

Date: October 2020

Total Transformation Institute of Cosmetology Clery Report

In compliance with federal government regulations for a drug-free workplace for future professionals and employees, any future professional caught in possession of, the use of or distribution of illegal substances or paraphernalia will be dismissed and/or referred to the appropriate agency. Future professionals convicted for any offense, during a period enrollment for which the future professional was receiving Title IV funds, under any federal or state law involving possession or sale of illegal drugs will result in the loss of eligibility for any Title IV assistance.

This policy strictly prohibits the illegal use, possession, manufacture, dispensing or distribution of alcohol, drugs or controlled substances in the workplace, on its premises or as part of all school sponsored activities. A violation of this policy is considered a major offense, which may result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the Institute. A criminal conviction is not required for sanctions to be imposed upon an employee or future professional for violations of this policy. Violations of applicable local, state and federal laws may subject a future professional or employee to a variety of legal sanctions including, but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.

The following is information provided in accordance with the Drug Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226).

Health Risks:

Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. The use of alcohol and other drugs represents a serious threat to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is possible that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

Alcohol produces short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens and cancer. Alcohol combined with barbiturates and other depressants can prove to be a deadly mixture.

Amphetamines/Stimulants (speed, uppers, crank, caffeine, etc.) speed up the nervous system and can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

Anabolic steroids seriously affect the liver, cardiovascular and reproductive systems; and can cause sterility in males and females as well as impotency in males.

Barbiturates/Depressants (downers, Quaaludes, valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

Cocaine/Crack stimulates the central nervous system and is extremely addictive, both psychology and physically. Effects include dilated pupils, increased heart rate, and elevated blood pressure, and insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.

Hallucinogens (PCP, Angel dust, LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

Cannabis (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way

in which marijuana is smoked – deeply inhaled and held in the lungs for a long period – enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Narcotics (heroin, morphine, Demerol, percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

Tobacco/nicotine causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

Punishment for Alcohol and Drug Related Crimes in the State of Texas:

The Texas Health and Safety Code sets possession law, dividing controlled substances into five penalty groups, plus a marijuana category. While some of the substances are legal, it is illegal to possess them without a prescription, and the health code establishes the punishments for illegal possession.

Penalty Group	Examples of Drugs/Controlled Substances
1	Cocaine, Heroin, Methamphetamine, GHB, Ketamine, Oxycodone and Hydrocodone
1A	LSD
2	Ecstasy, PCP and Mescaline
3	Valium, Xanax and Ritalin
4	Compounds containing Dionine, Motofen, Buprenorphine or Pryovalerone

Penalty Group 1 Weight	Classification	Penalty
Less than one gram	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
1 gram or more, less than 4 grams	Third-degree felony	2 to 10 years in a state prison and/or a fine of not more than \$10,000
4 grams or more, but less than 200 grams	Second-degree felony	2 to 20 years in a state prison and/or a fine of not more than \$10,000
200 grams or more, but not less than 400 grams	First-degree felony	5 to 99 years in a state prison and/or a fine of not more than \$10,000
400 grams or more	Enhanced first-degree felony	10 to 99 years and a fine of not more than \$100,000

Penalty Group 1A Amount	Classification	Penalty
Fewer than 20 units	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
20 or more units, but less than 80 units	Third-degree felony	2 to 10 years in a state prison and/or a fine of not more than \$10,000
80 units or more, but less than 4,000 units	Second-degree felony	2 to 20 years in a state prison and/or a fine of not more than \$10,000
4,000 units or more, but less than 8,000 units	First-degree felony	5 to 99 years in a state prison and/or a fine of not more than \$10,000
8,000 units or more	Enhanced first-degree felony	15 to 99 years and a fine of not more than \$250,000

Penalty Group 2 Weight	Classification	Penalty
Less than one gram	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
More than 1 gram, less than 4 grams	Third-degree felony	2 to 10 years in a state prison and/or a fine of not more than \$10,000
More than 4 grams, less than 400 grams	Second-degree felony	2 to 20 years in a state prison and/or a fine of not more than \$10,000
400 grams or more	Enhanced first-degree felony	5 to 99 years and a fine of not more than \$50,000

Penalty Group 3 and 4 Weight	Classification	Penalty
Less than 28 grams	Class A misdemeanor	Not more than 1 year in a county jail and/or a fine of not more than \$4,000
28 grams or more, but less than 200 grams	Third-degree felony	2 to 10 years in a state prison and/or a fine of not more than \$10,000
200 grams or more, but less than 400 grams	Second-degree felony	2 to 20 years in a state prison and/or a fine of not more than \$10,000
400 grams or more	Enhanced first-degree felony	5 to 99 years and a fine of not more than \$50,000

Texas Tax Code, in addition to the criminal penalties for drug possession, also sets potential civil penalties. Although the statute is not often used in minor possession cases, the code requires that taxes must be paid on illegal drugs, so that “dealers” who possess over certain amounts can be charged with tax evasion. The state of Texas can also suspend your license for up to six months following a conviction on any violation of the Texas Controlled Substances Act.

The Code of Criminal Procedure also allows police to seize any property used or “intended to be used” in the commission of a drug felony. That means they can take your car, your home or any other belonging where you are accused of carrying or hiding drugs. The asset forfeiture law is a civil action, not criminal, and you do not have to be convicted for the state to try to take your property. Drug possession penalties are complicated and depend on the classification of the substance and the quantity.

Possession of Drug Paraphernalia:

Any item that can be used as a drug processing, packaging or consumption mechanism can be defined as paraphernalia under 481.002(17) of the Texas Controlled Substances Act. Even

common household items such as scales, spoons, bowls, envelopes or bags can land you an illegal possession of paraphernalia charge. The most common paraphernalia charges result from pipes and bong.

Simple possession of drug paraphernalia is a Class C misdemeanor, which carries a penalty of fines up to \$500. Distribution or possession with the intent to distribute or sell drug paraphernalia is a Class A misdemeanor, which can result in up to a year in jail. Second offense penalties will result in mandatory jail time, or if you sell to someone under 18 years old.

Federal Law

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture, distribution or dispensing drugs (includes marijuana)	A term of imprisonment for up to 5 years and a fine of \$250,000.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).
Possession of drugs (includes marijuana)	Imprisonment for up to 1 year and a fine of \$1,000.	Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than \$5,000 plus costs of investigation and prosecution.
Operation of a Common Carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed \$250,000.

The Institute does not offer professional counseling services but offers the following recourse information:

National Institution on Drug Abuse (M-F, 8:30 a.m. – 4:30 p.m.) 1-800-662-HELP

National Alcohol & Drug Abuse Hotline 1-800-234-0420

Cocaine Helpline 1-800-COCAINE

Reach-Out Hotline 1-800-522-9054

(Alcohol, drug-crisis, intervention, mental health referral)

Drug and Alcohol Abuse Prevention Program

As stated in Total Transformation Institute’s Catalog under Grounds for Suspension and Termination:

An employee or a future professional may be suspended or terminated for the use, sale or possession of a controlled substance or alcohol on the premises or clocking hours while under the influence of a controlled substance or alcohol. If future professional must take a prescribed medication during Institute hours, the medication must be in its original container and prescribed to the user while on campus. Future professionals deemed by a staff member to be “under the influence” and unable to perform required tasks will be suspended for the remainder of the day. The suspension will be documented in the Student Notification Binder, located in the Student Support Office. Upon graduation or withdrawal the relevant pages will be placed in future professional’s file.

Total Transformation Institute will review this program on a biennial basis to determine its effectiveness, determine the number of violations on campus and on field trips, determine the number of sanctions and implement any changes needed. The review will be completed by Student Support Services and the Advisory Board to discuss changes and ensure consistency.

Campus Security Policies, Crime Statistics and Crime Log

The Institute in compliance with DOE regulations will compile an Annual Security Report. This report is due no later than September 30th and will be compiled by the Student Support Office. The report will be updated on the Institute’s website no later than October 15th and a notice of said updating will be posted on the information board

located in the Lunch Room. The report will be compiled of information gathered from internal Incident reports, emails from the San Marcos Police department and the Campus Security Authority (Lead Instructor).

Institute Hours of operation are Monday to Friday 8:30 to 4:30. Afterhour's access to the building is limited to owners and the Recruiter. In case of an emergency afterhours, the Institute has a contract with "B" Alert Security Systems 512/392-7349. Future professionals may call this number to report an incident involving campus property after regular business hours.

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institute and/or building or property owned or controlled by student organizations recognized by this institution. In compliance with the law, the following reflects this institution's crime statistics for the period between 1/1/2018 and 12/31/2018:

Total Transformation Institute	On Campus			Public Property *		
	2017	2018	2019	2017	2018	2019
Criminal Offense						
Murder/Non-negligent manslaughter	0	0	0	NA	NA	NA
Negligent manslaughter	0	0	0	NA	NA	NA
Rape	0	0	0	NA	NA	NA
Fondling	0	0	0	NA	NA	NA
Incest	0	0	0	NA	NA	NA
Statutory rape	0	0	0	NA	NA	NA
Robbery	0	0	0	NA	NA	NA
Aggravated assault	0	0	0	NA	NA	NA
Burglary	0	0	0	NA	NA	NA
Motor vehicle theft	0	0	0	NA	NA	NA
Arson	0	0	0	NA	NA	NA

*The Institute is located in a strip mall owned by a private company and surrounded by other businesses.

Hate Crimes—On Campus			Category of Bias for crimes reported in 2019						
Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

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Hate Crimes—On Campus			Category of Bias for crimes reported in 2018						
Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

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Hate Crimes—On Campus			Category of Bias for crimes reported in 2017						
Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

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Hate Crimes—Public Property			Category of Bias for crimes reported in 2019						
Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent manslaughter	NA	NA	NA	NA	NA	NA	NA	NA	NA
Rape	NA	NA	NA	NA	NA	NA	NA	NA	NA
Fondling	NA	NA	NA	NA	NA	NA	NA	NA	NA
Incest	NA	NA	NA	NA	NA	NA	NA	NA	NA
Statutory rape	NA	NA	NA	NA	NA	NA	NA	NA	NA
Robbery	NA	NA	NA	NA	NA	NA	NA	NA	NA
Aggravated Assault	NA	NA	NA	NA	NA	NA	NA	NA	NA
Burglary	NA	NA	NA	NA	NA	NA	NA	NA	NA
Motor vehicle theft	NA	NA	NA	NA	NA	NA	NA	NA	NA
Arson	NA	NA	NA	NA	NA	NA	NA	NA	NA
Simple assault	NA	NA	NA	NA	NA	NA	NA	NA	NA
Larceny-theft	NA	NA	NA	NA	NA	NA	NA	NA	NA
Intimidation	NA	NA	NA	NA	NA	NA	NA	NA	NA
Destruction/damage/vandalism of property	NA	NA	NA	NA	NA	NA	NA	NA	NA

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Hate Crimes—Public Property			Category of Bias for crimes reported in 2018						
Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent manslaughter	NA	NA	NA	NA	NA	NA	NA	NA	NA
Rape	NA	NA	NA	NA	NA	NA	NA	NA	NA
Fondling	NA	NA	NA	NA	NA	NA	NA	NA	NA
Incest	NA	NA	NA	NA	NA	NA	NA	NA	NA
Statutory rape	NA	NA	NA	NA	NA	NA	NA	NA	NA
Robbery	NA	NA	NA	NA	NA	NA	NA	NA	NA
Aggravated Assault	NA	NA	NA	NA	NA	NA	NA	NA	NA
Burglary	NA	NA	NA	NA	NA	NA	NA	NA	NA
Motor vehicle theft	NA	NA	NA	NA	NA	NA	NA	NA	NA
Arson	NA	NA	NA	NA	NA	NA	NA	NA	NA
Simple assault	NA	NA	NA	NA	NA	NA	NA	NA	NA
Larceny-theft	NA	NA	NA	NA	NA	NA	NA	NA	NA
Intimidation	NA	NA	NA	NA	NA	NA	NA	NA	NA
Destruction/damage/vandalism of property	NA	NA	NA	NA	NA	NA	NA	NA	NA

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Hate Crimes—Public Property			Category of Bias for crimes reported in 2017						
Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent manslaughter	NA	NA	NA	NA	NA	NA	NA	NA	NA
Rape	NA	NA	NA	NA	NA	NA	NA	NA	NA
Fondling	NA	NA	NA	NA	NA	NA	NA	NA	NA
Incest	NA	NA	NA	NA	NA	NA	NA	NA	NA
Statutory rape	NA	NA	NA	NA	NA	NA	NA	NA	NA
Robbery	NA	NA	NA	NA	NA	NA	NA	NA	NA
Aggravated Assault	NA	NA	NA	NA	NA	NA	NA	NA	NA
Burglary	NA	NA	NA	NA	NA	NA	NA	NA	NA
Motor vehicle theft	NA	NA	NA	NA	NA	NA	NA	NA	NA
Arson	NA	NA	NA	NA	NA	NA	NA	NA	NA
Simple assault	NA	NA	NA	NA	NA	NA	NA	NA	NA
Larceny-theft	NA	NA	NA	NA	NA	NA	NA	NA	NA
Intimidation	NA	NA	NA	NA	NA	NA	NA	NA	NA
Destruction/damage/vandalism of property	NA	NA	NA	NA	NA	NA	NA	NA	NA

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VAWA Offenses	On Campus			Public Property*		
Crime	2017	2018	2019	2017	2018	2019
Domestic violence	0	0	0	N/A	N/A	N/A
Dating violence	0	0	0	N/A	N/A	N/A
Stalking	0	0	0	N/A	N/A	N/A

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Arrests	On Campus			Public Property*		
Law Violation	2017	2018	2019	2017	2018	2019
Weapons: carrying, possessing, etc.	0	0	0	N/A	N/A	N/A
Drug abuse violations	0	0	0	N/A	N/A	N/A
Liquor law violations	0	0	0	N/A	N/A	N/A

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Disciplinary Actions	On Campus			Public Property*		
Law Violation	2017	2018	2019	2017	2018	2019
Weapons: carrying, possessing, etc.	0	0	0	N/A	N/A	N/A
Drug abuse violations	0	0	0	N/A	N/A	N/A
Liquor law violations	0	0	0	N/A	N/A	N/A

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Unfounded Crimes			
	2017	2018	2019
Total unfounded crimes	0	0	0

The terms “dating violence”, “domestic violence” and “stalking” have the meaning given such terms in section 40002(a) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)) as follows:

“Domestic Violence” means “felony or misdemeanor crime of violence committed by -
a current or former spouse or intimate partner of the victim,
a person with whom the victim shares a child in common,
a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
a person similarly situated to a spouse of the victim under the domestic or family violence laws of
the jurisdiction receiving grant monies [under VAWA], or
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.”

“Dating Violence” means “violence committed by a person –
who is or has been in a social relationship of a romantic or intimate nature with the victim; and
where the existence of such a relationship shall be determined based on a consideration of the
following factors:
the length of the relationship;
the type of relationship; and
the frequency of interaction between the persons involved in the relationship.”

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

The term “sexual assault” means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

This Institution does not employ campus security personnel, but encourages both its employees and future professionals to immediately report suspected criminal activity or other emergencies, even when the potential victim of such crime elects to or is unable to make a report to local law enforcement or other emergency response agencies by dialing 911.

All future professionals and employees are required to report any crime or emergency to an instructional staff member and/or Lead Instructor promptly. If a future professional or employee wishes to report a crime on a voluntary or confidential basis, the institutional office will be prepared to record and report the crime, but not the name of the informant. The future professional or employee may, in order to maintain confidentiality, submit the information in writing to an instructional staff member and/or Lead Instructor with or without a signature, who in turn will contact the Lead Instructor to report criminal actions or emergencies to the appropriate agency or by calling 911 if appropriate. An “Incident Report” should be completed by a staff member for any instance of crime or emergency within the physical walls of the Institute and outside parking areas.

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

Employees shall contact their immediate or nearest supervisor to report any criminal action or emergency to the appropriate agency by calling 911.

The Institute currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the future professional or employee is encouraged to seek such aid from a professional agency. A sampling of phone numbers for such agencies is located in the Lunch Room and included as a “Tear off page” at the back of this publication.

The Institute, during orientation, regularly discusses with all future professionals crime awareness and prevention. Future professionals are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform future

professionals and employees about the prevention of crimes on campus.

Do not leave personal property in classrooms or on any clinic floors.

Report to a staff member or instructor, any suspicious person.

Always try to walk in groups outside the Institute's premises.

If you are waiting for a ride, wait within sight of other people.

Information regarding any crimes committed on campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, cause a suspect to flee or evade detection or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the Institute will disclose the information. If there is a request for information that is older than sixty (60) days, that information must be made available within two (2) business days of the request.

The Institute will make every effort to ensure that all maintenance performed inside the building does not occur while Future Professionals are in attendance. In the case of an emergency, an appointed employee or owner of the Institute will be present during the performance of the repair.

The following is information provided in accordance with the Drug Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226):

In compliance with federal government regulations for a drug-free workplace for future professionals and employees, any future professional caught in possession of, the use of or distribution of illegal substances or paraphernalia will be dismissed and/or referred to the appropriate agency. Future professionals convicted for any offense, during a period enrollment for which the future professional was receiving Title IV funds, under any federal or state law involving possession or sale of illegal drugs will result in the loss of eligibility for any Title IV assistance.

This policy strictly prohibits the illegal use, possession, manufacture, dispensing or distribution of alcohol, drugs or controlled substances in the workplace, on its premises or as part of all school sponsored activities; to include but not limited to under-age drinking. A violation of this policy is considered a major offense, which will result in requirement for satisfactory participation in a drug or alcohol rehabilitation program or referral for criminal prosecution and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the Institute. If the violation is in regards to the "Under-age Drinking Laws", all applicable state under-age drinking laws will be enforced. A criminal conviction is not required for sanctions to be imposed upon an employee or future professional for violations of this policy. Violations of applicable local, state and federal laws may subject a future professional or employee to a variety of legal sanctions including, but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.

Registered sex offenders information (required part of annual security report):

<https://records.txdps.state.tx.us/DpsWebsite/index.aspx>

Results of any disciplinary hearing against student alleged to be perpetrator of a crime of violence or non-forcible sex offense:

In the event of an incident of domestic violence, dating violence, sexual assault or stalking, future professionals and employees should immediately report said incident to the CSA/Academic Director, who will receive annual training on the issues related to domestic violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The CSA/Academic Director will offer assistance and information in writing to the future professional and/or employee of their option to notify local Law Enforcement and provide them with the contact information needed to do so. The CSA/Academic Director will make available to future professionals and/or employees the appropriate available services for victims. The Institute is obligated to accommodate a request for academic situation change request following an alleged incident. Procedures for Campus Disciplinary action in cases of alleged incident will include:

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and

both the accuser and the accused must be informed simultaneously in writing of the outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault or stalking. Compliance with this paragraph does not constitute a violation of the *Family Educational Rights and Privacy Act* (FERPA). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the Institute's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

A disciplinary hearing will be conducted upon the accuser's allegations of an incident of rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking against another future professional or employee. The administrator or CSA/Academic Director will meet with the accuser and accused within 10 business days of receipt of the allegations. If the allegations cannot be resolved after careful evaluation or the accused or the victim seek to appeal the results of the disciplinary hearing, the complaint will be referred to the owners of the Institute's parent company. Within 15 business days, the owners of the Institute's parent company will meet to review the allegations. All decisions by the

owners of the Institute's parent company are final. Sanctions that may be imposed following an incident of rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking related disciplinary proceeding may include:

A change of schedule at no cost to either party

A mandatory Special Leave of Absence (A Leave of Absence that can exceed our current LOA Policy)

If the accused is found guilty of sexual misconduct and criminally prosecuted in the State courts; he/she will be expelled and not allowed to return to the Institute.

Campus Sexual Assault Victims' Bill of Rights:

The United States Congress enacted the "Campus Sexual Assault Victims' Bill of Rights" in 1992 as a part of the Higher Education Amendments of 1992. This law requires that all universities afford sexual assault victims certain rights such as:

Accuser and accused must have the same opportunity to have others present.

Both parties shall be informed of the outcome of any disciplinary proceeding.

Survivors shall be informed of their options to notify law enforcement.

Survivors shall be notified of counseling services.

The Institute will

Emergency response and evacuation procedures to reach students and staff (required part of annual security report):

The following procedure will be used to notify future professionals and staff of a dangerous situation on school campus. Every instructor and senior staff member is instructed to keep their cell phones with them at all times while working so that they can receive text messages or be notified of an emergency situation.

The Alert Codes represent various levels of emergency and instructions on how to respond. Each staff member should be aware of the Alert Codes and their meanings. To find the list please reference your employee handbook or contact Student Support for a hard copy of the codes for your reference.

Instructors will notify future professionals of any Alert Codes and make sure that students follow instructions. Any Instructor, Director or Administrative Personnel can issue an alert. Any person receiving an alert should resend alert to any/all appropriate parties. The Admissions Director or acting authority will notify without delay the police or an emergency response unit of any impending dangers related to any Alert Code. On a bi-annual basis the Institute will test the emergency response procedures by holding an Institute wide drill no later than January 31 and July 31.

Timely Warning:

The CSA/Academic Director or assigned personnel is responsible for sending out a timely warning to the campus community by email, text or phone call regarding any health or safety situations. Such warnings will withhold the names of victims as confidential information.

Crime Log:

N/A – No on-campus police or crime unit

Schools Missing Person Procedures:

N/A

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Available agencies for counseling, health, mental health, victim advocacy and/or legal assistance (the following list of agencies is not exhaustive and is not meant to be an endorsement or recommendation of services; it is provided to help those in need to find assistance):

Hill Country MHMR Center
1200 N Bishop St.
San Marcos, Texas 78666
(512)392-7104

Hays County Victim Assistance
712 South Stagecoach Trail
San Marcos, Texas 78666
(512)393-7617

The Christi Center
2306 Hancock Drive
Austin, Texas 78756
(512)467-2600

Hays-Caldwell Women's Center
(512)396-HELP (4357)
1-800-700-4292

Central Texas Life Care
115 Warden Lane
San Marcos, Texas 78667
(512)396-3020

Samaritan Center
First United Methodist Church
129 West Hutchinson
San Marcos, Texas 78666

Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault or stalking has occurred.

Preserve Evidence: It is important to preserve evidence as it may be necessary to the proof of criminal domestic violence, dating violence, sexual assault or stalking; or in obtaining a protective order.

Reporting a Crime: It is important to notify the Institute's Campus Safety Administrator and or local law enforcement immediately after being a victim of or witness to a crime. Local law enforcement can include, but is not limited to **911**, the San Marcos Police Department and/or Hays County Sherriff's Department. The Institute's CSA can and will help you notify the local authorities if you so choose to do so.

When the Institute is made aware of individuals who are barred from contacting a current future professional by Orders of Protection, No Contact Orders, Restraining Orders or similar lawful orders issued by a criminal, civil or tribal court; the Institute will strive to remove said individuals from campus, by means of calling 911.