



## CAMPUS SAFETY AND SECURITY POLICY 2018-19

### INTRODUCTION:

This document has been designed to inform all students and employees of Central Texas Beauty College about its safety and security procedures and policies. The Administration of Central Texas Beauty College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can also be located on our web site at [www.centraltexasbeautycollege.com](http://www.centraltexasbeautycollege.com). The annual disclosure document is done each year by reviewing internal reports and contacting the local law enforcement agencies to compile the statistics used in the report. The safety of our students and employees is of the upmost concern of the administration. This document explains this institution's policy regarding crime and accident prevention, public safety, criminal and accident reporting procedures, and fire safety. Read this document carefully, and ask questions if you feel confused or uncertain.

At orientation for new students and employees, as well as in October of each year, each student and employee is informed of the school's campus security report, procedures, and safety practices. We also review with students and employees the need to be responsible for their own security and safety at all times. Two times during the year, we bring local law enforcement officials and other local agencies into the school to review how to protect yourself against crime, how to be responsible for your own safety, and how to protect yourself against sexual assault. When time is of the essence, information is released to the school community through email security alerts.

Central Texas Beauty College, herein referred to as "school" or "institution," uses the following policy and procedures:

### CRIME & ACCIDENT PREVENTION:

During business hours, the school will be open to students, parents, employees, clients, contractors, guests, and invitees. During non-business hours, access to all school facilities is by key, if issued, to employees only and cleaning crews. The school does not have residence halls or officially recognized student organizations with off-campus locations. Central Texas Beauty College staff has the authority to ask persons for identification and to determine whether individuals have lawful business at Central Texas Beauty College.

The school does not assume liability for stolen property. Therefore, students and employees should always keep their personal belongings locked in the student lockers or locked offices or cabinets, which have been provided. The institution encourages students and staff not to bring expensive jewelry, money, or other valuables to the school. Such items should be left at home in order to reduce the chance of theft.

The school reserves the right to prosecute any student or employee to the full extent of state and United States federal law for any criminal violation committed on the school premises. The school will take into consideration the specifics of any student who may be accused of a crime on a case-by-case basis, which may include suspension or termination from school.

Criminal violations may include, but may not be limited to the following:

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

***FURTHER PREVENTATIVE MEASURES INCLUDE:***

1. Students and/or employees shall not be permitted to consume illegal or controlled substances, including alcoholic beverages, during school hours or at school functions.
2. Students and/or employees shall not be permitted to have any illegal or otherwise dangerous weapons in their possession or on school property. Such a violation will result in the confiscation of the weapon, possible prosecution, and possible termination from enrollment or employment.
3. Students and/or employees must keep their property securely locked in the designated areas in order to prevent theft.
4. Students and/or employees must park in the designated areas and should always keep their cars securely locked.
5. Employees and/or students must never remain alone within the facility after closing without administrative approval. If approval has been given, the outside door must remain locked at ALL times, and the student/employee must not allow any unauthorized individual entrance.
6. All employees should make certain that the offices remain securely locked at all times. When leaving the office, the employees must always check the door to ensure it is secure.
7. Students and/or employees shall report hazardous conditions; i.e., faulty or broken equipment, water leaks, chemical spills, exposed electrical wires, etc., to the School Director for immediate attention.
8. The School Director shall handle all such hazards with appropriate caution and expedience. Proper procedures may require the School Director to notify the appropriate agencies: i.e., the poison control center, the fire department, the power company, etc.
9. Students and/or employees shall not attempt to repair damaged electrical equipment or exposed wires. Instead, such problems should be reported to the administration.
10. Damaged or dangerous structural conditions shall be reported to the School Director immediately.
11. Students and/or employees should handle all equipment correctly: i.e., within the manufacturer's specifications. The school will not be responsible for accidents caused by the inappropriate or negligent use of any of its equipment.
12. Students and/or employees shall not be permitted to use unauthorized equipment. The school will not accept liability for accidents involving such unapproved equipment.
13. Students and/or employees with unusual or serious health conditions are encouraged to report such conditions upon admission or employment. Arrangements must be made with his or her physician for appropriate preventative measures. All such conditions will be kept confidential among school management.

**CRIMINAL & ACCIDENT REPORTING PROCEDURES:**

The school does not have individual campus security. All crimes are reported to the local police department for investigation and action. We encourage all students and employees to timely report all crimes as follows:

**Emergencies:**

Dial 9-1-1

**Non-emergencies:**

Ms. Jennifer Painter-Beillon, the School Director/Campus Security Coordinator at the Round Rock campus

Ms. Edith Ingalsbe, the School Director/Campus Security Coordinator at the Temple campus

These individuals will promptly contact the local authorities to address the issue. Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis. If you need to seek professional help after having been a victim of a crime, contact the following counseling centers:

Hope Alliance Crisis Hotline (Round Rock area): 1-800-460-SAFE (7233)

Families in Crisis (Temple area): 1-888-799-SAFE (7233)

If you are the victim of a crime and do not want to pursue action within the school's system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the School Director can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the school can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

### Suggested reporting procedures for certain incidents:

1. In the event of a burglary or robbery:
  - a. Remain calm and agreeable with the culprit(s).
  - b. Do not attempt any heroic measures.
  - c. Report all burglaries to the local police.
  - d. When reporting a burglary or robbery:
    1. Indicate name of institution.
    2. Indicate your name.
    3. Indicate date and time of incident.
    4. Indicate any injuries if known.
    5. Indicate number of suspects involved.
    6. Indicate any descriptive information.
2. In the event of larceny:
  - a. Remain calm and agreeable with those involved.
  - b. Do not attempt to determine if any person is innocent or guilty.
  - c. Report all larceny to the local police department for investigation.
    1. Indicate the name and address of the school.
    2. Indicate your name.
    3. Indicate the date and time of the incident.
    4. Indicate any injuries if known.
    5. Indicate the name(s) of those involved or any witnesses.
    6. Indicate any descriptive information.
3. In the event of an accident:
  - a. Report the event to the School Director or manager on duty.
  - b. The School Director or manager on duty will do the following:
    1. Determine if emergency help is needed. If so, he or she will call for it.
    2. Fill out an accident report. Include the cause, the name(s) of those involved, the date, the time, the circumstances, and the explanation of any witnesses.
    3. Report all the information to the management.
    4. If necessary, notify parents and family of the victim(s).
4. In the event of a general emergency within the school's premises, please notify the school's administration immediately and remain calm. The school personnel are trained in emergency response and evacuation procedures. The School Director will determine whether a significant emergency exists by evaluating the situation and consulting with local police authorities. If the School Director is not available, contact a staff member.

### **EMERGENCY PROCEDURES:**

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

1. In-place evacuation (lockdown): keeping students and staff members in place but securing the location for the emergency at hand.

2. On-site evacuation: movement of students and staff members out of the building affected and relocation to a safe area near the school.

If an emergency exists in which students and staff are subject to an immediate threat on campus, as confirmed by the School Director (or another member of the administrative staff if the School Director is not available), an immediate announcement will be made over the school's intercom system by the School Director (or such other available person) who will notify the student body and staff who are determined to be at risk of the emergency and the steps to follow. The institution will, without delay, and 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 responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Police authorities will be contacted for assistance. School staff will be responsible for mitigating the emergency, if possible, and assisting with directions to students and clients regarding evacuation procedures. Do not exit the building unless you have been directly instructed to do so. It may be safer to stay in the school premises in a lockdown mode. Please listen to all announcements from the School Director and follow the directions given over the intercom; remain calm. The staff will direct you where to go in the event of an emergency in order to ensure your safety.

If necessary, and as determined by the School Director, the entire campus community will be notified through e-mail and Facebook, Students should take responsibility for regularly checking their e-mail and keeping it updated with their School Director.

The school will review its evacuation plans and procedures during the orientation on the first day of class, as well as yearly with the student body and staff. The school will also conduct announced and unannounced emergency evacuation tests annually in order for the staff and students to clearly understand the procedures. Students and staff are expected to be present on those days. Each test will be documented in the school's records as to the type of test, date, time, and whether it was an announced or unannounced test.

#### **FIRE:**

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

#### **ILLNESS OR INJURY:**

##### ***A. MINOR***

1. Treat with medical supplies on hand.
2. Evaluate periodically to see if further medical attention is required.

##### ***B. MAJOR***

1. Employ first aid techniques as trained, if needed.
2. Contact 911 if immediate medical attention is required.
3. If an illness or an injury requires a doctor's care, but emergency services are not required, the staff members should then arrange for transportation to the emergency room, clinic, or hospital.

#### **BOMB THREATS:**

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

#### **EMERGENCY EVACUATION:**

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

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

#### **TORNADO/SEVERE WEATHER WATCHES AND WARNING PROCEDURES:**

1. The safe place designated by the School Director are the restrooms in the Round Rock facility and the Senior Classroom in the Temple facility.
  - a. All students, staff and clients will be moved to the designated location.
  - b. Maintain flashlight and voice contact among staff members at all times.
  - c. Make sure to conduct a head count before moving to a safe place, after arriving at a safe place, and after leaving the designated area.
2. After there is absolute certainty that the storm has passed:
  - a. The staff members should conduct a head count.
  - b. Provide any necessary first aid and call 911 for any necessary response agencies.
  - c. Check the entire building for any damages such as fire, water, or structural.
  - d. Turn on and test utilities.
3. Notify the School Director as soon as possible with an update of conditions.
4. Notify any agents that services are needed.

#### **BASIC "SHELTER-IN-PLACE" GUIDANCE:**

If an incident occurs and the building you are in is not damaged, stay inside-seeking an interior room-until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, etc.) and follow the evacuation procedures for your building (close your door and proceed to the nearest exit). Once you have evacuated, seek shelter at the nearest neighboring building quickly. If police or fire department personnel are on the scene, follow their directions.

**How You Will Know to "Shelter-in-Place":** A shelter-in-place notification may come from several sources, including the school's intercom system, CTBC staff members, email notification, the federal or TX government.

**How to “Shelter-in-Place”:** No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel: 1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene. 2. Locate a room to shelter inside. It should be: -An interior room; -Above ground level; and -Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary 3. Shut and lock all windows (tighter seal) and close exterior doors. 4. Turn off air conditioners, heaters, and fans. 5. Close vents to ventilation systems as you are able. (Staff will turn off ventilation as quickly as possible.) 6. Make yourself comfortable.

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

#### **TIMELY WARNING:**

The School Director and other members of the administration will alert the campus community to certain crimes in a timely manner to aid in the prevention of similar crimes through email communication. Students and staff should take responsibility for regularly checking their e-mail and keeping it updated with their School Director.

The decision to issue a warning to the campus community and the contents of the warning will be decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as: (1) The nature of the crime, (2) the continuing danger to the campus community, and (3) the possible risk of compromising law enforcement efforts.

#### **STUDENT RIGHT TO KNOW POLICY:**

All criminal activity and accidents that occur on the school premises must be reported to the School Director who must keep a confidential file on the circumstances surrounding each incident. The School Director must make the information available to the employees and students, although he or she should keep personal information, such as names, confidential. The School Director shall use the following procedures for informing students and employees of criminal activity and accidents:

1. Each week during weekly announcements, a general account of any criminal activity that may have occurred will be given, if any.
2. Each week, a general account of any criminal incident and/or accident, if any, will be posted in the lounge for student access. Confidential information will not be available.
3. A confidential file will be kept that describes each accident and criminal incident in detail. The file must include dates, times, names, extenuating circumstances, agencies notified, etc.
4. Statistics regarding the incidence of rape, burglary, drug violations, motor vehicle theft, murder, and simple or aggravated assaults that occurred within the institution will be available to any and all students and/or employees upon request.

Statistics concerning the number of arrests for on-campus crimes of murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug law violations, illegal weapon possessions, arson, negligent manslaughter, and non-negligent manslaughter during the calendar years of are listed on the next two pages.

ROUND ROCK CAMPUS

Crime	Year	On Campus	Non-Campus	Public Property
Murder and Non-negligent Manslaughter	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Negligent Manslaughter	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Sex Offenses- Forcible	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Sex Offenses – Non-Forcible	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Robbery	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Aggravated Assault	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Burglary	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Motor Vehicle Theft	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Arson	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Hate Crimes * (any of the above, or larceny**, simple assault***, intimidation**** or destruction/damage/ vandalism to property***** that is motivated by bias)	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Arrests for Liquor Law, Drug Abuse and Weapons Violations	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Disciplinary Action for Liquor Law, Drug Abuse and Weapons Violations	2016	0	0	0
	2015	0	0	0
	2014	0	0	0

Note: These statistics were based on the following parameters: CTBC Round Rock campus records, Round Rock Police Department, Williamson County Police Department crime data.

\*The school will separately report any hate crimes by category of prejudice and by type of crime if any are reported during the reporting period.

\*\*The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.

\*\*\* 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; or any other crime involving bodily injury.

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

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

TEMPLE CAMPUS

Crime	Year	On Campus	Non-Campus	Public Property
Murder and Non-negligent Manslaughter	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Negligent Manslaughter	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Sex Offenses- Forcible	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Sex Offenses – Non-Forcible	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Robbery	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Aggravated Assault	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Burglary	2016	0	0	0
	2015	0	0	0
	2014	1	0	0
Motor Vehicle Theft	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Arson	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Hate Crimes * (any of the above, or larceny**, simple assault***, intimidation or destruction/damage/ vandalism to property***** that is motivated by bias)	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Arrests for Liquor Law, Drug Abuse and Weapons Violations	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Disciplinary Action for Liquor Law, Drug Abuse and Weapons Violations	2016	0	0	0
	2015	0	0	0
	2014	0	0	0

Note: These statistics were based on the following parameters: CTBC Temple campus records, Temple Police Department, Bell County Police Department crime data.

\*The school will separately report any hate crimes by category of prejudice and by type of crime if any are reported during the reporting period.

\*\*The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.

\*\*\* 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; or any other crime involving bodily injury.

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

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

An incident must meet three conditions to be classified as a burglary. First, there must be evidence of unlawful entry (trespass). Second, the unlawful entry must occur within a structure, which is defined as having



four walls, a roof, and a door. Finally, the unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is larceny.

There were 0 crimes of murder, forcible rape, non-forcible rape, or aggravated assault that show evidence of prejudice based on race, gender, religion, sexual orientation, disability, or ethnicity as prescribed by the Hate Crime Statistics Act (28 U.S.C. 534) on the school's campus or on public property immediately surrounding the school's campus.

The school monitors and records any criminal activity that takes place at a school event off campus by contacting local police agencies to ensure that all off-campus activities are conducted in safe and secure facilities. Each of these events is supervised by teachers and staff of the school.

### **VIOLENCE AGAINST WOMEN ACT:**

This document has been designed to inform all students and employees of the Violence Against Women Act and outlines Central Texas Beauty College's commitment to the health and safety of its students and employees. This annual disclosure document is done each year by contacting the local police department and reviewing school records to compile the statistics used in the report. The school will also provide a yearly training to promote awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, as well as outlines options for reducing the risk of such offenses occurring, the warning signs of abusive behavior, and how to avoid potential attacks. Please read this document carefully and ask questions if you feel confused or uncertain. Each school's Campus Security Coordinator is the School Director.

Each year, the school brings in a local law enforcement official and a representative from the local crisis center to review how to protect yourself against crime, how to be responsible for your own safety, and how to protect yourself against sexual assault. Central Texas Beauty College is committed to making your school a safe place.

### **What is Domestic Violence?**

Domestic violence is a repetitive pattern of abusive behaviors to maintain power and control over an intimate partner. These are behaviors that physically harm, arouse fear, prevent a partner from doing what they wish or force them to behave in ways they do not want. Abuse includes the use of physical and sexual violence, threats and intimidation, emotional abuse and economic deprivation. Many of these different forms of abuse can be going on at any one time.

**Physical abuse includes:** Pulling your hair, punching, slapping, kicking, biting or choking you; forbidding you from eating or sleeping; damaging your property when they're angry (throwing objects, punching walls, kicking doors, etc.); using weapons to threaten to hurt you, or actually hurting you with weapons; trapping you in your home or keeps you from leaving; preventing you from calling the police or seeking medical attention; harming your children; abandoning you in unfamiliar places; driving recklessly or dangerously when you are in the car with them; forcing you to use drugs or alcohol (especially if you've had a substance abuse problem in the past).

**Emotional abuse includes:** Calling you names, insulting you or continually criticizing you; refusing to trust you and acting jealous or possessive; trying to isolate you from family or friends; monitoring where you go, who you call and who you spend time with; demanding to know where you are every minute; punishing you by withholding affection; threatening to hurt you, the children, your family or your pets; humiliating you in any way; blaming you for the abuse; gaslighting; accusing you of cheating and being often jealous of your outside relationships; serially cheating on you and then blaming you for his or her behavior; cheating on you intentionally to hurt you and then threatening to cheat again; attempting to control your appearance: what you wear, how much/little makeup you wear, etc.; telling you that you will never find anyone better, or that you are lucky to be with a person like them.

**Sexual abuse includes:** Forcing you to dress in a sexual way; insulting you in sexual ways or calls you sexual names; forcing or manipulating you into to having sex or performing sexual acts; holding you down during sex; demanding sex when you're sick, tired or after hurting you; hurting you with weapons or objects during sex; involving other people in sexual activities with you against your will; ignoring your feelings regarding sex; forcing you to watch pornography; purposefully trying to pass on a sexually transmitted disease to you.

**Sexual coercion** lies on the 'continuum' of sexually aggressive behavior. It can vary from being egged on and persuaded, to being forced to have contact. It can be verbal and emotional, in the form of statements that make you feel pressure, guilt, or shame. You can also be made to feel forced through more subtle actions. For example, an abusive partner may make you feel like you owe them — ex. because you're in a relationship, because you've had sex before, because they spent money on you or bought you a gift; giving you drugs and alcohol to "loosen up" your inhibitions; playing on the fact that you're in a relationship, saying things such as: "Sex is the way to prove your love for me," "If I don't get sex from you I'll get it somewhere else"; reacting negatively with sadness, anger or resentment if you say no or don't immediately agree to something; continuing to pressure you after you say no; making you feel threatened or afraid of what might happen if you say no; trying to normalize their sexual expectations: ex. "I need it, I'm a man." Even if your partner isn't forcing you to do sexual acts against your will, being made to feel *obligated* is coercion in itself. Dating someone, being in a relationship, or being married never means that you *owe* your partner intimacy of any kind.

**Economic or financial abuse includes:** Giving an allowance and closely watching how you spend it or demanding receipts for purchases; placing your paycheck in their bank account and denying you access to it; preventing you from viewing or having access to bank accounts; forbidding you to work or limiting the hours that you can work; maxing out credit cards in your name without permission or not paying the bills on credit cards, which could ruin your credit score; stealing money from you or your family and friends; using funds from children's savings accounts without your permission; living in your home but refusing to work or contribute to the household; making you give them your tax returns or confiscating joint tax returns; refusing to give you money to pay for necessities/shared expenses like food, clothing, transportation, or medical care and medicine.

**Digital abuse is the use of technologies such as texting and social networking to bully, harass, stalk or intimidate a partner, and includes:** Telling you who you can or can't be friends with on Facebook and other sites; ending you negative, insulting or even threatening emails, Facebook messages, tweets, DMs or other messages online; using sites like Facebook, Twitter, foursquare and others to keep constant tabs on you; putting you down in their status updates; sending you unwanted, explicit pictures and demands you send some in return; pressuring you to send explicit video; stealing or insisting to be given your passwords; constantly texting you and makes you feel like you can't be separated from your phone for fear that you will be punished; looking through your phone frequently, checking up on your pictures, texts and outgoing calls; tagging you unkindly in pictures on Instagram, Tumblr, etc.

You never deserve to be mistreated, online or off. Remember:

- Your partner should respect your relationship boundaries.
- It is ok to turn off your phone. You have the right to be alone and spend time with friends and family without your partner getting angry.
- You do not have to text any pictures or statements that you are uncomfortable sending, especially nude or partially nude photos, known as "sexting."
- You lose control of any electronic message once your partner receives it. They may forward it, so don't send anything you fear could be seen by others.
- You do not have to share your passwords with anyone.
- Know your privacy settings. Social networks such as Facebook allow the user to control how their information is shared and who has access to it. These are often customizable and are found in the privacy section of the site. Remember, registering for some applications (apps) require you to change your privacy settings.

- Be mindful when using check-ins like Facebook Places and foursquare. Letting an abusive partner know where you are could be dangerous. Also, always ask your friends if it's ok for you to check them in. You never know if they are trying to keep their location secret.
- You have the right to feel comfortable and safe in your relationship, even online.

Domestic violence can happen to anyone regardless of race, age, sexual orientation, religion or gender. Domestic violence affects people of all socioeconomic backgrounds and education levels. Domestic violence occurs in both opposite-sex and same-sex relationships and can happen to intimate partners who are married, living together or dating.

Domestic violence not only affects those who are abused, but also has a substantial effect on family members, friends, coworkers, other witnesses and the community at large. Children who grow up witnessing domestic violence are among those seriously affected by this crime. Frequent exposure to violence in the home not only predisposes children to numerous social and physical problems, but also teaches them that violence is a normal way of life, therefore, increasing their risk of becoming society's next generation of victims and abusers.

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

### **What is sexual assault?**

Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Consent means that both people in a sexual encounter must agree to it, and either person may decide at any time that he or she no longer consents and wants to stop the activity. Consenting to one behavior does not obligate you to consent to any other behaviors. Consenting on one occasion also does not obligate you to consent on any other occasion. Consenting means only that at this particular time, you would like to engage in this particular sexual behavior. Falling under the definition of sexual assault are sexual activities as forces sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

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

### **What is dating violence?**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors: 1. The length of the relationship, 2. The type of relationship, 3. The frequency of interaction between the persons involved in the relationship.

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

### **What is stalking?**

You are being stalked when a person repeatedly watches, follows or harasses you, making you feel afraid or unsafe. A stalker can be someone you know, a past boyfriend or girlfriend or a stranger. While the actual legal definition varies from one state to another, here are some examples of what stalkers may do: Show up at your home or place of work unannounced or uninvited; send you unwanted text messages, letters, emails and voicemails; leave unwanted items, gifts or flowers; constantly call you and hang up; use social networking sites and technology to track you; spread rumors about you via the internet or word of mouth; make unwanted phone calls to you; call your employer or professor; wait at places you hang out; use other people as resources to investigate your life, for example, looking at your Facebook page through someone else's page or befriending your friends in order to get more information about you; damage your home, car or other property.

If you feel you are being stalked and are in immediate danger, call 911 for assistance. The school does not have individual campus security. All crimes are reported to the local police department for investigation and action. The school encourages all students and employees to report all crimes in a timely manner to the School Director/Campus Security Coordinator who will promptly contact the local authorities to address the issue. Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis. If you are a witness to the crime, you must contact 911 for immediate assistance, and if you feel it is safe to intervene on behalf of the

victim, do so in the presence of others, if possible, or call out to the perpetrator that you have contacted the police and indicate that they are on their way; do not put yourself in danger as well.

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

In the event of sex offense on campus:

- a. Remain calm.
- b. Calm the victim; notify the School Director/Campus Security Coordinator.
- c. Inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police, and for medical assistance. If the victim would like the School Director/Campus Security Coordinator to notify the authorities, he or she will call 911 for medical assistance and to alert the police. The School Director/Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including, where applicable, restraining orders, orders for protection, or no-contact orders.
- d. The school and police strongly advocate that a victim of sexual assault, domestic violence, or dating violence report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim; and it provides the opportunity for the collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense, so do not disturb the area surrounding the incident.
- e. The school encourages victims of sex offenses to seek professional counseling. The school will ensure that the victim has access to free confidential counseling from counselors specifically trained in the areas of sexual assault, domestic violence, dating violence, stalking, and crisis intervention. If you need to seek professional help after having been the victim of a rape, sexual assault, domestic violence, or dating violence, you can contact the School Director/Campus Security Coordinator or you can also contact one of the following counseling centers:
  - Hope Alliance Crisis Hotline (Round Rock area): 1-800-460-SAFE (7233)
  - Families in Crisis (Temple area): 1-888-799-SAFE (7233)
- f. If a student or employee is a victim of an alleged sex offense, the student or employee may request a change in his or her academic schedule, regardless of whether or not the victim chooses to report the crime to the police; please notify the School Director/Campus Security Coordinator of such a request.
- g. If a student is alleged to having committed a sex offense, that student will have the right to a prompt, fair, and impartial investigation and hearing before the School Director/Campus Security Coordinator and two additional employees of the school's administration who have received annual training on issues related to the listed offenses and how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them throughout the hearing. The standard of proof in this case requires clear and convincing evidence that the incident more than likely occurred. A student found guilty of violating the school's sexual misconduct policy could be criminally prosecuted in the state courts and may be placed on probation, suspended, or expelled from the school for the first offense.
- h. The accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding. Both the accuser and the accused will simultaneously be informed in writing of the outcome of any school disciplinary proceeding, the opportunity for appeal, and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

i. The institution will, upon written request, disclose to the alleged victim of any crime of violence, or a nonforcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

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

**2016 – ROUND ROCK**

Type of Crime	Number of Occurrences	Number of Arrests
Sex offenses (forcible)	0	0
Sex offenses (non-forcible)	0	0
Sexual assault	0	0
Rape	0	0
Domestic Violence	0	0
Dating Violence	0	0
Stalking	0	0

**2016 - TEMPLE**

Type of Crime	Number of Occurrences	Number of Arrests
Sex offenses (forcible)	0	0
Sex offenses (non-forcible)	0	0
Sexual assault	0	0
Rape	0	0
Domestic Violence	0	0
Dating Violence	0	0
Stalking	0	0

The school educates the student community about sexual assaults and date rape through mandatory orientation. The police department offers sexual assault education and informational programs to students and employees. Literature on date rape education, risk reduction, and the school's response are available through the School Director/Campus Security Coordinator. Any student or employee who reports to the school that he or she has been the victim of one of the previously listed offenses, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act. All designated Campus Security Coordinators will review the Campus Safety and Security Reporting Training Module in January each year to stay abreast of changes to the regulations. Other interested individuals can access the training module at:

[http://www2.ed.gov/campus-crime/HTML/cc\\_off/Contents.html](http://www2.ed.gov/campus-crime/HTML/cc_off/Contents.html)

## DRUG AND ALCOHOL POLICY

In keeping with all local, state and Federal laws, our school prohibits the possession, use or distribution of drugs and alcohol by students or employees while on school property or when involved in any school-sponsored activity. Furthermore, you must be 21 years old in the State of Texas to consume alcoholic beverages.

Any student or employee who is or has been consuming alcohol or drugs on school property will be considered the same as though they came on to the school property under the influence of alcohol or drugs. For the first offense, student or employee will be suspended for 2 days. If there should be a second offense, the student or employee will be terminated. There will be an incident report placed in the individual's file or record for any offense.

Any student or employee having possession of alcohol or drugs – even though not under the influence – will be suspended for 2 days for the first offense. The second offense will be reported to the police and the student or employee will be terminated. There will be an incident report placed in the individual's file for any offense.

If conditions warrant such action, the school staff reserves the right to search any containers or the person if it appears a student or employee is involved with alcohol or drugs.

The Police Department or any legal drug enforcement officials are welcome to the school at any time for investigation or for making arrests. Penalties or punishment will depend upon the crime and Texas and Federal law. Each case will be determined after a review of the individual's file.

## HEALTH RISKS

Drug Type	Common Name	Health Risks
Tobacco	Cigarettes, smokeless tobacco, dip, snuff	Coronary heart disease, stroke, lung cancer, chronic obstructive lung diseases (such as chronic bronchitis and emphysema)
Alcohol	Beer, wine, wine coolers, liquor	Lowered resistance to disease, insomnia, unprotected sex, sexual dysfunction, depression
Marijuana	Grass, reefer, pot, weed	Heart, lung, and brain damage, paranoia, decreased motivation, depression, impaired memory
Steroids	Anabolic/androgenic (roids, juice)	Aggressiveness, acne, mood swings, atrophy of testes, breast enlargement in males, high blood pressure, liver damage
Solvents – Inhalants	Acetone, freons, nitrous oxide	Heart failure, respiratory arrest, liver and brain damage
Depressants	Alcohol, ludes, barbiturates	Disorientation, insomnia, depression, liver damage, convulsions
Hallucinogens	PCP, MDMA, LSD, Mushrooms Ecstasy (stimulant and hallucinogen)	Agitation, extreme hyperactivity, reduced eating, flashbacks

Stimulants	Cocaine, methamphetamine, amphetamine, diet pills	Headaches, depression, malnutrition, strokes, seizures, anorexia
Narcotics	Codeine, heroine, lords	Respiratory arrest, sleepiness, nausea, organ damage, severe constipation, lung damage

The use of all of the drugs listed above can produce physical and psychological dependence, leading to permanent damage to a person's body and brain.

#### COUNSELING FOR DRUG AND ALCOHOL ABUSE

The main source for current and active counseling centers are online or in the Yellow or Business sections of the telephone book – call the Alcoholism Information Treatment Centers or the Drug Abuse and Addiction Information Centers. If you or anyone you know is interested in counseling, please contact a member of the School Administration. This can be done in person or by telephone. You may also complete the Student Advising Form attached to your Student Handbook as Addendum 1 and turn it in to a member of the School Administration. You will be furnished with several names and telephone numbers where counseling and treatment may be obtained. This information will be furnished on a confidential basis.

CONFIDENTIAL CRIME REPORT

Describe the nature of the crime:

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Where did the crime occur:

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Provide the date and times associated with this crime:

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Please provide the suspect's name, if known:

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If unknown, please provide a detailed description:

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Would you like us to contact you? If so, please provide your necessary contact information:

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