

Sweetwater Institute of Cosmetology

Campus security and safety reporting 2021, 2022, 2023

This report is required by federal law and contains policy statements and crime statistics for Sweetwater Institute of Cosmetology located at

409 Sweetwater Vonore Road, Sweetwater, TN 37874

Phone: 423-351-0071

Policy Statements:

AVAILABILITY OF ANNUAL SECURITY REPORT

Sweetwater Institute of Cosmetology has prepared this publication and made it readily available to all current students, faculty, staff, and prospective students. This report is required by federal law and contains policy statements and crime statistics for Sweetwater Institute of Cosmetology. The policy statements address SWEETWATER INSTITUTE OF COSMETOLOGY policies and procedures concerning safety and security, in example, policies for responding to emergency situations and sexual offences. Three years' work of statistics are included for crimes that have occurred near the campus, in or on off-campus buildings or property owned or controlled by SWEETWATER INSTITUTE OF COSMETOLOGY and on public property within or immediately adjacent to the campus. You may request a copy from the administration office of SWEETWATER INSTITUTE OF COSMETOLOGY

- Misty Pina: Owner, Director: 423-351-0071
- Amanda Debit: Instructor, Admin, Campus Safety Coordinator: 423-351-0071
- Emergency law, fire, ambulance, first responders: 911
- Sweetwater Hospital Association: 865-213-8200
- Sweetwater Fire Station #2: 423-337-6724
- Sweetwater police Department: 423-337-6151
- Poison Control: 800-222-1222

Each year a notification is made to all enrolled students, faculty, and staff that provides the website to access this report. Copies of the report may also be obtained at SWEETWATER INSTITUTE OF COSMETOLOGY administration office, or by calling 423-351-0071. All prospective employees may obtain a copy from administration office or by calling 423-351-0071, or through the website address affiliated with SWEETWATER INSTITUTE OF COSMETOLOGY applications

POLICY CONCERNING HOW TO REPORT A CRIME

To report a crime or suspected crime, an individual may contact local police, fire, ambulance, first responders by calling 911, or by calling the administrative office at SWEETWATER INSTITUTE OF COSMETOLOGY. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around classrooms, spa/clinic floors should be reported immediately to administration.

Misty Pina, Owner/Director 423-351-0071

Amanda Debity, Instructor, Admin, campus security coordinator: 423-351-0071

POLICY CONCERNING VOLUNTARY CONFIDENTIAL REPORTING

If you are the victim of a crime and do not want to pursue action within SWEETWATER INSTITUTE OF COSMETOLOGY or the criminal justice system, you may still want to consider making a confidential report. With your permission, the owner or designee can file a report detailing the incident without revealing your identity. The purpose of a confidential report is to comply with your desire to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, SWEETWATER INSTITUTE OF COSMETOLOGY can keep an accurate record of the number of incidents involving students, faculty, and staff; determining if there is a pattern of crime with regard to a particular location, method, or assailant. This data will alert SWEETWATER INSTITUTE OF COSMETOLOGY to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for SWEETWATER INSTITUTE OF COSMETOLOGY.

POLICY ADVISING ACCURATE AND PROMPT CRIME REPORTING

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to SWEETWATER INSTITUTE OF COSMETOLOGY and the local police department in a timely manner. Only by the prompt reporting of crime and the subsequent action taken by the appropriate authorities will issues be quickly investigated and resolutions effected. The process of making accurate and prompt reports for the community, students, faculty, staff, and guests helps ensure increased safety for all.

To report a crime or an emergency on the school campus, call director/owner Misty Pina or instructor/admin Amanda Debity at 423-351-0071.

POLICY DEFINING CRIME TYPES

Crimes reported in the Crime Statistics Reporting Table by type and for the most recent three-year period. SWEETWATER INSTITUTE OF COSMETOLOGY does not have on campus

housing so there is no FIRE STATISTICS REPORT is made nor is there any entry in the on-campus facilities column of the table. This Crime Statistics Reporting Table is located further in this report

A second crime report for the most recent three-year period is also made in the narrative form for reported HATE CRIMES. Hate crimes are those acts designated by the FBI in their publications entitled “Uniform Crime Reporting Hate Crime Data Collection Guidelines” and “Training Guide for Hate Crime Data Collection”. For sex offences only, SWEETWATER INSTITUTE OF COSMETOLOGY uses definitions from the FBI’s National Incident-Based Reporting System (NIBRS) edition of the URC. Reported hate crimes are shown in Appendix C.

POLICY CONCERNING TIMELY WARNINGS

For any Clery Act crime, either on campus or off campus that, in the judgement of SWEETWATER INSTITUTE OF COSMETOLOGY, represents an ongoing threat to the safety of students or employees; a campus-wide timely warning will be issued by the director/owner of SWEETWATER INSTITUTE OF COSMETOLOGY. The warning will be issued through all available means of mass communication including public address announcements, personal notifications, campus email, personal email, texts, computer notifications, and SWEETWATER INSTITUTE OF COSMETOLOGY website. Anyone with information warranting a timely warning should report the circumstances to administrative office or by calling 423-351-0071

POLICY CONCERNING EMERGENCY NOTIFICATIONS

Depending on the particular circumstances of the crime, SWEETWATER INSTITUTE OF COSMETOLOGY may also issue an emergency notification. The notification will be announced by the director/owner and will inform the campus community that as soon as they have confirmed that a significant emergency or dangerous situation exists, we will:

- Take into account the safety of the campus community
- Determine what information to release about the situation
- Begin the notification process. Posting on the school website will inform the community widespread

The school will not immediately issue a notification for a confirmed emergency or dangerous situation of doing so will compromise efforts to:

- Assist a victim
- Contain the emergency
- Respond to the emergency

- Otherwise mitigate the emergency

As directed by the Clery Regulations, emergency notification methods are tested drills, exercises, and appropriate follow through activities for the purpose of assessment and evaluation of emergency plans and capabilities. These tests are conducted once per year that the test is announced and once per year when the test is not announced. To comply with the Clery Regulations, the tests must:

- Be scheduled
- Contain drills
- Contain exercises
- Contain follow through activities
- Be designed for assessment of emergency plans and capabilities
- Be designed for evaluation of emergency plans and capabilities

An evacuation drill is coordinated by SWEETWATER INSTITUTE OF COSMETOLOGY for all buildings on campus. The emergency response and evacuation procedures are tested twice per year. Students learn the locations of the emergency exits in the buildings and are proceeded guidance about the direction they should travel when existing each facility for a short-term building evacuation in the orientation. SWEETWATER INSTITUTE OF COSMETOLOGY does not tell students in advance about the designated locations for long-term evacuations as those determinations are affected by time of day, location of the facility being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. SWEETWATER INSTITUTE OF COSMETOLOGY staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

POLICY CONCERNING ALCOHOLIC BEVERAGES

SWEETWATER INSTITUTE OF COSMETOLOGY has been designated as “drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Sweetwater Police Department. Violators are subject to SWEETWATER INSTITUTE OF COSMETOLOGY disciplinary action, criminal prosecution, fines, and imprisonment. It is unlawful to sell, furnish, or provide alcohol to a person under 21 years of age in a public place or a place open to the public is illegal. IT is also a violation of the school alcohol policy for anyone to consume or possess alcohol in any public or private area of SWEETWATER INSTITUTE OF COSMETOLOGY without prior director/owner approval

POLICY CONCERNING ILLEGAL DRUG POSSESSION

SWEETWATER INSTITUTE OF COSMETOLOGY has been designated as “drug free”. The unlawful possession, use, distribution or any drugs on SWEETWATER INSTITUTE OF COSMETOLOGY campus or in connection with any SWEETWATER INSTITUTE OF COSMETOLOGY activities is strictly prohibited. The possession, sale, manufacture, or distribution of any substance is illegal under both state and federal laws. Such laws are strictly enforced by the Sweetwater Police Department. Violators are subject to SWEETWATER INSTITUTE OF COSMETOLOGY disciplinary action, criminal prosecution, fines, and imprisonment.

In compliance with the US Department of Education Drug Prevention Programs of the Higher Education Act, Publication 101-226-20 USC Section 1145g, the following Drug Free Prevention Program is incorporated into the policy of SWEETWATER INSTITUTE OF COSMETOLOGY in recognition of drug and alcohol abuse.

The following legal sanctions for said illegalities are set forth by the State of Tennessee.

It is a crime in Tennessee

Alcohol Related LAWS

It is a crime for

- Minors to purchase or possess alcoholic beverages
- Parents or other adults to contribute to the delinquency of a minor through the purchase, sale, or providing alcoholic beverages to a minor. Parents may sue anyone who services or gives alcohol to their minor child without their permission.
- Anyone to use a false driver’s license or birth certificate or any other false identification card to obtain illegally any alcoholic beverage
- Anyone to possess an alcoholic beverage on public school grounds
- Anyone to operate a motor vehicle while under the influence of alcohol or drugs, even if the person is “legally entitled” to use the drug
- Anyone to drink alcoholic beverages on the streets, sidewalks, alleyways, parking areas, public parks, or other open areas

The penalties for violating alcohol possession and selling laws can be misdemeanor charge that is punishable by:

- 30 days imprisonment
- A \$300 fine

The penalties for driving while under the influence of alcohol can be:

- 10 days to one year imprisonment
- A \$100 up to \$1000 fine
- Suspension of driver's license

Additional penalties apply to minors:

Rev. 04/01

State of Tennessee

Criminal Liability – Alcohol

The following alcohol-related offenses are misdemeanors under Tennessee Law, Chapter 3, Regulation of Alcoholic Beverages Generally, Article 2.

Offenses:

- A. Giving an alcoholic drink to a person who is in a state of noticeable intoxication (OCGA Section 3-3-22)
- B. Selling, giving, or furnishing alcoholic drinks to a person under 21 years of age (OCGA Section 3-3-23)
- C. Possession of an alcoholic beverage by a person under 21 years of age (OCGA Section 3-3-23(A)(2))
- D. Misrepresentation by a person under 21 years of age for the purpose of obtaining an alcoholic beverage illegally (OCGA Section 3-3-23)

Penalties:

Penalties for supplying alcoholic beverages to persons under 21 (OCA Section 3-3-23.1.)

- A. First Conviction: a misdemeanor but punishment limited to not more than six months imprisonment or a fine of not more than \$300, or both, and license to be suspended for a period of six months.
- B. Second Conviction: a misdemeanor of high and aggravated nature punishable by not more than twelve months imprisonment or a fine not to exceed \$5000, or both, and license to be suspended for a period of one year, person placed on probation as required by the court and person must undergo a comprehensive rehabilitation program (including if necessary, medical treatment) not to exceed three years

The penalty for supplying alcohol to a person who is in a state of noticeable intoxication is a misdemeanor and is punishable under OCGA Section 3-3-22 and 17-10-3.

Alcohol can be given to a person under 21 for:

- A. Medicinal purposes (OCGA Section 3-3-23)

- B. Religious ceremonies (OCGA Section 3-3-23)
- C. By the parents in their own home to their own children. (OCGA Section 3-3-23(c).4)
- D. Sellers of alcoholic beverages who have been furnished proper identification.

Civil Liability

This section summarizes the laws of Tennessee under which persons who furnish alcohol or drugs in violation of Tennessee law may be held liable to compensate third persons for injuries caused by the intoxicated user:

Intoxicated driver:

The driver of an automobile who injures someone while driving under the influence of alcohol or drugs is civilly liable to the injured victim (or the victim's heirs) and may be required to compensate the victim for all injuries that are caused by the driver's intoxication and the possible punitive damages. This liability can be enforced in a civil suit by the victim against the abuser for monetary damages.

Persons who serve alcoholic beverages (or furnish illegal drugs)

Under Tennessee law, there are two statutes which prohibit the service of alcoholic beverages to certain categories of persons:

Any person (adult or minor) who is in a "state of noticeable intoxication"

Section 3-3-22, and (b) person under 21 years of age, OCGA

These statutes provide as followings:

- "3-3-22. Sale, etc of alcoholic beverages to intoxicated persons. No alcoholic beverages should be sold, bartered, exchanged, given, provided, or furnished to any person who is in a state of noticeable intoxication"
- "3-3-23. Furnishing to, purchase of, or possession by persons under 21 years of age of alcoholic beverages; use of false identification; proper identification for sale of alcoholic beverages; dispensing, serving, etc of alcoholic beverages by persons under 21 years of age in the course of employment. Except as otherwise authorized by law"
- "3-3-23, 1, no person knowingly, directly or through another person, shall furnish, cause to be furnished, or permit any person in such person's employ to furnish any alcoholic beverage to any person under 21 years of age"

If a bar or restaurant, an employer at a social function, or even a person entertaining social guests in his home serves alcoholic beverages in violation of these statutes to one of the

prohibited categories of persons, the offense is punishable not only as a crime, but the person serving the beverage is in violation of either statute can be held liable to a third party who is injured by the intoxicated person (Sutter v. Hutchings)

Hosts:

A host or hostess who serves alcohol at a social gathering in their home may be liable to compensate third parties for injuries received as a result of the host/hostess having served alcoholic beverages to (a) an adult or minor guest who is “in a state of noticeable intoxication”, or (b) to a guest who is under 21 years of age”.

See also annotation: Common Law

Right of action for damage sustained by Plaintiff in consequence of Sale or Gift of Intoxicating Liquor or Habit-Forming Drug to another, 97 ALR3d 528.

The following violations can result in suspension of a minor’s driver’s license:

- Driving under the influence of alcohol
- Speeding more than 25 miles per hour above the speed limit
- Other major violations, including vehicular homicide, manslaughter, hit and run, felony use of a vehicle, failure to render aid, making a false statement, use of a motor vehicle to elude an officer and fraudulent use of a driver’s license.

Rev 04/01

It’s a crime in Tennessee

Marijuana Related Laws

In this state, the legal consequences of marijuana use, or trafficking are worth serious consideration:

- Any person charged and convicted of possession of one ounce or less of marijuana is guilty of a misdemeanor, which is punishable by imprisonment for a period not exceeding 12 months or a fine not exceeding \$1000, or both

Where more than one ounce of marijuana is involved, the law of the State of Tennessee states the following: It is unlawful for any person to possess, have under his control, manufacture, deliver, distribute, administer, sell, or possess with intent to distribute marijuana. Except as otherwise provided in OCGA Section 16-13-2 (first offender clause), “any person who violates this subsection shall be guilty of a felony and shall be punished by imprisonment for not less than one year, not more than 10 years”. There is in Tennessee an extensive list of other drugs that have been determined to have a high potential for

leading to psychological or physical dependence. The possession, use, or selling of such controlled substances carries severe penalties, including imprisonment up to 30 years. Indeed, so serious does society regard these controlled substances that it is a serious violation (punishable by imprisonment from one to ten years, to possess, manufacture, deliver, sell, etc a counterfeit of such drugs. Federal laws too provide stiff penalties for these violations.

Miscellaneous

Revocation of certain federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc are vested within the authorities of individual federal agencies.

Please be aware that partaking of any of the following may result in health risks associated with the use of illicit drugs.

- Marijuana- fatigue, paranoia, possible psychosis
- Cocaine- agitation, increase of body temperature, hallucinations, convulsions, possible death
- Barbiturates- shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death
- LSD- long intense trip episodes, psychosis, possible death
- Alcohol- Impaired judgment and coordination, respiratory depression, possible death

POLICY CONCERNING DISCLOSURES TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES

SWEETWATER INSTITUTE OF COSMETOLOGY will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by SWEETWATER INSTITUTE OF COSMETOLOGY against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, SWEETWATER INSTITUTE OF COSMETOLOGY will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

POLICY CONCERNING PREVENTING AND RESPONDING TO SEX OFFENSES

SWEETWATER INSTITUTE OF COSMETOLOGY provides information from the Sweetwater Police Department about sexual assault education and information programs to SWEETWATER INSTITUTE OF COSMETOLOGY students and employees upon request.

Literature on date rape education, risk education, and SWEETWATER INSTITUTE OF COSMETOLOGY response is available through the administration office.

If you are a victim of sexual assault at SWEETWATER INSTITUTE OF COSMETOLOGY, your first priority should be to get a place of safety. You should obtain necessary medical treatment. Sweetwater Police Department strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to SWEETWATER INSTITUTE OF COSMETOLOGY owner/director. Filing a police report with a Sweetwater Police Department officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- Ensure that the victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim.
- Provide the opportunity for collection of evidence helpful in prosecution which could not be obtained later (ideally a victim should not wash, change clothes, use the restroom prior to a medical/legal exam)
- Assure the victim has access to free confidential counselling from counselors specifically trained in the area of sexual assault crisis intervention

When a sexual assault victim contacts Sweetwater Police Department, sex crimes unit will be notified as well. A representative from SISC will be notified also. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and SWEETWATER INSTITUTE OF COSMETOLOGY, or only the latter. A representative from Sweetwater Police Department or SWEETWATER INSTITUTE OF COSMETOLOGY administration will guide the victim through their available options and support the victim in their decision. Counseling and support services outside SWEETWATER INSTITUTE OF COSMETOLOGY can be obtained through the Sexual Assault Crisis Center 2455 Sutherland Ave, Knoxville, TN 37919 865-588-9040, as well as Monroe County Health Council 3469 New Hwy 68, Madisonville, TN 37354 423-442-3993

SWEETWATER INSTITUTE OF COSMETOLOGY disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the Student Catalog/Handbook. The Catalog provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the SWEETWATER INSTITUTE OF COSMETOLOGY sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from SWEETWATER INSTITUTE OF

COSMETOLOGY for the first offence. Student victims have the option to change their academic after an alleged sexual assault, if such changes are reasonably available.

VIOLENCE AGAINST WOMEN ACT

This document has been designed to inform all students and employees of SWEETWATER INSTITUTE OF COSMETOLOGY of the Violence Against Women Act and outlines SWEETWATER INSTITUTE OF COSMETOLOGY commitment to the health and safety of its students and employees. Thus, annual disclosures document is done each year by contacting the local police department and school administration to compile the statistics used for the report. Victims or witnesses to a crime on SWEETWATER INSTITUTE OF COSMETOLOGY premises may report the crime to SWEETWATER INSTITUTE OF COSMETOLOGY director on a confidential basis for inclusion into the annual disclosure of crime statistics. This document explains SWEETWATER INSTITUTE OF COSMETOLOGY policy regarding crime prevention, public safety, and criminal reporting procedures.

This document will be provided to all prospective students and staff, as well as be reviewed with all students during orientation and with staff at the time of hire.

SWEETWATER INSTITUTE OF COSMETOLOGY 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 offences occurring, the warning signs of abusive behavior, and how to avoid potential attacks. Please read this document carefully and ask questions if you are confused or uncertain. SWEETWATER INSTITUTE OF COSMETOLOGY campus security coordinator is the instructor/admin Amanda Debity.

To conduct awareness programs, the school provides 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. SWEETWATER INSTITUTE OF COSMETOLOGY provides information on the CDC (Center for Disease Control) resource titled "Principles of Prevention" Training. Also, the National Sexual Violence Resource Center (NSVRC) programs for Bystander Intervention online learning opportunities and Campaigns and Programs. Finally, SWEETWATER INSTITUTE OF COSMETOLOGY recommends the Tennessee Department of Driver Services "Risk Reduction Program". Additionally, any opportunity to invite local law enforcement or victim support services are carefully evaluated and scheduled. SWEETWATER INSTITUTE OF COSMETOLOGY is committed to making your school a safe place.

PROCEDURES FOR VICTIMS OF DOMESTIC VIOLENCE

If a student or staff member is a victim of domestic violence, inform the victim that they have the option to notify the local law enforcement authorities, including the local police and medical assistance. If the victim wants the campus security coordinator and a representative from the police department will guide the victim through the available options and support the victim in their decision, including where applicable, restraining orders, orders of 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 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 campus safety coordinator.

The complaint should outline the details of the event and include 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 victim of domestic violence, they may request a change in their academic or work schedule, such as moving from day to night classes, or from full time to part time schedule. The school may also change the alleged perpetrator's schedule to prevent interaction with the victim until the complaint has been investigated thoroughly. SWEETWATER INSTITUTE OF COSMETOLOGY will help with any other protective measures that may be deemed necessary. The school will make available to the student a leave of absence or an opportunity to drop and re-enroll at a later date without incurring any additional charges or penalties. SWEETWATER INSTITUTE OF COSMETOLOGY financial aid leader will meet with the alleged victim to discuss options regarding loan repayment and 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 SWEETWATER INSTITUTE OF COSMETOLOGY owner/director.

Any student or employee who reports to the school that they have 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 their rights or responsibilities under provision of the Violence Against Women Act.

SEXUAL ASSAULT

Federal Definition:

Any sexual act directed against another person, without 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, which includes sodomy, sexual assault with an object, is penetration, no matter how slight, of the vagina or anus with any part of the body 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 age, temporary or permanent mental capacity. 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.

Hearing Process:

If a student is alleged to having committed sexual assault, the student will have the right to a prompt, fair, and impartial investigation and hearing before the campus security coordinator, school director/owner, and two additional employees of SWEETWATER INSTITUTE OF COSMETOLOGY who have received annual training on issues related to sexual assault, 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. SWEETWATER INSTITUTE OF COSMETOLOGY policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, SWEETWATER INSTITUTE OF COSMETOLOGY 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, SWEETWATER INSTITUTE OF COSMETOLOGY 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 reason for the delay.

The proceedings will be conducted in a manner that is consistent with SWEETWATER INSTITUTE OF COSMETOLOGY policy and is transparent to the accuser and the accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely notice of meetings at which the accuser, accused, and appropriate officials to any information that will be used during formal and informal disciplinary actions and hearing; and that will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser and accused. The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceedings, including the opportunity to be accompanied to any related meeting or proceeding. The school may establish restrictions to the extent 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 be simultaneously informed by writing of the outcome and any institutional disciplinary proceeding, the opportunity to 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, SWEETWATER INSTITUTE OF COSMETOLOGY is required to publish the results of the hearing(s), however, the names of the involved will be withheld.

A student found guilty of violating SWEETWATER INSTITUTE OF COSMETOLOGY sexual assault policy could be criminally prosecuted in the State of Tennessee courts and may be reprimanded, sent to counseling, placed on probation, suspended, or expelled from the school for the first offence. Any information obtained during SWEETWATER INSTITUTE OF COSMETOLOGY investigation will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of SWEETWATER INSTITUTE OF COSMETOLOGY records.

SWEETWATER INSTITUTE OF COSMETOLOGY will protect the confidentiality of the victim(s) in accordance with the law. In some cases, SWEETWATER INSTITUTE OF COSMETOLOGY may need to disclose some information regarding the victim to a third party to provide necessary accommodations or protective measures. SWEETWATER INSTITUTE OF COSMETOLOGY will only disclose information that is necessary to provide the accommodations or protective measures requested and will carefully consider who may have access to the information to minimize the information about the, and only if it is necessary to provide an accommodation or protective measure.

Any student or employee who reports to SWEETWATER INSTITUTE OF COSMETOLOGY that they have been a victim of sexual assault, whether the offence occurred on or off campus, shall be provided with a written explanation of the student's rights and options. No officer, employee, or agent of SWEETWATER INSTITUTE OF COSMETOLOGY shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of the Violence Against Women Act.

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 the consideration of the length of the relationship, the type of relationship, and the frequency of interactions 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, 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 S668.41, any incident meeting this definition is considered a crime for the purpose of Clery Act reporting.

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 campus security coordinator or director/owner to contact the authorities, 911 will be called for medical assistance and to alert the police. The campus security coordinator, director/owner, and a representative from the police department will guide the victim through available options and support the victim in their decision, including as applicable, restraining orders, orders of protection, no-contact orders, or similar lawful orders issued by a criminal or civil court.

SWEETWATER INSTITUTE OF COSMETOLOGY and the 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 proof of criminal offense, so do not disturb the area surrounding the incident.

A student or staff member can file a complaint with the campus security officer or owner/director. The complaint should outline all details of the event and include a list of 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, they may request to change academic or work schedule, such as moving from day to evening classes, or from full time to a part time schedule; SWEETWATER INSTITUTE OF COSMETOLOGY may also change the alleged perpetrator's schedule to prevent interaction with the victim until the complaint has been investigated thoroughly. The school will also help with any other protective measures that may be deemed necessary. SWEETWATER INSTITUTE OF COSMETOLOGY Will make available to the student a leave of absence or an opportunity to drop and re-enroll at a later date without incurring any additional charges or penalties. SWEETWATER INSTITUTE OF COSMETOLOGY financial aid leader will meet with the victim to discuss their options regarding loan repayment or financial aid obligations.

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 SWEETWATER INSTITUTE OF COSMETOLOGY. Please notify the school campus security or director/owner in person.

Hearing process:

If a student is alleged to having committed sexual assault, the student will have the right to a prompt, fair, and impartial investigation and hearing before the campus security coordinator, school director/owner, and two additional employees of SWEETWATER INSTITUTE OF COSMETOLOGY who have received annual training on issues related to sexual assault, 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. SWEETWATER INSTITUTE OF COSMETOLOGY policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, SWEETWATER INSTITUTE OF COSMETOLOGY 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, SWEETWATER INSTITUTE OF COSMETOLOGY 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 reason for the delay.

The proceedings will be conducted in a manner that is consistent with SWEETWATER INSTITUTE OF COSMETOLOGY policy and is transparent to the accuser and the accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely notice of meetings at which the accuser, accused, and appropriate officials to any information that will be used during formal and informal disciplinary actions and hearing; and that will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser and accused. The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceedings, including the opportunity to be accompanied to any related meeting or proceeding. The school may establish restrictions to the extent 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 be simultaneously informed by writing of the outcome and any institutional disciplinary proceeding, the opportunity to 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, SWEETWATER INSTITUTE OF COSMETOLOGY is required to publish the results of the hearing(s), however, the names of the involved will be withheld.

A student found guilty of violating SWEETWATER INSTITUTE OF COSMETOLOGY dating violence policy could be criminally prosecuted in the State of Tennessee courts and may be reprimanded, sent to counseling, placed on probation, suspended, or expelled from the school for the first offence. Any information obtained during SWEETWATER INSTITUTE OF COSMETOLOGY investigation will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of SWEETWATER INSTITUTE OF COSMETOLOGY records.

SWEETWATER INSTITUTE OF COSMETOLOGY will protect the confidentiality of the victim(s) in accordance with the law. In some cases, SWEETWATER INSTITUTE OF COSMETOLOGY may need to disclose some information regarding the victim to a third party to provide necessary accommodation or protective measures. SWEETWATER INSTITUTE OF COSMETOLOGY will only disclose information that is necessary to provide the accommodations or protective measures requested and will carefully consider who may have access to the information to minimize the information about the, and only if it is necessary to provide an accommodation or protective measure. Compliance with these

provisions of the Violence Against Women Act (20 USC 1232g) commonly referred to as the Family Education Rights Privacy Act (FERPA)

Any student or employee who reports to SWEETWATER INSTITUTE OF COSMETOLOGY that they have been a victim of dating violence, whether the offence occurred on or off campus, shall be provided with a written explanation of the student's rights and options. No officer, employee, or agent of SWEETWATER INSTITUTE OF COSMETOLOGY shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of the Violence Against Women Act.

STALKING

Federal Definition:

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or to 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 a 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 purpose of Clery Act reporting.

If you feel you are being stalked or are 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 they have the option to notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the director or campus security to notify authorities, they will call 911 for medical assistance and to alert the police. The owner/director and a representative of the police department will guide the victim through available options and support the victim in their decision including where applicable, restraining order, orders of 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 reports 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 of 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 owner/director and the campus security coordinator. The complaint should outline all the details of the event and include a list of 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, a student or staff member has the right to request a change in their academic or work schedule, such as moving from night to day classes or from full-time to a part time schedule. The school may also change the alleged perpetrator's schedule to prevent interaction with the victim until the complaint has been investigated thoroughly. SWEETWATER INSTITUTE OF COSMETOLOGY will help also with transportation or housing issues to accommodate the alleged victim or other protective measures that may be deemed necessary. The school will make available to the student a leave of absence or the opportunity to drop and re-enroll at a later date without incurring additional charges or penalties. SWEETWATER INSTITUTE OF COSMETOLOGY financial aid leader will meet with the victim to discuss their 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 SWEETWATER INSTITUTE OF COSMETOLOGY; please notify the director/owner or campus security coordinator in person

Hearing Process:

If a student or is alleged to having committed stalking, the student will have the right to a prompt, fair, and impartial investigation and hearing before the campus security coordinator, school director/owner, and two additional employees of SWEETWATER INSTITUTE OF COSMETOLOGY who have received annual training on issues related to stalking, 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. SWEETWATER INSTITUTE OF COSMETOLOGY policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, SWEETWATER INSTITUTE OF COSMETOLOGY

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, SWEETWATER INSTITUTE OF COSMETOLOGY 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 reason for the delay.

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A student found guilty of violating SWEETWATER INSTITUTE OF COSMETOLOGY sexual assault policy could be criminally prosecuted in the State of Tennessee courts and may be reprimanded, sent to counseling, placed on probation, suspended, or expelled from the school for the first offence. Any information obtained during SWEETWATER INSTITUTE OF COSMETOLOGY investigation will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of SWEETWATER INSTITUTE OF COSMETOLOGY records.

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may need to disclose some information regarding the victim to a third party to provide necessary accommodations or protective measures. SWEETWATER INSTITUTE OF COSMETOLOGY will only disclose information that is necessary to provide the accommodations or protective measures requested and will carefully consider who may have access to the information to minimize the information about the, and only if it is necessary to provide an accommodation or protective measure.

Any student or employee who reports to SWEETWATER INSTITUTE OF COSMETOLOGY that they have been a victim of stalking, whether the offence occurred on or off campus, shall be provided with a written explanation of the student's rights and options. No officer, employee, or agent of SWEETWATER INSTITUTE OF COSMETOLOGY shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of the Violence Against Women Act.

RAPE

Federal Definition:

Rape is the penetration, no matter how slight, of any body part by a sex organ or object by another person, without the consent of the victim.

PROCEDURES FOR VICTIMS OF RAPE

If a student or staff member is a victim of rape, inform the victim that they have the option to notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the director or campus security to notify authorities, they will call 911 for medical assistance and to alert the police. The owner/director and a representative of the police department will guide the victim through available options and support the victim in their decision including where applicable, restraining order, orders of 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 reports 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 of 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 owner/director and the campus security coordinator. The complaint should outline all the details of the event and include a

list of 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, a student or staff member has the right to request a change in their academic or work schedule, such as moving from night to day classes or from full-time to a part time schedule. The school may also change the alleged perpetrator's schedule to prevent interaction with the victim until the complaint has been investigated thoroughly. SWEETWATER INSTITUTE OF COSMETOLOGY will help also with transportation or housing issues to accommodate the alleged victim or other protective measures that may be deemed necessary. The school will make available to the student a leave of absence or the opportunity to drop and re-enroll at a later date without incurring additional charges or penalties. SWEETWATER INSTITUTE OF COSMETOLOGY financial aid leader will meet with the victim to discuss their 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 SWEETWATER INSTITUTE OF COSMETOLOGY; please notify the director/owner or campus security coordinator in person

Hearing Process:

If a student or is alleged to having committed rape, the student will have the right to a prompt, fair, and impartial investigation and hearing before the campus security coordinator, school director/owner, and two additional employees of SWEETWATER INSTITUTE OF COSMETOLOGY who have received annual training on issues related to rape, 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. SWEETWATER INSTITUTE OF COSMETOLOGY policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, SWEETWATER INSTITUTE OF COSMETOLOGY 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, SWEETWATER INSTITUTE OF COSMETOLOGY 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 reason for the delay.

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appropriate officials to any information that will be used during formal and informal disciplinary actions and hearing; and that will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser and accused. The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceedings, including the opportunity to be accompanied to any related meeting or proceeding. The school may establish restrictions to the extent 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 be simultaneously informed by writing of the outcome and any institutional disciplinary proceeding, the opportunity to 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, SWEETWATER INSTITUTE OF COSMETOLOGY is required to publish the results of the hearing(s), however, the names of the involved will be withheld.

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SWEETWATER INSTITUTE OF COSMETOLOGY may need to disclose some information regarding the victim to a third party to provide necessary accommodation or protective measures. SWEETWATER INSTITUTE OF COSMETOLOGY will only disclose information that is necessary to provide the accommodations or protective measures requested and will carefully consider who may have access to the information to minimize the information about the, and only if it is necessary to provide an accommodation or protective measure.

Any student or employee who reports to SWEETWATER INSTITUTE OF COSMETOLOGY that they have been a victim of rape, whether the offence occurred on or off campus, shall be provided with a written explanation of the student's rights and options. No officer, employee, or agent of SWEETWATER INSTITUTE OF COSMETOLOGY shall retaliate,

intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of the Violence Against Women Act.

SAFETY

The safety and health of the employees and students of SWEETWATER INSTITUTE OF COSMETOLOGY is a priority. SWEETWATER INSTITUTE OF COSMETOLOGY makes every effort to comply with all federal and state workplace safety requirements. The company's workplace safety rules and regulations are as follows:

- Learn your job and how to be safe in the workplace
- Learn the location of fire alarm boxes, extinguishers, and your duties in the event of fire

Promptly report all unsafe or potentially hazardous conditions, such as the following to your instructor, campus safety coordinator, or owner/director immediately:

- Wet/slippery floors
- Trashed or unsafe work areas
- Equipment blocking hallways
- Exposed or unsafe electrical wiring
- Careless handling of equipment
- Immediately report all accidents to your instructor, campus safety coordinator, or owner/director
- Use proper lifting procedures and get help as needed

FIRE OR IMPENDING DANGER OF FIRE

- All staff, students, and guests evacuate the building by moving to nearest exit
- All evacuated persons must report to the bottom of the parking lot at the SWEETWATER INSTITUTE OF COSMETOLOGY marquee sign and make way for ambulances, fire trucks access to the main entrance
- The manager on duty must call 911
- The manager must do roll call and account for all staff, students, and guests
- The director/owner must be contact immediately and apprised of the situation

TORNADO

- Upon notification, move all guests, staff, and students to the lowest level, away from windows, nearest to an inside wall
- Remain sheltered in place until an all clear is given

HURRICANE

- As we are land-locked in southeast Tennessee, SWEETWATER INSTITUTE OF COSMETOLOGY is in no danger of hurricane situations. But the campus safety coordinator and owner/director would monitor news for risks of flooding or travel impediments

SEVERE WEATHER WARNING

- The campus safety coordinator will notify local news outlets of closure due to inclement weather
- The website and all social media outlets will be monitored and updated with closure information due to weather
- If a power outage occurs in extreme temperatures:
 - Staff and instructors will ensure all windows and doors are secured to prevent the loss of any inside warmth during cold weather. During warm weather, doors and windows will be opened to allow for ventilation and air circulation.
 - If the indoor temperature falls below 60 degrees Fahrenheit or climbs above 88 degrees Fahrenheit, owner/director will be notified immediately

VIOLENT ACTS BY GROUP OR INDIVIDUAL

- Senior person closest to the scene will notify campus security coordinator or owner/director, or manager on duty
- Campus security coordinator, owner/director, or manager will direct bystanders away from immediate area and call 911 for the police and ambulances

**Sweetwater Institute of Cosmetology Crime Statistics for
409 Sweetwater-Vonore Road, Sweetwater, TN 37874**

Types of Crime or Arrest	ON campus OFF campus Crime chance% Year:2021	ON campus OFF campus Crime chance% Year:2022	ON campus OFF campus Crime chance% Year:2023	ON campus OFF campus Crime chance% TOTAL
Murder	0 0 0%	0 0 0%	0 0 0%	0 0 0%
Negligent Manslaughter	0 0 0%	0 0 0%	0 0 0%	0 0 0%
Forcible Sex Offense	0 0 0%	0 0 0%	0 0 0%	0 0 0%
Nonforcible Sex Offence	0 0 0%	0 0 0%	0 0 0%	0 0 0%
Robbery	0 0 0%	0 0 0%	0 0 0%	0 0 0%
Aggravated Assault	0 0 0%	0 0 0%	0 0 0%	0 0 0%
Burglary	0 0 0%	0 0 0%	0 0 0%	0 0 0%
Motor Vehicle Theft	0 0 0%	0 0 0%	0 0 0%	0 0 0%
Arson	0 0 0%	0 0 0%	0 0 0%	0 0 0%
Illegal Weapon Possession	0 0 0%	0 0 0%	0 0 0%	0 0 0%
Drug Law Violation	0 0 0%	0 0 0%	0 0 0%	0 0 0%
Liquor Law Violation	0 0 0%	0 0 0%	0 0 0%	0 0 0%
Hate Crimes	0 0 0%	0 0 0%	0 0 0%	0 0 0%
	0 Instances	0 Instances	0 Instances	0 Instances