed to provide a uniform method to document reportable crimes and/or non-criminal hate motivated incidents that have occurred, and which have been reported to a Campus Security Authorities (CSA) other than the Bryan Police Department. The definitions of the crimes that are required to be reported and a description of the mandatory reporting locations are available for review in the Annual Security Policy.

The information collected is not intended to be used to identify the victim, but rather to meet Clery Act requirements and to be used to increase public safety. Please do not list any personal identifying information. Any cooperating victims who do not wish to remain anonymous should be directed to the Bryan Police Department.

It is the policy of Charles & Sue's School of Hair Design to encourage victims and/or witnesses to crime(s) to report such crimes to the police and/or to a designated Campus Security Authority - someone who has significant responsibility for student and campus activities. For the purposes of Clery, CSAs are required to document certain reportable crimes and non-criminal hate motivated incidents which have been reported to them.

For Clery purposes, the student status (yes/no) of the offender or the victim is not a relevant fact as to whether or not this report form is to be completed. If a violation of one of the 15 listed offenses occurs, documentation is required.

Clery documentation is not satisfied by simply directing/referring the reporting party to the police department. In order for the school to satisfy the statistical reporting requirements of the Clery Act, all CSAs are required to complete this form when certain any of the specified offenses listed below are reported to them. Nonetheless, a person reporting a crime to a CSA should also be encouraged to report the crime to the Bryan Police Department.

- | | | | |
|---|--|---|---|
| ☐ Homicide | ☐ Burglary | ☐ Drug/Narcotic violations | ☐ Stalking |
| ☐ Manslaughter | ☐ Motor Vehicle Theft | ☐ Liquor Law violations | ☐ Sex Offense (Forcible) |
| ☐ Robbery | ☐ Arson | ☐ Domestic Violence | ☐ Sex Offense (Non-forcible) |
| ☐ Aggravated Assault | ☐ Weapons violations | ☐ Dating Violence | |

- | | |
|--|---|
| ☐ Hate Crime (Please Select Sub-Type)
☐ Bodily injury ☐ Vandalism ☐ Email
☐ Telephone ☐ Message ☐ Other
☐ Hate Incident (any non-criminal incident) | <i>Category of Prejudice</i>
☐ Ethnicity ☐ Gender ☐ Sexual Orientation
☐ Race ☐ Disability
☐ Religion ☐ National Origin |
|--|---|

- | | |
|--|---|
| ☐ On-campus
☐ Public property
☐ Unknown
☐ Non-campus property | Date of Incident: _____

Time of Incident: _____

Name of CSA receiving report: _____ |
|--|---|

- | | |
|--|--|
| Reporting Party:
☐ Victim ☐ Witness ☐ Suspect
☐ Other: _____ | Was a Police Report Filed?
☐ Yes ☐ No ☐ Unknown
Specify Department: _____ |
|--|--|

Date of Police Report: _____	Case Number: _____	Officer Name: _____
------------------------------	--------------------	---------------------

Charles & Sue's School of Hair Design Safety Hazard Report

Report

Date: _____ Report No. _____

Reported by: _____

Hazard

Location: _____

Equipment: _____

Malfunction: _____

Description of Hazard: _____

Corrective Action

Supervisor: _____

Recommended Action: _____

Action Taken: _____

Date

Implemented: _____

Signature

Date

Charles & Sue's School of Hair Design

Evacuation Drill/Assessment Report



Date: _____	Drill No. _____
Drill Type: _____	Recorded by: _____
School: _____	No. of Classes: _____
Total Students: _____	Total Absences: _____
Drill Date: _____	Drill Time: _____
Fire Department: _____	Contact: _____
Distance Away: _____	Phone: _____
Address: _____	
Drill: ☐ Unplanned ☐ Planned ☐ Unannounced ☐ Announced ☐ Unsuccessful ☐ Successful	
Response Planned: _____	Response Time: _____
Recorder Comments: _____	

Date: _____	Drill No. _____
Drill Type: _____	Recorded by: _____
School: _____	No. of Classes: _____
Total Students: _____	Total Absences: _____
Drill Date: _____	Drill Time: _____
Fire Department: _____	Contact: _____
Distance Away: _____	Phone: _____
Address: _____	
Drill: ☐ Unplanned ☐ Planned ☐ Unannounced ☐ Announced ☐ Unsuccessful ☐ Successful	
Response Planned: _____	Response Time: _____
Recorder Comments: _____	

Title IX Coordinator's Role in Sexual Misconduct Policy

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. A school should ensure that the Title IX coordinator is given the visibility, training, authority, and support necessary to fulfill these responsibilities. The coordinator should not have other job responsibilities that may create a conflict of interest. Designating a full-time Title IX coordinator will minimize the risk of a conflict of interest.

Role of the Title IX Coordinator

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education's implementing regulations at [34 C.F.R. Part 106](#), the college's Title IX Coordinator has primary responsibility for coordinating the college's efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of this school, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX.

Sexual misconduct against students, including sexual harassment, sexual assault, rape, and sexual exploitation, can be a form of sex discrimination under Title IX. The Title IX coordinator oversees the school's response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns, and assess effects on the campus climate, so the school can address issues that affect the wider school community.

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 school 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 school's policies and procedures related to sex discrimination, including sexual misconduct.

The School's Title IX compliance team includes:

Title IX Coordinator: Tracy Gilstrap
1711 Briarcrest Drive
Bryan, TX 77802
979-776-4375
director@charlesandsues.com

Title IX Investigator: Debbie Kelley
1711 Briarcrest Drive
Bryan, TX 77802
979-776-4375
admissions@charlesandsues.com

Title IX Decision Maker: Vikki Fritsche
1711 Briarcrest Drive
Bryan, TX 77802
979-776-4375
vikkifritsche@gmail.com

In the event that the incident, policy, or procedure about which the student seeks to file a report or complaint creates the appearance of a conflict of interest with one of the members of the Title IX compliance team, students may contact any other member of the team or notify Tracy Gilstrap, Director at 979-776-4375.

Inquiries or complaints that involve potential violations of Title IX may also be referred to the U.S. Department of Education's Office for Civil Rights, which can be reached at [contact information for regional office:

<https://wdcrobcolp01.ed.gov/cfapps/OCR/contactus.cfm>

or the Educational Opportunities Section of the Civil Rights Division of the U.S. Department of Justice (DOJ):

<http://www.justice.gov/crt/complaint/#three>.

Functions and Responsibilities of the Title IX Coordinator

The Title IX Coordinator's functions and responsibilities include the following:

(1) Training for Students, Faculty, and Staff

The Title IX Coordinator provides or facilitates ongoing training, consultation, and technical assistance on Title IX for all students, faculty, and staff, including:

- regular training for faculty and staff outlining their rights and obligations under Title IX, including the appropriate response to reports of sexual misconduct, the obligation to report sexual misconduct to appropriate school officials, and the extent to which counselors and advocates may keep a report confidential, and
- regular training for students outlining their rights under Title IX; with regard to sexual misconduct, this training will include what constitutes sexual misconduct and when it creates a hostile environment, the definition of consent, reporting options (including reports to responsible employees, campus and local law enforcement, and confidential reporting to counselors or advocates), the grievance procedures used to process complaints, applicable disciplinary code provisions relating to sexual misconduct and the consequences of violating those provisions, the role of alcohol and drugs in sexual misconduct, the effects of trauma, strategies and skills for bystander intervention, the offices or individuals with whom students can speak confidentially, the offices or individuals who can provide support services, the employees who must report incidents to the Title IX coordinator, and Title IX's protections against retaliation.

(2) Investigations

The school is responsible for conducting adequate, reliable, and impartial investigations of reports and complaints of sexual misconduct. The Title IX Coordinator oversees many aspects of this response, including:

- determining whether the report or complaint alleges conduct that may, upon investigation, constitute prohibited sexual misconduct,
- appointing an investigative team upon such determination,
- making certain that individual reports and complaints are handled properly and in a prompt and timely manner,
- informing all parties regarding the grievance process,
- confirming that all parties have been notified of grievance decisions and of the right to, and procedures for, appeal, if applicable,
- maintaining information and documentation related to the investigation in a secure manner, and
- monitoring compliance with timeframes specified in the grievance procedures.

The Title IX Coordinator evaluates requests for confidentiality by those who report or complain about sexual misconduct in the context of the school's responsibility to provide a safe and nondiscriminatory environment for all students. The school's Privacy Policy at www.charlesandsues.com, under the Consumer Information Tab.

(3) Remedies, Including Interim Measures

Upon learning of a report or complaint of sexual misconduct, the Title IX Coordinator promptly takes steps to ensure the

complainant's equal access to the school's programs and activities and protect the complainant, as necessary. Such steps include taking interim measures before the final outcome of any investigation, providing remedial measures after the final outcome of investigation, and making the complainant aware of all available resources, including victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and legal assistance. (See Resources Section)

Upon a finding of prohibited sexual misconduct, the Title IX Coordinator determines whether campus-wide remedies should be adopted in response, including review and revision of the College's sexual misconduct policies, increased monitoring, supervision, or security at locations where sexual misconduct is reported to occur, and increased education and prevention efforts, including to targeted populations.

If the School finds that an individual engaged in prohibited sexual misconduct, the Title IX Coordinator reviews proposed sanctions before they are imposed to ensure that they, along with the school's interim and long-term measures taken in response to the sexual misconduct, are reasonably calculated to stop the sexual misconduct and prevent its recurrence.

(4) Monitoring and Advising

In order to address sexual misconduct on campus and ensure ongoing compliance with Title IX, the Title IX Coordinator:

- reviews regularly all reports and complaints raising potential Title IX issues throughout the school to ensure that the school responded consistent with its Title IX obligations, even if the report or complaint was initially filed or raised with another individual,
- reviews regularly all reports and complaints raising potential Title IX issues throughout the school to identify and address any patterns,
- reviews regularly the school's policies and procedures to ensure that they comply with the requirements of Title IX,
- organizes and maintains files related to grievances, reports, complaints, and other records of potential sex discrimination, including sexual misconduct, in a secure manner,
- Regularly assesses the school's compliance with, and the effectiveness of, policies and procedures related to sex discrimination, including sexual misconduct, and recommends modifications where appropriate,
- consults regularly with the School's Title IX compliance team to promote campus-wide awareness and discussion of Title IX-related issues, and develop and implement any modifications of policies and procedures to prevent and eliminate sex discrimination, including sexual misconduct, and
- ensures that appropriate policies and procedures are in place for working with local law enforcement and coordinating with local victim advocacy organizations and service providers, including rape crisis centers.