

# The Salon Professional Academy

## 2020 Annual Security Report

December 31, 2020

### **Introduction**

The safety of our campus community is very important to The Salon Professional Academy. Involvement of our campus and community helps ensure that we are able to provide a safe learning environment and foster growth on campus. The following information is provided regarding our campus security, and we ask that you read it carefully, and ask questions about anything you may not understand. This information is provided to encourage a safe campus, and as a member of our campus, we ask that you share in this responsibility to prevent crime from occurring on our campus.

The Annual Security Report includes statistics for the most recent three year period concerning reported crimes that occurred on campus and on public property within, or immediately adjacent to and accessible from the campus. Additionally, the report covers any off-campus buildings owned or controlled by an institution though The Salon Professional Academy does not currently own or control any off-campus property. The report also includes policies concerning alcohol and drug use, crime prevention, reporting of crimes, sexual misconduct, and safety and security matters. Colleges and universities that participate in federal student financial assistance programs must publish an Annual Security Report each year by October 1st, with the exception of 2020 extension to 12/31/2020.

This report is distributed to students and employees in hard copy at the end of September. For further information on the Annual Security Report and the policies contained within it, see the Owner/Director, the Director of Education, or the Compliance Specialist. Additionally, the Annual Security Report is available on the Salon Professional Academy's website: <https://salonproacademy.com/>

### **Preparation of the Annual Security Report**

In order to comply with U.S. Department of Education requirements and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, The Salon Professional Academy compiles crime statistics and related policies on an annual basis for student and community review. These crime statistics are gathered from those reported to campus authorities and local law enforcement agencies. The report is prepared by the Academy's Compliance Specialist with assistance from the Owner/Director, the Director of Education, and local law enforcement agencies.

The report will be disseminated to students on or before December 31, 2020, and is available from the Compliance Specialist upon request.

## Reporting Crimes and Emergencies

Preventing campus crime is a responsibility that should be taken very seriously. Never assume that someone else has already reported a crime or suspicious activity. All criminal actions, suspicions, or emergencies must be reported to an educator, administrator, or owner immediately. The staff member will then assist you in reporting to the local police or other appropriate security force. A staff member made aware of a crime will notify the rest of the staff as soon as possible, perhaps even prior to notifying police, depending on the situation. It is critical that all staff be aware of any report of crime and that the local police be notified immediately.

In the event of an emergency, please use the following telephone numbers to report a crime or receive assistance.

Department	Telephone Number	Location
<b>Onalaska Police Department, Emergency</b>	911	****
<b>Onalaska Police Department, non-Emergency Dispatch</b>	(608) 785-5940	415 Main Street Onalaska, WI 54650
<b>Director of Education, Penny Nelson</b>	(608) 792-4091	566 Theater Road Onalaska, WI 54650
<b>Owner/Director, Sue Kolve</b>	(608) 386-7111	566 Theater Road Onalaska, WI 54650

All reported incidents are reviewed and applicable information is collected and presented to the proper authorities. In order to ensure that the campus remains safe, it is important for members of the campus to report this information in a timely manner.

Any suspicious activity should be considered a reasonable suspicion and reported. Examples of suspicious activities include (but are not limited to) the following:

- Seeing an unescorted guest in an unapproved area
- Doors propped open
- Unauthorized individuals using campus equipment or offices

If a situation appears abnormal in any way, report it.

## **Reporting Crimes on an Anonymous Basis**

If you have witnessed or experienced a crime but do not want to pursue action through formal channels, you may want to consider reporting the crime anonymously. Crimes can be reported confidentially to the local authorities by simply requesting that the complaint be made anonymously. The Salon Professional Academy does not have specific policies or procedures for confidential crime reporting. Anonymous reports may be disclosed in the Annual Security Report statistics if the crime took place on campus or on public property within or immediately adjacent to campus though the person who reported the crime will not be identified.

## **Campus Security Personnel**

The Salon Professional Academy does not employ any security personnel or have any written memoranda of understanding between the school and security institutions but works closely with local law enforcement and emergency response officials.

Depending on the nature of the problem, the proper authorities will be notified by the staff (or administration, if possible) of The Salon Professional Academy. Chosen authorities will be dependent on the nature of the danger and could include any or all of the following:

- the Onalaska Police Department,
- the La Crosse Sheriff's Department,
- the Onalaska Fire Department,
- Ambulance services or
- Emergency Services (911).

At least once annually, the administration at The Salon Professional Academy will provide the Onalaska Fire Department and the Onalaska Police Department with a floor plan of the building. The administration will also notify these agencies of any new construction, long-term functions or, any other events which may impact routing or access to the campus. In addition to floor plans, the Onalaska Police Department, Onalaska Fire Department, and other local emergency officials are encouraged to tour and walk through the campus regularly.

## **Pastoral and Professional Counselor Reporting Requirements**

According to the Handbook for Campus Safety and Security Reporting, published by the Department of Education, pastoral and professional counselors should be encouraged, at their discretion, to inform those they counsel on the procedures for reporting crimes voluntarily and confidentially for inclusion in the Annual Security Report.

The Salon Professional Academy does not employ any pastoral or professional counselors, and therefore, it does not have policies regarding these professionals.

## **Building Access**

The facilities are open Monday through Saturday according to assigned class/styling area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner. Only educators, administrators, maintenance/cleaning staff, and owners have keys to the building thus preventing internal crimes to as great an extent as possible.

The Salon Professional Academy has no campus residences or off-campus locations of student organizations which are officially recognized (examples include: sororities, fraternities, etc.).

## **Building Maintenance**

On an annual basis coinciding with the release of the Annual Security Report, The Director of Education works with local emergency response agencies to identify any hazards or other safety concerns that need to be addressed.

Students and staff should alert the Director of Education of any safety or security concerns related to the facility and its maintenance.

## **Educational Programing for Crime Prevention and Safety**

At regular intervals during training, staff and students will be reminded of security and safety procedures including crime prevention, personal safety on and off campus, fire safety, dangerous weather procedures, etc. Local police speakers will be scheduled at least once annually for all students and staff.

In addition, The Salon Professional Academy conducts in-house testing of emergency evacuation procedures at least once annually. Students and staff complete a walk-through of the fire and tornado exit procedures and are informed of what to do in case of an emergency.

## **Safety Procedures and Safety Equipment**

### **Safety Procedures**

- ***First Aid:*** A first aid kit is located in the dispensary and the educators' office.
  - Cut finger: Educators should immediately check the wound to see how deep the cut is. Small cuts should be washed, dried, and then covered with a bandage. Bandages and first aid kits are kept in the dispensary and the educators' office.

- Cuts requiring stitches: If possible, a staff member should take the student to the doctor.
- **Fainting:** Do not move the person; call 911. Give facts as much as possible. Keep calm, and notify other staff members for help, if necessary. Make the person comfortable.
- **Fire Exit Procedure:** If you smell smoke or see fire, report it immediately to an educator. DO NOT PANIC!!!
  - Proceed as follows:
    - Students in the salon area: Exit single file out the front doors. If you have a guest at the time, the guest is your responsibility. After exiting from the school, proceed into the parking lot away from the building.
    - Receptionists at the front desk will help guests in the reception area out the main doors. Proceed into the parking lot.
    - Students in the classrooms: Exit through the rear or side doors in single file. Proceed to the front by going around the end of the building.
- **Tornado Warning Procedure:** Stay away from all windows. Remain there until instructed to go back to your previous activity.
  - Proceed as follows:
    - Students and guests in the styling area: Walk to the classrooms or restrooms designated as Emergency Shelters. Be seated on the floor making space available for others.
    - Students in classrooms: Remain there.

### **Safety Equipment**

- ***First Aid:*** A first aid kit is located in the dispensary and the educators' office.
- ***Surveillance Cameras:*** Surveillance Cameras are located throughout the campus in an effort to deter criminal activity and wrongdoing.
- ***Fire extinguishers:*** Fire extinguishers are located upstairs, by library and laundry, next to bathrooms and front door. Maps are located in every room with fire extinguisher locations.

## **Communication about Campus Crime**

### **Emergency Notification Procedures**

In the event and confirmation of a dangerous or emergency situation which could pose an immediate threat to the health or safety of students, employees, or guests on campus, The Salon Professional Academy's administration and staff will immediately notify everyone on campus. Individuals will be notified of what the danger is and what actions should (or should not) be taken to best protect themselves from the danger.

In addition to notifying individuals, the local Police Department and/or Sheriff's Department will be contacted and will consult with the administration in an effort to maintain order and isolate

the situation until the danger is contained. Additionally, The Salon Professional Academy will post timely written notices and warnings explaining the danger and instructions on how to ensure the safety and health of individuals by avoiding the affected area.

### **On Campus Notification**

Upon confirmation of an emergency or dangerous situation, The Salon Professional Academy 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 judgement of responsible authorities, compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency.
- Immediately notify all staff in the building. Staff members will then be responsible for notifying all students and guests and ensuring the proper procedure for the specific danger (example: Fire Exit Procedure) is followed.
- Contact the local authorities (if necessary) to assist in the containment of the emergency or dangerous situation.
- Contact the Owner/Director and Director of Education (if they are not presently in the building) to inform them of the situation and consult with them in an effort to maintain order and isolate the situation until the danger is contained.
- If the danger is contained to a small area of the building, the administration will post written notices and warnings on the inside and outside of all entry/exit doors and in other locations as necessary. The notices will include a description of the danger, what actions should be taken to minimize any possible harm, and an estimated duration of the danger. (If the danger consumes the entire building, the administration will post these notices, as possible, avoiding areas that could pose a threat of possible harm to staff members.)

### **On Campus Notification of a Potential Danger (Example: heavy storms or tornadoes)**

If there is anticipation of a danger which causes the campus to close for a period of time, the administration at The Salon Professional Academy will:

- Notify local television and radio stations of the closure.
- Post written notices and warnings on the inside and outside of all entry/exit doors and in other locations as necessary. The notices will include a description of the danger, what actions should be taken to minimize any possible harm, and an estimated duration of the danger.
- If the campus is open prior to the danger, the administration will notify all staff of the possible danger and what actions can be taken to avoid such danger. The staff will then notify all students and guests on campus who may be affected by the danger. If time permits, all guests who have scheduled appointments will be notified of the closure and possible rescheduling options.

### **Testing of Emergency Response Evacuation Procedures**

The Salon Professional Academy conducts in-house testing of emergency evacuation procedures at least once annually. Students and staff complete a walk-through of the fire and tornado exit procedures and are informed of what to do in case of an emergency.

## **Timely Warning Policy**

Under the provisions of the Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act, The Salon Professional Academy must issue timely warnings under certain circumstances. Those circumstances are as follows:

- **A *Clery Act* crime** including aggravated assault, arson, burglary, dating violence, domestic violence, motor vehicle theft, murder and non-negligent manslaughter, negligent manslaughter, robbery, sex offenses (rape, fondling, incest, statutory rape, and stalking) and certain crimes motivated by bias,
- **Occurring in The Salon Professional Academy's *Clery Act* geography** including on campus property, on public property within, or immediately adjacent to and accessible from the campus, and on off campus property owned or controlled by the Academy,
- **That is reported to Campus Security Authorities or local police agencies,** and
- **Is considered by the Academy to pose a serious or ongoing threat to students and employees.**

The Salon Professional Academy will make the decision to issue timely warnings on a case-by-case basis and will consider the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts when making that decision. The administration will make every effort to inform the campus that a warning has been put in place within 24 hours of the determination being made.

The decision to issue a warning will be made by the Owner/Director or the Director of Education and will contain as much of the following information as possible and if available:

- Date and time the warning was issued
- Connections to previous incidents
- Composite drawing of the suspect
- Description of the suspect
- Any other information that may be relevant
- Any information relating to tips to remain safe

Depending on the circumstances surrounding the warning, The Salon Professional Academy will inform the campus through means such as Facebook, signage in or around the building, or possibly notifying local television and radio stations.

## **2019 Annual Crime Statistics**

The following table is a compilation of the *Clery Act* crimes that occurred on The Salon Professional Academy’s Campus and its adjacent public property from January 1, 2019 to December 31, 2019. The table also includes reported statistics from 2017 and 2018.

<b>Offense</b>	<b>On-Campus</b>			<b>Public Property</b>		
<b><i>Criminal Offenses</i></b>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	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
<b><i>Hate Crimes*</i></b>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>
	0	0	0	0	0	0
<b><i>VAWA Offenses</i></b>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
<b><i>Arrests and Disciplinary Referrals</i></b>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>
Arrests: Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0

Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0

1. \*Under the *Clery Act*, a Hate crime is a *Clery Act* Criminal Offense with the exception of negligent manslaughter and the addition of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. The *Clery Act* monitors Hate Crimes in eight categories of bias including race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability. The Salon Professional Academy reported zero Hate Crimes in 2018.
2. In 2017, 2018, and 2019, there were no unfounded crimes.

The Salon Professional Academy will inform students and employees of any crimes committed on campus within two days of the incident. This information will also be entered into a hard copy of the Campus Crime Log within two days of the incident unless the disclosure is prohibited by law or could impact the confidentiality of the victim. Incidents which have occurred in the most recent 60 days and entered in the crime log are open for public inspection during regular business hours, and incidents which are older than 60 days will be provided for public inspection within two business days of the request. The Campus Crime Statistics listed are prepared annually and are provided to all students and employees.

**Disciplinary Procedures: Disclosure of Information**

The Academy will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in 18 U.S. § 16), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the Academy against a 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, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

In the case of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault or stalking, the Academy will provide simultaneous notification of the results of the proceeding to both the alleged perpetrator and the alleged victim.

## Crime Definitions

The definitions listed below are taken from the Federal Bureau of Investigation's Uniform Crime Reporting Handbook, and are used to classify the criminal offenses listed in the statistics.

- **Murder and non-negligent manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Negligent manslaughter:** The killing of another person through gross negligence.
- **Sexual Assault (Sex Offenses).** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
  - **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
  - **Fondling** is 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.
  - **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.
- **Robbery** is 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** is 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.
- **Burglary** is the unlawful entry of a structure to commit a felony or a theft.
- **Motor Vehicle Theft** is the theft or attempted theft of a motor vehicle.
- **Arson** is 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.
- **Hate Crime** is a criminal offense committed against a person or property, motivated by the offender's bias toward disability, ethnicity, gender, gender identity, national origin, race, religion, and sexual orientation.
- **Larceny-Theft** is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.
- **Simple Assault** is 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** is 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** is 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.
- **Dating Violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence** is defined as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; 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 in which the crime of violence occurred
- **Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.
- **Weapons: Carrying, Possessing, Etc.,** is defined as 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. This classification encompasses weapons offenses that are regulatory in nature.
- **Drug Abuse Violations** are defined as 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** are defined as 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.

## **Drug and Alcohol Abuse Information**

A conviction related to a drug offence may cause a student to lose Title IV Financial Aid eligibility.

### **Policy on Alcohol and Other Drugs**

The Salon Professional Academy's standards of conduct prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol including distribution of alcohol to anyone underage, and it supports the prosecution of all laws relating to illegal drug use and underage drinking as defined by local, State of Wisconsin, and federal law. This applies to students both on our property and as part of any of our activities. The Academy will immediately contact law enforcement officials to report such activities.

The Academy may expel students involved in unlawful possession, use, or distribution of illicit drugs and/or alcohol. The Academy will refer such cases to the proper authorities for prosecution. Students may be reinstated upon completion of an appropriate rehabilitation program.

### **Student Post-Accident Drug and/or Alcohol Testing Policy**

The Salon Professional Academy believes that a drug and alcohol free school allows for a more productive and safe school and work environment. This policy is designed to ensure that the Academy is providing that environment to our students. Students should be aware that this policy may be revised as necessary, but they will be informed of any such changes that may occur.

At the discretion of The Salon Professional Academy, any student who is involved in an accident may be tested for the use of alcohol or illegal drugs as soon as possible after the accident. The administration may require a student to take a post-accident test if the student causes an accident, in whole or in part, including but not limited to the following examples:

- Any accident which causes a fatality.
- Any injury to the student him or herself. (If the injury is to the student, it is the discretion of the administration whether medical treatment should be sought away from the accident/school. A student's refusal to seek medical treatment does not give just cause to refuse to take a post-accident test.)
- Any injury to another person which requires medical treatment away from the accident or away from the school
- Damage to property owned by the school or a third party that may be reasonably estimated to exceed \$500.

In the circumstance that a student is injured severely and is not able to provide a specimen for testing, the student will be required to authorize a release of the hospital reports or documentation that provides evidence of whether there were drugs and/or alcohol in the student's system at the time of the accident. If the administration determines the student was not at fault for the accident, and it was clearly caused by the actions of another person, The Salon Professional Academy reserves the right to waive the post-accident testing. If a student is involved in an accident that requires medical attention, the student must inform his or her instructor as soon as possible after the accident. The instructor will then contact the Director of

Education, and she will inform the instructor of any drug and/or alcohol testing that needs to be promptly conducted.

### **Testing procedures**

All collections of specimens will be completed by medical personnel who have been trained in accordance with approved collection procedures.

### **Student Refusal of Drug or Alcohol Testing**

It is not an option for a student to refuse to take a drug and/or alcohol test when it has been requested by an instructor or administrator. If a student refuses, it will be seen as equivalent to a positive test and disciplinary action will be taken. It will be considered a refusal to take the test if the student verbally states (s)he will not take the test or in any circumstance that the student's actions obstruct the test from being properly taken. This includes, but is not limited to, not showing up for the testing as instructed or failing to provide an adequate urine, breath, or saliva sample without being able to provide medical documentation stating why it is not physically possible to provide an adequate sample.

### **Disciplinary Action of Positive Test Results**

Any student who tests positive for the presence of illegal drugs or alcohol as set forth in this policy may be terminated from The Salon Professional Academy and not allowed to re-enroll until documentation can be provided that the student has successfully completed 16 hours of a treatment program. Any monies due to the school/refund due to the student will be calculated according to the Return to Title IV requirements (if the student is receiving Federal financial aid) and the Institutional Refund Policy

### **Health Risks Associated with Drug and Alcohol Abuse**

Health risks associated with the use of illicit drugs and the abuse of alcohol include, but are not limited to, the following:

- Impaired mental and physical health
- Neurological disease/damage
- Memory or intellectual performance interference
- Mental and physical depression
- Uncontrollable violence
- Impulsive behavior
- Convulsive seizures
- Homicide
- Suicide
- Cardiac disease/damage
- Cardiovascular collapse/heart failure
- Gastrointestinal disease/damage
- Ulcers/erosive gastritis
- Anemia
- Liver and pancreatic disease
- Liver failure/pancreatitis
- Deteriorating relationships
- Overdose
- Death

The Academy believes that the health risks of the use of illicit drugs and alcohol abuse require education and referral services for the students involved. The Academy will provide such education annually and will refer students when necessary.

Area drug abuse information, counseling, referral, and treatment centers will be provided upon request. Additional area information can be found through the La Crosse County Human Services Department which is located at 300 4<sup>th</sup> Street North in La Crosse or by phone at (608) 785-5875.

Beyond potential health risks, there are legal sanctions for drug use, possession, and trafficking.

**Federal Drug Trafficking Penalties\***

<b>Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)</b>				
<b>Schedule</b>	<b>Substance/Quantity</b>	<b>Penalty</b>	<b>Substance/Quantity</b>	<b>Penalty</b>
II	Cocaine 500-4999 grams mixture	<b>First Offense:</b> Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. <b>Second Offense:</b>	Cocaine 5 kilograms or more mixture	<b>First Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. <b>Second Offense:</b>
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
II	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	

I	Heroin 100-999 grams mixture	Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Heroin 1 kilogram or more mixture	Not less than 20 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
<b>Substance/Quantity</b>		<b>Penalty</b>		
Any Amount Of Other Schedule I & II Substances		<b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
Any Drug Product Containing Gamma Hydroxybutyric Acid		<b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV) 1 Gram or less				
Any Amount Of Other Schedule III Drugs		<b>First Offense:</b> Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. <b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		

Any Amount Of All Schedule V Drugs	<p><b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p><b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>
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<b>Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances</b>	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<p><b>First Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<p><b>First Offense:</b> Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<p><b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	

Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. <b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

\*Information obtained from the United States Drug Enforcement Agency

### Drug Possession Penalties in Wisconsin

The penalties for possession of a controlled substance are listed in the following table.\*

Substance	Offense	Maximum Penalty
Marijuana	1 <sup>st</sup> (Misdemeanor)	Six Months in Jail/\$1000 fine
	2 <sup>nd</sup> (Felony)	3 ½ years in Jail/\$10,000 fine
Cocaine	1 <sup>st</sup> (Misdemeanor)	One year in Jail/\$5000 fine
	2 <sup>nd</sup> (Felony)	3 ½ years in Jail/\$10,000 fine
Methamphetamine	Felony	3 ½ years in Jail/\$10,000 fine
LSD (Acid)	1 <sup>st</sup> (Misdemeanor)	One year in Jail/\$5000 fine
	2 <sup>nd</sup> (Felony)	3 ½ years in Jail/\$10,000 fine
Heroin	Felony	3 ½ years in Jail/\$10,000 fine

\*Wis. Stat. § 961.41 (3g) (2018)

## Preventing and Responding to Sex Discrimination, Sexual Harassment, and Sexual Misconduct

## Introduction

The Salon Professional Academy does not tolerate and expressly condemns any harassment of our employees, students, or guests by any employee, student, or non-employee. Any form of harassment or discrimination relating to a person's race, color, gender, gender identity, religion, national origin, age, sexual orientation, marital status, veteran status, disability, or any other protected classification is a violation of our policy and will be treated as a disciplinary matter.

The Academy does not discriminate on the basis of sex in its educational programs or in the context of employment.

Sexual harassment and sexual misconduct are forms of sex discrimination prohibited by Title IX of the Education Amendments of 1972, a federal law which provides: *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 education program or activity receiving Federal financial assistance.* Sexual harassment is also prohibited under Title VII of the Civil Rights Act of 1964 and Wisconsin law.

## Definitions Related to Sex Discrimination, Sexual Harassment, and Sexual Misconduct

The Salon Professional Academy prohibits dating violence, domestic violence, sexual assault and stalking, as they are defined for purposes of the Clery Act.

- **Dating Violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence** is defined as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; 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 in which the crime of violence occurred
- **Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.
- **Sexual Assault (Sex Offenses)**. Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- **Fondling** is 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.
- **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

## **Wisconsin Definitions**

### **Dating Violence\***

Violence that occurs in a "Dating relationship" which means a romantic or intimate social relationship between 2 adult individuals, but "dating relationship" does not include a casual relationship or an ordinary fraternization between 2 individuals in a business or social context.

### **Domestic Abuse\*\***

"Domestic abuse" means any of the following engaged in by an adult person against his or her spouse or former spouse, against an adult with whom the person resides or formerly resided or against an adult with whom the person has a child in common:

1. Intentional infliction of physical pain, physical injury or illness.
2. Intentional impairment of physical condition.
3. A violation of s. [940.225 \(1\)](#), [\(2\)](#) or [\(3\)](#).
4. A physical act that may cause the other person reasonably to fear imminent engagement in the conduct described under subd. [1.](#), [2.](#) or [3.](#)

### **Stalking\*\*\***

Whoever meets all of the following criteria is guilty of a Class I felony:

- The actor intentionally engages in a course of conduct directed at a specific person that would cause a reasonable person under the same circumstances to suffer serious emotional distress or to fear bodily injury to or the death of himself or herself or a member of his or her family or household.
- The actor knows or should know that at least one of the acts that constitute the course of conduct will cause the specific person to suffer serious emotional distress or place the specific person in reasonable fear of bodily injury to or the death of himself or herself or a member of his or her family or household.

- The actor's acts cause the specific person to suffer serious emotional distress or induce fear in the specific person of bodily injury to or the death of himself or herself or a member of his or her family or household.

Whoever meets all of the following criteria is guilty of a Class I felony:

- After having been convicted of sexual assault under s. [940.225](#), [948.02](#), [948.025](#), or [948.085](#) or a domestic abuse offense, the actor engages in any of the acts listed in sub. [\(1\)\(a\) 1.](#) to [10.](#), if the act is directed at the victim of the sexual assault or the domestic abuse offense.
- The actor knows or should know that the act will cause the specific person to suffer serious emotional distress or place the specific person in reasonable fear of bodily injury to or the death of himself or herself or a member of his or her family or household.
- The actor's act causes the specific person to suffer serious emotional distress or induces fear in the specific person of bodily injury to or the death of himself or herself or a member of his or her family or household.

Whoever violates sub. [\(2\)](#) is guilty of a Class H felony if any of the following applies:

- The actor has a previous conviction for a violent crime, as defined in s. [939.632 \(1\)\(e\) 1.](#), or a previous conviction under this section or s. [947.013 \(1r\)](#), [\(1t\)](#), [\(1v\)](#), or [\(1x\)](#).
- The actor has a previous conviction for a crime, the victim of that crime is the victim of the present violation of sub. [\(2\)](#), and the present violation occurs within 7 years after the prior conviction.
- The actor intentionally gains access or causes another person to gain access to a record in electronic format that contains personally identifiable information regarding the victim in order to facilitate the violation.
- The person violates s. [968.31 \(1\)](#) or [968.34 \(1\)](#) in order to facilitate the violation.
- The victim is under the age of 18 years at the time of the violation.

Whoever violates sub. [\(2\)](#) is guilty of a Class F felony if any of the following applies:

- The act results in bodily harm to the victim or a member of the victim's family or household.
- The actor has a previous conviction for a violent crime, as defined in s. [939.632 \(1\)\(e\) 1.](#), or a previous conviction under this section or s. [947.013 \(1r\)](#), [\(1t\)](#), [\(1v\)](#) or [\(1x\)](#), the victim of that crime is the victim of the present violation of sub. [\(2\)](#), and the present violation occurs within 7 years after the prior conviction.
- The actor uses a dangerous weapon in carrying out any of the acts listed in sub. [\(1\)\(a\) 1.](#) to [9.](#)

#### **Sexual Assault\*\*\*\***

**First Degree Sexual Assault:** Whoever does any of the following is guilty of a Class B felony:

- Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person.

- Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the victim reasonably to believe it to be a dangerous weapon.
- Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.

**Second Degree Sexual Assault:** Whoever does any of the following is guilty of a Class C felony:

- Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.
- Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim.
- Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition.
- Has sexual contact or sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that person incapable of giving consent if the defendant has actual knowledge that the person is incapable of giving consent and the defendant has the purpose to have sexual contact or sexual intercourse with the person while the person is incapable of giving consent.
- Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious.
- Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person.
- Is an employee of a facility or program under s. [940.295 \(2\) \(b\)](#), [\(c\)](#), [\(h\)](#) or [\(k\)](#) and has sexual contact or sexual intercourse with a person who is a patient or resident of the facility or program.
- Has sexual contact or sexual intercourse with an individual who is confined in a correctional institution if the actor is a correctional staff member. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.
- Has sexual contact or sexual intercourse with an individual who is on probation, parole, or extended supervision if the actor is a probation, parole, or extended supervision agent who supervises the individual, either directly or through a subordinate, in his or her capacity as a probation, parole, or extended supervision agent or who has influenced or has attempted to influence another probation, parole, or extended supervision agent's supervision of the individual. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.
- Is a licensee, employee, or nonclient resident of an entity, as defined in s. [48.685 \(1\) \(b\)](#) or [50.065 \(1\) \(c\)](#), and has sexual contact or sexual intercourse with a client of the entity.

**Third Degree Sexual Assault:** Whoever has sexual intercourse with a person without the consent of that person is guilty of a Class G felony. Whoever has sexual contact in the manner described in sub. [\(5\)\(b\)2.](#) or [3.](#) with a person without the consent of that person is guilty of a Class G felony.

**Fourth Degree Sexual Assault:** Except as provided in sub. [\(3\)](#), whoever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor.

\*Wis. Stat. §813.12 (1)(ag) (2018).

\*\*Wis. Stat. § 968.075 (2018).

\*\*\*Wis. Stat. § 940.32 (2018).

\*\*\*\*Wis. Stat. §940.225 (2018).

## Definition of Consent

Wisconsin defines **consent**\* in its sexual assault statute as:

- Words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact.
- The following persons are presumed incapable of consent but the presumption may be rebutted by competent evidence, subject to the provisions of s. [972.11 \(2\)](#):
  - A person suffering from a mental illness or defect which impairs capacity to appraise personal conduct.
  - A person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act.

\*Wis. Stat. §940.225 (2018)

## Other Relevant Definitions

- **Harassment** includes, but is not necessarily limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's race, color, gender, gender identity, religion, national origin, age, sexual orientation, marital status, veteran status, disability, or other protected classification.
  - Harassment also includes unwelcome sexual or social advances, request for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature.
  - Additionally, harassment includes all forms of sexual violence, including but not limited to rape, sexual assault, sexual battery, and sexual coercion.
- **Sex discrimination** is conduct based upon an individual's sex that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of, an individual's employment, education, or participation in a program or activity. Sex discrimination encompasses all forms of sexual harassment, sexual misconduct, differential treatment, and gender-based harassment.

- **Sexual harassment** is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.
- **Sexual misconduct** is a severe form of sexual harassment and includes sexual exploitation, sexual assault or other sexual violence, domestic violence, dating violence, and stalking. Many types of sexual misconduct may include nonconsensual sexual contact, but nonconsensual sexual contact is not a necessary component.
- **Retaliation** means adverse action taken against an individual for making a good faith report of a violation of this Policy, for supporting another person's report, or participating in an investigation or other proceedings based on the report.

## **The Salon Professional Academy's Educational Resources to Promote Awareness of Dating Violence, Domestic Violence, Stalking and Sexual Assault**

1. New Student Orientation: Sexual Misconduct policies are reviewed with each new class prior to the start of classes at new student orientation with the Director of Education.
2. Annually, a police officer speaks to students and staff regarding safety and crime prevention.
3. Annually, staff and faculty are strongly encouraged to participate in Title IX training.

### **Bystander Intervention**

Bystander intervention encourages all members of the Salon Professional Academy's community to recognize, intervene, prevent, and/or stop any inappropriate comments, actions, or behaviors related to sexual assault, sexual misconduct, relationship violence, and/or stalking. As a bystander, it is important to do the following:

- Notice the incident or event--educate yourself about issues related to sexual assault, relationship violence, and stalking in order to be aware of the behaviors and educate others.
- Evaluate the situation –determine whether it is an emergency or at least a situation where someone needs immediate assistance.
- Intervene –give help at an **appropriate** and **safe** level. Others are more likely to help when they see others helping as well. Don't assume someone else will take care of it.
- Ways to help –help the person leave the situation, redirect the focus somewhere else, confront the behavior, engage a conversation, or call for other support/security/law enforcement.

Tips for Intervening:

- Approach in a friendly, non-confrontational manner.
- Avoid using violence.
- Be honest and direct whenever possible.
- Recruit help if necessary.
- Keep yourself safe.
- Contact police if things get out of hand or become too serious

## Sexual Violence Risk Reduction Strategies

The following tips may reduce your risk for many different types of crimes, including sexual violence.\*

- **Know your resources.** Who should you contact if you or a friend needs help? Where should you go? Locate resources such as campus administrators, the police station, and a local sexual assault service provider.
- **Stay alert.** When you're moving around on campus or in the surrounding areas, be aware of your surroundings. If you're alone, only use headphones in one ear to stay aware of your surroundings.
- **Be careful about posting your location.** Many social media sites, like Facebook and Foursquare, use geolocation to publicly share your location. Consider disabling this function and reviewing other social media settings.
- **Make others earn your trust.** A college environment can foster a false sense of security. They may feel like fast friends, but give people time to earn your trust before relying on them.
- **Think about Plan B.** Spend some time thinking about back-up plans for potentially sticky situations. If your phone dies, do you have a few numbers memorized to get help? Do you have emergency cash in case you can't use a credit card? If you drive, is there a spare key hidden, gas in your car, and a set of jumper cables?

### Safety in social settings

It's possible to relax and have a good time while still making safety a priority. Consider these tips for staying safe and looking out for your friends in social settings.

- **Make a plan.** If you're going to a party, go with people you trust. Agree to watch out for each other and plan to leave together. If your plans change, make sure to touch base with the other people in your group. Don't leave someone stranded in an unfamiliar or unsafe situation.
- **Protect your drink.** Don't leave your drink unattended, and watch out for your friends' drinks if you can. If you go to the bathroom or step outside, take the drink with you or toss it out. Drink from unopened containers or drinks you watched being made and poured. It's not always possible to know if something has been added to someone's drink.

In drug-facilitated sexual assault, a perpetrator could use a substance that has no color, taste, or odor.

- **Know your limits.** Keep track of how many drinks you’ve had, and be aware of your friends’ behavior. If one of you feels extremely tired or more drunk than you should, you may have been drugged. Leave the party or situation and find help immediately.
- **It’s okay to lie.** If you want to exit a situation immediately and are concerned about frightening or upsetting someone, it’s okay to lie. You are never obligated to remain in a situation that makes you feel uncomfortable, pressured, or threatened. You can also lie to help a friend leave a situation that you think may be dangerous. Some excuses you could use are needing to take care of another friend or family member, an urgent phone call, not feeling well, and having to be somewhere else by a certain time.
- **Be a good friend.** Trust your instincts. If you notice something that doesn’t feel right, it probably isn’t.

\*Obtained from <https://www.rainn.org/articles/staying-safe-campus>

## If You Experience Sexual Violence

1. Be safe and go to a safe place.
2. Get medical care (if needed). If you are physically injured, medical care is vital. You can get medical care at any hospital emergency room. If you are 18 years or older, you can get treatment for your immediate injuries without filing a police report.
3. To get support and assistance with the assault process, you should consider calling as soon as possible one of these 24 hour services:

24 Hour Service	Telephone Number	Alternate Phone Number
Mayo Safe Path Domestic Abuse and Sexual Assault Services	(608) 392-7804	1-800-362-5454, extension 7804
Mayo Sexual Assault Nurse Examiner (SANE) Program	(608) 392-7000	1-800-362-5454, extension 7804
Gundersen Sexual Assault Services Crisis Line	(608) 775-5950	1-800-362-9567, extension 55950

4. Tell someone you can trust: a counselor, a friend, a relative, a medical provider, a minister, or the police.
5. If you intend to report the assault, or leave this option open in the future, physical specimens collected soon after the assault/rape will be valuable evidence. Do not shower,

- bathe, wash your hands, eat, drink, or brush your teeth. Place each item of clothing in a separate paper bag (no plastic). Leave the area where the assault occurred undisturbed.
6. You make the decision when and how to utilize law enforcement. However, the longer you wait to report the assault, the greater the likelihood that valuable evidence (e.g., DNA, collaborative interviews from witnesses) may be lost. Evidence collection is usually done in the county where the assault occurred, usually within the first 72 hours following the assault (the earlier, the better). If you chose to contact law enforcement and would like assistance from The Salon Professional Academy, contact the Owner/Director or the Director of Education. You have three ways to contact law enforcement:
    - a. Call 911 if an emergency, or if not emergent, call the police department dispatch where the crime occurred.
    - b. Go to the police station in the jurisdiction where the assault occurred to file a police report, or
    - c. If you go to the hospital, ask that they notify the police.

## **Filing a Report on Campus**

Reports of sex discrimination, sexual harassment, and sexual misconduct made to the Academy should include as much information as possible, including the names of those involved, and the date, time, place, and circumstances of the incident(s). You can make a report by contacting the

Title IX Coordinator: Penny Nelson

Director of Education

566 Theater Road

Onalaska, WI 54650

(608) 519-3739

pennynelson@salonproacademy.com

## **Filing a Report with the Police**

A Salon Professional Academy student or employee has the right to report sexual misconduct or relationship violence to the police and/or to academy administration. It is the individual's choice to report. Assistance from an academy official with filing a report with the police is available to students who request it. There are three ways to contact law enforcement to file a report:

1. Call 911 if an emergency, or if not an emergency, call the police department dispatch where the crime occurred. In Onalaska, the non-emergency number is 608-785-5940.
2. Go to the police station in the jurisdiction where the assault occurred to file a police report. The Onalaska Police Department is located at 415 Main Street, Onalaska, WI 54650.
3. If you go to the hospital, ask that the hospital notifies the police.

## **Protective Orders**

Forms to request temporary, harassment, and domestic abuse restraining orders are available at and submitted to the La Crosse County Clerk of Courts at the Law Enforcement Center located at 333 Vine Street in La Crosse, Wisconsin.

While The Salon Professional Academy does not issue protective orders, it will work, in conjunction with local law enforcement, to comply with the terms of protective orders issued by criminal, civil, and tribal courts.

## **Campus Procedures for Incidents Discrimination, Sexual Harassment, and/or Sexual Misconduct**

Reports of discrimination, sexual harassment, and sexual misconduct made to the Academy should include as much information as possible, including the names of those involved, and the date, time, place, and circumstances of the incident(s).

- Reports can be made verbally in person or via telephone, email, or written report.
- Reports should be made to the Title IX Coordinator:

Penny Nelson  
Director of Education  
566 Theater Road  
Onalaska, WI 54650  
(608) 519-3739  
pennynelson@salonproacademy.com

When reported, the individual reporting the sexual misconduct is provided with the option to report the incident to the police/law enforcement. Reporting to the police does not obligate prosecution, but it does make legal action possible if the decision to prosecute is made later. The earlier an incident is reported, the easier it is to collect valuable evidence. Assistance and support will be provided by an academy official to the individual reporting sexual misconduct should he or she choose to report the incident(s) to law enforcement.

## **Review, Investigation, and Resolution**

For respondents who are Salon Professional Academy students, after a preliminary review, an investigation and a formal resolution will take place as determined by the facts of each particular case. Proven violation shall subject the respondent student to disciplinary action up to and including termination from the program, and if appropriate, information will be provided to local

law enforcement authorities. For respondents who are Salon Professional Academy employees, an investigation and formal resolution will also take place. Proven violation shall subject the respondent employee to disciplinary action up to and including termination and provision of information to local authorities.

The student disciplinary process is outlined in the Student Catalog and is as follows unless the action can potentially cause harm to the health and safety of the students or staff, in which case the school reserves the right to indefinitely suspend the student immediately.

- First and all subsequent infractions will result in a written reprimand.
- Three (3) written reprimands will result in a three (3) day suspension from school.
- If a student receives two (2) three (3) day suspensions, the third suspension will result in indefinite suspension.

During a student suspension, student prices do not apply and vouchers for services will not be honored. Regular prices must be paid for all services. Indefinite suspension may result in the student being required to appear before the Review Board. If the student is asked to appear, he or she will be notified by mail or may be required to sign a form specifying the date and the time of the Review Board.

- Review Board members may consist of the Owner/Director, Title IX Coordinator, the Director of Education, Financial Aid Administrator, and an educator.
- When the Review Board occurs, the student will state the situation, give alternate solutions and answer any questions asked by Board members. Minutes will be taken, and the meeting will be recorded. Following the meeting, the Board will decide upon the action to be taken.
- The Board will send its written decision to the individual by return receipt mail within ten (10) business days following the meeting.
- The Review Board may expel the student, impose a set term of suspension, end the suspension, or take other appropriate action in its discretion.

Each case will be considered on an individual basis, and minor offenses may be viewed as major in light of recent history or habitual offenses of other school rules. Expelled students must show cause in writing why they should be allowed to return to school. Upon being allowed to return to school by the Review Board, a student will be terminated for three minor infractions or any major violation of policies

A complainant has the right to request changes to academic, transportation, or working situations whether or not she or he files a report of sexual harassment, sexual misconduct, or relationship violence to the Salon Professional Academy. The Academy is obligated to comply with a student's reasonable requests for changes in the above noted situations. The Title IX Coordinator will determine what is reasonable on a case-by-case basis and will consider factors like the specific need expressed by the complainant, the severity or pervasiveness of the allegations, the ages of the parties involved, and additional pertinent information. Any accommodations or protective measures provided to the victim will be kept confidential to the extent that

maintaining confidentiality would not impair the ability of the Academy to provide the accommodations or protective measures.

Both the complainant and the respondent will have the same opportunities to be accompanied by an advisor of his or her choice. Those reporting incidents of sexual misconduct are notified of their rights, options, and available services including written notification of existing community counseling, health, mental health, victim advocacy, legal assistance, visa, and immigration assistance. Assistance and support will be provided to the individual filing the report as requested.

Both the complainant and the respondent will be notified simultaneously, in writing, of the result of any institutional disciplinary proceedings arising from an allegation of dating violence, domestic violence, sexual assault, or stalking. Both parties will be notified of any appeals processes that are available and of when the results become final.

## **Sexual Offender Registry**

A list of registered sex offenders in Wisconsin is available from the Wisconsin Department of Corrections at <http://offender.doc.state.wi.us/public/>. Any Salon Professional Academy employee or student who is required by law to register as a sex offender is expected to comply with all reporting and registration requirements under applicable state and federal laws.

### **EDUCATIONAL PROGRAMS FOR CRIME PREVENTION AND SAFETY**

1. Behavioral Intervention: refer to administration and/or local medical resources listed in EOP and the learning resource center.
2. Code of Student Conduct: The Code of Student Conduct prohibits many unsafe behaviors. The Code of Student Conduct is available in the student handbook.
3. New Student Orientation -All new, incoming students attend on or before their first day of school.

### **EQUIPMENT AND SERVICES FOR CRIME PREVENTION AND SAFETY**

First Aid Kits: are available for use in the educator's office and the classrooms.

SMART: A notification system used for emergency notification via text message.

Emergency Response Plan: The Emergency Response Plan is available in classrooms at the front desk and offices.

Emergency Response Committee: This committee meets annually to review, and improve policy, procedures, and systems and programs related to emergency prevention and response.

Evacuation Maps: Evacuation maps are posted in each room.  
Surveillance Cameras: Surveillance cameras are located outside and throughout the building to deter wrongdoing and criminal activity.

## **NOTICE OF NON-DISCRIMINATION**

TSPA is committed to maintaining a work and learning environment free from unlawful harassment and discrimination for all employees and students. TSPA does not discriminate on the basis of an individual's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender expression or identity, physical or mental disability, or any other basis protected by federal, state or local law.

### **Statement Regarding Sex Discrimination under Title IX**

Salon Professional Academy does not discriminate in its employment practices or in its Educational Programs or Activities on the basis of sex. TSPA also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Reports of misconduct, questions regarding Title IX, and concerns about noncompliance should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please contact the Title IX Coordinator or the Assistant Secretary of Education within the Office for Civil Rights (OCR) <https://www2.ed.gov/about/offices/list/ocr/contactus2.html>.