

CAMPUS CRIME AND SECURITY POLICY

Please note: The Kennesaw, GA campus falls within the jurisdiction of the Cobb County Police Department (770-499-3900) and the High Point, NC campus falls within the jurisdiction of the High Point Police Department (336-883-3224). In an emergency situation either campus may dial 911 for assistance.

Access Policy

During business hours, Health And Style Institute is open to students, parents, employees, prospective students and employees, clients, and guest. During non-business hours accesses to Health And Style Institute is by key and security code password if issued to an individual. In the periods of holidays, the academy will allow individuals access to the building with written approval from the Director.

Health And Style Institute does not provide residence halls to students enrolled at the school.

During the academic year maintenance is performed weekly at the school. The maintenance crew and administrators survey the security issues such as landscaping, locks, alarms, lightening, and communications to make necessary changes when needed. Security surveys of maintenance are evaluated on a weekly basis.

Timely Warnings

In the event that a situation arises, either on or off campus, that the Local Police constitutes an ongoing or continuing threat, a school wide “timely warning” will be issued. The warning will be issued throughout the school to students and staff through word of mouth.

If the particular circumstances of the crime could pose immediate threat to the community and individuals, Health And Style Institute may also post a notice on the school’s phone system to provide the community with more immediate notification. Also, a notification of the crime will be posted on the front doors of the building to ensure the safety of all students, staff, and customers of the Health And Style Institute. Anyone with information justifying a timely warning should report the circumstances to the High Point Police Department, by phone (336-883-3224), the Cobb County Police Department, by phone (770-499-3900) or in person at the Police Department.

Policy for Reporting the Annual Disclosure of Crime Statistics

The Financial Aid Director in conjunction with the compliance officer prepares this report to meet the terms of the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act and is provided to students annually. A full text of this report can be obtained through the Health And Style Institute upon request. This report is organized in cooperation with the local law enforcement agencies surrounding our campus and School Coordinator who handles Student Affairs. Each unit submits updated information to comply with the act.

The campus crime report consists of arrest and referral statistics reported to the High Point Police Department or Cobb County Police Department and designated school officials (executive director, admissions leader, financial aid officer, and instructors). These statistics may consist of crimes that have occurred in the surrounding area and other local businesses.

Enrolled students and staff will receive a notification each year with information on how to access the campus crime report. All prospective employees and students may obtain a copy of the report from the Admissions Office or by calling Health And Style Institute.

To Report a Crime

Contact the High Point Police Department at 336-883-3224 for non-emergencies, the Cobb County Police Department at 770-499-3900 or dial 9-1-1 for emergency situations. Also, contact a school official on the situation. If suspicious activity is noticed or a person is seen in the parking lots or loitering around vehicles please contact the police department and school officials. Any suspicious person inside the building should be reported immediately to authorities. You may report crimes to the following school officials:

Executive Director:	High Point, NC 336-885-3452 EXT 233; Kennesaw, GA 770-635-5750
Business Office Manager:	High Point, NC 336-885-3452 EXT 227; Kennesaw, GA 770-635-5750

Voluntary Confidential Reporting and Limited Voluntary Confidential Reporting

Health And Style Institute does not currently have policies and procedures allowing voluntary confidential crime reporting. Health And Style Institute does not have procedures that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Campus Law Enforcement

Health And Style Institute does not have any security personal. Health And Style Institute works with the High Point Police Department or the Cobb County Police Department if an issue was to arise at the school. Health And Style Institute does not have any off-campus student organizations. All organizations are located on campus.

General Procedures for Reporting a Crime or Emergency

Health And Style Institute encourages students, staff, clients, and community members to report all crimes to the High Point Police Department or the Cobb County Police Department, and the school in a timely manner. To report a crime or emergency dial 911 or contact the High Point Police Department at 336-883-3224 or Cobb County Police Department at 770-499-3900.

Police dispatchers are available at the listed number to answer your call and ensure your safety. Dispatchers will take required action in filing an incident report. A Health And Style Institute representative will be contacted if an issue occurs on campus, and we will take necessary precautions in preventing other occurrences on school property.

Crimes should be reported to the High Point Police Department or Cobb County Police Department and Health And Style Institute to ensure the crimes are included in the annual crime statistics.

Security Awareness Programs

When students start at the Health And Style Institute they are presented with information on ways to maintain personal safety inside and outside the school facility. Students and staff are reminded they are responsible for their possessions at all times. Students and employees are consistently reminded of crime prevention and awareness while attending the Health And Style Institute. Students and staff are encouraged to be aware of their surroundings when entering and exiting the school. It is the responsibility of the students and employees to be aware of their security and the security of others. Also, information is available for students and staff on crime prevention. Located in the school are posters with information on crime prevention and hotlines available if an event was to occur. If a crime occurs on school property information will be released in a timely manner to ensure the safety of all students and staff.

Emergency Exit Procedure

Emergency exit procedures to be followed in event of fire or other emergency are posted in each school. If a fire is discovered in the building, the following procedures should be followed:

- **CLEAR** anyone in immediate danger.
- **CONFINE** the fire by closing all doors and windows to the area.
- **CALL** the Fire Department.
- **ACTIVATE** the alarm.
- **EXTINGUISH** the fire if safe to do so.
- **EVACUATE** quietly and calmly using your nearest Emergency Exit. Walk down. Use Safe Stairwell Procedures:
 - Remove high-heeled shoes.
 - Move quickly. Walk in single file using handrails.
 - Be prepared to move to one side for Emergency Personnel.
 - Allow others to enter without holding up traffic.
 - Assist those who are slower or physically impaired.
 - Treat injuries at stairwell landings if necessary and safe to do so.
 - Do not smoke.
 - Do not spread false information.
- **FOLLOW** directions of Emergency Personnel

IF YOU SMELL SMOKE OR HEAR THE ALARM ...Before opening any door, feel the top of the door with your hand.

- If the door is **HOT-DO NOT OPEN IT**
 - Proceed to an alternate door.
 - If no alternate door, notify a staff member to contact the Fire Department.
 - If you cannot locate a staff member quickly enough, go to any phone and dial 911 and request assistance. Give your exact location and all known facts.
- Seal the door and any vents with cloth material to keep smoke out.
- If there is smoke, stay low. Air is cooler and cleaner close to the floor.
- If water is available, keep a wet cloth over your mouth and nose.
- Do not break the window. Signal at the window by waving a bright colored object, since breaking a window provides a new source of oxygen to feed the fire, and could injure people below.
- Remain calm. Help is on the way.
- If the door is **NOT HOT**
 - Brace behind the door and open it cautiously.
 - Check corridor for smoke. If there is smoke present, stay low and crawl.

CAMPUS CRIME STATISTICS- High Point, NC Campus

OFFENSE	Year 2012	Year 2013	Year 2014	ON-CAMPUS	PUBLIC PROPERTY	TOTALS
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses: Rape	0	0	0	0	0	0
Sex Offenses: Sodomy	0	0	0	0	0	0
Sex Offenses: Fondling	0	0	0	0	0	0
Sex Offenses: Sexual Assault w/ Object	0	0	0	0	0	0
Sex Offenses: Incest	0	0	0	0	0	0
Sex Offenses: Statutory Rape	0	0	0	0	0	0
Sexual Violence: Domestic Violence	0	0	0	0	0	0
Sexual Violence: Dating Violence	0	0	0	0	0	0
Sexual Violence: Stalking	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

OFFENSE- Arrests	YEAR 2012	Year 2013	Year 2014	ON-CAMPUS	PUBLIC PROPERTY	TOTALS
Illegal Weapons Possession	0	0	0	0	0	0
Drug Law Violations	0	1	0	0	1	1
Liquor Law Violations	0	0	0	0	0	0
OFFENSE- Referred for Disciplinary Action	YEAR 2012	YEAR 2013	YEAR 2014	ON-CAMPUS	PUBLIC PROPERTY	TOTALS
Illegal Weapons Possession	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

OFFENSE	YEAR 2012	YEAR 2013	YEAR 2014	ON-CAMPUS	PUBLIC PROPERTY	TOTALS
Hate Crimes*	0	0	0	0	0	0
*No Hate Crimes were reported for the years 2012, 2013 or 2014.						

DRUG AND ALCOHOL ABUSE PREVENTION STUDENT & EMPLOYEE POLICY

Policy Statement

In compliance with the Drug-Free Schools and Communities Act of 1989, Health and Style Institute has established the following policy toward promoting a drug-free learning environment: *HSI prohibits students and employees from the unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance, or being under the influence of the same while at the institution or while attending/ participating in school-related activities on or off school grounds. Students and employees are further prohibited from being under the influence of alcohol while at school or while attending/participating in school-related activities on or off school grounds.* Drug and alcohol abuse information is given to each student and employee annually.

School Sanctions

The following sanctions will be imposed on a student or employee in violation of the policy regarding **use, possession or being under the influence.**

- **First Infraction** - The student or employee and Executive Director will have a counseling session that will be documented and become a part of the student's permanent record or employee's personnel file. The student or employee will be advised to voluntarily seek professional counseling.
- **Second Infraction** - The student will be administratively withdrawn from HSI; the employee may be dismissed.

The following sanctions will be imposed on a student or employee in violation of the policy regarding the **selling or trafficking of controlled substances.**

- **First Infraction** - Immediate administrative termination for both students and employees, and referral to the appropriate authorities for prosecution.

HSI reserves the right, in extreme cases, to immediately dismiss any student or employee in violation of this policy, the above outlined procedure notwithstanding. Health and Style Institute further reserves the right to refer students or employees to the proper legal authorities for prosecution.

Legal Sanctions

Information regarding local and federal legal sanctions related to drug offenses is outlined below. Students and employees are encouraged to read this information carefully.

North Carolina Drug Trafficking Penalties

The following chart represents your potential sentence if you are charged with a **first offense drug possession charge** under North Carolina drug laws.

If the substance or drug is:	Then the potential sentence is:
Schedule I- Class I felony	• 3-8 months in prison
Schedule II- Class 1 misdemeanor	• 6 months-1 year in jail
Schedule III- Class 1 misdemeanor	• 6 months-1 year in jail
Schedule IV- Class 1 misdemeanor	• 6 months-1 year in jail
Schedule V- Class 2 misdemeanor	• 30 days- 6 months in jail
Schedule IV- Class 3 misdemeanor	• Up to 30 days in jail
	•

North Carolina Drug Trafficking Penalties (Ref: [NCGS 90-91](#))

North Carolina Illegal Trafficking Penalties Marijuana	10 – 49 lbs.	Class H Felony 25 – 30 Months	\$5,000 Fine
	50 - 1,999 lbs.	Class G Felony 35 – 42 Months	\$25,000 Fine
	2,000 – 9,999 lbs.	Class F Felony 70 – 84 Months	\$50,000 Fine
	10,000 lbs. or more	Class D Felony 175 – 219 Months	\$200,000 Fine
Heroin	4 – 13 grams	Class F Felony 70 – 84 Months	\$50,000 Fine
	14 – 27 grams	Class E Felony 90 – 117 Months	\$100,000 Fine
	28 grams or more	Class C Felony 225 – 279 Months	\$250,000 Fine
Cocaine	28 – 199 grams	Class G Felony 35 – 42 Months	\$50,000 Fine
	200 – 399 grams	Class F Felony 70 – 87 Months	\$100,000 Fine
	400 grams or more	Class D Felony 175 – 219 Months	\$250,000 Fine
Methamphetamines	28 – 199 grams	Class F Felony 70 – 84 Months	\$50,000 Fine
	200 – 399 grams	Class E Felony 90 – 117 Months	\$100,000 Fine
	400 grams or more	Class C Felony 225 – 279 Months	\$250,000 Fine

Federal Drug Trafficking Penalties

Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	First Offense:	5 kgs or more mixture	First Offense:
Cocaine Base (Schedule II)	5-49 gms mixture	Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	50 gms or more mixture	Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	

LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	2 or More Prior Offenses: Life imprisonment
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p>First Offense: Not more that 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual</p>		
Flunitrazepam (Schedule IV)	1 gm or more			
Other Schedule III drugs	Any amount	<p>First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual</p>		
Flunitrazepam (Schedule IV)	30 to 999 mgs			
All other Schedule IV drugs	Any amount	<p>First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p>		
Flunitrazepam (Schedule IV)	Less than 30 mgs	<p>Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.</p>		
All Schedule V drugs	Any amount	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<p>Not less than 10 years, not more than life</p> <p>If death or serious injury, not less than 20 years, not more than life</p> <p>Fine not more than \$4 million if an individual, \$10 million if other than an individual</p>	<p>Not less than 20 years, not more than life</p> <p>If death or serious injury, mandatory life</p> <p>Fine not more than \$8 million if an individual, \$20 million if other than an individual</p>	
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<p>Not less than 5 years, not more than 40 years</p> <p>If death or serous injury, not less than 20 years, not more than life</p> <p>Fine not more than \$2 million if an individual, \$5 million if other than an individual</p>	<p>Not less than 10 years, not more than life</p> <p>If death or serious injury, mandatory life</p> <p>Fine not more than \$4 million if an individual, \$10 million if other than an individual</p>	
Marijuana	<p>more than 10 kgs hashish; 50 to 99 kg mixture</p> <p>more than 1 kg of hashish oil; 50 to 99 plants</p>	<p>Not more than 20 years</p> <p>If death or serious injury, not less than 20 years, not more than life</p> <p>Fine \$1 million if an individual, \$5 million if other than an individual</p>	<p>Not more than 30 years</p> <p>If death or seroius injury, mandatory life</p> <p>Fine \$2 million if an individual, \$10 million if other than individual</p>	
Marijuana	1 to 49 plants; less than 50 kg mixture	Not more than 5 years	Not more than 10 years	
Hashish	10 kg or less	<p>Fine not more than \$250,000, \$1 million other than individual</p>	<p>Fine \$500,000 if an individual, \$2 million if other than individual</p>	
Hashish Oil	1 kg or less			

Health Risks of Illegal Drug Use

Health risks of using and abusing alcohol and drugs are outlined in the charts above. Students and employees are encouraged to read this information carefully.

Drugs	Physical Dependence	Psychological Dependence	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Narcotics					
Heroin	High	High	<ul style="list-style-type: none"> •Euphoria •Drowsiness •Respiratory depression •Constricted pupils •Nausea 	<ul style="list-style-type: none"> •Slow and shallow breathing •Clammy skin •Convulsions •Coma •Possible death 	<ul style="list-style-type: none"> •Yawning •Loss of appetite •Irritability •Tremors •Panic •Cramps •Nausea •Runny nose •Chills and sweating •Watery eyes
Morphine	High	High			
Codeine	Moderate	Moderate			
Hydrocodone	High	High			
Hydromorphone	High	High			
Oxycodone	High	High			
Methadone and LAAM	High	High			
Fentanyl and Analogs	High	High			
Other Narcotics	High-Low	High-Low			
Depressants					
Chloral Hydrate	Moderate	Moderate	<ul style="list-style-type: none"> •Slurred speech •Disorientation •Drunken behavior without odor of alcohol 	<ul style="list-style-type: none"> •Shallow respiration •Clammy skin •Dilated pupils •Weak and rapid pulse •Coma •Possible death 	<ul style="list-style-type: none"> •Anxiety •Insomnia •Tremors •Delirium •Convulsions •Possible death
Barbituates	High/Moderate	High/Moderate			
Benzodiazepines	Low	Low			
Glutethimide	High	Moderate			
Other Depressants	Moderate	Moderate			
Stimulants					
Cocaine	Possible	High	<ul style="list-style-type: none"> •Increased alertness •Euphoria •Increased pulse rate and blood pressure •Excitation •Insomnia •Loss of appetite 	<ul style="list-style-type: none"> •Agitation •Increased body temperature •Hallucinations •Convulsions •Possible death 	<ul style="list-style-type: none"> •Apathy •Long periods of sleep •Irritability •Depression •Disorientation
Amphetamine / Methamphetamine	Possible	High			
Methylphenidate	Possible	High			
Other Stimulants	Possible	High			
Cannabis					
Marijuana	Unknown	Moderate	<ul style="list-style-type: none"> •Euphoria •Relaxed inhibitions •Increased appetite •Disorientation 	<ul style="list-style-type: none"> •Fatigue •Paranoia •Possible psychosis 	<ul style="list-style-type: none"> •Occasional reports of insomnia •Hyperactivity •Decreased appetite
Tetrahydrocannabinol	Unknown	Moderate			
Hashish and Hashish Oil	Unknown	Moderate			
Hallucinogens					
LSD	None	Unknown	<ul style="list-style-type: none"> •Illusions and hallucinations •Altered perception of time and distance 	<ul style="list-style-type: none"> •Longer, more intense "trip" episodes •Psychosis •Possible death 	<ul style="list-style-type: none"> •Unknown
Mescaline and Peyote	None	Unknown			
Amphetamine Variants	Unknown	Unknown			
Phencyclidines and Analogs	Unknown	High			
Other Hallucinogens	None	Unknown			
Anabolic Steroids					
Testosterone (Cypionate, Enanthate)	Unknown	Unknown	<ul style="list-style-type: none"> •Virilization •Acne •Testicular atrophy •Gynecomastia •Aggressive behavior •Edema 	<ul style="list-style-type: none"> •Unknown 	<ul style="list-style-type: none"> •Possible depression
Nandrolone (Decanoate, Phenpropionate)	Unknown	Unknown			
Oxymethalone	Unknown	Unknown			

Voluntary Treatment, Counseling or Rehabilitation

HSI encourages any student or employee who feels that s/he may have a problem with drugs or alcohol to seek treatment, counseling or rehabilitation. Both students and employees are encouraged to meet with the Executive Director, in strictest confidence, for assistance in locating appropriate sources of help. HSI will make every effort to work with any individual who voluntarily seeks treatment.

Brochures and information on alcohol and drug use and abuse are located in the Financial Aid Office. Students and employees are encouraged to take this information and share it with others.

Educational Programming

HSI is committed to a drug and alcohol-free environment, and periodically offers an educational program on substance abuse for the entire student body. Staff and instructors are strongly encouraged to attend.

Substance Abuse Treatment Centers

This list is intended as a guide to just some of the local treatment centers that you might contact for assistance.

Treatment Centers

Fellowship Hall Inc.

5140 Dunstan Road---Greensboro, NC (336)

621-3381

Moses Cone Health System-Behavioral Health System

700 Walter Reed Drive---Greensboro, NC

(336) 832-9700 or 1-800-711-2635

ARCA (Addiction Recovery Care Association)

1931 Union Cross Road

Winston Salem, NC 27107

877-615-2722 or 336-784-9470

Ridgeview Institute

www.ridgeviewinstitute.com

3995 South Cobb Dr SE,

Smyrna, GA 30080

(770) 434-4567

(800) 329-9775

St. Jude's Recovery Center

<http://www.stjudesrecovery.org>

1650 Alma St NW,

Atlanta, GA 30318

(404) 874-2224

SEXUAL HARASSMENT POLICY

Sexual harassment involves a school employee explicitly or implicitly conditioning a student's participation in an education program or activity, or basing an education or employment decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Similarly no employee, agent, or third party shall promise, imply, or grant any preferential treatment to any student for engaging in sexual conduct or submission to sexual harassment.

Hostile environment harassment can include unwelcome sexual advances request for sexual favor, and other verbal, nonverbal, or physical conduct of a sexual nature. This type of sexually harassing behavior is sufficiently severe, persistent, or pervasive as to limit a student's ability to benefit from an education program or activity, or has created a hostile or abusive educational or work environment. Acts of physical aggression, intimidation, hostility, or unequal treatment based on sex are examples of a hostile environment. This type of sexual harassment also includes a display in the workplace of sexually suggestive objects or pictures or graphic verbal commentaries about an individual's body, dress, or habits.

Grievance Procedures

Any student who feels that he or she is a victim of or a witness to sexual harassment, including but not limited to any of the conduct listed above, by any HSI employee, student, or third party, should report the matter to the HSI Sexual Harassment/ Equal Employment Opportunity Officer: Robyn M. Taylor, Chief Operating Officer, Health and Style Institute, LLC, 1114 Eastchester Drive, High Point, NC 27265

The EEO Officer or her alternate will promptly investigate all allegations of sexual harassment in as confidential a manner as possible. The investigation will be initiated within seven calendar days of the student's complaint.

The complainant may be asked to appear before the EEO Officer or her alternate and/or the ad hoc Grievance Committee to answer questions about the allegation(s). The Committee may call such witnesses as are appropriate, and the complainant may also request that the Committee hear witnesses.

If the complainant requests that his or her name be kept confidential, that request will be honored. However, such a course of confidentiality may hinder the investigation and/or limit HSI's ability to respond to the situation.

The EEO Officer or her alternate will maintain documentation of the allegation(s) and any related hearing(s), and provide written notice to the complainant of the outcome of the investigation and any related hearing(s). The EEO Officer will follow written procedures for conducting the investigation, reporting subsequent problems, and making follow-up inquiries to the complainant(s).

Any employee, student, agent or third party who is determined, after such investigation, to have engaged in sexual harassment in violation of this policy is subject to appropriate disciplinary action, up to and including dismissal, expulsion, contract termination, and/or appropriate legal action. The EEO Officer or her alternate is responsible for sending a written notice of the disciplinary action to the alleged

harasser within seven calendar days of the date of the completion of the investigation or the conclusion of the last hearing. The institution will take any and all reasonable steps to prevent the recurrence of sexual harassment.

Appeal Procedures

Any employee, student, agent or third party who is determined, after an investigation, to have engaged in sexual harassment in violation of this policy has the right to appeal any disciplinary action. Such appeal must be made in writing to the EEO Officer or her alternate within ten calendar days of the date of the written notice of disciplinary action. The ad hoc Grievance Committee will hear the appeal and a written decision will be sent to the appellant within three calendar days of the appeal hearing. The decision of the Grievance Committee is final.

Retaliation Prohibited

Retaliation against a sexual harassment complainant by any employee, student, agent or third party is prohibited. Likewise, retaliation against any witness or other participant in an EEO hearing or investigation by any employee, student, agent or third party is also prohibited. Any such retaliation will be grounds for disciplinary action, up to and including dismissal, expulsion, contract termination and/or appropriate legal action.

Office for Civil Rights

For additional assistance related to civil rights under Title IX, contact:

Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
1-800-USA-LEARN FAX
(202) 401-0689
TDD 1-800-437-0833
e-mail: CustomerService@inet.ed.gov

Sexual Assault Prevention

Students and employees are encouraged to:

- Use the buddy system when entering the parking lot
- Report any suspicious activities or individuals to school staff
- Report any sex offenses promptly, remembering the importance of preserving evidence, to either the Executive Director or the Director of Education
- Consider reporting any sex offenses to the Police

Any students or employees alleged to have perpetrated a sex offense may be subject to disciplinary actions, up to and including suspension and termination. HSI will assist the victim of any sex offense by making a change in classroom arrangements to separate the victim and alleged offender, whenever reasonably possible.

Sexual assault prevention programs are offered to all students and staff at least annually, and detailed information is posted on the Student Bulletin Board when the programs are scheduled.

Timely Warnings

HSI will issue a timely warning to all students and employees of any on-campus crimes that are reported to school staff and/or police

and are considered a threat to students and employees, by means of postings on bulletin boards, flyers and announcements in classrooms.

REGISTERED SEX OFFENDERS

Law enforcement information regarding registered sex offenders can be found at the following web addresses:

<http://sexoffender.ncdoj.gov>

http://state.sor.gbi.ga.gov/Sort_Public/Captcha.aspx