

## **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and the Safe and Drug-Free Schools and Communities Act (DFSCA): Policies, Reporting, Warnings, Notifications, and Sanctions**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, is contained (along with other security-related disclosure requirements) in section 485 of the Higher Education Act, codified at 20 U.S.C. § 1092. It requires all postsecondary education schools to keep records and report annually on the nature, date, time, and place of crimes occurring on campus, including hate crimes. It also prescribes a number of security-related protocols for emergency response procedures, timely notifications for on-campus crimes, etc.

For your information, a copy of International Salon and Spa Academy's (the Academy) Annual Campus Safety and Security Report (also known as our Annual Security Report, or ASR) is attached. This report is distributed in compliance with the Clery Act. Also included is a copy of information relating to International Salon and Spa Academy's Drug and Alcohol Abuse Prevention Programs. The ASR and Drug and Alcohol Abuse Prevention programs information is available online at [www.issaco.edu](http://www.issaco.edu).

International Salon and Spa Academy's commitment to safety and security includes:

- Providing a secure and crime free environment for students, faculty and staff.
- Performing regular evaluation of security programs.
- Monitoring and following up on each crime reported at an International Salon and Spa Academy location.

We believe student, faculty, and staff behavior which promotes security awareness is important in all aspects of our lives and we encourage all students, faculty and staff to accept responsibility for their own security as well as the security of other members of the International Salon and Spa Academy community.

As you read the following report, comments, questions or concerns may be addressed to:

International Salon and Spa Academy  
Attention: Gayla Henry, Executive Director (CSA)  
5707 N. Academy Blvd  
Colorado Springs, CO 80918

### **STATEMENT OF CURRENT POLICIES REGARDING PROCEDURES FOR STUDENTS AND OTHERS TO REPORT CRIMINAL ACTIONS AND POLICES CONCERNING THE ACADEMY'S RESPONSE TO SUCH REPORTS**

Students, faculty or staff who wish to report criminal actions, should immediately contact the Campus Security Authority (or, CSA; the CSA is the individual specified in the Academy's statement of campus security policy as the one to whom students and employees should report criminal offenses) or other responsible supervisory personnel at their campus. The criminal action should then be immediately reported by students, faculty or staff to the local law enforcement authorities for assistance and /or investigation. In an emergency, dial 911. The International Salon and Spa Academy Incident Report Form is completed with the assistance of the person reporting the criminal action. The report should be filed as soon as possible with the CSA who will follow up on the report personally or assign responsibility to another appropriate administrator to follow up and report on the outcome as well as any preventative or other actions taken to ensure the safety and security of all staff, faculty, and students.

Additional copies of the International Salon and Spa Academy Incident Report Form may be requested from the CSA's Office.

See <http://issaco.edu>

## **Crime Reporting**

Efforts are made to inform members of the campus community on a timely basis about campus crime and crime-related issues. These efforts include the following:

- Crime Alerts – Crime Alerts are published when a crime occurs on or near campus that potentially threatens the campus community. The crime alerts are distributed in a variety of methods, depending upon the incident. (See Timely Campus Warnings below.)

## **How to Report Crimes on Campus**

Students and employees are cautioned never to attempt to apprehend or pursue a suspected criminal. Crimes or suspected criminals should be reported to the CSA or other designated staff member, and then to local law enforcement at the non-emergency number, 719-444-7000. In an emergency, dial 911.

Immediately report any crimes or suspicious activity on campus by:

- Calling (719) 597-1413.
- Completing the International Salon and Spa Academy Incident Report form and submitting to the CSA.
- Stopping by the CSA's office.

If you have any doubts about whether to report something that has occurred, report it. Victims of, or witnesses to, crimes may disclose them on a voluntary, confidential basis to the CSA, which can then determine whether the event constitutes a crime that has to be collected and statistically reported. Your cooperation in timely reporting assists the International Salon and Spa Academy in issuing equally timely warnings to the campus community. All crimes must be reported immediately.

Always use your eyes, ears, and telephone to keep campus officials advised of what you see and hear. Call the CSA's Office when you see:

- Strangers loitering in office areas, hallways, classrooms, or lounge areas, etc.
- Unsecured doors or windows in campus buildings that are supposed to be locked
- Anyone tampering with a motor vehicle or loitering in a parking lot
- Persons publicly displaying a weapon
- Persons loitering in dark or secluded areas
- Suspicious persons carrying articles, equipment, luggage, or other packages out of campus buildings

## **STATEMENT OF CURRENT POLICIES CONCERNING SECURITY AND ACCESS TO CAMPUS FACILITIES**

The security of the educational and work environment is a high priority at International Salon and Spa Academy. Access to the buildings is secured between the hours of 9:00 p.m. and 7:45 a.m. so that unauthorized individuals are not able to lawfully enter the building. During normal business hours and hours in which the building is accessible, visitors (including vendors, etc.) are required to check in at the main campus entrance (the main lobby). Additionally, during the course of time on campus, students and staff should wear appropriate Academy-authorized IDs. (See the student and employee handbooks for additional information on this.)

## **PREPARING THE ANNUAL DISCLOSURE**

The Academy designated individual, serving as the Campus Security Authority (CSA) for the Academy, has the responsibility of gathering the data used to prepare the annual campus crime statistics report. Campus crime data is gathered the same day that it is reported. The data is obtained from reports made to local law enforcement. Crimes are counted in the disclosure based upon the crime having been reported, not whether there was a conviction. Data is obtained annually from local law enforcement and compared with the data gathered at the Academy. The resulting data is used to prepare the annual crime statistics report.

The ASR is published and distributed by October 1 of each year to current students and employees. A notice of the ASR's availability is also provided to prospective students and employees, with a notice that a paper copy is available upon request.

## REPORTABLE OFFENSES UNDER THE CLERY ACT

*The Clery Act requires reporting on the following offenses:*

- murder;
- manslaughter (negligent and non-negligent)
- sex offenses, forcible and non-forcible;
- robbery;
- aggravated assault;
- burglary;
- motor vehicle theft;
- arson;
- arrests, or persons referred for campus disciplinary action for liquor law violations;
- arrests, or persons referred for campus disciplinary action for drug-related violations;
- domestic violence\*\*
- dating violence\*\*
- sexual assault\*\*
- stalking\*\*
- arrests, or persons referred for campus disciplinary action for weapons possession, carrying, etc., and
- hate crimes, [which for Clery Act purposes include any crime listed in the preceding points and, as of 2008, larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property in which the victim is intentionally selected because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, national origin, or disability.]

\*\*On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA). Among other provisions, this law amended the Clery Act to require postsecondary Schools to include in their Annual Campus Security Report all instances of domestic violence, dating violence, sexual assault, and stalking; and instances of gender identity and national origin crimes which fall under the category of Hate Crimes. These new reportable items must be included in the ASR released by October 1, 2014, using a good faith effort to comply with the law until the final regulations are published with an effective date of July 1, 2015 for the October 1, 2015 ASR reporting deadline.

## GEOGRAPHICAL AREA

The Clery Act requires each school to disclose crime statistics that occur on three types of property: campus, non-campus buildings or property, and public property areas.

“Campus” is defined as buildings or property owned or controlled by the school within the same reasonably contiguous geographic area and used by the Academy in a manner related to the school's educational purpose. It also includes property in that contiguous area owned by the school but controlled by another person, if that property is used by students and supports Academy purposes (e.g. a food or retail vendor). Branch campuses and geographically disconnected administrative divisions or schools would be considered separate campuses for the purposes of reporting.

“Public property” is property that is located within the same reasonably contiguous geographic areas of the campus, like a sidewalk, street or public parking lot, that is adjacent to a facility owned or controlled by the Academy for purposes related to the Academy's educational purposes. Crimes occurring on “public property” must also be reported in the crime statistics.

A “non-campus building or property” is one that is owned or controlled by a Academy recognized student organization, or one that is owned or controlled by the Academy and used by students or by

the Academy for education-related purposes and that is not within the same reasonably contiguous geographic area of the campus. Crimes occurring on “non-campus property” must be reported. However, incidents occurring on public property adjacent to “non-campus buildings or property” do not have to be included. Our Academy does not have such property in this category for which we must report.

### **TIMELY CAMPUS WARNINGS or ALERTS**

A timely warning to the campus community is distributed regarding any of the above listed crimes (see Reportable Offenses under the Clery Act) which are deemed to represent a threat to the students and employees, and which are reported to campus officials or to local police agencies. The campus crime alert is issued in a manner that is timely and will aid in the prevention of similar crimes. The manner of dissemination to alert the campus community may include one or more of the following methods: e-mail, voice mail, and text messages. In addition, the CSA or other campus officials will post relevant warnings, updates and advisories on the appropriate Academy Website ([www.issaco.edu](http://www.issaco.edu)) and may also utilize campus bulletin boards, its social media Web pages, or other electronic communications. Campus officials may decide to issue an alert about a crime occurring off-campus but in a location frequented by students, even though such a crime would not be included in the annual report.

### **A STATEMENT OF CURRENT POLICIES CONCERNING CAMPUS LAW ENFORCEMENT AND POLICIES THAT ENCOURAGE PROMPT REPORTING OF ALL CAMPUS CRIME TO THE CAMPUS AUTHORITIES AND LOCAL POLICE**

International Salon and Spa Academy is essentially a non-residential Academy, and does not have a campus police force. Therefore, all crimes are reported to local authorities as described in the first section regarding policies and procedures to report crimes. All crimes should be reported immediately in order to enhance the opportunity for a quick resolution.

The International Salon and Spa Academy Incident Report Form (referenced above) may be requested from the CSA's office or Administration Office to assist in the description and recording of an incident of crime or emergency.

Voluntary confidential reporting: As International Salon and Spa Academy is essentially a non-residential Academy, and does not have a campus police force; all crimes must be reported to local authorities. Local law enforcement will allow a victim or witness to report crime on a voluntary and confidential basis. All victims are encouraged to report all crimes to the appropriate campus CSA and local law enforcement. In the event the victim is unable to make such a report, the campus CSA or third-party witness is encouraged to report the crime promptly.

In very limited circumstances, an Academy may remove from its crime statistics (but not from its crime log) reports of crimes that have been determined to be “unfounded” by law enforcement officials. International Salon and Spa Academy will report to the Department and disclose in the annual security report statistics of the number of crime reports that were “unfounded” and subsequently withheld from its crime statistics during each of the three most recent calendar years.

The Academy does not work with either pastoral or professional counselors.

The Academy does not have a written memorandum of understanding (MOU) or any other type of written agreement with any law enforcement agencies.

Crime is a serious problem with no easy solutions. Therefore, all members of the Academy campus community are encouraged to assist one another by taking responsibility for personal safety and

assisting with the security needs of others. While Academy staff and security measures may offer assistance regarding safety and security concerns, ultimately the primary responsibility for your personal safety rests with you.

### **Safety Tips**

- Stay alert of your surroundings, wherever you are.
- If you feel uncomfortable in a place, leave right away.
- Keep eyes and ears open, hands free.
- Choose busy streets and avoid going through deserted areas.
- At night, walk in well-lit areas whenever possible.
- Try not to walk or jog alone. Take a friend or walk in group.
- Avoid carrying large sums of cash.
- When in public spaces, keep valuable items including jewelry, mobile phones and wallets out of sight.
- Avoid returning to campus after dark, or walk in groups to and from buildings.
- Communicate suspicious behavior immediately to staff or faculty.

### **A STATEMENT OF PROGRAMS AVAILABLE TO STUDENTS AND EMPLOYEES RELATED TO CAMPUS SECURITY, PERSONAL SAFETY, AND CRIME PREVENTION**

International Salon and Spa Academy provides information on personal safety and crime prevention. The Academy provides this information at new student and new employee orientation. During the orientation of students, faculty, and staff, procedures are also outlined to cover the reporting of all criminal acts.

Additionally, the Financial Aid office and the CSA office have a directory of services that are available, within the community, to assist those who have suffered from a criminal act. These services are usually free and are provided by organizations or agencies within the community. The office also has available resource materials that address Domestic Violence, Dating Violence, Sexual Assault and Stalking.

### **A STATEMENT ADVISING OF AVAILABILITY OF INFORMATION ON REGISTERED SEX OFFENDERS**

The federal Campus Sex Crimes Prevention Act that became effective October 27, 2002 requires eligible Institutions participating in the Title IV Federal Student Aid programs to issue a statement advising the campus community where the State law enforcement agency information concerning registered sex offenders/predators may be obtained. Sex offenders are required to be registered according to the State law in the State in which they reside and are also required to notify appropriate State officials of each postsecondary school at which the offender is employed or is a student. Any such offender is also required to give notice to the appropriate State authorities of any changes in enrollment or employment status at the postsecondary school.

In the State of Colorado information concerning registered sex offenders and predators may be obtained from:

Colorado Bureau of Investigation  
690 Kipling St., Ste. 3000  
Lakewood, CO 80215  
Main: 303-239-4201  
Website: <https://www.colorado.gov/apps/cdps/sor/search-agreement.jsf>

Information is also available in the United States Department of Justice national sex offender registry at <http://www.nsopw.gov/Core/Portal.aspx>

## **TITLE IX POLICY STATEMENT**

Title IX of the Education Amendments of 1972 ("Title IX") protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

International Salon and Spa Academy not only complies with the letter of Title IX's requirements but also endorses the law's intent and spirit. International Salon and Spa Academy is committed to compliance in all areas addressed by Title IX.

The purpose of this policy is to ensure that the Academy's policies are applied and interpreted in ways consistent with Title IX and other applicable law.

It is the policy of the Academy to provide educational, preventative and training programs regarding sexual or gender-based harassment; to encourage reporting of incidents; to prevent incidents of sexual and gender-based harassment from denying or limiting an individual's ability to participate in or benefit from the Academy's programs; to make available timely services for those who have been affected by discrimination; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence. Violations of this policy may result in the imposition of sanctions up to, and including, termination, dismissal, or expulsion, as determined by the appropriate officials at the Academy.

### **Discrimination**

The Academy prohibits discrimination and harassment based on race, color, creed, religion, sex, gender, national origin, citizenship, ethnicity, marital status, age, disability, sexual orientation, gender identity and gender expression, genetic information, veteran status, or any other status protected by applicable law to the extent prohibited by law.

### **International Salon and Spa Academy's TITLE IX Officer**

The Academy appoints Title IX Officers. The Academy's Title IX Officer is:

Gayla Henry, Executive Director  
5707 N. Academy Blvd  
Colorado Springs, CO 80918  
719-597-1413

### **Sexual Harassment**

The Academy defines sexual harassment as unwelcome behavior of a sexual nature that relates to the gender or sexual identity of an individual and that has the purpose or effect of creating an intimidating, offensive or hostile environment for study. This policy applies to all interactions between students and International Salon and Spa Academy's faculty members and other faculty, staff, and administrative personnel, and other students.

Conduct alleged to be sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the questioned behavior. Repeated incidents or a pattern of harassing behavior may be cause for serious corrective action. However, a more serious incident, even if isolated, may be sufficient cause for action under this policy including referral to law enforcement when applicable.

Quid pro quo sexual harassment can occur whether a person resists and suffers the threatened harm, or the person submits and avoids the threatened harm. Both situations could constitute discrimination on the basis of sex. A hostile environment can be created by persistent or pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. Sexual violence, including rape, sexual assault, and domestic and dating violence, is a form of sexual harassment. In addition, the following conduct may violate this policy:

1. Observing, photographing, videotaping, or making other visual or auditory records of sexual activity or nudity, where there is a reasonable expectation of privacy, without the knowledge and consent of all parties.
2. Sharing visual or auditory records of sexual activity or nudity without the knowledge and consent of all recorded parties and recipients.
3. Sexual advances, whether or not they involve physical touching.
4. Commenting about or inappropriately touching an individual's body.
5. Requests for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits, or continued employment.
6. Lewd or sexually suggestive comments, jokes, innuendoes, or gestures.
7. Stalking

Other verbal, nonverbal, graphic, or physical conduct may create a hostile environment if the conduct is sufficiently persistent, pervasive, or severe so as to deny a person equal access to the Academy's programs or activities. Whether the conduct creates a hostile environment may depend on a variety of factors, including: the degree to which the conduct affected one or more person's education or employment; the type, frequency, and duration of the conduct; the relationship between the parties; the number of people involved; and the context in which the conduct occurred.

### **Unwelcome Conduct**

Conduct is unwelcome if a person (1) did not request or invite it and (2) regarded the unrequested or uninvited conduct as undesirable or offensive. That a person welcomes some sexual contact does not necessarily mean that person welcomes other sexual contact. Similarly, that a person willingly participates in conduct on one occasion does not necessarily mean that the same conduct is welcome on a subsequent occasion.

Whether conduct is unwelcome is determined based on the totality of the circumstances, including various objective and subjective factors. The following types of information may be helpful in making that determination: statements by any witnesses to the alleged incident; information about the relative credibility of the parties and witnesses; the detail and consistency of each person's account; the absence of corroborating information where it should logically exist; information that the Respondent has been found to have harassed others; information that the Complainant has been found to have made false allegations against others; information about the Complainant's reaction or behavior after the alleged incident; and information about any actions the parties took immediately following the incident, including reporting the matter to others.

In addition, when a person is so impaired or incapacitated as to be incapable of requesting or inviting the conduct, conduct of a sexual nature is deemed unwelcome, provided that the Respondent knew or reasonably should have known of the person's impairment or incapacity. The person may be impaired or incapacitated as a result of drugs or alcohol or for some other reason, such as sleep or unconsciousness. A Respondent's impairment at the time of the incident as a result of drugs or alcohol does not, however, diminish the Respondent's responsibility for sexual or gender-based harassment under this policy.

### **Gender-Based Harassment**

Gender-based harassment is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation or gender identity, but not involving

conduct of a sexual nature, when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the Academy's education or work programs or activities. For example, persistent disparagement of a person based on a perceived lack of stereotypical masculinity or femininity or exclusion from an activity based on sexual orientation or gender identity also may violate this policy.

### **Investigations of Complaints**

A complaint that a student, staff or faculty member has committed sexual harassment or engaged in nonconsensual sexual activity may be made to the Title IX Compliance Officer, or a staff or faculty member. The Academy will conduct an investigation, as appropriate under the circumstances.

The investigative process involves interviewing the parties involved and any witnesses while gathering documentary or other evidence. In cases involving alleged criminal conduct, the complainant may file a criminal complaint with the local police department. A complainant need not pursue a criminal complaint in order to seek or to hold the accused responsible through the Academy's Student Code of Conduct. As soon as possible, the complainant and the accused will be offered appropriate assistance, and our Executive Director will be contacted if course adjustments are required.

Based on the outcome of the investigation, the Title IX Officer or their designee will determine if there is sufficient cause to proceed with the complaint. If so, the Title IX Officer or their designee will arrange for an informal resolution conference with the accused. (Complainants do not attend informal resolution meetings but are apprised of the meeting's outcome.) If the accused does not accept responsibility for the allegations and/or the proposed sanction, the Title IX Officer or their designee will determine if the evidence warrants a formal hearing before the Grievance Committee.

The exact nature of the responsive action depends on the circumstances, but may include discipline up to and including suspension or dismissal from the Academy for a student, staff or faculty who is found to have violated Academy policies.

### **Implementing Provisions/Policies**

The Academy will take appropriate action (i.e., an investigation, adjudication and disciplinary and remedial/corrective steps) in response to a complaint made pursuant to the complaint policies/procedures listed above. The Academy will make every effort to handle complaints and investigations with sensitivity to both the rights of the person who complains and the rights of the accused.

The Academy handles complaints discreetly and attempts to maintain privacy throughout the investigative process, to the extent practicable and appropriate under the circumstances. However, in order to conduct an investigation, it is generally necessary to discuss the allegations with the accused and other potential witnesses. Additionally, the Academy may have legal obligations to disclose information to law enforcement or in the context of legal proceedings.

Complaints may be made anonymously. While the Academy endeavors to investigate all complaints, including anonymous complaints, the nature of anonymous complaints makes investigation, determination, and remediation more difficult and, at times, impossible. Further, while the Academy attempts to protect the identity of complainants who do not wish to be identified, this may not always be possible.

In appropriate cases as determined by the Academy, conflict resolution may be possible. This is permitted only where both the complainant and accused voluntarily agree to participate, and either party may terminate informal resolution attempts and commence formal Grievance procedures at any time prior to reaching a mutually acceptable resolution. Depending on the circumstances, a mediated resolution may not necessarily involve face-to-face discussions between the complainant and the accused. Certain cases are not appropriate for conflict resolution, such as complaints of particularly egregious sexual harassment or cases involving sexual assault or violence.



Occasionally, an individual makes a complaint and later wishes to revoke or discontinue the investigation or adjudication process. Similarly, it may occur that someone other than the victim reports an incident, and the victim declines to participate in the investigation or adjudication process. In other instances, complaints may be received anonymously and/or the victim may not wish to be personally identified. The Academy endeavors to respect the wishes of a victim to either not be identified and/or not participate in the process. In these situations, the Academy attempts to investigate and address complaints in accordance with the victim's wishes.

If a victim wishes to talk about an incident with the assurance that the discussion will be confidential and will not result in an investigation or follow up action, the Academy will comply with a written request to the CSA. Anyone wishing to have an incident investigated, mediated or adjudicated must make a complaint in writing in accordance with the procedures described above.

In determining whether sex discrimination, sexual harassment or sexual misconduct occurred, the Academy does not apply the criminal standard of "beyond a reasonable doubt," nor do formal court rules of evidence apply. Instead, the Academy uses a "preponderance of the evidence" standard, and the Academy may consider any evidence it deems relevant. A "preponderance of the evidence" means the evidence which is of greater weight or is more convincing than opposing evidence such that it is "more likely than not" that an act occurred.

If the applicable investigative or adjudication process allows for parties to offer witnesses and evidence, the complainant and the accused will have an equal opportunity to do so. The complainant and the accused will be informed in writing of the outcome of the complaint, to the extent permitted by law. An accused that is a student may appeal in writing the outcome to an impartial decision maker. An employee who is deemed guilty shall have whatever rights are granted under the law. The particular method and grounds for appeal are explained in the student policies listed below.

International Salon and Spa Academy will, upon written request, disclose to the alleged victim of a crime of violence (see definition below), or a non-forcible sex offense, the results of any disciplinary hearing conducted by the Academy against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, International Salon and Spa Academy will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

*§ 16. Crime of violence defined. The term "crime of violence" means— (a) an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or (b) any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.*

The Academy endeavors to resolve complaints promptly. Ordinarily, the investigative stage will take no longer than 60 calendar days from the time the complaint is received. In exceptional circumstances (including but not limited to especially complex cases or when the Academy is not in session), it may be necessary to extend these timelines. If that occurs, the parties will be informed of the expected timeline for completion.

The Academy prohibits retaliation against any individual who in good faith makes a complaint of sex discrimination, sexual harassment, or sexual misconduct or participates as a witness in a proceeding under this or any other Academy policy. Retaliation is also unlawful pursuant to Title IX and other laws.

Compliance with the provisions of the changes that VAWA made to the Clery Act does not constitute a violation of the *Family Educational Rights and Privacy Act (FERPA)*

## **A STATEMENT OF CURRENT POLICIES CONCERNING THE SEXUAL ASSAULT PREVENTION PROGRAM AND THE PROCEDURES THAT ARE FOLLOWED**

The new Campus Sexual Violence Elimination Act of 2013 (SaVE Act) requires the Academy to educate students, staff, and faculty on the prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. As part of International Salon and Spa Academy's compliance with the SaVE Act requirements for prevention and awareness programs that address the specified areas above, the Academy has several relevant brochures available on display in the project room. These brochures are from nationally recognized organizations and include awareness and preventive information. These brochures also include help hotlines related to these specific topics.

### **Male Victims**

While most victims of sexual assault are women, some men are also victims and will be treated the same as a female victim and have the same rights, resources and access to help.

### **Academy Notice of Petitioner's Rights Under the Violence Against Women Act**

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

International Salon and Spa Academy not only complies with the letter of Title IX's requirements but also endorses the law's intent and spirit. The Academy is committed to compliance in all areas addressed by Title IX.

Sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and include dating violence, domestic violence, sexual assault and stalking. As such should you report a form of sex-based discrimination, The Academy wants to inform you of our policy and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus as well as your rights, and the Academy's responsibilities.

As a petitioner of sexual assault, dating violence, domestic violence or stalking, you will receive a full copy of our Academy's Title IX Policy. This policy has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking. These procedures include our right to inform you of your rights to file criminal charges as well as the availability of medical, counseling, and support services. We also offer additional remedies to prevent contact between a complainant and an accused party. The policy also addresses possible sanctions and interim and/or long-term protective measures that the Academy may impose.

### **Definitions**

**Consent** is defined in Colorado as "means cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. A current or previous relationship shall not be sufficient to constitute consent under the provisions of this part 4. Submission under the influence of fear shall not constitute consent. Nothing in this definition shall be construed to affect the admissibility of evidence or the burden of proof in regard to the issue of consent under this part 4"

**Sexual Assault** is defined as an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

**Sexual violence** includes any one incident of:

1. Sexual battery, as defined in a lewd or lascivious act, as defined in upon in the presence of a person younger than 16 years of age.
2. Luring or enticing a child, as described in Colorado “a person commits the crime of enticement of a child if he or she invites or persuades, or attempts to invite or persuade, a child under the age of fifteen years to enter any vehicle, building, room, or secluded place with the intent to commit sexual assault or unlawful sexual contact upon said child. It is not necessary to a prosecution for attempt under this subsection (1) that the child have perceived the defendant’s act of enticement”
3. Sexual performance by a child, as described in Colorado “knowingly inducing or coercing a child under 18 years old to expose their intimate parts or to engage in any sexual contact, intrusions, or penetration with another person for the defendant’s sexual gratification, by using any of the same means listed for Sexual Assault”
4. Any other forcible felony wherein a sexual act is committed or attempted regardless of whether criminal charges based on the incident were filed, reduced, or dismissed by the state attorney.

**Domestic Violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Domestic violence means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member of another family or household member. A family or household member means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

**Dating Violence** means violence committed by a person—

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. where the existence of such a relationship will be determined based on a consideration of the following factors:
  - a. The length of the relationship
  - b. The type of relationship
  - c. The frequency of interaction between the persons involved in the relationship

Dating violence means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. A dating relationship must have existed with in the past 6 months.
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties.
3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time, and on a continuous basis during the course of the relationship.

The term does not include violence in a casual acquaintanceship or violence between individuals who have engaged in ordinary fraternization in a business or social context.

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

**“Credible threat”** means a verbal or nonverbal threat, or a combination of the two, including threats delivered by electronic communication or implied by a pattern of conduct, which places the person who is the target of the threat in reasonable fear for his or her safety, or the safety of his or her family members or individuals closely associated with the person, and which is made with the apparent ability to carry out the threat to cause such harm. It is not necessary to prove that the person making the threat had the intent to actually carry out the threat. The present incarceration of the person making the threat is not a bar to prosecution under this section.

**“Cyber stalk”** means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. A person who willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person commits the offense of stalking, a misdemeanor of the first degree, punishable as provided in Colorado Revised Statutes Title 18 Criminal Code §18-3-602 Stalking—penalty—definitions—Vonnie’s law

A person who willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person and makes a credible threat to that person commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in Colorado (cc.1)(I) Stalking, in violation of section 18-3-602, C.R.S.

**Bystander Intervention:** A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking, or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, dating violence, domestic violence, or stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse.

### **Reporting sexual assault, dating violence, domestic violence, or stalking**

After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible at a local hospital that will supply a physical evidence recovery collection kit. In Colorado, evidence may be collected even if you chose not to make a report to law enforcement. A victim’s name and identifying information will be withheld from the public and press in accordance with the Public Records Law. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to the Academy’s hearing boards/investigators or police. Although the Academy strongly encourages all members of its community to report violations to law enforcement, it is the victim’s choice whether or not to make such a report, and victims have the right to decline involvement with the police.

To report an incident involving a sexual assault, domestic violence, stalking or dating violence, contact the CSA, Gayla Henry, at International Salon and Spa Academy, 5707 N. Academy Blvd.

Colorado Springs, CO 80918, (719) 597-1413. The purpose and authority of the Academy staff is limited to the enforcement of campus rules and regulations. Incidents that go beyond this scope are referred and investigated by the Colorado Springs Police Department.

A victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

1. A law enforcement officer who investigates an alleged sexual battery shall:
  - (a) Assist the victim in obtaining medical treatment, if medical treatment is necessary as a result of the alleged incident, a forensic examination, and advocacy and crisis-intervention services from a certified rape crisis center and provide or arrange for transportation to the appropriate facility.
  - (b) Advise the victim that he or she may contact a certified rape crisis center from which the victim may receive services.
  - (c) Prior to submitting a final report, permit the victim to review the final report and provide a statement as to the accuracy of the final report.
2. The law enforcement officer shall give the victim immediate notice of the legal rights and remedies available to a victim on a standard form developed and distributed in conjunction with the Colorado Springs police department. The notice will include the resource listing, including telephone number, for the area certified rape crisis center as designated by the State.

A person who is the victim of sexual violence or the parent or legal guardian of a minor child who is living at home who is the victim of sexual violence has standing in the circuit court to file a sworn petition for an injunction for protection against sexual violence on his or her own behalf, or on behalf of the minor child if:

1. The person has reported the sexual violence to a law enforcement agency and is cooperating in any criminal proceeding against the respondent, regardless of whether criminal charges based on the sexual violence have been filed, reduced, or dismissed by the state attorney; or
2. The respondent who committed the sexual violence against the victim or minor child was sentenced to a term of imprisonment in state prison for the sexual violence and the respondent's term of imprisonment has expired or is due to expire within 90 days following the date the petition is filed.

Further, the Academy complies with State law in recognizing orders of protection for dating violence, domestic violence, repeat violence, and sexual violence. Any person who obtains an order of protection from the State or any reciprocal state should provide a copy to the CSA. A petitioner should then meet with CSA to develop a Safety Action Plan, which is a plan to reduce risk of harm while on campus, or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, or other measures to assist the petitioner.

### **Disciplinary Procedures Following a Complaint**

The investigative process involves interviewing the parties involved and any witnesses while gathering documentary or other evidence. In cases involving alleged criminal conduct, the complainant may file a criminal complaint with the local police department. A complainant need not pursue a criminal complaint in order to seek, or to hold the accused responsible through the Academy's Student Code of Conduct. As soon as possible, the complainant will be offered appropriate assistance.

Based on the outcome of the investigation, the assigned Title IX Officer or their designee will determine if there is sufficient cause to proceed with the complaint. If so, the Title IX Officer or the designee will arrange for an informal resolution conference with the accused. Complainants do not attend informal resolution meetings but are apprised of the meeting's outcome. If the accused does not accept responsibility for the allegations and/or the proposed sanction, the Title IX Officer or their designee will determine if the evidence warrants a formal hearing before the Grievance Committee. The exact nature of the responsive action depends on the circumstances, but may include discipline

up to and including suspension or dismissal from the Academy for a student, staff or faculty who is found to have violated Academy policies.

The Academy will take appropriate action i.e., an investigation, adjudication and disciplinary and remedial/corrective steps in response to a complaint made pursuant to the complaint policies/procedures listed above. The Academy will make every effort to handle complaints and investigations with sensitivity to both the rights of the person who complains, and the rights of the accused.

The Academy handles complaints discreetly and attempts to maintain privacy throughout the investigative process, to the extent practicable and appropriate under the circumstances. However, in order to conduct an investigation, it is generally necessary to discuss the allegations with the accused and other potential witnesses. Additionally, the Academy may have legal obligations to disclose information to law enforcement or in the context of legal proceedings.

Complaints may be made anonymously. While the Academy endeavors to investigate all complaints, including anonymous complaints, the nature of anonymous complaints makes investigation, determination, and remediation more difficult and, at times, impossible. Further, while the Academy attempts to protect the identity of complainants who do not wish to be identified, this may not always be possible.

In appropriate cases as determined by the Academy, conflict resolution may be possible. This is permitted only where both the complainant and accused voluntarily agree to participate, and either party may terminate informal resolution attempts and commence formal Grievance procedures at any time prior to reaching a mutually acceptable resolution. Depending on the circumstances, a mediated resolution may not necessarily involve face-to-face discussions between the complainant and the accused. Certain cases are not appropriate for conflict resolution, such as complaints of particularly egregious sexual harassment or cases involving sexual assault or violence.

Occasionally, an individual makes a complaint and later wishes to revoke or discontinue the investigation or adjudication process. Similarly, it may occur that someone other than the victim reports an incident, and the victim declines to participate in the investigation or adjudication process. In other instances, complaints may be received anonymously and/or the victim may not wish to be personally identified. The Academy endeavors to respect the wishes of a victim to either not be identified and/or not participate in the process. In these situations, the Academy attempts to investigate and address complaints in accordance with the victim's wishes.

If a victim wishes to talk about an incident with the assurance that the discussion will be confidential and will not result in an investigation or follow up action, the Academy will also proceed in this regard.

In determining whether sex discrimination, sexual harassment or sexual misconduct occurred, the Academy does not apply the criminal standard of "beyond a reasonable doubt," nor do formal court rules of evidence apply. Instead, the Academy uses a "preponderance of the evidence" standard, and the Academy may consider any evidence it deems relevant. A "preponderance of the evidence" means the evidence which is of greater weight, or is more convincing than opposing evidence such that it is "more likely than not" that an act occurred.

If the applicable investigative or adjudication process allows for parties to offer witnesses and evidence, the complainant and the accused will have an equal opportunity to do so. The complainant and the accused will be informed in writing of the outcome of the complaint, to the extent permitted by law. An accused that is a student may appeal the outcome to an impartial decision maker. An

employee who is deemed guilty shall have whatever rights the law grants. The particular method and grounds for appeal are explained in the student policies listed above.

The Academy endeavors to resolve complaints promptly. Ordinarily, the investigative stage will take no longer than 60 calendar days from the time the complaint is received. In exceptional circumstances (including but not limited to especially complex cases, or when the Academy is not in session), it may be necessary to extend these timelines. If that occurs, the parties will be informed of the expected timeline for completion.

The Academy prohibits retaliation against any individual who in good faith makes a complaint of sex discrimination, sexual harassment, or sexual misconduct or participates as a witness in a proceeding under this or any other Academy policy. Retaliation is also unlawful pursuant to Title IX and other laws.

The Academy engages in educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

1. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
2. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
3. Defines what behavior and actions constitute consent to sexual activity in the State of Colorado.
4. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
5. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
6. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

This educational campaign will consist of but not be limited to the distribution of educational materials to new students, participating in and presenting information and materials during student/employee orientation and through newsletters among other means of distribution through the year. The CSA also has a directory of services that are available to victims within the community to assist those who have suffered from a criminal act.

### **Risk Reduction/Warning Signs of Abusive Behavior**

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warnings signs of abusive behavior and how to avoid potential attacks.

### **Warning Signs of Abusive Behavior**

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

1. Being afraid of your partner.

2. Constantly watching what you say to avoid a “blow up.”
3. Feelings of low self-worth and helplessness about your relationship.
4. Feeling isolated from family or friends because of your relationship.
5. Hiding bruises or other injuries from family or friends.
6. Being prevented from working, studying, going home, and/or using technology (including your cell phone.)
7. Being monitored by your partner at home, work, or Academy.
8. Being forced to do things you don't want to do.

### **Help Reduce Your Risk and Avoid Potential Attacks**

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

1. Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners.
2. Consider making a report with the CSA and ask for a “no contact” directive from the Academy to prevent future contact.
3. Consider getting a protective order or stay away order.
4. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
5. Trust your instincts—if something doesn't feel right in a relationship, speak up or end it.

### **Sexual Assault Prevention (From Rape, Abuse and Incest National Network - RAINN)**

- Try not to leave your drink unattended.
- Only drink from un-opened containers, or from drinks you have watched being made and poured.
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.
- If you suspect you have been drugged, go to a hospital and ask to be tested.
- Keep track of how many drinks you have had.
- Try to come and leave with a group of people you trust.
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours.

### **Traveling around campus**

- Make sure your cell phone is easily accessible and fully charged.
- Take major, public paths rather than less populated shortcuts.
- Avoid dimly lit places and talk to campus services if lights need to be installed in an area.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- Carry a noisemaker on your keychain.
- Carry a small flashlight on your keychain.

International Salon and Spa Academy has a sexual assault prevention program that includes, but is not limited to the following:

- If an assault occurs, notify the CSA immediately
- Do not disturb the crime scene
- Notify local law enforcement officials



- Secure counseling for the victim
- Change the academic schedule if victim requests
- Disciplinary actions include dismissal from the Academy

The nature of sexual assault, particularly when perpetrated by an acquaintance, makes it difficult for many survivors to report their experience. For this reason, the local Shelters and Women's Service Centers are primary places where individuals may seek assistance in complete confidentiality.

### **Important Phone Numbers**

Alano Houses 719-520-1732  
Interfaith Hospitality Network 719-329-1244  
Liza's place for women 719-635-3643  
J & J New Beginnings 719-323-3138  
Posada in Pueblo 719-545-8776  
Salvation Army 719-578-9190  
Shelters in Pueblo 719-545-8195  
Center for Prevention of Domestic Violence 719-633-3819  
Youth Urban Peak 719-630-3223  
Veterans House 719-667-5588  
Wayside Cross Rescue Mission-Pueblo 719-545-5744  
Winter Warming Shelter, New Hope Center 719-578-9190  
Domestic Violence Crisis Hotline 719-633-3819  
TESSA (Center for Prevention of Domestic Violence) 719-633-1462 / 24-Hour: 719-633-3819

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES – STATEMENT OF POLICY**

International Salon and Spa Academy has in place at each campus facility a campus response protocol. In an emergency or a dangerous situation, upon confirmation with the CSA, or designee, of the need for mass notification, the CSA, or designee, will without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, 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. Emergency or dangerous situations may include, but are not limited to, gas leaks, tornadoes, contagious viruses, etc.

### **EMERGENCY NOTIFICATIONS**

In the event of an emergency or a dangerous situation that poses an immediate threat to the campus community, International Salon and Spa Academy may utilize some or all of its mass notification capabilities to notify its campus community. These capabilities may include e-mail, voice mail and text messages to alert the campus community. In addition, members of the administration will post relevant updates and advisories on the appropriate Academy Website ([www.issaco.edu](http://www.issaco.edu)) and bulletin boards,. The CSA, or designee, will simultaneously use the local means at her disposal to notify the campus students, staff and faculty of the situation, as well as disseminate pertinent information to relevant public entities.

This emergency notification requirement does not replace the timely warning requirement described earlier. They differ in that the timely warning applies only to Clery Act reportable crimes while the emergency notification requirement addresses a much wider range of threats (i.e., gas leaks, tornadoes, contagious viruses, etc.). However, an Academy that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances or incident, but must provide adequate follow-up information to the community as needed.

Members of the community at large who are interested in receiving updates during an emergency can visit the website at [www.issaco.edu](http://www.issaco.edu).

Training, exercises and tests will be conducted annually by management on the campus level and by

the individuals relevant to mass notification. Management will document each test conducted by all relevant entities.

### **Student Must Know – Emergency Information**

The campus takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, each campus has a Campus Security Authority (CSA) that implements and oversees the campus response to a crisis situation. The CSA receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel.

In order to make this program effective, students are to familiarize themselves with the following emergency procedures.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

\*\*\* In case of emergency - dial 911\*\*\*

Department of Homeland Security:

**“Active shooter awareness- options for consideration”**

<http://www.dhs.gov/video/options-consideration-active-shooter-training-video>

### **Crime Definitions From the Summary Reporting System (SRS) User Manual From the FBI’s UCR Program**

#### Arson

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

Criminal Homicide—Manslaughter by Negligence The killing of another person through gross negligence.

Criminal Homicide—Murder and Nonnegligent Manslaughter The willful (nonnegligent) killing of one human being by another.

#### Rape

The penetration, no matter how slight, of the vxxxxx or axxx with any body part or object, or oral penetration by a sxx organ of another person, without the consent of the victim.

#### Robbery

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

#### Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely

to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

#### Burglary

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

#### Motor Vehicle Theft

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

#### Weapons: Carrying, Possessing, Etc.

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

#### Drug Abuse Violations

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

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

### **Crime Definitions From the National Incident-Based Reporting System (NIBRS) User Manual from the FBI's UCR Program**

#### Sex Offenses

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

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

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

C. Statutory Rape—Sxxual intercourse with a person who is under the statutory age of consent.

**Crime Definitions From the Hate Crime Data Collection Guidelines and Training Manual From the FBI's UCR Program**

Larceny-Theft (Except Motor Vehicle Theft)

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Simple Assault

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

Intimidation

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

Destruction/Damage/Vandalism of Property

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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**INTERNATIONAL SALON AND SPA ACADEMY**

**CRIMINAL INCIDENT**

	2014		2015		2016	
	Campus	Local Area	Campus	Local Area	Campus	Local Area
1. Murder/Non-negligent manslaughter	0	0	0	0	0	0
2. Forcible sex offenses	0	0	0	0	0	0
3. Non-forcible sex offenses	0	0	0	0	0	0
4. Robbery	0	0	0	0	0	0
5. Aggravated assault	0	0	0	0	0	0
6. Burglary	3	0	3	0	4	0
7. Motor vehicle theft	0	0	0	0	0	0
8. Arson	0	0	0	0	0	0
9. Negligent manslaughter	0	0	0	0	0	0

**ARRESTS/CAMPUS DISCIPLINARY ACTION (UNDUPLICATED)**

	2014		2015		2016	
	Campus	Local Area	Campus	Local Area	Campus	Local Area
1. Liquor law violations	0	0	0	0	0	0
2. Drug law violations	0	0	0	0	0	0
3. Illegal weapons possession	0	0	0	0	0	0

\*None of the above referenced claims were Hate Crimes as defined by the Uniform Crime Reporting Definitions.  
\*\* Crime Statistics for the area surrounding the Campus are available upon request from the Administrative Office

## **A STATEMENT OF POLICY REGARDING THE POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES AND ENFORCEMENT OF STATE UNDERAGE DRINKING LAWS, AND POSSESSION, USE, AND SALE OF ILLEGAL DRUGS AND ENFORCEMENT OF FEDERAL AND STATE DRUG LAWS**

### **A DESCRIPTION OF DRUG AND ALCOHOL ABUSE PREVENTION PROGRAMS**

International Salon and Spa Academy publishes and distributes annually to all current students and employees a copy of the Drug and Alcohol Abuse Prevention Program. Below are the details related to this topic.

#### **Drug and Alcohol Abuse Prevention**

Drug abuse affects all aspects of American life. It threatens the workplace, our homes, our Academy and our community. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees through the **Safe and Drug-Free Schools and Communities Act**. All students are expected to conduct themselves as mature adults and as members of an academic community. The consumption of alcohol or drugs while attending class is prohibited and may be subject to disciplinary action.

#### **Standards of Conduct**

The Academy community must adhere to a code of conduct that recognizes that the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on property owned or otherwise controlled by International Salon and Spa Academy. If an individual associated with the Academy is apprehended for violating any drug- or alcohol-related law when on Academy property, or participating in a Academy activity, the Academy will fully cooperate with all law enforcement agencies. Underage possession or consumption of alcoholic beverages is not permitted on property owned or controlled by the Academy and the state laws will be enforced. Intentionally or knowingly selling, or intentionally or knowingly furnishing alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the Academy.

#### **Health Risks Associated with the use of Illicit Drugs and the Abuse of Alcohol**

Moderate to high doses of alcohol cause marked impairments in higher mental functions and the loss of memory. High doses of alcohol can cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and the liver. Physical effects of drugs include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. The use of drugs may impair or reduce short-term memory and comprehension, alter sense of time, and reduce the ability to perform tasks requiring concentration and coordination. Motivation and cognition may also be altered making the acquisition of new information difficult. As one can see from the above, there are major health risks associated with the use of illicit drugs and the abuse of alcohol.

#### **Federal Financial Aid Penalties for Drug Violations**

Federal guidelines focus strongly on illicit drug use and distribution. The Higher Education Opportunity Act states students convicted of an illicit drug violation can be denied federal financial aid for a specific period, in addition to other legal penalties. The Free Application for Federal Student Aid (FAFSA) asks students if they have been convicted of a drug-related offense: "Have you ever been convicted of possessing or selling illegal drugs?" If you answer "yes," the Academy will give you a worksheet to determine if your conviction affects your eligibility for aid. Failure to answer the question

automatically disqualifies students from receiving federal financial aid. Answering this question falsely could result in fines up to \$20,000, imprisonment or both.

### **Penalties for Drug Convictions**

If the student was convicted of both possessing and selling drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

#### **Possession of Illegal Drugs**

- For a first offense, a student loses eligibility for federal financial aid for one year from the date of conviction.
- For a second offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a third offense and subsequent offenses, a student has indefinite ineligibility for federal financial aid from the date of conviction.

#### **Sale of Illegal Drugs**

- For a first offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a second offense and subsequent offenses, a student has indefinite ineligibility from the date of conviction.

### **Other Potential Federal Penalties for Drug Violations**

Some other potential federal penalties and sanctions applicable to drug-related offenses include:

#### 21 U.S.C. 844

1st conviction: Up to 1 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, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5, or both.

Provisions relating to increased penalties in cases of certain serious crack possession offenses, making offenders subject to fines under Title 18 or imprisonment to terms not less than 5 years and no more than 20 years, or both.

Possession of flunitrazepam shall be imprisoned for not more than 3 years, shall be fined as otherwise provided in this section, or both after mixture or substance exceeds 1 gram.

#### 21 U. S. C. 844a

Civil fine up to \$10,000

#### 21 U. S. C. 847 Additional Penalties

Any penalty imposed for violation of this subchapter shall be in addition to, and not in lieu of, any civil or administrative penalty or sanction authorized by law.

#### 21 U. S. C. 854 Investment of illicit drug profits

Whoever violates this section shall be fined no more than \$50,000 or imprisoned not more than 10 years, or both.

#### 21 U. S. C. 862

- a. Drug Traffickers - Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 5 years for the first offense, up to 10 years for second and permanently ineligible for subsequent offenses.
- b. Drug Possessors – 1<sup>st</sup> offense is up to 1 year and 2<sup>nd</sup> and subsequent offenses are up to 5 years.

c. Suspension of period of ineligibility (A) (B) (C)

21 U. S. C. 862a

Denial of assistance and benefits for certain drug related convictions, i.e., state program funded under the Social Security Act or food stamp program or state program under the Food Stamp Act.

More information about federal penalties and sanctions for unlawful possession, use, sale, and/or distribution of controlled substances is located at

<http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>

**Legal Consequences of Substance Abuse in the State of COLORADO**

Substance / Drug	Charge	Potential Sentence for Possession
Schedule I or II, 1 <sup>st</sup> offense	Class 3 Felony	4-12 years in prison and fines of \$3,000- \$750,000
Schedule I or II, 2 <sup>nd</sup> offense	Class 2 felony	8-24 years in prison and \$5,000- \$1 million
Schedule III, 1 <sup>st</sup> offense	Class 4 felony	2-6 years in prison and fines of \$2,000- \$500,000
Schedule III, 2 <sup>nd</sup> offense	Class 3 felony	4-12 years in prison and fines of \$3,000- \$750,000
Schedule IV, 1 <sup>st</sup> offense	Class 5 felony	1-3 years in prison and fines of \$1,000- \$100,000
Schedule IV, 2 <sup>nd</sup> offense	Class 4 felony	2-6 years in prison and fines of \$2,000- \$500,000
Schedule V, 1 <sup>st</sup> offense	Class 1 misdemeanor	6-18 months in jail and fines of \$500-\$5,000
Schedule V, 2 <sup>nd</sup> offense	Class 5 felony	1-3 years in prison and fines of \$1,000- \$100,000

All states regulate and control the possession for personal use of controlled dangerous substances (CDS), though each differs in its exact definition of CDS and the penalties for possession. Colorado considers not only well-known drugs like marijuana, heroin and cocaine to be controlled substances, but also the compounds used to manufacture them. Possessing drug paraphernalia, such as pipes, is also illegal.

Colorado divides its CDS into five “schedules,” according to their likelihood for abuse.

- Schedule I drugs (such as synthetic opiates and heroine) are those that have a high potential for abuse, no accepted medical use, or are unsafe for use in treatment, even under medical supervision.
- Schedule II drugs (such as opium and its derivatives) have a high potential for abuse, have an accepted medical use and can result in severe psychological and physical dependence if abused.
- Schedule III drugs (such as anabolic steroids) have a potential for abuse less than Schedule I or II drugs, have an accepted medical use and can lead to low or moderate physical dependence and high psychological dependence.
- Schedule IV drugs (such as lorazepam) have a lower potential for abuse than Schedule III drugs, have an acceptable medical use and may lead to limited psychological and physical dependence in relation to Schedule III drugs.
- Schedule V drugs are the least dangerous, with the lowest potential for abuse, a currently accepted medical use, and likely to lead to only limited physical or psychological dependence. Schedule V drugs include medicines that have very small amounts of specified narcotic drugs. (Colorado Stat. Ann. Section 18-18-203 to 18-18-207.)



Some CDS such as codeine, a common pain medication, may be possessed legally so long as the holder has a valid prescription.

This article concerns possession for personal use only. Separate punishments apply to possession for sale or for manufacture of controlled substances.

### Possession and Penalties

In Colorado, the criminal penalties depend on the type and amount of CDS involved. CDS possession crimes are classified as petty offenses, misdemeanors, or felonies.

#### Petty offenses

Petty offenses are the least serious CDS possession crime. Petty offenses are divided into two classes. All petty offense possession crimes are Class 1 and are punishable by the amount of the fine specified in the section that defines the offense.

(Colorado Code Section 18.1.3-503.)

#### Misdemeanors

Misdemeanors are divided into three classes and are less serious than felonies. CDS misdemeanor possession crimes are either Class 1 or Class 2.

- Class 1 misdemeanors are punishable by six to 18 months of incarceration and a fine of \$600 to \$5,000, or both.
- Class 2 misdemeanors are punishable by three months to one year of incarceration and a fine of \$250 to \$1,000, or both.

(Colorado Code Section 18-1.3-501.)

#### Felonies

Colorado divides felonies into six classes. Class 1 felonies are the most serious and Class 6 felonies are the least serious. All CDS possession for personal use crimes are either Class 4, 5, or 6 felonies.

- Class 4 felonies are punishable by two to six years of incarceration and a fine of \$2,000 to \$500,000, or both.
- Class 5 felonies are punishable by one to four years of incarceration and a fine of \$1,000 to \$100,000, or both.
- Class 6 felonies are punishable by one to two years of incarceration and a fine of \$1,000 to \$100,000, or both.

(Colorado Code Section 18-1.3-401.)

### Felony Possession of CDS

All possession of CDS crimes, other than marijuana, are felonies. The class of felony depends on the type and amount of CDS in the defendant's possession.

- Possession of four grams or less of a substance that contains any amount of flunitrazepam, ketamine, or any other Schedule I or Schedule II CDS is a Class 6 felony.
- Possession of more than four grams or less of a substance that contains any amount of flunitrazepam, ketamine, or any other Schedule I or Schedule II CDS is a Class 4 felony.

- Possession of two grams or less of any substance that contains any amount of methamphetamines is a Class 6 felony.
  - Possession of two grams or more of any substance that contains any amount of methamphetamines is a Class 4 felony.
  - Possession of more than 12 ounces of marijuana is a Class 6 felony.
  - Possession of more than three ounces of marijuana concentrate is a Class 6 felony.
- (Colorado Code Section 8.18-403.5.)

### **Misdemeanor Possession of CDS**

Possession of any substance that contains any amount a Schedule III, IV, or V CDS, other than flunitrazepam or ketamine, is a Class 1 misdemeanor.

(Colorado Code Section 18.18-403.5.)

### **Use of CDS other than Marijuana**

The unlawful use of any CDS, other than marijuana, is a Class 2 misdemeanor. (Colorado Code Section 18-18-404.)

### **Marijuana**

The possession for personal use of marijuana is the least serious CDS possession crime. Except as discussed elsewhere, the possession for personal use of marijuana is either a petty offense or misdemeanor.

- Possession of two ounces or less of marijuana is a Class 2 petty offense and is punishable by a fine of up to \$100.
- The public display or use of marijuana of an amount less than two ounces is a Class 2 petty offense and is punishable by a fine of at least \$100 or by incarceration of up to 15 days in the county jail and a fine of up to \$100.
- Possession of more than two ounces, but less than six ounces of marijuana is a Class 2 misdemeanor.
- Possession of more than six ounce, but less than 12 ounces of marijuana is a Class 1 misdemeanor.
- Possession of three ounces or less of marijuana concentrate is a Class 1 misdemeanor.
- The transfer to another person, without payment, of two ounces or less of marijuana is not considered sale of CDS and is a Class 2 petty offense.

(Colorado Code Section 18-18-406.)

### **Medical Marijuana**

Under limited circumstances a patient diagnosed with a debilitating medical condition may be prescribed medical marijuana to treat or alleviate the patient's symptoms. However, the unlawful use of another person's medical marijuana is a Class 1 misdemeanor. (Colorado Code Section 18-18-406.3.)

## Drug Paraphernalia

The possession of drug paraphernalia is a Class 2 petty offense punishable by a fine of up to \$100.

## Synthetic Cannabinoid or Salvia Divinorum

The possession for personal use of any amount of synthetic cannabinoid or salvia divinorum, a psychoactive plant that produces hallucinatory experiences, is a Class 2 misdemeanor.

## Toxic Vapors

The abuse of toxic vapors for the purpose of intoxication is a Class 1 petty offense. Toxic vapors include:

- acetone
- hexane
- benzene, and
- isopropyl alcohol.

(Colorado Code Section 18-18-412.)

## Habitual Offenders

Defendants with multiple felony convictions of any crime face increasingly harsh punishment. Class 6 felony convictions are exempt from habitual offender enhanced penalties.

**Two or more prior convictions.** A defendant with two or more prior felony convictions, either from Colorado or another state, who is convicted of a third felony within a ten year period, is punished by term of incarceration three times that of the maximum penalty for the underlying conviction.

**Three or more prior convictions.** A defendant with three or more prior felony convictions, either from Colorado or another state, who is convicted of a fourth felony within a ten year period, is punished by term of incarceration four times that of the maximum penalty for the underlying conviction.

(Colorado Statute Section 18-1.3-801.)

## COLORADO State Alcohol Laws

Colorado law enforcement refers to drunk driving offenses as either:

- DUI (Driving Under the Influence), triggered by .08% or higher BAC, or
- DWAI (Driving While Ability Impaired), triggered by .05% BAC or higher (but less than .08% BAC).

**What are the penalties for a DWAI/DUI in Colorado?**

	<a href="#">1<sup>st</sup> Offense</a>	<a href="#">2<sup>nd</sup> Offense</a>	<a href="#">3<sup>rd</sup> Offense</a>
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<b>Jail</b>	Up to 1 year (DUI), or up to 180 days (DWAI)	Up to 1 year (DUI & DWAI)	Up to 1 year (DUI & DWAI)
<b>Fines and Penalties</b>	Up to \$1,000 (DUI), or up to \$500 (DWAI)	Up to \$1,500 (DUI & DWAI)	Up to \$1,500 (DUI), or up to \$1,000 (DWAI)
<b>License Suspension</b>	9 months (DUI), none for DWAI	1 year (DUI & DWAI)	2 years (DUI & DWAI)
<b>IID** Required</b>	No	Yes	Yes

**DWAI With Previous DUI:** Jail – 60 Days to 1 Year, Fine – \$800 to \$1,200, Public Service – 52 to 104 Hours

**DUI With Previous DWAI:** Jail – 70 Days to 1 Year, Fine – \$900 to \$1,500, Public Service – 56 to 112 Hours

**Lookback Period:** There is no lookback period in Colorado. All prior DWAI/DUIs are relevant for sentencing and penalty purposes.

\*\*[Interlock Ignition Device](#)

### How much do you have to drink (BAC\*) for a DWAI/DUI in Colorado?

<b>Under 21</b>	.02%
<b>21 or older</b>	.08% DUI or .05% DWAI

\*BAC = blood alcohol content

### What if you refuse to take a chemical test in Colorado?

Colorado has an implied consent law. That means that if you refuse to submit to a chemical test you will be subject to a fine and automatic license suspension. To learn more, see [Colorado's implied consent law](#).

	<b>1<sup>st</sup> Offense</b>	<b>2nd offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Refusal to take test</b>	1 year revocation of license	2 year revocation of license	3 year revocation of license

**Disclaimer:** We try to keep the information provided here up to date. However, laws often change, as do their interpretation and application. Different jurisdictions within a state may enforce the laws in different ways. For that reason, we recommended that you seek the advice of a local attorney familiar with DWAI/DUI cases in your area.

### Can you plead to a lesser offense than DWAI/DUI in Colorado?

A defendant might receive a "[wet reckless](#)," or a conviction of reckless driving involving alcohol, as a result of a plea bargain in which a charge of drunk driving is reduced to a case of reckless driving. There is no statutory provision on whether a wet reckless plea bargain will be accepted in your state, but it's possible a lawyer may be able to create a plea bargain for you.

## New DUI Laws

Colorado modified the amount of time an offender is required to stay in jail for a DUI conviction and now imposes a 10-day minimum jail term for a second offense as well as a 60-day minimum jail sentence for a third and subsequent offenses. Additionally, the law has eliminated the requirement that an offender wear an ankle bracelet leaving only two options: either serve requisite time or apply for a work release program.

## Drinking and Driving Laws in Colorado

Drunk driving laws in The State of Colorado are similar to other DUI laws in the United States, however Colorado also has a Driving While Ability Impaired (DWAI) law that makes it illegal to drive with a lower blood alcohol concentration (BAC) level that is lower than most states. The DWAI law starts at 0.05 percent (BAC) whereas most states start with a 0.08 percent BAC. The Colorado DUI law prohibits a person from driving when they have a concentration of .08 percent or more alcohol in their blood system. This is the standard measurement use by most states for the "impaired" driver.

The first time you are caught driving with a blood alcohol content of .08 or above, you are guilty of driving under the influence. The fine for your first DUI is from \$300- \$1000. You will spend between 5 days to 1 year in jail with mandatory public service from 48 to 96 hours. You will also have your license revoked for 1 year.

**How many drinks does it take to reach the legal limit in Colorado?** There are many variables that determine if a person has reached the legal limit, however what may make one person legally drunk, isn't always the case with another individual. There are BAC calculators and Alcohol Charts that can serve as a point of reference, but again individual factors such as age, weight and the duration of time that has passed between drinks all play into the equation. There isn't a single formula that works for everyone. On average it takes very little alcohol to become legally drunk and the best answer to drinking and driving is to have zero drinks before you drive.

## Is a DWAI in Colorado a Criminal Charge?

Driving While Ability Impaired (DWAI) refers to a charge when the driver's judgment or physical control is impaired [due to drugs](#) and/or alcohol even though the driver's blood alcohol content (BAC) is less than .08% (a DUI). A DWAI is commonly charged when your BAC is between .05 and .08. Although the penalties associated with a DWAI are not as stringent as the penalties associated with a DWI, it is a criminal (misdemeanor) charge and the penalties may include fines and incarceration. In addition, there may be license suspension and eight points added to your driving record. It will also count against you for subsequent offenses to worsen your penalties.

When you are charged with a first DWAI, you may be sent to jail for a minimum of 2 days and a maximum of 180 days. You may have to pay fines that range from \$200 to \$500. You may need to do 24 to 48 hours of community service. You can lose your license and your DWAI charges can show up on your criminal record. You may also face additional requirements like drug or alcohol counseling. Your attorney can assist you in deciding whether to try to plea bargain the charges down or whether you may have grounds for fighting the charges.

## The State of Colorado Express Consent Law

Colorado's express consent law is similar to laws in other states know as "Implied Consent Laws". The Colorado law means that, as a driver in the State of Colorado you automatically agree to take a chemical

test of your breath, urine and blood. If you refuse to take a chemical test your driver's license will be revoked for a period of one year.

In addition if you refuse a chemical test a second time your license will be suspended for 2 years and you will become eligible for an ignition interlock device after 1 year of suspension has passed. A third refusal and your license will be suspended for 3 years and you may request a restricted license with an ignition interlock device after a period of one year.

### **How to Regain Federal Student Aid Eligibility**

1. A student can regain eligibility for federal student aid funds the day after the period of ineligibility ends or upon having a conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale of illegal drugs or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.
2. A student may also regain eligibility upon successful completion of a qualified drug rehabilitation program that must:
  - Include the student passing at least two unannounced drug tests;AND
  - Have received or is qualified to receive funds directly or indirectly under a federal, state or local government program, or
  - Be administered by a federal, state, or local government agency or court, or
  - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company, or
  - Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.
3. A student may further regain eligibility upon successful completion of two unannounced drug tests which are part of an approved rehab program (the student does not need to complete the rest of the program).

The student is responsible to certify that a rehabilitation program was successfully completed. As with the conviction question on the FAFSA, the Academy is not required to confirm the reported information unless conflicting information is determined.

### **Convictions during Enrollment**

Federal regulations require enrolled students convicted of a drug offense after receiving federal financial aid to notify International Salon and Spa Academy immediately. The student will then become ineligible for further federal financial aid and must repay federal financial aid received after the conviction.

### **Drug and Alcohol Counseling**

1<sup>st</sup> Alliance Treatment Services 719-510-6571  
ACI Counseling Services- \$10 DUI Classes 719-646-2748  
Alano House 719-520-1732  
Alcoholics Anonymous 719-573-5020  
Al-non & AL-A-Teen 719-632-0063  
Art of Redirection Counseling 719-593-9228  
Ayuda IOP ,Spanish Speaking Therapist 719-459-6710  
Bridge to Awareness IOP in Colo Spgs 719-471-2514  
Bridge to Awareness IOP in Fountain 719-390-4652  
Bridge to Awareness IOP in Pueblo 719-296-1366

Cocaine Anonymous Hotline 719-448-0110  
 Colorado Quit Line 1-800-784-8669  
 Cripple Creek Rehab & Wellness Center 719-689-2931  
 CrossRoads Turning Points Pueblo Detox 719-546-6666 ext 2  
 Crossroads Turning points Pueblo 719-924-9511  
 Crystal Meth Anonymous 719-440-4282  
 Drug and Alcohol Prevention and Counseling 719-578-3150  
 El Paso County Detox Center 719-390-2046  
 Genesis Outpatient Substance Abuse Center 719-632-3510  
 Harbor House Collaborative 719-473-5557  
 Narcotics Anonymous 719-637-1580  
 Phoenix MultiSport 719-434-3387  
 Alano Recovery Homes 719-520-1732  
 A Turning Point of Colorado Springs 719-550-1011  
 Al-Anon and Al-Ateen (888) 425-2666  
 Alcoholics Anonymous 719-573-5020  
 Bridge to Awareness Counseling Center 719-471-2514  
 Cedar Springs Behavioral Health System, Inc 719-633-4114  
 Colorado Treatment Services 434-2061  
 Community Alcohol, Drug, Rehabilitation & Education Center (C.A.D.R.E.C.) 303) 295-2521  
 Connect Care LLC 719-572-6133  
 Genesis Alcohol, Drug & Domestic Violence Treatment Program 719-632-3510  
 Harbor House Collaborative 719-473-5557  
 Light House Assessment Center 719-572-6340  
 Journeys Counseling Center 719-687-6927  
 Narcotics Anonymous 719-637-1580  
 Federal Substance Abuse and Mental Health Services Administration (800) 729-6686  
 National Council on Alcoholism and Drug Dependence, Inc. (NCADD) (800) 622-2255 / (212) 269-7797  
 Resada in Patient Substance Abuse Center 719-456-2600  
 Sober Living House 719-388-3376

### **Academy Sanctions for Alcohol and Drug Violations**

Any member of the Academy community found consuming or selling drugs on Academy property shall be subject to discipline on a case-by-case basis.

- Discipline will be based on the seriousness of the situation.
- A case may result in dismissal from the Academy.
- In all cases, the Academy will abide by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.
- Additional state penalties and sanctions may also apply.
- The Academy has adopted a zero-tolerance policy regarding underage drinking.
- Successful completion of an appropriate rehabilitation program by an individual confirmed to have been in violation of alcohol or drug policies and/or laws who has since sought admission or readmission to the Academy will be considered on a case-by-case basis.

### **A DESCRIPTION OF DRUG AND ALCOHOL ABUSE PREVENTION PROGRAMS**

International Salon and Spa Academy publishes and distributes annually to all current students and employees a copy of the Drug and Alcohol Abuse Prevention Program. Below are the details related to this topic.

#### **Drug and Alcohol Abuse Prevention**

Drug abuse affects all aspects of American life. It threatens the workplace, our homes, our schools and our community. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees through the **Safe and Drug-Free Schools and Communities Act**. All students are expected to conduct themselves as mature adults

and as members of an academic community. The consumption of alcohol or drugs while attending class is prohibited and may be subject to disciplinary action.

The expectations set forth in the Academy's Standards of Conduct related to drug and alcohol use is discussed earlier. Those expectations, as well as the provision of the related risks and consequences with the penalties and possible sanctions being highlighted, are re-emphasized and distributed to students and employees at least annually. Additionally, drug and alcohol counseling resources are made known to all members of the Academy community.

### **Biennial Review of the Drug and Alcohol Abuse Prevention Program**

Schools are required to conduct a biennial review of their drug and alcohol abuse prevention program. This review must include a determination of the number of drug and alcohol-related violations and fatalities that occur on the Academy's campus or as part of the Academy's activities and the number and type of sanctions imposed by the Academy as a result of drug and alcohol-related violations and fatalities that occur on the Academy's campus or as part of the Academy's activities.

The term "campus" is defined in the same manner as it is defined for campus safety reporting purposes. That is, the term campus encompasses any building or property owned or controlled by the Academy within a reasonably contiguous geographic area used in direct support of the Academy's educational purposes or used by students and supporting Academy purposes.

The effectiveness of International Salon and Spa Academy's prevention program is, in part, also measured by tracking the number of drug and alcohol-related

- disciplinary actions,
- treatment referrals, and
- incidents recorded by campus officials.

Additionally, to assist in the determination of the effectiveness of International Salon and Spa Academy's prevention program, the Academy considers, if and when the Academy is made aware, the number of students or employees attending self-help or other counseling groups related to alcohol or drug abuse. The Academy also conducts a survey to ascertain student, faculty, and employee attitudes and perceptions about whether there is a drug and alcohol problem on campus.

With the results gathered from the various points of information described above, the Academy writes its report giving the results of the biennial review and its determination of whether the program is being effective or must be modified. The Academy keeps the biennial review on file in case of a possible audit. Schools are not required to send their review to the U.S. Department of Education unless requested to do so. International Salon and Spa Academy conducts its biennial review every other year (odd). The report from the review and documents related to it are retained for three years after the fiscal year in which the report was created.