New Dimensions School of Hair Design

Campus Safety and Security Policy and Fire Safety Report

INTRODUCTION:

This document has been designed to inform all students and employees about the school's safety and security procedures and policies. The annual disclosure document is done each year by contacting the local police department to compile the statistics used in the report. All crimes are reported based on the calendar year in which the crime was reported to local police agencies or to the School Administrative Office. The safety of our students and employees is an important concern of the school's administration. This document explains this school's policy regarding crime and accident prevention, public safety, criminal and accident reporting procedures, and fire safety. Read this document carefully and ask questions if you are uncertain. At orientation for new students and employees, as well as in October of each year, the students and employees are informed of the school's campus security report, procedures, and safety practices. We also review with students and employees the need to be responsible for their own security and safety at all times.

DEFINITION OF CAMPUS:

For the purposes of reporting campus crimes, the definition of the school's campus includes, New Dimensions School of Hair Design, located at 621 Kentucky Avenue, Joplin, MO, up to the road directly in front of the building and over thru the parking lots (front & back) where our staff and students park.

CRIME & ACCIDENT PREVENTION:

The school does not assume liability for stolen property. Therefore, students and employees should always keep their personal belongings locked in the student lockers, which have been provided. The school encourages students and staff not to bring expensive jewelry, money, or other valuables into the school. The school reserves the right to prosecute any student or employee to the full extent of state and United States federal law for any criminal violation committed on the school premises. The school will take into consideration the specifics of any student who may be accused of a crime on a case-by-case basis, which may include suspension or termination from school. Criminal violations may include, but may not be limited to the following:

• Murder • Rape • Forcible sex offenses • Non-forcible sex offenses • Robbery/theft • Simple or aggravated assault • Unlawful consumption or possession of alcohol or other controlled or illegal substance • Hate crime including larceny-theft, simple assault, intimidation, or vandalism • Burglary — There must be evidence of both trespass and intent to commit a felony or theft — Larceny is the illegal taking and carrying away of personal property belonging to another person with the purpose of depriving the owner of its possession.

Further preventative measures include:

- Students and/or employees shall not be permitted to consume illegal or controlled substances, including alcoholic beverages, during school hours or at school sponsored functions.
- Avalon School of Cosmetology bans the procession, use and sale of alcoholic beverages and illegal drugs and enforces the State of Minnesota underage drinking laws and Federal and State drug laws.
- Students and/or employees shall not be permitted to have any illegal or otherwise dangerous weapons in their possession or on school property. Such a violation will result in the confiscation of the weapon, possible prosecution, and possible termination from enrollment or employment.
- Students and/or employees must keep their property securely locked in the designated areas in order to prevent theft.
- Students and/or employees must park in the designated areas and should always keep their cars securely locked.

- Students and/or employees must never remain alone within the facility after closing without administrative approval. If approval has been given, the outside door must remain locked at ALL times, and the student/ employee must not allow any unauthorized individual entrance.
- Students and/or employees shall report hazardous conditions (i.e., faulty or broken equipment, water leaks, chemical spills, exposed electrical wires, etc.) to the School Director for immediate attention. No attempt to repair should be made by the student and/or employee.
- The School Director shall handle all such hazards with appropriate caution and expedience. Proper procedures may require the School Director to notify the appropriate agencies (i.e., the poison control center, the fire department, the electric company, etc.)
- Damaged or dangerous structural conditions shall be reported to the School Director immediately.
- Students and/or employees should handle all equipment within the manufacturer's specifications. The school will not be responsible for accidents caused by the inappropriate or negligent use of any of its equipment.
- Students and/or employees shall not be permitted to use unauthorized equipment. The school will not accept liability for accidents involving unapproved equipment.
- Students and/or employees with unusual or serious health conditions are encouraged to report such conditions upon admission or employment. Arrangements must be made with his or her physician for appropriate preventative measures. All such conditions will be kept confidential among school management.

CRIMINAL & ACCIDENT REPORTING PROCEDURES:

The school does not have individual campus security. All crimes are reported to the local police department for investigation and action. We encourage all students and employees to timely report all crimes to Sharon Clements, the School Director, who will promptly contact the local authorities to address the issue. Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis. New Dimensions School of Hair Design will provide a written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other applicable services for victims both within the school and in the community. On request, New Dimensions School of Hair Design will also provide a written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the director or local law enforcement. If you need to seek professional help after having been a victim of a crime, contact the following counseling center:

Lafayette House (abused woman resource center)

1809 Connor Avenue **(417)782-1772**

Joplin, MO 64804 **800-416-1772**

- In the event of a burglary or robbery:

Remain calm and agreeable with the culprit(s) and do not attempt any heroic measures. Report all burglaries to Sharon Clements and/or the local police. When reporting a burglary or robbery, indicate the name and address of the school, give them your name, the date and time of the incident, indicate any injuries if known and indicate the number of suspects involved and any descriptive information.

- In the event of larceny:

Remain calm and agreeable with those involved. Do not attempt to determine if any person is innocent or guilty. Report all larceny to Sharon Clements and/or the local police department for investigation. Indicate the name and address of the school, give them your name, the date and time of the incident, indicate any injuries if known and give the name(s) of those involved or any witnesses along with any descriptive information.

- In the event of an accident:

Report the event to the School Director. The School Director will determine if emergency help is needed. If so, he or she will call the appropriate agency. Complete an accident report, including the cause, the name(s) of those involved, the date, the time, the circumstances, and the explanation of any witnesses. Report all information to the school director. If necessary, notify parents and family of the victim(s).

- In the event of a general emergency within the school's premises, please notify the school's administration immediately and remain calm. The school's personnel are trained in emergency response and evacuation procedures. The School Director will determine whether a significant emergency exists by evaluating the situation and consulting with local police authorities. If the School Director is not available, contact the Administration Office. If a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus exists in which students and staff are in danger, an immediate announcement will be made by the School Director who will notify the student body and staff of the emergency and the steps to follow. The safety of our students and staff is of the utmost importance to us. Police authorities will be contacted for assistance. Do not exit the building unless you have been directly instructed to do so. It may be safer to stay in the school in a lockdown mode. Please listen to all announcements from the School Director and follow the directions given; remain calm. The staff will direct you where to go in the event of an emergency in order to ensure your safety. The school will review its evacuation plans and procedures during the orientation on the first day of class or hire, as well as yearly with the student body and staff. The school will also conduct announced emergency response and evacuation tests annually in order for the staff and students to clearly understand the procedures. Students and staff are expected to be present on those days. Each test will be documented in the school's records as to the date, time, and whether it was an announced or unannounced test.

EMERGENCY PROCEDURES:

In an emergency, evacuation of the school should proceed as rapidly and safely as possible. The plan accounts for two scenarios of evacuation, which are:

- In-place evacuation: keeping students and staff members in place but securing the location for the emergency at hand.
- On-site evacuation: movement of students and staff members out of the building affected and relocation to another area near the school.

FIRE

- Evacuate the area of the fire. (Always stay low as smoke and heated gasses collect near the ceiling first.)
- Call 911, indicating the need for assistance from the fire department and law enforcement. Other communication networks should be identified and utilized in the event that the fire has caused the telephone system to become out of order.
- Evaluate the situation; determine quickly, if possible, the size, nature, and location of the fire within the facility. Upon the arrival of the fire department, the School Director shall establish contact with the senior fire department official and coordinate subsequent activities with him or her.
- Make certain that all students and staff members are accounted for and safe. Move to another location as required. A fire deemed in any way to be a threat to the safety of the students or the staff calls for evacuation to the outside area, away from the building.
- Any of the steps above may be done simultaneously as the number of staff members on duty permits. The decision not to follow any of these steps is justifiable only when there is certainty that there is no imminent danger.
- If the fire is small, any of the facility's fire extinguishers may be used to extinguish it, if the staff member has received proper training. Although there should be no hesitation regarding the use of fire extinguishers, the fighting of any fire by staff members should be undertaken only if there is no imminent danger.

ILLNESS OR INJURY

- **MINOR**
  - Treat with medical supplies on hand.
  - Evaluate periodically to see if further medical attention is required.
- **MAJOR**
  - Employ first aid techniques as trained, if needed.
  - Contact 911 if immediate medical attention is required.
  - If an illness or an injury requires a doctor's care, but emergency services are not required, the staff members should then arrange for transportation to the emergency room, clinic, or hospital.

BOMB THREATS

- Any bomb threat should be treated as real until proven otherwise.
- Unidentified or suspicious objects should be reported to the authorities.
- Evacuation should be to an outdoor area as far from the building as safely possible. The area to be evacuated should be searched quickly before evacuation.
- Upon arrival of law enforcement authorities, the facility director, or designee, will assist with the search (i.e., unlocking doors, identifying strange or suspicious objects, etc.)
- The appropriate authorities should be consulted prior to reentry into the building.

UTILITIES AND MAINTENANCE EMERGENCIES A. GAS LEAK

- If any staff member or student smells gas, act quickly.
- Open windows immediately.
- Call 911 and report the possible gas leak.
- Do not turn any electrical switches on OR off. Eliminate all flames.
- Check all gas taps and turn them off.
- If necessary, turn off the gas main. The shutoff valve is next to the meter.
- If the gas odor remains strong, evacuate the area immediately.
- Do not return to the building until the fire department announces it is safe.

EMERGENCY EVACUATION

In the event of a fire, bomb threat, electrical, chemical, or other emergency that would require the evacuation of the building, all staff members should adhere to the following:

- Call 911, indicating the need for assistance from the local fire department and law enforcement.
- Make certain all students and staff members are accounted for and are safe.
- Evacuate all students and staff members to an area as far from the building as safely practical.
  - Adhere to predetermined evacuation routes, if possible; however, do not hesitate to adjust these routes to avoid dangerous areas.
  - All students and staff members with special needs are to be assisted as needed.
- Conduct a second head count for students and staff members.
- Notify the School Director as soon as possible.
- Do not approach or reenter the building until consultation with the proper authorities.

TORNADO/SEVERE WEATHER WATCHES AND WARNING PROCEDURES

- The safe place designated by the School Director is the Wax/Facial Room.
  - All students and staff will be moved to the designated location.
  - Maintain voice contact among staff members at all times. Make sure to conduct a head count before moving to a safe place, after arriving at a safe place, and after leaving the designated area.
- After there is absolute certainty that the storm has passed:
  - The staff members should conduct a head count.
  - Provide any necessary first aid and call 911 for any necessary response agencies, if needed.
  - Check the entire building for any damages such as fire, water, or structural.
  - Turn on and test utilities.

- Notify the School Director as soon as possible with an update of conditions.
- Notify any agents that services are needed.

The school encourages pastoral counselors and/or professional counselors, in instances where the student may need assistance in dealing with a particular situation, when appropriate. To avail yourself of this service, please contact Kimberly Schroeder, the School Director, for assistance in obtaining help. We encourage students who may have been the victim of a crime to seek help. The counseling sessions are voluntary and confidential for the basis of inclusion in the annual disclosure of crime statistics.

STUDENT RIGHT TO KNOW POLICY:

All criminal activity and accidents that occur on the school premises must be reported to the School Administrative Office who must keep a confidential file on the circumstances surrounding each incident. The School Director must make the information available to the employees and students, although he or she will keep personal information, such as names, confidential. The school may withhold information if there is clear and convincing evidence that the release of the Information would jeopardize an ongoing criminal investigation or the safety of an individual; cause a suspect to flee or evade detection; or result in the destruction of evidence. The school will only withhold that information that would cause the adverse effect described. The school will disclose any information withheld once the adverse effect described is no longer likely to occur.

The School Director shall use the following procedures for informing students and employees of criminal activity and accidents:

- Each week during weekly announcements, a general account of any criminal activity that may have occurred will be given.
- Each week, a general account of any criminal incident and/or accident will be posted in the lounge for student access. Confidential information will not be available.
- A confidential file will be kept that describes each accident and criminal incident in detail. The file must include dates, times, names, extenuating circumstances, agencies notified, etc.
- During the announcements, emphasis will be placed on accident and crime prevention.
- Statistics regarding the incidence of rape, burglary, drug violations, motor vehicle theft, murder, and simple or aggravated assaults that occurred within the institution will be available to any and all students and/or employees upon request.
- Statistics concerning the number of arrests for on-campus crimes of murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug law violations, illegal weapon possessions, arson, negligent manslaughter, and non-negligent manslaughter during the calendar years of 14, 15 & 16 are listed.
- The school will identify where on campus the crime occurred, such as in the school building, in front of the school, or in the parking lot.

Criminal Offenses - On campus

Criminal Offense	2019	2020	2021
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	0	0	0

k. Arson	0	0	0

Criminal Offenses - Public Property

Criminal Offense

	2019	2020	2021
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0

When listing crimes committed on the school campus, we will use the FBI's UCR program and the Hierarchy Rule when more than one offense was committed during a single incident. If arson is committed, the school will always record the arson in its statistics, regardless of whether or not it occurs in the same incident as another crime. If rape, fondling, incest, or statutory rape occurs in the same incident as murder, the school will record both the sex offense and the murder in its statistics. The school will also compile the crime statistics for murder, and non-negligent manslaughter, negligent manslaughter, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and Illegal weapons possession using the definitions of those crimes from the Summary Reporting System User Manual from the FBI's UCR Program.

- The school will separately report any hate crimes by category of prejudice and by type of crime, if any are reported during the reporting period.
- The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.
- 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.
- To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

An incident must meet three conditions to be classified as a burglary. First, there must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry — no force are counted. Second, the unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door. Finally, the unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is larceny. The following number of students was referred to campus disciplinary action for the following violations:

Violation	Number of Incidents
Liquor Law Violations	0
Drug Law Violations	0
Illegal Weapons Possession	0

For information regarding drug or alcohol-abuse education programs, as required under the Drug-Free Schools and Communities Act of 1989, please refer to our Drug-Free Workplace Policy that may be obtained from our Administrative Office.

There were __0__ crimes of murder, forcible rape, non-forcible rape, or aggravated assault that show evidence of prejudice based on race, gender, religion, sexual orientation, disability, or ethnicity as prescribed by the Hate Crime

Statistics Act (28 U.S.C. 534) on the school's campus or on public property immediately surrounding the school's campus.

The school monitors and records any criminal activity that takes place at a school event off campus. Each of these events is supervised by teachers and staff of the school.

Sex Offenders Registry
In accordance with the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. § 14071(j)), and the Adam Walsh Child Protection and Safety Act of 2006, we are notifying you that you can obtain information concerning registered sex offenders by visiting www.familywatchdog.us for a list of registered offenders near the school premises.

VIOLENCE AGAINST WOMEN ACT
This document has been designed to inform all students and employees of the Violence Against Women Act and outlines Avalon School of Cosmetology's commitment to the health and safety of its students and employees. The school strictly prohibits any student or staff member from engaging in any crime outlined under the Violence Against Women Act and is committed to taking the necessary steps to investigate any allegations of wrongdoing. This annual disclosure document is done each year by contacting the local police department to compile the statistics used in the report. Victims or witnesses to a crime on the school premises may report the crime to the School Director/Campus Security Coordinator on a confidential basis for inclusion into the in the annual disclosure of crime statistics. This document explains the institution's policy regarding crime prevention, public safety, and criminal reporting procedures. This document will be provided to all prospective students, as well as be reviewed with all students during orientation and with staff at the time of hire. The school will provide training in October of each year when the new statistics are available. The training promotes awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, stalking, and the prevention of crime, as well as gives options for reducing the risk of such offenses occurring, the warning signs of abusive behavior, and how to avoid potential attacks. Please read this document carefully and ask questions if you are uncertain. The school's Campus Security Coordinator is Todd Schroeder. To conduct the awareness program, we bring a local crisis center representative, into the school to provide our students and staff with knowledge, information, and resources to prevent violence, promote safety, and reduce risk by showing how to protect yourself against crime, how to be responsible for your own safety, and how to protect yourself against sexual assault. Avalon School of Cosmetology is committed to making your school a safe place.

What is domestic violence?
Federal Definition: 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. For the purposes of complying with the requirements of this regulation, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
Local Jurisdiction Definition: According to Minnesota Statute §518B.01, "Domestic abuse" is defined as:
(1) physical harm, bodily injury, or assault;
(2) the infliction of fear of imminent physical harm, bodily injury, or assault; or
(3) terroristic threats, criminal sexual conduct, or interference with an emergency call.

There must be a certain relationship between the parties for the Court to issue an Order regarding Domestic Abuse. Spouses, former spouses, parents and children, people related by blood, unmarried couples, people who have lived together in the past, people who have a common child together or any people involved in a significant romantic and intimate relationship are all individuals who are subject to the Domestic Abuse Act.

National Domestic Violence Hotline: 1-800-799-7233

Procedures for Victims of Domestic Violence

If a student or staff member is a victim of domestic violence, inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the School Director/Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance and to alert the police. The School Director/Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including where applicable, restraining orders, orders for protection, no-contact orders, or similar lawful orders issued by a criminal or civil court.

The school and police strongly advocate that a victim of domestic violence report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim; and it provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense, so do not disturb the area surrounding the incident.

The student or staff member can file a complaint with the School Director/Campus Security Coordinator. The complaint should outline all details of the event and include a list of any witnesses or documentation to help support the allegations of domestic violence. The complaint should be filed as soon as possible after the occurrence of domestic violence has taken place.

If a student or employee is a victim of domestic violence, the school will make available to the student a leave of absence or opportunity to drop and reenroll at a later date without incurring any additional charges or penalties. The school's Financial Aid Director will meet with the victim to discuss his or her options regarding loan repayment or financial aid options. These, as well as other options will be provided to the alleged victim in writing, regardless of whether or not the victim chooses to report the crime to the police or file a complaint with the school; please notify the School Director/ Campus Security Coordinator in person at 1428 N McMillan Street Worthington, MN or by e-mail at avalonschool@vastbb.net of such a request for accommodation.

Hearing Process

If a student is alleged to having committed domestic violence, that student will have the right to a prompt, fair, and impartial investigation and hearing before the School Director/Campus Security Coordinator and one additional employee of the school's administration, who have received annual training on issues related to domestic violence and how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them throughout the hearing. The standard of evidence in this case requires clear and convincing evidence that the incident more than likely occurred.

The school's policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, the school's investigative team may need additional time in order to properly conduct a review of the alleged incident and to come to a fair conclusion; however, the school will make every effort to expedite the review process. If an extension of time is needed to conduct the investigation and hearing for good cause, the school will send a written notification to the accuser and the accused of the delay and the reason for the delay.

The proceedings will be conducted in a manner that is consistent with the school's policies and transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser or the accused. The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. The appropriate school officials will meet upon the conclusion of the hearing to discuss the facts of the complaint and to render a decision. Both the accuser and the accused will simultaneously be informed in writing of the outcome and any institutional disciplinary proceeding, the opportunity for appeal and the notification of

the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the school regarding any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the school is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld.

A student found guilty of violating the school's domestic violence policy could be criminally prosecuted in the state courts and may be reprimanded, sent to counseling, placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the school's records.

The school will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the school may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The school will only disclose information that is necessary to provide the accommodations or protective measures and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality. The school will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide an accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974 (FERPA).

Any student or employee who reports to the school that he or she has been a victim of domestic violence, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act.

What is sexual assault?
Federal Definition: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape. Rape is 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 is the touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental incapacity. Incest is the sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is sexual intercourse with a person who is under the statutory age of consent.
Local Jurisdiction Definition: Sexual violence is the use of sexual actions and words that are unwanted by and/or harmful to another person. Sexual violence is **violence using sex.** Sometimes the terms "sexual abuse" and "sexual assault" are used to refer to sexual violence. Sexual assault under Minnesota law can refer to rape.

National Sexual Assault Hotline: 1-800-656-4673

Procedures for Victims of Sexual Assault
If a student or staff member is a victim of sexual assault, inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the School Director/Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance and to alert the police. The School Director/Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including where applicable, restraining orders, orders for protection, no-contact orders, or similar lawful orders issued by a criminal or civil court.

The school and police strongly advocate that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim; and it provides the opportunity for collection of

evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense, so do not disturb the area surrounding the incident.
A student or staff member can file a complaint with the School Director/Campus Security Coordinator. The complaint should outline all details of the event and include a list of any witnesses or documentation to help support the allegations of sexual assault. The complaint should be filed as soon as possible after the occurrence of sexual assault has taken place.

If a student or employee is a victim of sexual assault, the school will make available to the student a leave of absence or opportunity to drop and reenroll at a later date without incurring any additional charges or penalties. The school's Financial Aid Director will meet with the victim to discuss his or her options regarding loan repayment or financial aid options. These, as well as other options will be provided to the alleged victim in writing, regardless of whether or not the victim chooses to report the crime to the police or file a complaint with the school; please notify the School Director/Campus Security Coordinator in person at 1428 N McMillan Street Worthington, MN or by e-mail at YOURMAIL of such a request for accommodation.

Hearing Process
If a student is alleged to having committed sexual assault, that student will have the right to a prompt, fair, and impartial investigation and hearing before the School Director/Campus Security Coordinator and one additional employee of the school's administration, who have received annual training on issues related to sexual assault and how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them throughout the hearing. The standard of evidence in this case requires clear and convincing evidence that the incident more than likely occurred.
The school's policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, the school's investigative team may need additional time in order to properly conduct a review of the alleged incident and to come to a fair conclusion; however, the school will make every effort to expedite the review process. If an extension of time is needed to conduct the investigation and hearing for good cause, the school will send a written notification to the accuser and the accused of the delay and the reason for the delay.

The proceedings will be conducted in a manner that is consistent with the school's policies and is transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser or the accused. The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. The appropriate school officials will meet upon the conclusion of the hearing to discuss the facts of the complaint and to render a decision. Both the accuser and the accused will simultaneously be informed in writing of the outcome and any institutional disciplinary proceeding, the opportunity for appeal and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the school regarding any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the school is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld.
A student found guilty of violating the school's sexual assault policy could be criminally prosecuted in the state courts and may be reprimanded, sent to counseling, placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the school's records.

The school will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the school may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The school will only disclose information that is necessary to provide the accommodations or protective

measures requested and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality. The school will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide an accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974 (FERPA).

Any student or employee who reports to the school that he or she has been a victim of sexual assault, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act.

What is dating violence?
Federal Definition: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. For the purposes of complying with the requirements of section § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
Local Jurisdiction Definition: Unwanted, coerced and/or forced sexual penetration that occurs between people who are known to each other. This relationship may be a dating relationship, a blind date or "hook up." They may know one another well or only briefly. The issue is not identifying who the perpetrator is; it is rather identifying how force or coercion is manifested.

National Teen Dating Abuse Hotline: 1-866-331-9474

Procedures for Victims of Dating Violence
If a student or staff member is a victim of dating violence, inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the School Director/Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance and to alert the police. The School Director/Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including where applicable, restraining orders, orders for protection, no contact orders, or similar lawful orders issued by a criminal or civil court.

The school and police strongly advocate that a victim of dating violence report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim; and it provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense, so do not disturb the area surrounding the incident.

A student or staff member can file a complaint with the School Director/Campus Security Coordinator. The complaint should outline all details of the event and include a list of any witnesses or documentation to help support the allegations of dating violence. The complaint should be filed as soon as possible after the occurrence of dating violence has taken place.

If a student or employee is a victim of dating violence, the school will make available to the student a leave of absence or opportunity to drop and reenroll at a later date without incurring any additional charges or penalties. The school's Financial Aid Director will meet with the victim to discuss his or her options regarding loan repayment or financial aid options. These, as well as other options will be provided to the alleged victim in writing, regardless of whether or not the victim chooses to report the crime to the police or file a complaint with the school; please notify the School

Director/Campus Security Coordinator in person at 621 Kentucky Avenue, Joplin, MO or by e-mail at newdimensions1477@sbcglobal.net of such a request for accommodation.

Hearing Process

If a student is alleged to having committed dating violence, that student will have the right to a prompt, fair, and impartial investigation and hearing before the School Director/Campus Security Coordinator and one additional employee of the school's administration, who have received annual training on issues related to dating violence and how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them throughout the hearing. The standard of evidence in this case requires clear and convincing evidence that the incident more than likely occurred.

The school's policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, the school's investigative team may need additional time in order to properly conduct a review of the alleged incident and to come to a fair conclusion; however, the school will make every effort to expedite the review process. If an extension of time is needed to conduct the investigation and hearing for good cause, the school will send a written notification to the accuser and the accused of the delay and the reason for the delay.

The proceedings will be conducted in a manner that is consistent with the school's policies and is transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser or the accused. The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. The appropriate school officials will meet upon the conclusion of the hearing to discuss the facts of the complaint and to render a decision. Both the accuser and the accused will simultaneously be informed in writing of the outcome and any institutional disciplinary proceeding, the opportunity for appeal and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the school regarding any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the school is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld.
A student found guilty of violating the school's dating violence policy could be criminally prosecuted in the state courts and may be reprimanded, sent to counseling, placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the school's records.

The school will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the school may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The school will only disclose information that is necessary to provide the accommodations or protective measures requested and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality. The school will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide an accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974 (FERPA).
Any student or employee who reports to the school that he or she has been a victim of dating violence, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act.

What is stalking?

Federal Definition: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition, 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, surveys, threatens, or communicates to or about a person, or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily lead to professional treatment or counseling. For the purposes of complying with the requirements of this regulation, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Local Jurisdiction Definition: Stalking is defined primarily by state statute and while statutes vary, stalking is usually understood as a pattern of conduct that places a person in fear for their safety. The term "stalking" is commonly used to describe patterns of behaviors or acts used by a person to harass, threaten, or intimidate another. The variety of behaviors displayed by stalkers is limited only by the creativity of the stalkers themselves.

If you feel you are being stalked and in immediate danger, call 911 for assistance.

Procedures for Victims of Stalking

If a student or staff member is a victim of stalking, inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the School Director/Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance if needed and/or to alert the police. The School Director/Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including where applicable, restraining orders, orders for protection, no contact orders, or similar lawful orders issued by a criminal or civil court. The school and police strongly advocate that a victim of stalking report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, if needed, at no expense to the victim; and it provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense. A student or staff member can file a complaint with the School Director/Campus Security Coordinator. The complaint should outline all details of the event and include a list of any witnesses or documentation to help support the allegations of stalking. The complaint should be filed as soon as possible after the occurrence of stalking has taken place.

If a student or employee is a victim of stalking, the school will make available to the student a leave of absence or opportunity to drop and reenroll at a later date without incurring any additional charges or penalties. The school's Financial Aid Director will meet with the victim to discuss his or her options regarding loan repayment or financial aid options. These, as well as other options will be provided to the alleged victim in writing, regardless of whether or not the victim chooses to report the crime to the police or file a complaint with the school; please notify the School Director/Campus Security Coordinator in person at 621 Kentucky Avenue, Joplin, MO or by e-mail at newdimensions1477@sbcglobal.net of such a request for accommodation.

Hearing Process

If a student is alleged to having committed stalking, that student will have the right to a prompt, fair, and impartial investigation and hearing before the School Director/Campus Security Coordinator and one additional employee of the school's administration, who have received annual training on issues related to stalking and how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them throughout the hearing. The standard of evidence in this case requires clear and convincing evidence that the incident more than likely occurred.

The school's policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, the school's investigative team may need additional time in order to properly conduct a review of the

alleged incident and to come to a fair conclusion; however, the school will make every effort to expedite the review process. If an extension of time is needed to conduct the investigation and hearing for good cause, the school will send a written notification to the accuser and the accused of the delay and the reason for the delay.

The proceedings will be conducted in a manner that is consistent with the school's policies and is transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser or the accused. The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. The appropriate school officials will meet upon the conclusion of the hearing to discuss the facts of the complaint and to render a decision. Both the accuser and the accused will simultaneously be informed in writing of the outcome and any institutional disciplinary proceeding, the opportunity for appeal and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the school regarding any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the school is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld. A student found guilty of violating the school's stalking policy could be criminally prosecuted in the state courts and may be reprimanded, sent to counseling, placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the school's records.

The school will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the school may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The school will only disclose information that is necessary to provide the accommodations or protective measures requested and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality. The school will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide an accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974 (FERPA). Any student or employee who reports to the school that he or she has been a victim of stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act.

What is rape?

Federal Definition: Rape is 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.

Local Jurisdiction Definition: Rape and sexual assault are illegal in Missouri, as in all other states. Sex crimes and their degree of seriousness are found in the Missouri Code.

First Degree Sexual Abuse.

Sexual abuse, in the first degree, occurs when someone subjects another to sexual contact while incapacitated, incapable of consent, or lacking the capacity to consent. Sexual assault of the first degree is a Class C felony unless it involves a child under fourteen years of age or is an aggravated sexual offense, in which case it is a Class B felony.

Sexual Offenses and Their Penalties

There are several factors that detetermine the severity of the punishment, including type of sexual offense, the force used, and the age of the victim. Below are the crimes and their classifications:

- Class A felony: Includes crimes such as rape or sodomy that involve serious physical injury, weapons, or children under 12. Sexual offenses classified as Class A felonies are punishable by between 10-30 years in prison or life in prison. There is a 10-year minimum for sodomy and a 15-year minimum for rape with a weapon and serious physical injuries. If the offender is 75 or older, they must serve 15 years without parole for first-degree rape or sodomy against a child under 12. If a child is raped or sodomized in an especially brutal or torturous way, parole is not available.

: Class B felony: This type of crime refers to first-degree rape, sodomy, or abuse of children under 14 with serious physical injury or a deadly weapon. The penalty ranges from 5 to 15 years in prison.

- Class C felony: These felonies include 2nd-degree rape or sodomy, statutory rape in the 2nd degree, and sexual abuse in the first degree. Penalty of up to $5,000 in fines and/or 7 years imprisonment.
- Class D felony: These include sexual abuse in the second degree with a prior sex offense, with a deadly weapon, or committed during a ceremony or ritual. A maximum prison sentence of four years or less and/or a maximum fine of $5,000 may be imposed.
- Class A misdemeanor: Sexual abuse of the second degree. The maximum penalty is a year in prison and a $1,000 fine.

Procedures for Victims of Rape

If a student or staff member is a victim of rape, inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the School Director/Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance and to alert the police. The School Director/Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including where applicable, restraining orders, orders for protection, no contact orders, or similar lawful orders issued by a criminal or civil court. The school and police strongly advocate that a victim of rape report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim; and it provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense, so do not disturb the area surrounding the incident. A student or staff member can file a complaint with the School Director/Campus Security Coordinator. The complaint should outline all details of the event and include a list of any witnesses or documentation to help support the allegations of rape. The complaint should be filed as soon as possible after the occurrence of rape has taken place.

If a student or employee is a victim of rape, the school will make available to the student a leave of absence or opportunity to drop and reenroll at a later date without incurring any additional charges or penalties. The school's Financial Aid Director will meet with the victim to discuss his or her options regarding loan repayment or financial aid options. These, as well as other options will be provided to the alleged victim in writing, regardless of whether or not the victim chooses to report the crime to the police or file a complaint with the school; please notify the School Director/Campus Security Coordinator in person at 621 Kentucky Avenue, Joplin, MO or by e-mail at newdimensions1477@sbcglobal.net of such a request for accommodation.

Hearing Process

If a student is alleged to having committed rape, that student will have the right to a prompt, fair, and impartial investigation and hearing before the School Director/Campus Security Coordinator and one additional employees of the school's administration, who have received annual training on issues related to rape and how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them throughout the hearing. The standard of evidence in this case requires clear and convincing evidence that the incident more than likely occurred. The school's policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, the school's investigative team may need additional time in order to properly conduct a review of the alleged incident and to come to a fair conclusion; however, the school will make every effort to

expedite the review process. If an extension of time is needed to conduct the investigation and hearing for good cause, the school will send a written notification to the accuser and the accused of the delay and the reason for the delay.

The proceedings will be conducted in a manner that is consistent with the school's policies and is transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser or the accused. The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. The appropriate school officials will meet upon the conclusion of the hearing to discuss the facts of the complaint and to render a decision. Both the accuser and the accused will simultaneously be informed in writing of the outcome and any institutional disciplinary proceeding, the opportunity for appeal and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the school regarding any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the school is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld. A student found guilty of violating the school's rape policy could be criminally prosecuted in the state courts and may be placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the school's records.

The school will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the school may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The school will only disclose information that is necessary to provide the accommodations or protective measures requested and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality. The school will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide an accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974 (FERPA). Any student or employee who reports to the school that he or she has been a victim of rape, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act.

Campus Security

The school does not have individual campus security. All crimes are reported to the local police department for investigation and action on school premises or vicinity. We encourage all students and employees to timely report all crimes to the School Director/Campus Security Coordinator, who will promptly contact the local authorities to address the issue. Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis. If you are a witness to the crime, contact 911 for immediate assistance, and, if you feel it is safe to intervene on behalf of the victim, do so in the presence of others, if possible, or call out to the perpetrator that you have contacted the police and indicate that they are on their way; do not put yourself in danger as well.

If you are a victim of a sexual assault, domestic violence, dating violence, or stalking at this institution or off the school premises, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment.

In the event of a rape or sexual violence on campus:

- Remain calm.
- Calm the victim; notify the School Director/Campus Security Coordinator.

- Inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the School Director/Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance and to alert the police. The School Director/Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including where applicable, restraining orders, orders for protection, no-contact orders, or similar lawful orders issued by a criminal or civil court. If a victim chooses not to file a policy report at the time of the incident, we recommend that the victim use a forensic nurse, who would conduct a forensic examination to preserve evidence in case the victim seeks to file criminal charges or obtain a restraining order at a later date. If the victim chooses to use a forensic examination, it does not require him or her to subsequently file a police report. Please contact the School Director/Campus Security Coordinator for information on where to obtain the services of a forensic nurse.
- The school encourages victims of sex offenses to seek professional counseling. The school will suggest that the victim contact a counselor specifically trained in the area of sexual assault, domestic violence, dating violence, stalking, and crisis intervention, as well as health, mental health, victim advocacy and legal assistance. If you need to seek professional help or pastoral counselors after having been a victim of a rape, sexual assault, domestic violence, or dating violence, you can contact the School Director/Campus Security Coordinator or contact one of the following counseling centers:

Missouri Sexual Assault Resources www.aardvarc.org

Lafayette House (abused woman resource center)

1809 Connor Avenue **(417)782-1772**

Joplin, MO 64804 **800-416-1772**

The school educates the student community about sexual assaults and date rape through mandatory orientation. The police department offers sexual assault education and informational programs to students and employees. Literature on date rape education, risk reduction, and the school's response are available through the School Director/Campus Security Coordinator.

Reporting Crime to the School Community

In accordance with the Clery Act, schools must provide timely warnings in response to crimes that pose a continuing threat to the school campus. These warnings must be provided in a manner that is timely and that will aid in the prevention of similar crimes. Under the regulations, schools must not disclose the names and personally identifying information of victims when issuing a timely warning. However, in some cases to provide an effective timely warning, a school may need to provide information from which an individual might deduce the identity of the victim. The school will take each incident on a case-by-case basis and will take all necessary steps to protect the identity of the victim whenever possible.

Any records of the incident will be maintained by the School Director/Campus Security Coordinator. Only staff members who need to know will be apprised of the name(s) of the victim(s). The school is required to publish each year statistics for certain crimes that are reported to the school authorities or local police agencies, including incidents of sexual assault, domestic violence, dating violence, and stalking; however, the report only includes incidents and not the names or identifiable information about the victim(s).

All reported crimes must be reported. If the school has any crimes that were determined to be unfounded, the school must disclose that information. A school 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 official. Only a 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 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. The school will retain any documentation that would support the "unfound" report of a crime for review by the

U.S. Department of Education. Crimes reported must indicate whether the crime was on campus, in a non-campus building or property, or on public property. When recording reports of stalking that include activities in more than one calendar year, the school will record a crime statistic for each year in which the course of conduct is reported to the local police or to the School Director/Campus Security Coordinator. The school will record each report of stalking as occurring at only the first location within the institution's Clery geography in which a perpetrator engaged in the stalking course of conduct or when the victim first became aware of the stalking. The statistics do not require the identification of the victim or the person accused of committing the crime.

All designated Campus Security Coordinators will go through the Campus Safety and Security Reporting Training Module each year to stay abreast of changes to the regulations. Other interested individuals can access information about the crime report at: https://ope.ed.gov/campussafety/#/.

Fire Safety Report

As part of the U.S. Department of Education's reporting requirements, we are required to notify our student body of any fires that have occurred on our campus. Should you have any questions regarding our statistics or policies, please see Kimberly Schroeder, the School Director, for assistance.

Type of Incident	Number of Occurrences	Cause of Fire
Unintentional fire	0	N/A
Intentional fire	0	N/A
Undetermined fire	0	N/A
Number of injuries/ resulting in treatment at a medical facility	0	N/A
Deaths related to fire	0	N/A
Value of property damage caused by fire	0	N/A

A copy of our fire safety report is provided to the U.S. Department of Education yearly and to our students at the time of enrollment and by October 1 of each year.

The school does not have on-campus housing, so we do not have any fire statistics to report for student housing.

In event of a fire:

- All occupants should proceed to the nearest available exit in an orderly, calm manner.
- Leave all personal belongings behind.
- Assist the elderly, handicapped, and children to the nearest exit.
- Do not attempt to contain the fire. Evacuate immediately and leave containment to trained professionals.
- Once safely outside, stand in a group at a safe distance from the building. Instructors will take a count to ensure no one is still inside.
- The School Director should call fire officials or delegate it to (one) person
- When reporting the fire to the officials: • Indicate the name of the institution. • Indicate the location of the institution. • Indicate your name. • Indicate possible injuries (need for paramedics/ambulance). • Indicate the suspected cause (i.e., electrical, chemical, gas, etc.)
- Remain calm and help calm others.

The school held 2 fire drills during the last calendar year. The school, during student orientation, reviews the school's fire safety procedures and exit plans. Emergency evacuation plans and fire extinguishers are posted throughout the school and are reviewed with students and staff.

The school is a non-smoking facility. Students at no time should have an open flame within the school premises. The use of portable electrical appliances is limited to appliances used in the practice of cosmetology and cosmetology-related services and are to be used only after training has been provided by the instructional staff and under instructional supervision. If a fire should occur, inform the nearest staff member who in turn will notify Sharon

Clements, the School Director. The School Director will call 911 to alert the local fire department. The school has an effective plan for the implementation of fire safety and evaluates it yearly. At this time, the school has no plans to make any changes to its policy or procedure.

NEW DIMENSIONS SCHOOL OF HAIR DESIGN

Campus Safety and Security Policy and Fire Safety Report Acknowledgement

I acknowledge that I have read and understand the policies and procedures explicated in this document titled: "Campus Safety and Security Policy and Fire Safety Report." I also acknowledge that I accept the conditions and responsibilities outlined within this document.

Signature of Student/Employee: _____ Date: _____

Signature of Administration: _____ Date: _____

NEW DIMENSIONS SCHOOL OF HAIR DESIGN

Campus Safety and Security and Fire Log Report

Date: _____

Time: _____

Location: _____

Name of Victim: _____

Name of Person Reporting: _____

Nature of the Crime: _____

Description of Circumstances: _____

_____

_____

_____

_____

Result of Crime: _____

Does the victim want to report? _____

Actions Taken by Victim: _____

Actions Taken by Staff: _____

Follow Up: _____