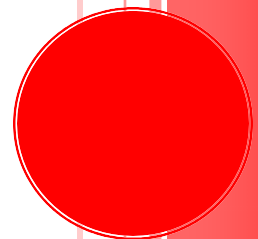




SCHILLING-DOUGLAS SCHOOL OF HAIR DESIGN

*2024 Annual Campus Safety and Security
Report*

08/14/2024 Date Report Prepared



SCHILLING-DOUGLAS SCHOOL OF HAIR DESIGN

2024 Annual Campus Safety and Security Report

MESSAGE FROM THE SCHOOL DIRECTOR

On behalf of Schilling Douglas School of Hair Design, the safety and security of our campus is of utmost importance to us. We hope that you will find this report helpful as it regards your safety and security both on campus and off campus.

Victor David has been designated as the contact person for any issues relating to campus security. The school requests that students and employees report any criminal activity/actions to the individual designated. The designated individual will assist the student/employee in reporting the incident to local police authorities.

This information is provided to meet the requirements of the Jeanne Clery Disclosure of Campus Crime Statistics Act.

Statistics on crimes reported to the school for the past three years that occurred on campus, as well as arrests for selected offenses can be found in the following document.

This report has been prepared by schools Director and Associate Director, using crime statistics that were collected from the school's crime log and from crime statistics provided to the school by request form the Newark police department. This report is prepared annually for release prior to October 1st each year.

The Schilling Douglas School of Hair Design campus is located at 211 Louviers Drive Newark DE 19711.

Thank you for taking the time to review this report. If you have questions or would like further information about safety and security at Schilling Douglas School of Hair Design, please contact Victor David at 302-737-5100.

Sincerely,

Victor David

Director

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REPORTING OF CRIMINAL ACTIONS OR OTHER EMERGENCIES

All crimes or emergencies should be reported to the School Director (campus security authority) or the Associate Director as soon as possible. In addition, to report a crime or emergency, the Newark police should be notified by dialing 911 or (302)366-7111. The school does not have its own police department or security personnel. Crimes reported to the school are recorder in the school crime log and maintained in the school office.

ACCESS TO FACILITY

Only the school director, associate director, administrator or instructor will open and close the school. During normal business hours the school will be open to students, parents, employees, contractors, guests and lab patrons. During non-business hours' access to the school is by key only. The student entrance is restricted by electronic keypad access during the school normal hours of operation. All guests' patrons, and visitors must enter the facility through the main entrance and check in at the reception desk. Individuals who do not have legitimate reasons for being on campus and refuse to leave may be subject to arrest. The school does not have any campus residences.

MAINTENANCE AND SECURITY OF CAMPUS FACILITIES

Our parking facilities are well lit during hours of darkness when school is in session. The parking area is lit from dusk till dawn. The school encourages students to leave in groups and to not linger in the parking lot after dark. Staff members are available to escort students to their cars at night if necessary. The school building is secured by an alarm system when the school is closed. The same system provides a direct calling button for local police, which can be used in case of an emergency. Common areas of the school are monitored and recorded 24 hours a day via the school's video surveillance system. The school classrooms are under constant video and audio monitoring. Lockers are assigned to all students for use as a safe place to store personal belongings not in use in class or when class is not in session. Valuables should not be left unattended. Students must supply their own lock. Management will periodically open unmarked lockers.

EMERGENCY RESPONSE AND EVACUATION

EMERGENCY NOTIFICATION

Upon confirmation of a significant emergency the campus community will be notified without delay through the PA system and the schools app by the director/ associate director in his absence, unless issuing a notification will in the professional judgment of the responsible authorities' compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Anyone interested in receiving campus alerts via the school's app should download the school's app from the appropriate app store for their device.

Students should also take responsibility for regularly checking their device for alerts.

The Director/Associate Director will be responsible for contacting the appropriate parties for confirmation of a real threat to the community, as well as updating the school's app and making the announcement on the PA system.

Christiana Hospital will be asked to confirm a serious virus outbreak.

The Newark Police Department will be asked to confirm a significant emergency situation.

Instructors will be asked to make the students aware of the situation after they have been informed by the director/associate director.

TIMELY WARNINGS

Schilling Douglas School of Hair Design will issue a warning when a serious incident occurs that causes an immediate threat to the campus including the occurrence of Clery Act Crimes. This warning will be made through the schools PA system. If the PA system is not available the director, associate director and/or instructors will go around to each class and inform them of the threat. An alert will also be sent on the school app to notify the campus community.

EMERGENCY EVACUATION PROCEDURE

This plan is to be followed in the event of an emergency situation which warrants complete evacuation of the school.

1. Contact the local authorities immediately, if possible. Dial 911 on the school phone. If this is not possible, use other means after completing the evacuation to contact the authorities. Immediately notify a school administrator or instructor of the event. If the event is deemed to pose a serious or continuous threat to the campus community, immediately begin the emergency evacuation.
2. Immediately perform a timely warning through the school's public addresses system. If for some reason this system is not operationally a staff member must personally notify each classroom instructor.
3. Classroom instructors: instruct all students to calmly exit the building/classroom through the clearly marked emergency exits at the rear or front of the classrooms.
4. Lab Instructors: instruct all lab patrons and students in the lab to calmly exit the building through the front lab exit. In the event that the front exit is obstructed, direct the lab patrons and lab students to the front hallway exit or student entrance/exit in the rear of building.
5. All instructors: instruct all students to meet in the rear of the school, far enough from harm's way. This location may be moved to the student parking area or further if necessary.
6. Instructors: please make every attempt to ensure all student and lab patrons exit the building. Gather all applicable roll books for that time.
7. All staff should also gather at the assigned meeting place. At this time, staff should ensure that the local authorities have been contacted regarding this event.
8. Once the building is evacuated, take roll of all students at the meeting place. Use all applicable roll books to confirm complete evacuation of the school.
9. Please maintain all students at the meeting place and await further instructions from the local authorities.
10. This plan is tested and reevaluated at least once annually through either an announced or unannounced evacuation drill.

EMERGENCY LOCKDOWN

This plan is to be followed in the event of an emergency situation which warrants a complete lockdown of the school.

1. If an immediate threat to the wellbeing of the staff, students or visitors of the school is identified, a page all intercom transmission should be made to alert all areas of the school to lock down. This alert should be forwarded to the office and laboratory areas, pending on the origination of the notice.
2. All areas should remain in lock down until an all-clear alert has been issued, or until law enforcement/rescue personal have responded and advise otherwise or the threat has become imminent and a decision to evacuate is prudent.
3. Classroom lockdown: Classroom doors should be locked, and all persons should move as far away from the access door as possible.
4. Laboratory lockdown: Reception area door should be locked and hallway access door should be locked. All persons in the laboratory should be directed to move to an area in the laboratory out of the sight lines of the access doors.
5. Office lockdown: Office access door should be check to ensure it is closed. This door remains locked at all times. All persons within the office area should move into an office and the office door should be secured/locked behind them.

The school will test and re-evaluate its emergency response and evacuation procedure at least once annually. This test may be announced or unannounced.

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

The following is a list of the crime prevention programs employed by the Schilling-Douglas School of Hair Design

- **New Student Orientation:** Administrative staff participates in new student orientation held on the first day of class for all entering students. Campus safety and this security report is reviewed as part of the orientation program.
- **Lockers:** Individual lockers are provided to all students to secure their personal belongings while in attendance.
- **Electronic Alarm System:** The school has a campus wide security system that is monitored by an outside security company.
- **Video Surveillance System:** The school has campus wide video surveillance system. Video footage is available for live view and is recorded.
- **Statistics:** the school maintains statistics on crimes that were reported to the school for the past three years that occurred on-campus, on public property adjacent to the campus and non-campus property, as well as arrests for selected offenses. These statistics can be found in this report.

OFF-CAMPUS CONDUCT

Students are reminded that violations of local, state or federal law are subject to school action. As student may be subject to withdrawal or suspension from the school under certain circumstance.

The Schilling-Douglas School of Hair Design has no officially recognized student organizations with off campus locations.

CRIME LOG

The school maintains a crime log in the business office. The report denotes the nature of the crime, date and time the crime occurred and was reported, the general location and the disposition. The disposition is defined as; pending, judicial, referral or criminal arrest.

Below is a sample of the log.

Schilling-Douglas School of Hair Design
CRIME LOG

Nature	Case Number	Date/Time Reported	Date/Time Occurred	General Location	Disposition

CAMPUS CRIME STATISTICS 2021- 2023

Crime	Year	On-Campus property	Non-campus property	Public property	Unfounded	Hate Crimes
Criminal Offenses						
Murder/Non-Negligent Manslaughter	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Sex Offenses	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	1	0	0	0	0
Rape	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Fondling	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Incest	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Statutory Rape	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Robbery	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Aggravated Assault	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Burglary	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Motor Vehicle Theft	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Arson	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Larceny-theft	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Simple Assault	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Intimidation	2021	0	0	0	0	0

	2022	0	0	0	0	0
	2023	1	0	0	0	0
Destruction / Damage / Vandalism of Property	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Hate Crimes	2021	0	0	0	0	
	2022	0	0	0	0	
	2023	0	0	0	0	
VAWA Offenses						
Domestic Violence	2021	0	0	0	0	
	2022	0	0	0	0	
	2023	0	0	0	0	
Dating Violence	2021	0	0	0	0	
	2022	0	0	0	0	
	2023	0	0	0	0	
Stalking	2021	0	0	0	0	
	2022	0	0	0	0	
	2023	0	0	0	0	

ARRESTS AND DISCIPLINARY REFERRALS STATISTICS 2021-2023

Offense	Year	On-Campus Property	Non-Campus Property	Public Property	Unfounded
Arrests: Weapons: carrying, possessing, etc.	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Arrests: Drug Abuse Violations	2021	1	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Arrests: Liquor Law Violation	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Disciplinary Referrals: Weapons: carrying, possessing, etc.	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Disciplinary Referrals Drug Abuse Violations	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Disciplinary Referrals: Liquor Law Violation	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

Hate Crimes:

Hate crimes are not separate, distinct crimes, but are traditional offenses motivated, in whole or in part, by the

offender's bias. The offender's motivation would be determined to be, in whole or in part, to commit an offense because of a bias against a race, religion, disability, sexual orientation, gender identity or ethnic or national origin group.

Campus Crime Statistics Geography:

On-Campus property is the building space occupied and controlled by the school located within the Shoppes at Louviers and the parking areas designated within the Shoppes at Louviers for student and staff parking. The school does not have or control any non-campus property.

Public property is the section of Paper Mill Road located directly in front and adjacent to the Shoppes at Louviers center.

SCHOOL POLICY

For students and employees

The School is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take our mandatory Sexual Harassment and Prevention Training

In an effort to keep the students and staff informed on security and crime prevention additional education on awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking will be given to them in the fall of every year.

Campus security procedures will be presented at new student orientation. During orientation, crime awareness and prevention applicable to our campus will be presented to encourage each individual to take personal responsibility for their security and the security of others around them. Employees will be informed upon hire of procedures to prevent crime which are reviewed at least once per year during staff meetings.

Acts of Violence, Sexual Misconduct and sexual discrimination are all strictly prohibited at Schilling Douglas School of Hair Design and are subject to our progressive disciplinary policy. This policy applies to students, staff and third parties involved with Schilling Douglas School of Hair Design regardless of sexual orientation or gender identity. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the School prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the School has jurisdiction over Title IX complaints.

The School's anti-harassment policy applies to all persons involved in the operation of the School, and prohibits unlawful harassment by any employee of the School, as well as students, customers, vendors or anyone who does business with the School. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the School does business engages in unlawful harassment or discrimination, the School will take appropriate corrective action.

As part of the School's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to the School community through publications, the School website, new employee orientations, student orientations, and other appropriate channels of communication. The School provides training to key staff members to enable the School to handle any allegations of sexual harassment or sexual violence promptly and effectively. The School will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

PROHIBITED CONDUCT

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- ii. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment;
- iii. or it creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing”, practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person’s body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

COMPLAINT/GRIEVANCE PROCEDURE

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, supervisor, or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the School is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to the School Director if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

The school refers all campus law enforcement issues to the Newark Police (302)366-7110. The school does not have any campus-based security personnel.

All complaints involving a student will be referred to the campus’s Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Title IX Coordinator:

Tara Price

Associate Directors Office 302-737-5100 ext.111

tara@schillingdouglas.edu

Victor David, Director Directors Office

302-737-5100 ext.101

victor@schillingdouglas.edu

The School ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the School’s grievance procedures operate. Because complaints can also be filed with an employee’s supervisor, these employees also receive training on the School’s grievance procedures and any other procedures used for investigating reports of sexual harassment. Campus Security Authorities (CSA) at our school consist of the director, associate director, instructors, student services director and business office director. These individuals are responsible for reporting any Clery Act Crimes to the director and/or associate director in his absence. All employees receive training regarding their responsibilities as it relates to being a CSA. While crime on our campus is not a serious problem, all staff and students should be aware of unusual activity by unknown persons on the property. Any questionable or suspicious acts by strangers or other students or staff members should be immediately reported to the associate director and/or director in her absence. In the event that both the associate director and director are not immediately available the incident should be reported to an instructor whom will contact the associate director/director immediately for further action. Since the school does not have housing facilities or formal student organizations, it is not necessary to request notification by local police authorities of crime and activities engaged in by students at such locations. Upon receipt of a complaint from a victim of sexual misconduct the CSA’s will provide the victim with a list of all available assistance resources, along with a what to expect sheet to help them navigate through the reporting process. Please see “Options for Assistance following a Sexual Misconduct Sheet” (Appendix: A). In the event that a sexual assault, and/or sex offense should occur on the school campus, the individual should report the event immediately to Tara Price, in the associate director’s office or have a staff member contact her

outside of her normal office hours. She will immediately take steps to ensure the offense is reported to the local authorities, if requested by the student or employee.

The school does not have on campus counseling available for victims of sex offenses, so the employee and/or student should be provided (Appendix A- OPTIONS FOR ASSISTANCE FOLLOWING AN INCIDENT OF SEXUAL MISCONDUCT).

Any sexual offense occurring between students and/or employees or both will result in:

Discussing the options available for changing a victim's academic situation after the alleged sex offense, if changes are requested by the victim, and

The school will implement disciplinary actions in cases of an alleged sex offense after a disciplinary proceeding. Both the accuser and the accused will be entitled to the same opportunities to have the other present during a disciplinary proceeding and both will be informed of the school's final determination in any school disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused simultaneously.

The result of the hearing will be final and will not be subject to an appeal process

INVESTIGATION OF COMPLAINTS

In response to all complaints, the School promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. The School shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, the School will weigh the student's request for confidentiality against the impact on School safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning the School will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, the School will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If the School determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the School will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the School to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from the School's disciplinary process. To the extent that an employee or contract worker is not satisfied with the school's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

RETALIATION PROHIBITED

The School will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your supervisor, School Director or the Title IX Coordinator.

REPORTING REQUIREMENTS

Victims of sexual misconduct should be aware that School administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The School will make every effort to ensure that a victim's name and other identifying information is

not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The School reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status. This report will be revised and redistributed annually in the fall, by October 1st, to the campus community which includes all students and employees. This report will be made available to all prospective employees and students.

This warning will be made by a school official through the use of the school's public address system. The school does not have any procedure in place for voluntarily and confidentially reporting of crimes. The school does not have any pastoral or professional counselors employed at the school. All crimes reported to the school will be referred to local law enforcement.

Schilling Douglas School of Hair Design encourages victims of sexual violence to talk to somebody about what happened so victims can get the support they need, and so the school can respond appropriately.

A victim may speak to one of the schools CSA's to report the crime, if the victim wants to maintain confidentiality, the school will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

A victim who at first requests confidentiality may later decide to file a complaint with the school or report the incident to local law enforcement, and thus have the incident fully investigated.

These school does not employ counselors or advocates so any victim will be referred to seek outside resources of which they will be provided a list of places they can contact.

The following employees (or categories of employees) are the school's responsible employees:

- Instructors
- Student Services
- Associate Directors
- Director

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the School will consider the request, but cannot guarantee that the School will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim's request for confidentiality. Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the School to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

REQUESTING CONFIDENTIALITY FROM THE SCHOOL:

How the School Will Weigh the Request and Respond.

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the School must weigh that request against the School's obligation to provide a safe, non-discriminatory environment for all students, including the victim. If the School honors the request for confidentiality, a victim must understand that the School's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. Although rare, there are times when the School may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students. The School has designated the following individual(s) to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence: **Tara Price, Associate Director**.

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, **Tara Price/Associate Director** will consider a range of factors, including the following:

The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:

- whether there have been other sexual violence complaints about the same alleged perpetrator;
- whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
- whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;

whether the sexual violence was committed by multiple perpetrators;
 whether the sexual violence was perpetrated with a weapon;
 whether the victim is a minor;
 whether the School possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
 whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the School to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the School will likely respect the victim's request for confidentiality. If the School determines that it cannot maintain a victim's confidentiality, the School will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the School's response. The School will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or School employees, will not be tolerated. The School will also:

assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see portion of policy identifying these);

provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

If, for example, the school has credible information that the alleged perpetrator has committed one or more prior rapes, the balance of factors would compel the school to investigate the allegation and, if appropriate, pursue disciplinary action. The school may not require a victim to participate in any investigation or disciplinary proceeding. Because the School is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the School to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices. If the School determines that it can respect a victim's request for confidentiality, the School will also take immediate action as necessary to protect and assist the victim.

ADDITIONAL INFORMATION

Employees should contact the Associate Director for more information or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

SEX OFFENDER REGISTRATION IN DELAWARE

In accordance with Title 11, Chapter 41 of the Delaware Code, information regarding registered sex offenders is maintained by the Delaware State Police. The Delaware State Police have created the Sex Offender Central Registry, a searchable database that may be accessed via an internet website. This database located at www.state.de.us/dsp/sexoff/ may be used to locate registered sex offenders by name, address, city, county, or zip code. Convicted sex offenders from out of state must register with the Delaware State Police within 7 business days of establishing permanent or temporary residency within the State of Delaware and all registrants must indicate where they intend to reside, be employed and/or study. A list of registered offenders who have identified Schilling Douglas School of Hair Design as their place of employment, or study can be found at the above listed website.

DEFINITIONS

Sexual Harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

Hostile environment sexual harassment occurs when verbal, non-verbal and/or physical conduct is:

- Sexual and/or based on sex, gender, gender identity or sexual orientation (actual or perceived).
- unwelcome, and
- Sufficiently severe and pervasive to interfere with a person's work/learning/program performance or to create a hostile, intimidating or offensive environment.

The determination is made on a case-by-case basis looking at the whole record, including the circumstances (such as the nature of the sexual advances) and the context in which the alleged incidents occurred. Some behaviors which may be acceptable in certain contexts are inappropriate in the workplace or classroom, particularly if an objection is expressed. Whether or not the behavior is contrary to law or school policy depends upon the circumstances of each case.

Sexual Violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Domestic Violence is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship. Delaware law defines "domestic violence" as the occurrence of one or more of the following acts of "abuse" between family or household members:

- causing or attempting to cause actual physical injury or sexual offenses
- placing or attempting to place a person in fear of physical injury or sexual offense
- damaging, destroying, or taking property
- trespassing
- child abuse
- kidnapping
- unlawful imprisonment
- interference with custody
- causing fear or emotional distress
- any other conduct that a reasonable person would find threatening or harmful

Domestic Violence can be defined per federal guidelines by:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

This can be a misdemeanor or a felony charge depending on the severity of the crime committed.

Dating Violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence is controlling, abusive, and aggressive behavior in a romantic relationship. It can happen in straight or gay relationships. It can include verbal, emotional, physical, or sexual abuse, or a combination. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

- Dating violence does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Call the National Domestic Violence Hotline at 1-800-799-7233 for help.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

Sexual Offenses: any sexual act direct against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape**-The penetration, no matter how slight of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling**- the touching of private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because his or her age or because of his/her temporary or permanent mental incapacity.
- **Incest**- Sexual intercourse between two persons who are related to each other within degrees wherein marriage is prohibited by law.
- **Statutory Rape**- Sexual intercourse with a person who is under the statutory age of consent.

Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

While legal definitions of stalking vary from one jurisdiction to another, a good working definition of stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, 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, require medical or other professional treatment or counseling.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Please refer to the following website for help regarding stalking.

<http://www.victimsofcrime.org/our-programs/stalking-resource-center/help-for-victims>

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Communicating consent: Consent to sexual activity can be communicated in a variety of ways, but one should presume that consent has not been given in the absence of clear, positive agreement. While verbal consent is not an absolute requirement for consensual sexual activity, verbal communication prior to engaging in sex helps to clarify consent. Communicating verbally before engaging in sexual activity is imperative. However potentially awkward it may seem, talking about your own and your partner's sexual desires, needs, and limitations provide a basis for a positive experience. Consent must be clear and unambiguous for each participant at every stage of a sexual encounter. The absence of "no" should not be understood to mean there is consent. A prior relationship does not

indicate consent to future activity.

Alcohol and Drugs:

A person who is asleep or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, is not capable of giving valid consent. The use of alcohol or drugs may seriously interfere with the participants' judgment about whether consent has been sought and given.

Sexual Exploitation- "A person who induces another person to undertake or endure a sexual act by serious abuse of that person's position of dependency on the perpetrator, shall be guilty of sexual exploitation."

Retaliation is the action of harming someone because they have harmed oneself; revenge.

Intimidation is intentional behavior that "would cause a person of ordinary sensibilities" fear of injury or harm. It is not necessary to prove that the behavior was so violent as to cause terror or that the victim was actually frightened.

INVESTIGATION AND DISCIPLINARY ACTIONS

The School will, upon written request, disclose to the alleged victim/perpetrator of any crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. They will both be notified simultaneously. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph. Upon receipt of a complaint regarding a Clery Crime the school will follow the Disciplinary Policy and Procedure for Violations of VAWA/Clery Crimes.

DISCIPLINE POLICY AND PROCEDURE FOR VIOLATIONS OF VAWA/CLERY CRIMES

Purpose- Our discipline policy and procedure for violations of VAWA/Clery crimes is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior and/or conduct issues. It has been designed consistent with our organizational mission.

Outlined below are the steps of our discipline policy and procedure for violations of VAWA/Clery crimes. Schilling-Douglas School of Hair Design reserves the right to combine or skip steps depending upon facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered depend upon whether the offense is repeated despite coaching and counseling.

This institute only has one type of proceeding, which is fact finding investigation with both parties individually, this will be used for any VAWA/Clery Violation Investigation.

Procedure-

Step 1: An Investigation will be started (Written Notification Given)-Step 1 creates an opportunity for an investigation to begin into the allegation of any VAWA/Clery crimes, both parties involved will receive written notification indicating that an investigation has begun and that they will be interviewed for fact finding. The parties involved will both be informed once a final decision has been made. Any accommodations that are determined to be necessary will be discussed in person with the party in which it directly impacts. The students/employees will be asked to sign this document. The student/employee's signature is needed to demonstrate the student/employee's understanding of the issues and corrective action needed. (This process will begin within 7-10 business days of receiving complaint.)

Step 2: Fact Finding Interviews- During step 2, the Title IV Coordinator will perform a fact-finding investigation. Outside parties may be called upon for help in regards to the investigation. Instructors/supervisors may also be asked to participate in the investigation process to meet with the students/employees and review any additional

information gathered to make an informed decision on the possibility that the incident(s) is likely to have occurred. The victim and the perpetrator will both be submitted to a line of question to fact find, they will both be given the opportunity to have an advisor or council present during the questioning. Information about the conduct issues as well as any prior relevant corrective action plans will be taken into consideration as well. This process will be handled in as timely of a fashion as possible to allow adequate time for the investigation to take place. During the process it is very likely that witnesses and possible character witness's will be subject to questioning. Upon completion of the investigation the Title IV coordinator will outline the consequences for the students/employees of his or her failure to meet conduct expectations. This notification will include discipline actions deemed necessary up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning. (This process could take up to 2 months to be fully investigated.)

Step 3: Result- Final Determination (Final Notification will be given)-During step 3, the Title IV coordinator will give written notification of the findings and results of the investigation the outline will include the consequences for the student/employee of his or her failure to meet conduct expectations. A warning outlining that the student/employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included. (This notification will be completed with 7-10 business days of final decision being made.)

Appeal Process- Students/Employees will not be given an opportunity to present information that may challenge information the Title IV Coordinator has used to issue the final disciplinary action. The purpose of the investigation process is to provide insight into extenuating circumstances that may have contributed to the student/employees conduct issues while allowing for an equitable solution. As an investigation into the fact findings is done in as thorough a manner as possible for our institution, we do not accept appeals.

Possible Sanctions (students)

1. *Sent Home for the remainder of the day*
2. *Verbal Warning (without suspension)*
3. *Written Warning (without Suspension)*
4. *Written Warning (with 1 day suspension)*
5. *No contact order*
6. *Written Warning with suspension from school (3, 7, 15, or 30 days)*
7. *Change of classroom*
8. *Suspension from school during the time of the investigation*
9. *Suspension from school for an extended period of time to prevent contact (Up to 1 full semester).*
10. *Leave of Absence may be given to the perpetrator until the victim graduates to eliminate contact between the two parties involved (Must comply with LOA Policy).*
11. *Class schedule of perpetrator being changed from either full time to part time or part time to full time to accommodate the no contact ruling.*
12. *Signing a no contact contract with school officials with rules for no contact between the two parties, if such rules are broken this will result in further disciplinary action.*
13. *Termination from school with option for re-enrollment after victim graduates.*
14. *Termination with no possibility of re-enrollment.*

Possible Sanctions (employees)

1. *Sent Home for the remainder of the day (without pay)*
2. *Verbal warning (without suspension)*
3. *Written Warning (without Suspension)*

4. *Written Warning (with 1 day suspension without pay)*
5. *No contact order*
6. *Written Warning with suspension from school (3, 7, 15, or 30 days without pay)*
7. *Change of classroom*
8. *Suspension from work (without pay) during the time of the investigation*
9. *Suspension from work (without pay) for an extended period of time to prevent contact (Up to 1 full semester).*
10. *Work schedule of perpetrator being changed from either full time to part time or part time to full time to accommodate the no contact ruling.*
11. *Signing a no contact contract with school officials with rules for no contact between the two parties, if such rules are broken this will result in further disciplinary action.*
12. *Termination from employment with option for re-hire after victim graduates.*
13. *Termination with no possibility of re-hire.*

The last and most serious step in the progressive discipline procedure is termination. Generally, Schilling-Douglas School of Hair Design will try to exercise a progressive nature of this policy by first providing warnings, written warnings with suspension and final written warnings with suspension from the school before proceeding to terminate. However, Schilling-Douglas School of Hair Design reserves the right to combine and skip steps depending upon the circumstances of each situation and the nature of the offense. Furthermore, students/employees may be terminated without prior notice or disciplinary action.

Performance and Conduct Issues Not Subject to Progressive Discipline-Behavior that is illegal is not subject to progressive discipline and may be reported to local law enforcement. Theft, intoxication at school, fighting and other acts of violence are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation- The student/employee will be provided copies of all progressive discipline documentation, including all performance improvement plans. The student/employee will be asked to sign copies of this documentation attesting to their receipt and understanding of the corrective action outlined in these documents. Refusal to sign does not constitute dismissal of the disciplinary action. Copies of these documents will be placed in the student/employee's official permanent file.

APPENDIX A: OPTIONS FOR ASSISTANCE FOLLOWING AN INCIDENT OF SEXUAL MISCONDUCT

If you or someone you know is/or has been a victim of sexual assault, there are people that can help. You are not alone. The following is a list of things you may want to do:

Go to a safe place.

If you want to report the crime, notify the police immediately. Reporting the crime can help you regain a sense of personal power and control.

Call a friend, a family member, or someone else you trust who can be with you and give you support.

Preserve all physical evidence of the assault.

Do not shower, bathe, douche, eat, drink, wash your hands, or brush your teeth until after you have had a medical examination.

Save all of the clothing you were wearing at the time of the assault. Place each item of clothing in a separate paper bag.

Do not use plastic bags.

Do not clean or disturb anything in the area where the assault occurred.

Get medical care as soon as possible.

Go to a hospital emergency department or a specialized forensic clinic that provides treatment for sexual assault victims. Even if you think that you do not have any physical injuries, you should still have a medical examination and discuss with a health care provider the risk of exposure to sexually transmitted infections and the possibility of pregnancy resulting from the sexual assault. Having a medical exam is also a way for you to preserve physical evidence of a sexual assault.

If you suspect that you may have been given a "rape drug," ask the hospital or clinic where you receive medical care to

take a urine sample. Drugs, such as Rohypnol and GHB, are more likely to be detected in urine than in blood. Write down as much as you can remember about the circumstances of the assault, including a description of the assailant.

Get information whenever you have questions or concerns. After a sexual assault, you have a lot of choices and decisions to make - e.g., about getting medical care, making a police report, and telling other people.

You may have concerns about the impact of the assault and the reactions of friends and family members. You can get information by calling a rape crisis center, a hotline, or other victim assistance agencies.

CHRISTIANA CARE- Newark, DE

4755 Ogletown-Stanton Road, Newark, DE 19718

1-302-733-1000

Christiana Care forensic nurse examiners treat more than 400 victims of sexual assault, and domestic violence every year. Nurse examiners at Christiana Care's emergency departments are part of the state of Delaware's multidisciplinary Sexual Assault Response Team, created to ensure that survivors of sexual assault do not become victims of a fragmented medical-legal system. They offer confidential services, evaluate each victim's pregnancy risk and help prevent sexually transmitted diseases and infections. These services are provided at no cost to the victim. Confidential services are provided whether or not the victim chooses to have police involvement.

Talk with a counselor who is trained to assist rape victims. Counseling can help you learn how to cope with the emotional and physical impacts of the assault. You can find a counselor by contacting a local rape crisis center, a hotline, a counseling service, and other victim assistance agencies.

National Programs Available

NATIONAL SEXUAL ASSAULT HOTLINE

1-800-656-4673

LOVE IS RESPECT

1-866-331-9774

NATIONAL DOMESTIC VIOLENCE HOTLINE

1-800-799-7233

Local Programs Available

CCDV RAPE CRISIS PROGRAM- Elkton, MD

Hotline: 1-410-996-0333

Phone: 1-410-996-0333

CONTACT LIFELINE INC- Wilmington, DE

Hotline: 1-800-262-9800

Hotline: 1-302-761-9100

Phone: 1-302-761-9100

THE CRIME VICTIMS CENTER OF CHESTER COUNTY INC- West Chester, PA

Hotline: 1-610-692-7232

Phone: 1-610-692-7232

SALEM COUNTY WOMENS SERVICES- Salem, NJ

Hotline: 1-888-632-9511

Phone: 1-856-935-6655

If you are a victim of sexual assault student services is available to make changes to your course schedule or to grant an academic leave of absence, or other protective measures that may be taken. They can also speak with you in regards to any financial aid that may be available, your living situations, transportation situation, and/or working situation.

APPENDIX B: STATEMENT OF VICTIMS RIGHTS

Victims have the right to choose counseling and medical treatment, and to prosecute and report their case through the off-campus court system. They also have the right to refuse all these options without reproach from any Schilling Douglas School of Hair Design personnel.

The victim will be given the choice in whether or not the incident is to be reported to the local authorities. If the victim chooses to notify law enforcement the victim has the option to have a school representative present to assist them in

the reporting of the incident. The victim also has the right to decline reporting of the incident to the local authorities, in which case no further legal action can be taken by the school.

Victims have the right to be treated with dignity and seriousness by campus personnel.

Victims of crimes against an individual have the right to be reasonably free from intimidation and harm.

Personnel are encouraged to inform all victims that:

Victims are not responsible for crimes committed against them;

Victims are not negligent toward their own and thus do not assume the risk of crime; and

Victims should always report their crime, despite the possibility of adverse publicity for the School.

Victims will be made aware of appropriate student services, including hotlines available for counseling.

- Victims are entitled to the same support opportunities available to the accused in a campus disciplinary proceeding.
- If the accused is prohibited from contacting the victim or entering the victim's residence, the victim will be notified that the ban is in effect.
- Any victim who does not wish to remain in his/her present class may be granted a transfer to any available class.
- The victim has the right to information regarding the status of his/her case, including the results of any disciplinary proceedings.
- Both the accused and the victim are entitled to have an advisor/advocate present during the student disciplinary process.
- Both the accused and the victim are entitled to file an appeal if they feel the hearing was unfair or unjust.
- Both the accused and the victim shall be simultaneously informed in writing of the final decision.
- Victim's personal information will be kept confidential and not be made available to the general public.

APPENDIX C: PREVENTING SEXUAL ASSAULT

Sexual assault is a general term that includes any forced or unwanted sexual activity, including rape, incest, sexual abuse, and molestation. Sexual assault includes any forced or unwanted touching of an intimate part of the body, such as breasts, buttocks, or genitals.

What is consent? Sexual activity requires consent, which is defined as voluntary, positive agreement between the participants to engage in specific sexual activity.

Communicating consent:

Consent to sexual activity can be communicated in a variety of ways, but one should presume that consent has not been given in the absence of clear, positive agreement.

While verbal consent is not an absolute requirement for consensual sexual activity, verbal communication prior to engaging in sex helps to clarify consent. Communicating verbally before engaging in sexual activity is imperative. However potentially awkward it may seem, talking about your own and your partner's sexual desires, needs, and limitations provide a basis for a positive experience.

Consent must be clear and unambiguous for each participant at every stage of a sexual encounter. The absence of "no" should not be understood to mean there is consent.

A prior relationship does not indicate consent to future activity.

Alcohol and drugs:

A person who is asleep or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, is not capable of giving valid consent.

The use of alcohol or drugs may seriously interfere with the participants' judgment about whether consent has been sought and given.

APPENDIX D: DOMESTIC VIOLENCE PREVENTION

Delaware law defines "domestic violence" as the occurrence of one or more of the following acts of "abuse" between family or household members:

- causing or attempting to cause actual physical injury or sexual offenses
- placing or attempting to place a person in fear of physical injury or sexual offense
- damaging, destroying, or taking property
- trespassing
- child abuse
- kidnapping
- unlawful imprisonment
- interference with custody
- causing fear or emotional distress
- any other conduct that a reasonable person would find threatening or harmful

Call the National Domestic Violence Hotline at 1-800-799-7233 for help.

APPENDIX E: DATING VIOLENCE PREVENTION

Healthy relationships allow both partners to feel supported and connected but still feel independent.

COMMUNICATION and **BOUNDARIES** are the two major components of a healthy relationship. Ultimately, the two people in the relationship decide what is healthy for them and what is not. If something doesn't feel right, you should have the freedom to voice your concerns to your partner.

What Is It? Dating violence is controlling, abusive, and aggressive behavior in a romantic relationship. It can happen in straight or gay relationships. It can include verbal, emotional, physical, or sexual abuse, or a combination.

Anyone can be a victim of dating violence. Both boys and girls are victims, but boys and girls abuse their partners in different ways. Girls are more likely to yell, threaten to hurt themselves, pinch, slap, scratch, or kick. Boys injure girls more and are more likely to punch their partner and force them to participate in unwanted sexual activity. Some teen victims experience physical violence only occasionally; others, more often.

If You Are a Victim of Dating Violence, You Might...

- Think it's your fault.
- Feel angry, sad, lonely, depressed, or confused.
- Feel helpless to stop the abuse.
- Feel threatened or humiliated.
- Feel anxious.
- Not know what might happen next.
- Feel like you can't talk to family and friends.
- Be afraid of getting hurt more seriously.
- Feel protective of your boyfriend or girlfriend.

Get Help-Being a victim of dating violence is not your fault. Nothing you say, wear, or do gives anyone the right to hurt you.

- If you think you are in an abusive relationship, get help immediately. Don't keep your concerns to yourself.
- Talk to someone you trust like a parent, teacher, or student services personnel.
- If you choose to tell, you should know that some adults are mandated reporters. This means they are legally required to report neglect or abuse to someone else, such as the police or child protective services. You can ask people if they are mandated reporters and then decide what you want to do. Some examples of mandated reporters are teachers, counselors, doctors, social workers, and in some cases, coaches or activity leaders. If you want help deciding whom to talk to, call a crisis line in your area. You might also want to talk to a trusted family member, a friend's parent, an adult neighbor or friend, an older sibling or cousin, or other experienced person who you trust. Call the National Domestic Violence Hotline at 1-800-799-7233 for help.

APPENDIX F: STALKING PREVENTION

What is stalking? While legal definitions of stalking vary from one jurisdiction to another, a good working definition of stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Stalking is serious, often violent, and can escalate over time. Warning Signs:

- Follow you and show up wherever you are.
- Send unwanted gifts, letters, cards, or e-mails.
- Damage your home, car, or other property.
- Monitor your phone calls or computer use.
- Use technology, like hidden cameras or global positioning systems (GPS), to track where you go.
- Drive by or hang out at your home, school, or work.
- Threaten to hurt you, your family, friends, or pets.
- Find out about you by using public records or online search services, hiring investigators, going through your garbage, or contacting friends, family, neighbors, or co-workers.
- Posting information or spreading rumors about you on the Internet, in a public place, or by word of mouth.
- Other actions that control, track, or frighten you.

You are not to blame for a stalker's behavior. Please refer to the following website for help regarding stalking.

<http://www.victimsofcrime.org/our-programs/stalking-resource-center/help-for-victims>

APPENDIX G: BYSTANDER INTERVENTIONS

If you know someone who might be in an abusive relationship, or a victim of any of the before mentioned crimes, you can help.

- Tell the person that you are worried. Be a good listener. Offer your friendship and support.
- Ask how you can help. Encourage your friend to seek help.
- Educate yourself about dating violence and healthy relationships.
- Avoid any confrontations with the abuser. This could be dangerous for you and your friend.
- Offer your support by going with the friend when they report the crime.
- Recognize situations of potential harm.
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene.
- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or Suffer substantial emotional distress.

For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, 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, require medical or other professional treatment or counseling.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

APPENDIX H: RISK REDUCTION TIPS

There are things all of us can do to be as safe as possible. Here are some suggested strategies to help to reduce vulnerability to sexual violence, whether it be sexual assault, relationship abuse, or stalking.

To reduce the risk of sexual assault....

- Respond assertively- Communicate any discomfort you feel with another person's behavior. Don't make excuses. Trust your instincts.
- Don't isolate with someone you just met- Always have a safe way to get home. Don't sleep over because you can't get home. Especially don't isolate with someone who tries to get too close, enjoys your discomfort or someone who doesn't listen or respond when you say "NO".
- Avoid drunk sex- Limit your alcohol consumption so that you can protect yourself, prevent aggressive behavior under the influence or help a friend who may need you.
- Believe in your right to set sexual limits for yourself- Learn how to communicate these limits and how to assert yourself by saying "NO" convincingly when you mean "NO" and "YES" when you mean "YES".
- Believe in another person's right to say "NO"- Be aware of the affect peer pressure has on your decision here. Remember it's okay not to have sex. Accept that "NO" means "NO".
- Date men/women who are your equal thinking you have more of a right to your desires can lead to date rape or dating abuse.
- Remember active consent is necessary every time you have sexual contact with someone. Don't assume previous permission for sexual contact applies to the current situation (especially when a person is asleep or drunk).
- Don't assume behavior is a signal for sex. Thinking someone wants sex is not the same as knowing for sure. Be sure. Communicate.

To reduce the risks and warning signs of abusive relationship:

Listen to yourself if you are sensing "bad vibes", especially if you are feeling down on yourself or find yourself afraid in a relationship. Trust your instincts.

Know that even one instance of physical, verbal or emotional violence is dating violence.

Cruelty or physical violence to other people, animals or you, even if it happens just once, is a sure sign that more abuse is to come.

Be alert to actions which reduce your personal independence and self-control, such as urging you to give up existing friendships or family connections, telling you either what to wear, or what to say or who to hang out with.

Be alert to signs of jealousy and/or possessiveness. These are signs of insecurity, not love.

Seek assistance from professionals who can help you learn more about abusive relationships and to explore options that are available to you.

To reduce the risks of stalking:

If you are in immediate danger, call 911.

- Do not ignore any threat. Report any instance of stalking to local Police, immediately. Trust your instincts.

- Keep evidence of any threat or instance of stalking. Keep a daily journal containing information on time, date and place of each instance, and keep it all in a safe and confidential place. Keep e-mails, phone messages, letters, and notes.
- Don't downplay a sense of danger by thinking "it will just go away". If you feel unsafe, you probably are. Stalking behavior typically does not just stop.
- Tell family, friends, roommates and co-workers about the stalking and seek their support.
- Limit the distribution of personal information, including home address and phone numbers, and be wary of any person who seeks to obtain too much personal information about you too quickly. Be careful about what you choose to post on public web services, such as "Facebook, Instagram". Fully shred all personal information before disposing of anything in the trash.
- Maintain quick access to critical telephone numbers and the location of safe places.
- Seek assistance from law enforcement and/or qualified professionals who can help you with safety strategies that are appropriate to your individual circumstance, including assistance with obtaining court issued orders of protection.

DRUG AND ALCOHOL POLICIES

The abuse of alcohol and the use of illegal drugs by members of the Schilling Douglas School of Hair Design community are incompatible with the goals of an academic institution. In order to ensure that alcohol and illegal drugs do not interfere with the goals of the school, substance abuse prevention programs have been developed that apply to the school as both an educational institution and a work place. All employees and students are required to take part in the school's drug and alcohol abuse prevention program presented upon hire and new student orientation. Should a student at any time need information regarding alcohol or drug abuse they are asked to please contact the school's business office. Employees and students may also contact The National Alcohol and Substance Abuse Treatment Information Center at 1(800)784-6776.

All Employees and students are prohibited from the unlawful manufacture, distribution, possession or use of illicit drugs or alcohol while on school property or during school trips. A student or staff member found to have violated this policy would be terminated from enrollment or employment and Federal, state or local authorities will be contacted to properly handle the event.

Please refer to our separate Drug Prevention Program for additional information.

APPENDIX I: DRUG PREVENTION PROGRAM

The National Institute on Drug Abuse estimates that one in every five workers age 18-25 and one in every eight workers age 26-34 uses drugs on the job. While it is difficult to put a price tag on the cost to employers of the theft, low morale, impaired judgment, high absenteeism, and high turnover caused by substance abuse, employers are aware of these costs and are attempting to ascertain that a person is not a potential substance abuser before hiring them.

We at Schilling Douglas School of Hair Design, have made a commitment to our students to prepare them for a long and successful professional career. Schilling Douglas School of Hair Design, as a result of these responsibilities, has a compelling obligation to eliminate illegal drug use from the school. We intend to honor this obligation in the following manner:

1. Imposing an absolute prohibition on the unlawful distribution, dispensation, possession, or use of a controlled substance or alcohol by any student or employee of the school, on school property or as a part of any school activity.
2. Making available to all students and employees information concerning the health hazards involved with alcohol and drug abuse.
3. Making available to all students and employees information concerning the legal sanctions involved with the illegal use of drugs and alcohol.
4. Making available to all students and employees information concerning drug and alcohol counseling and rehabilitation services

The school in its policies supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by anyone on School property or as a part of any

School activity is prohibited. Students taking prescribed or over-the-counter medication which may affect functioning should so inform Campus Security Authorities.

Facts about Drugs and Alcohol and their health risks....

Alcohol- Ethyl alcohol, or ethanol, is an intoxicating ingredient found in beer, wine, and liquor. Alcohol is produced by the fermentation of yeast, sugars, and starches. It is a central nervous system depressant that is rapidly absorbed from the stomach and small intestine into the bloodstream. A standard drink equals 0.6 ounces of pure ethanol, or 12 ounces of beer; 8 ounces of malt liquor; 5 ounces of wine; or 1.5 ounces (a "shot") of 80-proof distilled spirits or liquor (e.g., gin, rum, vodka, or whiskey). NIDA does not conduct research on alcohol; for more information, please visit the [National Institute on Alcohol Abuse and Alcoholism \(NIAAA\)](#), the [Substance Abuse and Mental Health Services Administration](#), and the [Centers for Disease Control \(CDC\)](#).

Health Risks- Alcohol affects every organ in the drinker's body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that results in harm to one's health, interpersonal relationships, or ability to work.

Bath Salts- The term "bath salts" refers to an emerging family of drugs containing one or more synthetic chemicals related to cathinone, an amphetamine-like stimulant found naturally in the Khat plant.

Health Risks- Reports of severe intoxication and dangerous health effects associated with use of bath salts have made these drugs a serious and growing public health and safety issue. The synthetic cathinone in bath salts can produce euphoria and increased sociability and sex drive, but some users experience paranoia, agitation, and hallucinatory delirium; some even display psychotic and violent behavior, and deaths have been reported in several instances.

Club Drugs- Club drugs tend to be used by teenagers and young adults at bars, nightclubs, concerts, and parties. Club drugs include GHB, Rohypnol®, ketamine, and others. [MDMA \(Ecstasy\)](#), [Methamphetamine](#), and [LSD \(Acid\)](#), are considered club drugs and are covered in their individual drug summaries.

Health Risks- Uncertainties about the sources, chemicals, and possible contaminants used to manufacture many club drugs make it extremely difficult to determine toxicity and associated medical consequences. Nonetheless, we do know that:

- Coma and seizures can occur following use of GHB. Combined use with other drugs such as alcohol can result in nausea and breathing difficulties. GHB and two of its precursors, gamma butyrolactone (GBL) and 1,4 butanediol (BD), have been involved in poisonings, overdoses, date rapes, and deaths.
- Rohypnol may be lethal when mixed with alcohol and/or other CNS depressants.
- Ketamine, in high doses, can cause impaired motor function, high blood pressure, and potentially fatal respiratory problems.

Cocaine- Cocaine is a powerfully addictive stimulant drug made from the leaves of the coca plant native to South America. It produces short-term euphoria, energy, and talkativeness in addition to potentially dangerous physical effects like raising heart rate and blood pressure.

Health Risks- Cocaine affects the body in a variety of ways. It constricts blood vessels, dilates pupils, and increases body temperature, heart rate, and blood pressure. It can also cause headaches and gastrointestinal complications such as abdominal pain and nausea. Because cocaine tends to decrease appetite, chronic users can become malnourished as well. Most seriously, people who use cocaine can suffer heart attacks or strokes, which may cause sudden death. Cocaine-related deaths are often a result of the heart stopping (cardiac arrest) followed by an arrest

of breathing. People who use cocaine also put themselves at risk for contracting HIV, even if they do not share needles or other drug paraphernalia. This is because cocaine intoxication impairs judgment and can lead to risky sexual behavior. Some effects of cocaine depend on the method of taking it. Regular snorting of cocaine, for example, can lead to loss of the sense of smell, nosebleeds, problems with swallowing, hoarseness, and a chronically runny nose. Ingesting cocaine by the mouth can cause severe bowel gangrene as a result of reduced blood flow. Injecting cocaine can bring about severe allergic reactions and increased risk for contracting HIV, hepatitis C, and other blood-borne diseases.

Binge-patterned cocaine use may lead to irritability, restlessness, and anxiety. Cocaine abusers can also experience severe paranoia—a temporary state of full-blown paranoid psychosis—in which they lose touch with reality and experience auditory hallucinations. Cocaine is more dangerous when combined with other drugs or alcohol (poly-drug use). For example, the combination of cocaine and heroin (known as a “speedball”), carries a particularly high risk of fatal overdose.

Hallucinogens- Hallucinogenic compounds found in some plants and mushrooms (or their extracts) have been used—mostly during religious rituals—for centuries. Almost all hallucinogens contain nitrogen and are classified as alkaloids. Many hallucinogens have chemical structures similar to those of natural neurotransmitters (e.g., acetylcholine-, serotonin-, or catecholamine-like). While the exact mechanisms by which hallucinogens exert their effects remain unclear, research suggests that these drugs work, at least partially, by temporarily interfering with neurotransmitter action or by binding to their receptor sites.

Health Risks- LSD, peyote, psilocybin, and PCP are drugs that cause hallucinations, which are profound distortions in a person’s perception of reality. Under the influence of hallucinogens, people see images, hear sounds, and feel sensations that seem real but are not. Some hallucinogens also produce rapid, intense emotional swings. LSD, peyote, and psilocybin cause their effects by initially disrupting the interaction of nerve cells and the neurotransmitter serotonin.¹ Distributed throughout the brain and spinal cord, the serotonin system is involved in the control of behavioral, perceptual, and regulatory systems, including mood, hunger, body temperature, sexual behavior, muscle control, and sensory perception. On the other hand, PCP acts mainly through a type of glutamate receptor in the brain that is important for the perception of pain, responses to the environment, and learning and memory.

There have been no properly controlled research studies on the specific effects of these drugs on the human brain, but smaller studies and several case reports have been published documenting some of the effects associated with the use of hallucinogens.

Heroin- Heroin is an opioid drug that is synthesized from morphine, a naturally occurring substance extracted from the seed pod of the Asian opium poppy plant. Heroin usually appears as a white or brown powder or as a black sticky substance, known as “black tar heroin.”

Health Risks- Heroin abuse is associated with a number of serious health conditions, including fatal overdose, spontaneous abortion, and infectious diseases like hepatitis and HIV (see box, “Injection Drug Use and HIV and HCV Infection”). Chronic users may develop collapsed veins, infection of the heart lining and valves, abscesses, constipation and gastrointestinal cramping, and liver or kidney disease. Pulmonary complications, including various types of pneumonia, may result from the poor health of the user as well as from heroin’s effects on breathing. Chronic use of heroin leads to physical dependence, a state in which the body has adapted to the presence of the drug. If a dependent user reduces or stops use of the drug abruptly, he or she may experience severe symptoms of withdrawal. These symptoms—which can begin as early as a few hours after the last drug administration—can include restlessness, muscle and bone pain, insomnia, diarrhea and vomiting, cold flashes with goose bumps (“cold turkey”), and kicking movements (“kicking the habit”). Users also experience severe craving for the drug during withdrawal, which can precipitate continued abuse and/or relapse. Besides the risk of spontaneous abortion, heroin abuse during pregnancy (together with related factors like poor nutrition and inadequate prenatal care) is also associated with low birth weight, an important risk factor for later delays in development. Additionally, if the mother is regularly abusing the drug, the infant may be born physically dependent on heroin and could suffer from

neonatal abstinence syndrome (NAS), a drug withdrawal syndrome in infants that requires hospitalization. According to a recent study, treating opioid-addicted pregnant mothers with buprenorphine (a medication for opioid dependence) can reduce NAS symptoms in babies and shorten their hospital stays. In addition to the effects of the drug itself, street heroin often contains toxic contaminants or additives that can clog blood vessels leading to the lungs, liver, kidneys, or brain, causing permanent damage to vital organs.

Inhalants- Many products readily found in the home or workplace—such as spray paints, markers, glues, and cleaning fluids—contain volatile substances that have psychoactive (mind-altering) properties when inhaled. People do not typically think of these products as drugs because they were never intended for that purpose. However, these products are sometimes abused in that way. They are especially (but not exclusively) abused by young children and adolescents, and are the only class of substance abused more by younger than by older teens.

Health Risks- Most abused inhalants other than nitrites depress the central nervous system in a manner not unlike alcohol. The effects are similar—including slurred speech, lack of coordination, euphoria, and dizziness. Inhalant abusers may also experience light-headedness, hallucinations, and delusions. With repeated inhalations, many users feel less inhibited and less in control. Some may feel drowsy for several hours and experience a lingering headache. Unlike other types of inhalants, nitrites enhance sexual pleasure by dilating and relaxing blood vessels. Although it is not very common, addiction to inhalants can occur with repeated abuse.

K2/Spice- "Spice" refers to a wide variety of herbal mixtures that produce experiences similar to marijuana (cannabis) and that are marketed as "safe," legal alternatives to that drug. Sold under many names, including K2, fake weed, Yucatan Fire, Skunk, Moon Rocks, and others — and labeled "not for human consumption" — these products contain dried, shredded plant material and chemical additives that are responsible for their psychoactive (mind-altering) effects.

Health Risks- Spice users report experiences similar to those produced by marijuana—elevated mood, relaxation, and altered perception—and in some cases the effects are even stronger than those of marijuana. Some users report psychotic effects like extreme anxiety, paranoia, and hallucinations. So far, there have been no scientific studies of Spice's effects on the human brain, but we do know that the cannabinoid compounds found in Spice products act on the same cell receptors as THC, the primary psychoactive component of marijuana. Some of the compounds found in Spice, however, bind more strongly to those receptors, which could lead to a much more powerful and unpredictable effect. Because the chemical composition of many products sold as Spice is unknown, it is likely that some varieties also contain substances that could cause dramatically different effects than the user might expect.

Marijuana- Marijuana is a dry, shredded green and brown mix of leaves, flowers, stems, and seeds from the hemp plant *Cannabis sativa*. In a more concentrated, resinous form, it is called hashish, and as a sticky black liquid, hash oil. The main psychoactive (mind-altering) chemical in marijuana is delta-9-tetrahydrocannabinol, or THC.

Health Risks- Marijuana use may have a wide range of effects, particularly on cardiopulmonary and mental health. Marijuana smoke is an irritant to the lungs, and frequent marijuana smokers can have many of the same respiratory problems experienced by tobacco smokers, such as daily cough and phlegm production, more frequent acute chest illness, and a heightened risk of lung infections. One study found that people who smoke marijuana frequently but do not smoke tobacco have more health problems and miss more days of work than those who don't smoke marijuana, mainly because of respiratory illnesses. It is not yet known whether marijuana smoking contributes to risk for lung cancer.

MDMA (Ecstasy/Molly)- MDMA (3,4-methylenedioxy-methamphetamine), popularly known as ecstasy or, more recently, as Molly, is a synthetic, psychoactive drug that has similarities to both the stimulant amphetamine and the hallucinogen mescaline. It produces feelings of increased energy, euphoria, emotional warmth and empathy toward others, and distortions in sensory and time perception.

Health Risks- MDMA can have many of the same physical effects as other stimulants like cocaine and amphetamines. These include increases in heart rate and blood pressure, which are particularly risky for people with circulatory problems or heart disease. MDMA users may experience other symptoms such as muscle tension, involuntary teeth clenching, nausea, blurred vision, faintness, and chills or sweating. In high doses, MDMA can interfere with the body's ability to regulate temperature. On rare but unpredictable occasions, this can lead to a sharp increase in body temperature (hyperthermia), which can result in liver, kidney, or cardiovascular system failure or even death. MDMA can interfere with its own metabolism (breakdown within the body), causing potentially harmful levels to build up in the body if it is taken repeatedly within short periods of time. Compounding the risks is the fact that ecstasy tablets and even capsules of supposedly pure "Molly" sometimes actually contain other drugs instead or in addition. Those may include ephedrine (a stimulant), dextromethorphan (a cough suppressant), ketamine, caffeine, cocaine, methamphetamine, or even, most recently, synthetic cathinones (the psychoactive ingredients in "bath salts"). These substances are harmful alone and may be particularly dangerous mixed with MDMA. Users who intentionally or unknowingly combine such a mixture with additional substances such as marijuana and alcohol may be putting themselves at even higher risk for adverse health effects. Additionally, the closeness-promoting effects of MDMA and its use in sexually charged contexts (and especially in combination with sildenafil) may encourage unsafe sex, which is a risk factor for contracting or spreading HIV and hepatitis.

Methamphetamine- Methamphetamine is a central nervous system stimulant drug that is similar in structure to amphetamine. Due to its high potential for abuse, methamphetamine is classified as a Schedule II drug and is available only through a prescription that cannot be refilled. Although methamphetamine can be prescribed by a doctor, its medical uses are limited, and the doses that are prescribed are much lower than those typically abused. Most of the methamphetamine abused in this country comes from foreign or domestic superlabs, although it can also be made in small, illegal laboratories, where its production endangers the people in the labs, neighbors, and the environment.

Health Risks- Taking even small amounts of methamphetamine can result in many of the same physical effects as those of other stimulants, such as cocaine or amphetamines. These include increased wakefulness, increased physical activity, decreased appetite, increased respiration, rapid heart rate, irregular heart-beat, increased blood pressure, and increased body temperature. Long-term methamphetamine use has many negative consequences for physical health, including extreme weight loss, severe dental problems ("meth mouth"), and skin sores caused by scratching. Methamphetamine use also raises the risk of contracting infectious diseases like HIV and hepatitis B and C. These can be contracted both by sharing contaminated drug injection equipment and through unsafe sex. Regardless of how it is taken, methamphetamine alters judgment and inhibition and can lead people to engage in these and other types of risky behavior. Methamphetamine use may also worsen the progression of HIV/AIDS and its consequences. Studies indicate that HIV causes more injury to neurons and greater cognitive impairment in individuals who are HIV-positive and use methamphetamine than it does in HIV-positive people who do not use the drug.

Prescription Drugs and Cold Medicine- Some medications have psychoactive (mind-altering) properties and, because of that, are sometimes abused—that is, taken for reasons or in ways or amounts not intended by a doctor, or taken by someone other than the person for whom they are prescribed. In fact, prescription and over-the-counter (OTC) drugs are, after marijuana (and alcohol), the most commonly abused substances by Americans 14 and older.

Health Risks- Taken as intended, prescription and OTC drugs safely treat specific mental or physical symptoms. But when taken in different quantities or when such symptoms aren't present, they may affect the brain in ways very similar to illicit drugs. For example, stimulants such as Ritalin achieve their effects by acting on the same neurotransmitter systems as cocaine. Opioid pain relievers such as OxyContin attach to the same cell receptors targeted by illegal opioids like heroin. Prescription depressants produce sedating or calming effects in the same manner as the club drugs GHB and rohypnol. And when taken in very high doses, dextromethorphan acts on the

same cell receptors as PCP or ketamine, producing similar out-of-body experiences. When abused, all of these classes of drugs directly or indirectly cause a pleasurable increase in the amount of dopamine in the brain's reward pathway. Repeatedly seeking to experience that feeling can lead to addiction.

Salvia- *Salvia (Salvia divinorum)* is an herb in the mint family native to southern Mexico. It is used to produce hallucinogenic experiences.

Health Risks- The main active ingredient in salvia, salvinorin A, is a potent activator of nerve cell targets called kappa opioid receptors. (These receptors differ from the receptors activated by commonly known opioid drugs such as heroin and morphine.) Although salvia is generally considered a hallucinogen, it does not act at serotonin receptors that are activated by other hallucinogens like LSD or psilocybin, and its effects are reported by experienced users to be different from those drugs. Subjective effects of salvia use have been described as intense but short-lived, appearing in less than 1 minute and lasting less than 30 minutes. They include psychedelic-like changes in visual perception, mood and body sensations, emotional swings, feelings of detachment, and a highly modified perception of external reality and the self, leading to a decreased ability to interact with one's surroundings. This last effect has prompted concern about the dangers of driving under the influence of salvinorin.

Steroids- “Anabolic steroids” is the familiar name for synthetic variants of the male sex hormone testosterone. The proper term for these compounds is *anabolic-androgenic steroids* (abbreviated AAS)—“anabolic” referring to muscle-building and “androgenic” referring to increased male sexual characteristics.

Health Risks- Anabolic steroids work very differently from other drugs of abuse, and they do not have the same acute effects on the brain. The most important difference is that steroids do not trigger rapid increases in the neurotransmitter dopamine, which is responsible for the rewarding “high” that drives the abuse of other substances. However, long-term steroid use can affect some of the same brain pathways and chemicals—including dopamine, serotonin, and opioid systems—that are affected by other drugs, and thereby may have a significant impact on mood and behavior. Abuse of anabolic steroids may lead to aggression and other psychiatric problems, for example. Although many users report feeling good about themselves while on steroids, extreme mood swings can also occur, including manic-like symptoms and anger (“roid rage”) that may lead to violence. Researchers have also observed that users may suffer from paranoid jealousy, extreme irritability, delusions, and impaired judgment stemming from feelings of invincibility.

Tobacco/ Nicotine- Tobacco use is the leading preventable cause of disease, disability, and death in the United States. According to the Centers for Disease Control and Prevention (CDC), cigarette smoking results in more than 480,000 premature deaths in the United States each year—about 1 in every 5 U.S. deaths¹—and an additional 16 million people suffer with a serious illness caused by smoking.¹ In fact., for every one person who dies from smoking, about 30 more suffer from at least one serious tobacco-related illness.

Health Risks- Cigarettes and other forms of tobacco—including cigars, pipe tobacco, snuff, and chewing tobacco—contain the addictive drug nicotine. Nicotine is readily absorbed into the bloodstream when a tobacco product is chewed, inhaled, or smoked. A typical smoker will take 10 puffs on a cigarette over the period of about 5 minutes that the cigarette is lit. Thus, a person who smokes about 1 pack (25 cigarettes) daily gets 250 “hits” of nicotine each day. Upon entering the bloodstream, nicotine immediately stimulates the adrenal glands to release the hormone epinephrine (adrenaline). Epinephrine stimulates the central nervous system and increases blood pressure, respiration, and heart rate. Similar to other addictive drugs like cocaine and heroin, nicotine increases levels of the neurotransmitter dopamine, which affects the brain pathways that control reward and pleasure. For many tobacco users, long-term brain changes induced by continued nicotine exposure result in addiction—a condition of compulsive drug seeking and use, even in the face of negative consequences. Studies suggest that additional compounds in tobacco smoke, such as acetaldehyde, may enhance nicotine's effects on the brain.³ When an addicted user tries to quit, he or she experiences withdrawal symptoms including irritability, attention difficulties, sleep disturbances, increased appetite, and powerful cravings for tobacco. Treatments can help smokers manage these

symptoms and improve the likelihood of successfully quitting. Cigarette smoking accounts for about one-third of all cancers, including 90 percent of lung cancer cases. Smokeless tobacco (such as chewing tobacco and snuff) also increases the risk of cancer, especially oral cancers. In addition to cancer, smoking causes lung diseases such as chronic bronchitis and emphysema, and increases the risk of heart disease, including stroke, heart attack, vascular disease, and aneurysm. Smoking has also been linked to leukemia, cataracts, and pneumonia.⁴⁻⁵ On average, adults who smoke die 10 years earlier than nonsmokers.¹ Although nicotine is addictive and can be toxic if ingested in high doses, it does not cause cancer—other chemicals are responsible for most of the severe health consequences of tobacco use. Tobacco smoke is a complex mixture of chemicals such as carbon monoxide, tar, formaldehyde, cyanide, and ammonia—many of which are known carcinogens. Carbon monoxide increases the chance of cardiovascular diseases. Tar exposes the user to an increased risk of lung cancer, emphysema, and bronchial disorders. Pregnant women who smoke cigarettes run an increased risk of miscarriage, stillborn or premature infants, or infants with low birthweight.⁵ Maternal smoking may also be associated with learning and behavioral problems in children.

Smoking more than one pack of cigarettes per day during pregnancy nearly doubles the risk that the affected child will become addicted to tobacco if that child starts smoking.⁶ While we often think of medical consequences that result from direct use of tobacco products, passive or secondary smoke also increases the risk for many diseases. Secondhand smoke, also known as environmental tobacco smoke, consists of exhaled smoke and smoke given off by the burning end of tobacco products. Nonsmokers exposed to secondhand smoke at home or work increase their risk of developing heart disease by 25–30% and lung cancer by 20–30%.⁷ In addition; secondhand smoke causes health problems in both adults and children, such as coughing, overproduction of phlegm, reduced lung function and respiratory infections, including pneumonia and bronchitis. Each year about 150,000 – 300,000 children younger than 18 months old experience respiratory tract infections caused by secondhand smoke.⁷ Children exposed to secondhand smoke are at an increased risk of ear infections, severe asthma, respiratory infections and death. In fact, more than 100,000 babies have died in the past 50 years from sudden infant death syndrome (SIDS), and other health complications as a result of parental smoking.⁸ Children who grow up with parents who smoke are more likely to become smokers, thus placing themselves (and their future families) at risk for the same health problems as their parents when they become adults. Although quitting can be difficult, the health benefits of smoking cessation are immediate and substantial—including reduced risk for cancers, heart disease, and stroke. A 35-year-old man who quits smoking will, on average, increase his life expectancy by 5 years.⁹

ON-CAMPUS PROHIBITION OF DRUGS OR ALCOHOL

Employees- As a condition of employment, employees will notify the school of any criminal drug statue conviction for a violation occurring in the workplace no later than five days after such conviction. Within 30 days of the employee notification of the first such conviction, the school will either terminate the employee or request written documentation from the employee that he/she has entered a rehabilitation program. A second conviction will result in termination.

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

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

Federal Penalties and Sanctions for Possession of a Controlled Substance

(From the Federal Register, Vol. 55, No. 159, August 16, 1990)

21 U.S.C. 844 1st conviction: Up to one year imprisonment and fined at least \$1,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years, and fined at least \$2,500. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years, and fined at least \$5,000. Special sentencing provisions for possession of substance with a cocaine base: Mandatory 5 years in prison or more, not to exceed 20 years, and fined a minimum of \$1,000, or both if:

- (a) First conviction and the amount of crack possessed exceeds 5 grams.
- (b) Second crack conviction and the amount of crack possessed exceeds 3 grams.
- (c) Third or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7) Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one-year imprisonment.

21 U.S.C. 881(a)(4) Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 862 Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

16 U.S.C. 922(g) Ineligible to receive or purchase a firearm.

Delaware Penalties and Sanctions for Possession of a Controlled Substance

The sections of the Delaware Code dealing with drug laws are extensive. Delaware has adopted the Uniform Controlled Substances Act, 16 Delaware. Code 4701-4796. The following outline is an effort to provide a general summary of the law. Employees with specific questions about the law should seek legal advice from an attorney and not rely on the following summary for complete information. Illegal drugs are divided into five schedules (or categories) by the law:

1. Schedule I- Substances with a high potential for abuse and for which there is no accepted medical use for treatment in the United States. This schedule includes certain opiates, opium derivatives (including heroine), hallucinogenic substances (including Phencyclidine (PCP), Lysergic acid diethylamide (LSD), mescaline and psilocybin), and marijuana.
2. Schedule II- Substances with a high potential for abuse and for which there is a currently accepted medical use for treatment in the United States. This schedule includes certain opium and opiates, and derivatives; coca leaves and derivatives; certain central nervous system stimulants (including amphetamines, phenmetrazines and methamphetamines); and certain central nervous system depressants (including methaqualones).
3. Schedule III- any stimulant or depressant drug; certain barbiturates with short-term effects; and certain narcotic compounds and combinations, all having less potential for abuse than Schedule I and II.
4. Schedule IV- certain barbiturates and other central nervous system depressants having lower potential for abuse than Schedule III. This schedule now includes dextropropoxyphene (Darvon).
5. Schedule V- drug substances with a lower potential for abuse than Schedule IV. (These substances may contain narcotic drugs, but certain sufficient quantities of non-narcotic drugs with medicinal qualities must be present.)

Under Delaware law, drug offenses are divided into two basic categories: (l) illegal delivery (sale), possession with

intent to deliver; manufacture; or intent to manufacture and (2) illegal possession, use or consumption. Penalties under the law are generally severe. Jail sentences may be imposed for most offenses, and the judge has discretion to impose a sentence within the range allowed by the law. For the illegal manufacture, delivery or possession with an intent to manufacture or deliver a controlled substance or counterfeit controlled substance classified in Schedule I or II that is a narcotic drug, one is guilty of a class C felony and shall be fined at least \$5,000 but no more than \$50,000 and shall serve at least 6 years imprisonment for a first conviction and at least 12 years imprisonment for a second and subsequent convictions. For the illegal manufacture, delivery or possession with intent to manufacture or deliver a controlled substance or counterfeit controlled substance classified in Schedule I-V that is not a narcotic drug, one is guilty of a class E felony and shall be fined at least \$1,000 but no more than \$10,000 and shall serve no more than 5 years imprisonment. Delaware classifies as a class A misdemeanor the illegal possession, use or consumption of a controlled substance or counterfeit controlled substance which is a narcotic drug. Delaware also classifies as a class B misdemeanor the illegal possession, use or consumption of any controlled substance or counterfeit substance classified in Schedule I-V that is not a narcotic drug.

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture	PCP 100 grams or more pure or 1 kilogram or more mixture		

Substance/Quantity	Penalty
Any Amount Of Other Schedule I & II Substances	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.
Any Drug Product Containing Gamma Hydroxybutyric Acid	Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Flunitrazepam (Schedule IV) 1 Gram	
Any Amount Of Other Schedule III Drugs	First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Any Amount Of All Schedule V Drugs	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

PREVENTION AND TREATMENT CENTERS

Delaware:

Chief Bureau of Alcoholism and Drug Abuse

1901 North Dupont Highway

New Castle, DE 19720

1(302)421-6101

Maryland: Director Alcohol and Drug Abuse Administration

201 W. Preston St.

Baltimore, MD 21201

1(301)225-6910

New Jersey: Director Division of Narcotic and Drug Abuse Control Department of Health

CN 362

Trenton, NJ 08625

1(609)292-5760

Pennsylvania: Deputy Secretary Drug and Alcohol Programs Department of Health

P.O. BOX 90

Harrisburg, PA 17108

1(717)787-9857

HOTLINES

AL-Anon-1-800-356-9996

American Council on Alcoholism Help Line
1-800-527-5344

National Institute on Drug Abuse Hotline 1- 800-662-HELP

Cocaine Hotline 1-800-COCAINE

National Council on Alcoholism 1-800-NCA-CALL

This policy is only applicable to alleged incidents of sex discrimination (including sex-based harassment and retaliation) that occur on or after August 1, 2024. For alleged incidents of sex discrimination or sexual harassment occurring prior to August 1, 2024, please see the School's Title IX policy named Title IX Policy 2020 on the student resources page of the school's website.

This Policy applies to Schilling-Douglas School of Hair Design's education program and activities, circumstances where the School has disciplinary authority, and to misconduct occurring within any building owned or controlled by a School-recognized student organization. This Policy may also apply to the effects of off-campus misconduct that limit or deny a person's access to the School's education program or activities.

The School reserves the right to make changes to this policy as necessary, and once those changes are posted online, they are in effect. If government laws or regulations change or court decisions alter the requirements in a way that impacts this policy, this policy will be construed to comply with the most recent government laws, regulations, or court holdings.

Statement of Non-Discrimination

Schilling-Douglas School of Hair Design (the "School") is committed to providing a work and educational environment free of unlawful discrimination, harassment and retaliation. The School does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. Sex-based harassment is a form of sex discrimination.

Inquiries about Title IX may be referred to the School's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The School's Title IX Coordinator is Tara Price, 211 Louviers Drive, shoppes at Louviers, Newark, DE 19711, (302)737-5100 ext. 111, tara@schillingdouglas.edu.

The School's nondiscrimination policy and grievance procedures can be found on the Student Resources page of the school's website, <https://schillingdouglas.edu/student-resources/>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the School's Title IX Policy.

Title IX Coordinator

Title IX compliance requires the School to respond promptly and effectively when the School has knowledge of conduct that reasonably may constitute sex discrimination. The Title IX Coordinator coordinates School's efforts to comply with its Title IX responsibilities.

Title IX Coordinator: Tara Price, 211 Louviers Drive, shoppes at Louviers, Newark, DE 19711, (302)737-5100 ext. 111, tara@schillingdouglas.edu.

Any person can report sex discrimination in person, by mail, telephone, or e-mail, using the contact information listed above for the Title IX Coordinator. A report can be made at any time, including during non-business hours. However, responses to reports made outside of business hours, including during weekends and holidays, may be delayed in response.

Key Definitions

Clery Act means the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46). In accordance with the Clery Act, the School publishes required crime statistics and policy statements on or before October 1 of each year. 08/14/2024

Complainant means:

A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or

A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who was participating or attempting to participate in the School's education program or activity at the time of the alleged sex discrimination.

Complaint means an oral or written request to the School that objectively can be understood as a request for the School to investigate and make a determination about alleged conduct under Title IX. The following people have the right to make a complaint:

A Complainant

A parent, guardian or other authorized legal representative with the legal right to act on behalf of a Complainant; or

The School's Title IX Coordinator.

Note that a person is entitled to make a Complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint.

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

Any School student or employee; or

Any person other than a student or employee who was participating or attempting to participate in the School's education program or activity at the time of the alleged sex discrimination.

Confidential employee means an employee in one of the following categories: (1) confidentiality bestowed by law or professional ethics, such as lawyers, medical professionals, clergy, and mental health counselors; (2) designated as a confidential resource by the School for purposes of providing support and resources to the complainant; and (3) conducting human subjects research (as approved). For the employees in category (1), they must be in a confidential relationship with the person reporting, such that they are within the scope of their licensure, professional ethics, or confidential role at the time of receiving the notice.

Consent: Delaware defines consent as words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. However, there are several circumstances where consent cannot be freely given.

Disciplinary Sanction means consequences imposed on a respondent following a determination under Title IX that the respondent violated the School's prohibition on sex discrimination.

Education program or activity includes locations, events, or circumstances in which the School exercises substantial control over both the respondent and the context in which the conduct occurred, and also includes any building owned or controlled by a student organization that is officially recognized by the School.

Party means a complainant or respondent.

Relevant means related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex

discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred. 08/14/2024

Respondent means a person who is alleged to have violated the School's Title IX policy. The requirements related to a respondent apply only to sex discrimination complaints alleging that a person violated the School's prohibition on sex discrimination. When a sex discrimination complaint alleges that a School policy or practice discriminates on the basis of sex, the School is not considered a respondent.

Retaliation means adverse action including intimidation, threats, coercion, or discrimination against any person by the School, a student, or an employee or other person authorized by the School to provide aid, benefit, or service under an educational program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

Sex-Based Harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

Quid Pro Quo Harassment: An employee, agent, or other person authorized by the School to provide an aid, benefit, or service under the School's education program or activity explicitly or implicitly conditioning the provision of such an aid, benefit or service on a person's participation in unwelcome sexual conduct.

Hostile Environment Harassment: Unwelcome sex-based conduct that, based on the totality of circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the School's education program or activity. Whether a Hostile Environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the education program or activity.

Specific Sexual Violence Offenses

- *Sexual Assault* meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- *Dating Violence* meaning violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.
- *Domestic Violence* meaning felony or misdemeanor crimes committed by a person who: (A) is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the School, or a person similarly situated to a spouse of the victim; (B) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (C) shares a child in common with the victim; or (D) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

- *Stalking* meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for the person's safety or the safety of others; or (B) suffer substantial emotional distress.

* Please note: In accordance with the Violence Against Women Reauthorization Act ("VAWA"), state definitions for Sexual Assault, Dating Violence, Domestic Violence, Stalking and Consent are contained in the School's Annual Security Report. Reported VAWA crime statistics are based on the definitions above.

Supportive measures means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

Restore or preserve that party's access to the education program or activity, including measures that are designed to protect the safety of the parties or the educational environment; or

Provide support during the School's grievance procedures or during an informal resolution process.

Procedure for Reporting

If you believe that you have experienced or witnessed sex discrimination (including sex-based harassment or retaliation), the School encourages you to notify the Title IX Coordinator, or another responsible employee as soon as possible after the incident. A report may be made to either or both the police and the Title IX Coordinator.

The criminal process is separate from the School's Title IX Grievance Procedure. Resources for reporting to local law enforcement can be found in the School's Annual Campus Safety in Security Report located at <https://schillingdouglas.edu/student-resources/>.

A report provides notice to the School of an allegation or concern about sex discrimination and provides an opportunity for the Title IX Coordinator to provide information, resources, and supportive measures. A complaint provides notice to the School that the complainant would like to initiate an investigation. A complainant or individual may initially make a report and may decide at a later time to make a complaint.

A School employee who either has authority to institute corrective measures on behalf of the School or has responsibility for administrative leadership, teaching, or advising are considered mandatory reporters and are expected to promptly report all known details of actual or suspected sex discrimination to the Title IX Coordinator. All other employees are expected to provide the Title IX Coordinator's contact information to the individual making the report or promptly report all known details of actual or suspected sex discrimination to the Title IX Coordinator.

Mandatory reporting may be suspended during a public awareness event. A Title IX Coordinator is not obligated to act in response to information provided by a person during a public event to raise awareness about sex discrimination or sex-based harassment that is on campus or through an online platform sponsored by the School, unless the information indicates an imminent and serious threat to the health or safety of a complainant, any students, employees, or other persons.

An individual who seeks completely confidential assistance may do so by speaking with professionals who have legally protected confidentiality. Confidential reporting resources, such as pastoral or professional counselors do not generate reports to the Title IX Coordinator. The School does not employ confidential employees. Local crisis, mental health and victim resource hotline information is available found in the School's Annual Campus Safety in Security Report located at <https://schillingdouglas.edu/student-resources/>. Information shared with confidential resources will not be shared with the School (including the Title IX Coordinator) or anyone else without express, written permission of the individual seeking services unless required by law or court order.

Supportive Measures

The School will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to the education program or activity or provide support during the School's Title IX Grievance Procedures or during the informal resolution process. 08/14/2024

Supportive measures may include, but are not limited to: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures, in collaboration with other campus resources as deemed necessary. The parties are provided with a timely opportunity (within two business days) to seek modification or reversal of the School's decision to provide, deny, modify, or terminate supportive measures applicable to them. A request should be made in writing to the Title IX Coordinator. An impartial employee other than the employee who implemented the supportive measures, who has authority to modify or reverse the decision, will determine whether to provide, deny, modify, or terminate the supportive measures if they are inconsistent with the Title IX regulatory definition of supportive measures.

Victims of sexual violence offenses will also be provided with written notification about existing counseling, health and/or mental health services, victim advocacy, legal assistance, visa and immigration assistance, safety planning, timely warnings, student financial aid and other services available to victims within the School and in the community.

The School will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair the School's ability to provide those supportive measures.

Online Misconduct

Although the School may not control websites, social media or other online platforms through which communication that violates the School's policy are made, the School will address reported communications. Online manifestations of the behavior prohibited in this policy are also potential violations of School policy if the communications have an effect on the education program and activity or when they involve the use of School networks, technology or equipment.

GRIEVANCE PROCEDURES

The School has adopted grievance procedures that provide for the prompt and equitable resolution of complaints of sex discrimination (including sex-based harassment and retaliation) made by students, employees, or other individuals who are participating or attempting to participate in the education program or activity, or by the Title IX Coordinator.

These grievance procedures apply to all complaints of sex discrimination. As indicated within this policy, additional grievance procedures apply to sex-based harassment complaints involving student complainants or student respondents.

When a party is both a student and an employee, the School will make a fact-specific inquiry, including whether the party's primary relationship with the School is to receive an education and whether the alleged sex-based harassment occurred while the party was performing employment-related work.

The School will treat complainants and respondents equitably. The School requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A decisionmaker may be the same person as the Title IX Coordinator or investigator.

The School presumes that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of its Grievance Procedures. 08/14/2024

Timeframe

The School will make a good faith effort to complete the Grievance Procedures within 60-90 business days, including any appeals, which the Title IX Coordinator can extend as necessary for appropriate cause. The parties will receive updates on the progress, as well as notification and a rationale for any extensions or delays, and an estimate of how much additional time will be needed to complete the process.

Investigations are normally completed within 60 business days, though some investigations may take longer, depending on issues such as the nature, extent, and complexity of the allegations, witness availability, law enforcement involvement, and other factors. The School may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to a request from law enforcement or the absence of parties and/or witnesses.

The School may consolidate complaints where allegations arise out of the same facts or circumstances.

Title IX Coordinator Initiated Complaint

The Title IX Coordinator has ultimate discretion as to whether a complaint is initiated. If a complainant does not wish to file a complaint (or withdraws any or all of the allegations), the Title IX Coordinator will offer supportive measures and determine whether to initiate a complaint. The Title IX Coordinator will determine if there is a serious and imminent threat to someone's safety or if the School cannot ensure equal access without initiating a complaint. The Title IX Coordinator considers the following factors:

- The complainant's request not to proceed with initiation of a complaint;
- The complainant's reasonable safety concerns regarding initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred;
- Whether the School can end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures; and
- Any other factors deemed relevant by the Title IX Coordinator.

The Title IX Coordinator will notify the complainant prior to initiating the complaint and appropriately address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures

Notice of Investigation and Allegations

Upon initiation of the School's Title IX grievance procedures, the School will notify the parties in writing of the following:

- The School's Title IX grievance procedures and any informal resolution process;
- A meaningful summary of the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited;
- A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence;

The name(s) of the investigator(s), along with the process an individual can follow to assert a conflict of interest concern against the assigned investigator(s);

A statement informing the parties that knowingly making false statements, including knowingly submitting false information is prohibited; and

Detail on how a party may request disability accommodations or other support assistance during the Grievance Procedure.

If, in the course of an investigation, the School decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the School will notify the parties of the additional allegations.

If the complaint is a student sex-based harassment complaint, the School will notify the parties in writing of the following with sufficient time for the parties to prepare before any initial interview:

- The respondent is presumed not responsible for the alleged sex-based harassment until a determination is made at the conclusion of the Grievance Procedures. Prior to such a determination, the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decisionmaker;
- The parties may have an advisor of their choice who may be, but is not required to be, an attorney;
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an investigative report that accurately summarizes this evidence. If the School provides access to an investigative report: The parties are entitled to an equal opportunity to access the relevant and not impermissible evidence upon the request of any party; and
- The School's Conduct/Disciplinary Policy prohibits knowingly making false statements or knowingly submitting false information during the grievance procedures.

Dismissal of a Complaint

The School may dismiss a complaint at any point within the grievance process if one or more of the following grounds are met:

The School is unable to identify the respondent after taking reasonable steps to do so;

The respondent is not participating in the School's education program or activity and is not employed by the School;

The complainant voluntarily withdraws any or all of the allegations in the complaint (withdrawal must be in writing if a sex-based harassment complaint), the Title IX Coordinator declines to initiate a complaint, and the School determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or

The School determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the School will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the School will promptly notify the complainant in writing of the dismissal and the rationale for dismissal. If the dismissal occurs after the respondent has been notified of the allegations, the School will notify the parties simultaneously in writing of the dismissal.

The dismissal decision is appealable by any party. If the dismissal is appealed, the School will follow the procedures outlined in the *Appeals* section.

Advisor

An advisor is an individual who serves to assist a party in a complaint of sex-based harassment and is allowed to attend any meeting related to the grievance procedures. A student can choose an advisor of their choice, who may be but is not required to be an attorney. The School cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney but the other party does not or cannot afford an attorney, the School is

not obligated to provide an attorney to advise that party. If one party is a student, and the other party is not they will have the same right to an advisor. 08/14/2024

The School may establish restrictions regarding the extent to which the advisor may participate in these Grievance Procedures, as long as the restrictions apply equally to the parties. Advisors may not provide testimony or speak on behalf of their advisee unless given specific permission to do so. The parties are expected to ask and respond to questions on their own behalf.

The School may permit the parties to have more than one advisor, or an advisor and a support person, upon special request to the Title IX Coordinator. The decision to grant this request is at the Title IX Coordinator's sole discretion and will be granted equitably to all parties.

Informal Resolution

In lieu of resolving a complaint through the School's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. The School will not offer informal resolution to resolve a complaint when such a process would conflict with Federal, state or local law. The School will obtain voluntary, written confirmation that all parties wish to resolve the matter through informal resolution. Before the initiation of an informal resolution process, the School will explain in writing to the parties:

- The allegations;
- The requirements of the informal resolution process;
- That any party has the right to withdraw from the informal resolution process and initiate or resume formal grievance procedures at any time before agreeing to a resolution;
- That if the parties agree to a resolution at the end of the informal resolution process, they cannot initiate or resume formal grievance procedures arising from the same allegations;
- The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
- What information the School will maintain and whether and how the School could disclose such information for use in Title IX formal grievance procedures if such procedures are initiated or resumed.

Investigation

The School will provide for adequate, reliable, and impartial investigation of complaints. The burden is on School—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether a violation occurred.

For sex-based harassment complaints, the School will provide to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all meetings or proceedings with sufficient time for the party to prepare to participate. The School will also provide the parties with the same opportunities, if any, to have other people than the advisor of the parties' choice present during any meeting or proceeding.

The School will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible. The School will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

The School will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

- The School will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the School provides a description of the evidence, the School will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;

The School will provide a reasonable opportunity (7 business days) to respond to the evidence or the accurate description of the evidence; and 08/14/2024

The School will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the formal grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

For sex-based harassment complaints, the School will provide each party and their advisor, if any, an equal opportunity to access either the relevant and not otherwise impermissible evidence, or the same written investigative report that accurately summarizes this evidence. If the School provides access to an investigative report, it will further provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party. The School will provide a reasonable opportunity (7 business days) to review and respond to the evidence or the investigative report. The School will take reasonable steps to prevent and address the parties' and their advisors' unauthorized disclosure of information.

Interview Recording

Investigators will create a record of all interviews pertaining to the Grievance Procedure. The parties may review copies of their own interviews upon request. No unauthorized audio or video recording of any kind is permitted during investigation meetings.

Questioning the Parties and Witnesses

The School will provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations. To the extent credibility is in dispute and relevant to one or more of the allegations, the decisionmaker may meet individually with the parties and witnesses to question them in order to assess their credibility. These meetings will be recorded, and the recording or transcript will be shared with the Parties.

For sex-based harassment complaints, the decisionmaker will question parties and witnesses to adequately address a party's or witnesses' credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex-based harassment. The School's process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility will:

- Allow the investigator or decisionmaker to ask such questions during individual meetings with a party or witness;
- Allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the investigator or decisionmaker during one or more individual meetings, including follow-up meetings, with a party or witness, subject to the procedures for evaluating and limiting questions discussed below; and
- Provide each party with an audio or audiovisual recording or transcript with enough time for the party to have a reasonable opportunity to propose follow-up questions.

Procedures for the decisionmaker to evaluate the questions and limitations on questions

For sex-based harassment complaints, the decisionmaker will determine whether a proposed question is relevant and not otherwise impermissible before the question is posed and will explain any decision to exclude a question as not relevant or otherwise impermissible. Questions that are unclear or harassing will not be permitted. The decisionmaker will give a party an opportunity to clarify or revise a question that the decisionmaker determines is unclear or harassing. If the party sufficiently clarifies or revises the question, the question will be asked.

Refusal to respond to questions and inferences based on refusal to respond to questions

The decisionmaker may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible. The decisionmaker will not draw an inference about whether sex-based harassment occurred based solely on a party's or witness's refusal to respond to such questions

The School will objectively evaluate all evidence that is relevant and not otherwise impermissible—including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (*i.e.*, will not be accessed or considered, except by the School to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;

A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the School obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and

Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Determination

If the decisionmaker is not the investigator, the decisionmaker will review the investigative report and all relevant evidence to make a finding and determine sanctions, if applicable. In accordance with the procedure above, the decisionmaker can ask the parties or any witnesses additional relevant questions through individual meetings. To the extent credibility is in dispute and relevant to one or more of the allegations, the questions asked by the decisionmaker may explore credibility. Typically, within 3 business days of the last individual meetings, the recordings or transcript will be provided to the parties for review. The parties will then have 3 business days to review these recordings or transcripts and pose any follow-up questions. The decisionmaker will review the proposed questions to determine relevance and permissibility. If deemed necessary, the decisionmaker will meet with the parties or witnesses for whom there are relevant, non-duplicative follow-up questions. These follow-up meetings will also be recorded and the parties will receive the recordings or transcripts. This is the final round of questioning, unless the decisionmaker determines that an additional round is necessary.

Any new, relevant evidence and information obtained will be added to the investigative report. The School will provide a reasonable opportunity (7 business days) to review and respond to the evidence or the final investigative report.

The decisionmaker's determination process typically takes 15 business days. However, the timeframe may vary based on a number of factors. The parties will be notified of any delays. The Following the investigation, the decisionmaker will evaluate the investigative report and all relevant and not otherwise impermissible evidence. The School will then:

Use the preponderance of the evidence standard of proof to determine whether sex discrimination/sex-based harassment occurred. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination/sex-based harassment occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination/sex-based harassment occurred.

Notify the parties in writing of the determination including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable. 08/11/2024

For sex-based harassment determinations, the School will notify the parties in writing of the determination whether sex discrimination occurred under Title IX including:

- A description of the alleged sex-based harassment;
- Information about the policies and procedures that the School used to evaluate the allegations;
- The decisionmaker's evaluation of the relevant and not otherwise impermissible evidence and determination whether sex-based harassment occurred;
- When the decisionmaker finds that sex-based harassment occurred, any disciplinary sanctions the School will impose on the respondent, whether remedies other than the imposition of disciplinary sanctions will be provided by the School to the complainant, and, to the extent appropriate, other students identified by the School to be experiencing the effects of the sex-based harassment; and
- The School's procedures and permissible bases for the complainant and respondent to appeal.

Not impose discipline on a respondent unless there is a determination at the conclusion of the Title IX grievance procedures that the respondent engaged in prohibited conduct.

If there is a determination that a violation occurred, the Title IX Coordinator will, as appropriate:

- Coordinate the provision and implementation of remedies to a complainant and other people the School identifies as having had equal access to the education program or activity limited or denied;
- Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
- Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the School's education program or activity.

Comply with the Title IX grievance procedures before the imposition of any disciplinary sanctions against a respondent; and

Not discipline a party, witness, or others participating in the Title IX formal grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

The determination regarding responsibility becomes final either on the date that the School provides the parties with the written determination of the result of any appeal, or, if no party appeals, the date on which an appeal would no longer be considered timely.

Disciplinary Sanctions and Remedies:

Disciplinary sanctions against the Respondent will not be imposed before completion of the School's Grievance Procedure. Following a determination of responsibility, appropriate corrective action will be taken, and the School will take steps to prevent recurrence. Disciplinary sanctions taken will be determined on a case-by-case basis. For disciplinary action to be issued under this policy, the respondent must be a School employee or student at the time of the alleged incident.

Factors considered when determining disciplinary sanctions may include but are not limited to:

- Nature, severity of, and circumstances surrounding the violations(s);
- Respondent's disciplinary history;
- Previous allegations or allegations involving similar conduct;
- Need for disciplinary action to bring an end/prevent future reoccurrence of the violation;
- Need for disciplinary action to remedy the effects on the Complainant and the School community;
- Impact on the parties;
- Any other information deemed relevant by the decisionmaker.

Disciplinary sanctions for student-related claims may include, but are not limited to: additional training,^{08/14/2024} restriction on contact; warning; suspension; or termination. Disciplinary sanctions will be placed in a student's permanent academic file.

Any employee determined by the School to be responsible for a violation of the School's policy will be subject to appropriate disciplinary sanctions, up to and including termination. Disciplinary sanctions will be placed in an employee's permanent personnel file. Employees are also subject to processes and discipline determined by the Business Office. The HR process is separate and apart from the Title IX process and not constrained by the outcome of the Title IX process.

Remedies are provided to a Complainant whenever a Respondent is found responsible. Remedies are implemented by the Title IX Coordinator and may be disciplinary and punitive. Student Remedies are designed to maintain the Complainant's equal access to education. Remedies will be determined on a case-by-case basis and may include supportive measures.

Appeals

The School will offer an appeal from a dismissal of a complaint or determination whether sex-based harassment occurred on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the determination or dismissal was made; and
- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

When a complaint is dismissed, the School will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within the education program or activity.

If a party appeals a dismissal or determination whether sex-based harassment occurred, the School will:

- Notify the parties in writing of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Communicate to the parties in writing that the School will provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties in writing of the result of the appeal and the rationale for the result.

An appeal must be submitted in writing within seven (7) business days. Any additional procedures or bases for appeal the School offers will be equally available to all parties.

Retaliation Prohibited

The School prohibits retaliation, including peer retaliation. If the School has information about conduct that reasonably may constitute retaliation under Title IX, the Title IX Coordinator will contact the reporting party or party experiencing the retaliation. Upon receiving a complaint alleging retaliation, the School will initiate its grievance procedures utilized for other forms of sex discrimination.

The following individuals must receive training related to their duties under Title IX promptly upon hiring or change of position that alters their duties under Title IX and annually thereafter. This training is in addition to other state-required sexual harassment prevention and education. These individuals include:

(1) *All employees.* All employees must be trained on the School's obligation to address sex discrimination in its education program or activity; the scope of conduct that constitutes sex discrimination under Title IX, including the definition of sex-based harassment; and; all applicable notification and information requirements for the formal Grievance Procedure

(2) *Investigators, decisionmakers, and other persons who are responsible for implementing the grievance procedures or have the authority to modify or terminate supportive measures.* In addition to the training requirements as an employee, all aforementioned individuals must be trained on the School's obligations in the Grievance Procedure; how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias and; the meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under the aforementioned formal grievance procedures.

(3) *Facilitators of informal resolution process.* In addition to the training requirements as an employee, all facilitators of an informal resolution process must be trained on the rules and practices associated with the informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.

(4) *Title IX Coordinator and designees.* In addition to the training requirements as an employee, and Grievance Procedure participant, and informal resolution officer, the Title IX Coordinator and any designees section must be trained on their specific responsibilities; the recordkeeping system; and any other training necessary to coordinate the School's compliance with Title IX.

Emergency Removal

The School can remove a respondent entirely or partially from the education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual arising from the allegations justifies removal. The School will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.

When an emergency removal is imposed, the affected student will be notified of the action, which will include a written rationale, and the option to appeal the emergency removal within two (2) business days of the notification. Upon receipt of an appeal, the Title IX Coordinator will meet with the student (and their advisor, if desired) as soon as reasonably possible thereafter to allow them to demonstrate why the removal/action should not be implemented or should be modified. When this meeting is not requested within two (2) business days, objections to the emergency removal will be deemed waived. A student can later request a meeting to show why they are no longer an imminent and serious threat because conditions related to imminence or seriousness have changed.

An emergency removal may be affirmed, modified, or lifted as a result of a requested review or as new information becomes available. The Title IX Coordinator will communicate the final decision in writing, typically within three (3) business days of the review meeting.

When the respondent is an employee (or student employee) accused in the course of their employment, Human Resources provisions for interim action, including leave, are typically applicable instead of the above emergency removal process.

The School must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of the School community. The School will ensure that a complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

Impartiality and Conflicts of Interest

Any Title IX personnel materially involved in the Grievance Procedure may neither have or demonstrate a conflict of interest or bias for a party generally, or for a specific complainant or respondent.

At any time, the parties may raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another individual will be assigned, and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with Victor David, 211 Louviers Drive, Shoppes at Louviers, Newark, DE 19711, (302)7375100 ext. 101, victor@schillingdouglas.edu.

Confidentiality/Privacy

The School makes every effort to preserve the parties' privacy. The School will keep confidential the identity of the complainant, respondent, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out the Title IX Grievance Procedure.

The School will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the formal grievance procedures. The parties cannot engage in retaliation, including against witnesses.

The School will not disclose personally identifiable information obtained in the course of compliance with this policy, except in the following circumstances: (1) If there is prior written consent from a person with the legal right to consent to the disclosure; (2) When the information is disclosed to a parent, guardian, or other authorized legal representative with the legal right to receive disclosures on behalf of the person whose personally identifiable information is at issue; (3) To carry out the purpose of the policy including action taken to address conduct that reasonably may constitute sex discrimination under Title IX; (4) As required by Federal law, Federal regulations, or the terms and conditions of a Federal award, including a grant award or other funding agreement; or (5) To the extent such disclosures are not otherwise in conflict with Title IX or this part, when required by State or local law or when permitted under FERPA, [20 U.S.C. 1232g](#), or its implementing regulations, [34 CFR part 99](#).

The parties and their advisors are prohibited from disclosing information obtained by the School through the Grievance Process, to the extent that information is the work product of the School (meaning it has been produced, compiled, or written by the School for purposes of its investigation and resolution of a complaint), without authorization. It is also a violation to publicly disclose School work product that contains a party or witness's personally identifiable information without authorization or consent. Violation of this Policy is subject to significant sanctions.

Recordkeeping

For at least seven (7) years following the conclusion of the Grievance Procedure, the School will maintain records of:

- 1) Each investigation and resolution, including any determination regarding responsibility or appeal, and any audio or audiovisual recording or transcript required under federal regulation.
- 2) Any disciplinary sanctions imposed on the respondent.
- 3) Any supportive measures provided to the parties and any remedies provided to the complainant or the community designed to restore or preserve equal access to the education program or activity.
- 4) Any appeal and the result therefrom.
- 5) Any informal resolution and the result therefrom.
- 6) All materials used to provide training to the Title IX Coordinator and designees, investigators, decisionmakers, appeal decisionmakers, informal resolution facilitators, and any person who is responsible for implementing the School Grievance Procedures or who has the authority to modify or terminate supportive measures. The School will make these training materials available for review upon request.
- 7) All materials used to train all employees consistent with the requirements in the Title IX Regulations.

Disability Accommodations

Qualified students, employees or others with a disability needing reasonable accommodations should contact the Title IX Coordinator, who will work with School’s ADA/Section 504 Coordinator as appropriate to review the request and, in consultation with the person requesting the accommodation, determine which accommodations are appropriate and necessary for full process participation.

Parenting and Pregnant Students

The School does not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy or related conditions. The School does not engage in prohibited discrimination when it allows a student, based on pregnancy or related conditions, to voluntarily participate in a separate portion of its education program or activity. The School ensures that the separate portion is comparable to that offered to students who are not pregnant and do not have related conditions.

When a student, or a person who has a legal right to act on behalf of the student, informs any employee of the School of the student's pregnancy or related conditions, unless the employee reasonably believes that the Title IX Coordinator has been notified, the employee promptly provides that person with the Title IX Coordinator's contact information and informs that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to education programs or activities.

The School does not require supporting documentation unless the documentation is necessary and reasonable for the School to determine the reasonable modifications for the qualifying student.

Reasonable Modifications

The School ensures that reasonable modifications to the policies, practices, or procedures will be provided as necessary to prevent sex discrimination and ensure equal access to the education programs or activities. Each reasonable modification is based on the student's individualized needs. In determining what modifications are required under this paragraph, the School will consult with the student. If a modification would fundamentally alter the nature of its education program or activity, the Title IX Coordinator must demonstrate it is not a reasonable modification.

A student has discretion to accept or decline each reasonable modification offered. Reasonable modifications may include, but are not limited to:

- Breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom;
- Intermittent absences to attend medical appointments;
- Access to online or homebound education;

Changes in schedule or course sequence;
Extensions of time for coursework and rescheduling of tests and examinations;
Allowing a student to sit or stand, or carry or keep water nearby;
Counseling;
Changes in physical space or supplies (for example, access to a larger desk or a footrest);
Elevator access; or other changes to policies, practices, or procedures.

Voluntary Leave

Pregnant students are allowed to voluntarily access any separate and comparable portion of the education program or activity. Students may also voluntarily take a leave of absence from the School educational program or activity to cover, at minimum, the period of time deemed medically necessary by student's licensed healthcare provider. To the extent that a student qualifies for leave under the School's leave of absence policy, that allows a greater period of time than the medically necessary period, a student is permitted to take voluntary leave under that policy instead of the parenting and pregnant policy if the student so chooses. When the student returns to the School, the student will be reinstated to the academic status and, as practicable, to the extracurricular status that the student held when the leave began.

Lactation Space

The School ensures parenting students can access a lactation space that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed. To request information on the lactation space available, contact Tara Price, Title IX Coordinator].

Additional Information

Students and employees may contact the Title IX Coordinator with any questions related to this policy. Concerns about the School's application of this policy and compliance with Title IX may also be addressed to U.S. Department of Education Office for Civil Rights ("OCR") at 400 Maryland Ave, SW Washington, D.C. 20202-1100, (800) 421-3481, <http://www.ed.gov/ocr>. For complaints involving employee-on-employee conduct, the Equal Employment Opportunity Commission or other appropriate state or federal enforcement agency can be contacted.