

The Academy of Hair Design Campus Security, Drug, Alcohol and Sexual Assault Policies

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to annually disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following report reflects this institution's crime statistics for the period between: 1/1/2021 – 12/31/2023.

Students will be notified annually of any changes to this report, and the most recent copy will be made available on the school's website, and copies will be available in the office for current students. This report is also contained in our most recent Student Handbook, and each student is required to complete orientation, which includes reviewing the campus safety and security report and statistics.

This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to local law enforcement or other emergency response agencies by dialing (911). Mall Security (located in the mall, downstairs above the food court on the west side) 405-755-6007 and the School Director 405-842-2031 should also be notified.

All students and employees are required to report any crime or emergency to a staff member promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing a staff member with or without a signature who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency or by calling (911) if appropriate. An "Incident Report" should be completed by a staff member for any instance of crime or emergency within the physical walls of the Quail Springs Mall and parking lot, and posted within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation the safety of an individual, Information regarding any crimes committed on the campus will be available cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty (60) days, that information must be made available within two (2) business days of the request, in compliance with federal government regulations for a drug-free workplace for students and employees. Any student caught in possession, use, or distribution of illegal substances or paraphernalia will be dismissed and/or referred to the appropriate agency. Students convicted for any offense, during a period enrollment for which the student was receiving Title IV funds, under any federal or state law involving possession or sale of illegal drugs will result in the loss of eligibility for any Title IV assistance.

Students will have access to the campus facilities during the following times:

Tuesday – Saturday

8:30 AM – 4:30 PM

During these times, staff members will be present, including instructors and administrators. Outside of normal business hours, if a student needs to report a crime, or safety concern at the mall, they are encouraged to contact Mall Security or dial (911).

Current policies concerning campus law enforcement are as follows:

- a. Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
- b. Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911).
- c. Individual discretion must be used, as undue risk should not be taken as when to call Mall Security.

- d. The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following rules are designed for the prevention of crimes on campus.

- a. Do not leave personal property in classrooms
- b. Report any suspicious persons to your institutional official.
- c. Always try to walk in groups outside the school premises.
- d. If you are waiting for a ride, wait within sight of other people
- e. Emergency procedures are outlined in the catalog and are covered on the first day of class.

This policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution or underage use of alcohol, drugs or controlled substances in the workplace, on its premises, or as a part of all school sponsored activities. A violation of this policy is considered a major offense, which may result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the school. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy. Violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.

The following information is provided in accordance with the Drug Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226).

Health Risks

Health risks generally associated with alcohol and drug abuse can result in, but are not limited to, a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. The use of alcohol and other drugs represents a serious threat to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is possible that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

Alcohol produces short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens; and cancer. Alcohol combined with barbiturates and other depressants can prove to be a deadly mixture.

Amphetamines/Stimulants (speed, uppers, crank, caffeine, etc.) speed up the nervous system and can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

Anabolic steroids seriously affect the liver, cardiovascular and reproductive systems. Steroids can cause sterility in males and females, as well as impotency in males.

Barbiturates/Depressants (downers, Quaaludes, valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death.

Depressants combined with alcohol can be lethal.

Cocaine/Crack stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.

Hallucinogens (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. It may result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure. **Cannabis** (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination and motivation. It may also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period - enhances the risk of getting cancer.

Combined with alcohol, marijuana can produce a dangerous multiplied effect. Narcotics (heroin, morphine, Demerol, Percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

Tobacco/nicotine causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

Oklahoma Drug Charges and Drug Trafficking Laws Simple Possession Charges

There are basically five (5) different drug charges, aside from drug trafficking, currently in effect as statutes in Oklahoma. There are several factors that could lead to a conviction of these drug charges to be considered either a felony or a misdemeanor, and the difference between these two (2) classifications is critically important. A felony conviction can result in a term in prison up to a defendant's natural life, while a misdemeanor conviction cannot carry a term of incarceration longer than one (1) year in Oklahoma.

Unlawful Possession of Marijuana

Unlawful possession of marijuana can be classified as either a felony or a misdemeanor, depending on the defendant's prior record of possession. Generally, a defendant will be charged with possession if he or she is found to possess an amount of marijuana that's small enough to be considered for 'personal use.' Usually, a defendant will face a misdemeanor charge and up to one (1) year in prison for a first offense and between two (2) and ten (10) years for each subsequent offense.

Possession of Controlled Dangerous Substance

There are schedules in Oklahoma that define a 'controlled dangerous substance,' and if a defendant is found to be in possession of such contraband, he or she could be charged with a felony or a misdemeanor depending on the amounts involved. A defendant could also be found to have 'actual' possession or 'constructive' possession, which means that the defendant had control over the substance even if it wasn't on his person.

Possession of a Controlled Drug

Possession of a controlled drug can also be classified as either a felony or a misdemeanor, and the length of prison terms will depend on the number of prior convictions. For a first offense, a defendant can face between two (2) and ten (10) years in prison, and for a second offense, he or she will face between four (4) and twenty (20) years in prison.

Possession of Paraphernalia

A defendant faces a misdemeanor charge if he or she is charged with possession of paraphernalia.

Paraphernalia refers to any object, tool or device that's used to effectuate drug use or drug cultivation, and a misdemeanor is punishable by up to one (1) year of incarceration. Possession with Intent to Distribute

This is a statute that carries heavy prison terms upon conviction, and basically, any defendant found to be in possession of a controlled substance with too much volume on hand to be reasonably possible for personal use or who is found with any materials, including scales, bags, packaging supplies and the like will probably face this charge. This offense is a felony and can carry a heavy prison term.

Drug Trafficking

In Oklahoma, there is an entire law dedicated to this offense, and it is known as the Trafficking in Illegal Drugs Act. This act proffers stiff penalties for those who are convicted under the provisions of this statute, and the law lays out several different substances to be considered as drugs and punishments that are to be handed down upon conviction of drug trafficking.

Basically, a convicted defendant will face a prison term commensurate with sentencing guidelines, and these guidelines are at least partially defined by the amount, or volume of a controlled substance or substances found in the possession or control of a defendant, regardless of actual amount. Generally, a conviction for drug trafficking in Oklahoma will almost surely carry a significant prison term.

Federal Law

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture, distribution or dispensing drugs (includes marijuana)	A term of imprisonment for up to five (5) years, and a fine of \$250,000.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).
Possession of drugs (includes marijuana)	Imprisonment for up to one (1) year, and a fine of \$1,000.	Imprisonment for not more than twenty (20) years or not less than five (5) years, a fine of not less than \$5,000 plus costs of investigation and prosecution.
Operation of a Common Carrier under the influence of alcohol or drugs		Imprisonment for up to fifteen (15) years and a fine not to exceed \$250,000.

Referral and Hotline Information:

The school does not offer professional counseling services but offers the following recourse information:

National Drug and Alcohol Treatment Service (M-F, 8:30 AM - 4:30 PM) 1- 800-662-HELP

National Alcohol & Drug Abuse Helpline 1-800-234-0420 Cocaine Helpline 1-800-COCAINE

Reach-Out Hotline 1-800-522-9054

(Alcohol, drug-crisis, intervention, mental health referral)

Risk Reduction

Risk Reduction is defined as options designed to decrease perpetration and bystander inaction, increase empowerment for victims in order to promote safety and help individuals and communities address conditions that facilitate violence. While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted. To reduce one's risk of sexual assault or harassment, strategies below were taken from Rape, Abuse, & Incest National Network, www.rainn.org.

Avoid dangerous situations by doing the following:

- **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get **out of a bad situation**.
- Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
- **Walk with purpose**. Even if you don't know where you are going, act like you do.
- **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cab money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.

Anti-Harassment and Discrimination Policy (for students and employees)

The Academy of Hair Design (AOHD) is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take our mandatory Sexual Harassment and Prevention Training. This training will occur during New Student Orientation class and at each New Hire Orientation. The school will offer free in-house education and prevention from the local police department or other certified trainer at least annually. Additionally, in accordance with Title IX of the Education Amendments of 1972, the School prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the School has jurisdiction over Title IX complaints.

School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, ethnic origin, genetic information or any other basis protected by the federal, state or local law.

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

Like racial, religious, or ethnic intimidation, sexual harassment in an educational environment creates a psychologically-harmful atmosphere. Failure to comply with these policies will result in dismissal, termination, and/or prosecution. Conduct that violates these standards is handled by the President. This includes cases involving sexual misconduct and/or sexual assault or attempted sexual assault.

Definitions

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

Stalking is defined as harassing or persecuting someone with unwelcome and obsessive attention

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

Domestic Violence is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

Dating Violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication). Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout.

Prohibited Conduct

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

- i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment.
- ii. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or

- iii. creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program

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

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually5 oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

Academy of Hair Design social platforms will be used to showcase the work and artistry of our students. We will not post about anything political, religious or inflammatory. We will be respecting our culture of unity where there is no room for bigotry, prejudice, misogyny, or hatred in our company or on our associated social media feeds. Students are allowed to associate themselves with the company when posting but they must clearly brand their online posts as personal and purely their own. Employees should also refrain from attire, imaging or promotional materials worn or posted in the school that violates these boundaries. The company should not be held liable for any repercussions the students content may generate.

Complaint/Grievance Procedure

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

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

The Academy of Hair Design Title IX Coordinator:
Sara Cox, Admissions Director

**Michelle Gondry-Ortiz, Master
Instructor**

**Lyndsie Vestering, Master
Instructor**

**2501 W Memorial #229
Oklahoma City, OK 73134
(405) 842-2031
contact@academyofhairdesignok.com**

The Academy of Hair Design / Employee Title IX Coordinator:
Jean Ann Duncan, Director

2501 W Memorial #229
Oklahoma City, OK 73134
(405) 842-2031
contact@academyofhairdesignok.com

The Academy of Hair Design ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the AOHD's grievance procedures operate. Because complaints can also be filed with an employee's supervisor or Human Resources, these employees also receive training on the School's grievance procedures and any other procedures used for investigating reports of sexual harassment.

Investigation of Complaints

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

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

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

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

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

Retaliation Prohibited

The Academy of Hair Design will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your supervisor, Human Resources or the Title IX Coordinator (AOHD Director).

Reporting Requirements

Victims of sexual misconduct should be aware that School administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The Academy of Hair Design will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The School reserves the right to

notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Additional Information

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

<http://www.hhs.gov/ocr/>.

Sexual Assault

A person commits an offense if the person:

1. Intentionally or knowingly:
 - a. Causes the penetration of the anus or sexual organ of another person by any means without that person's consent;
 - b. Causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or
 - c. Causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or
2. Intentionally or knowingly:
 - a. Causes the penetration of the anus or sexual organ of a child by any means;
 - b. Causes the penetration of the mouth of a child by the sexual organ of the actor;
 - c. Causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor;
 - d. Causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or
 - e. Causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.

Sexual assault under Stat. Tit. 21, § 1111 is without the consent of the other person if:

1. The actor compels the other person to submit or participate by the use of physical force or violence;
2. The actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believe that the actor has the present ability to execute the threat;
3. The other person has not consented and the actor knows the other person is unconscious or physically unable to resist;
4. The actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it;
5. The other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring;
6. The actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge;
7. The actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat;
8. The actor is a public servant who coerces the other person to submit or participate;
9. The actor is a mental health services provider;
10. The actor is a clergyman;
11. The actor is an employee of a facility where the other person is a resident, unless the employee and resident are formally or informally married to each other under Subtitle A, Title 1, Family Code.

Any person who may be a victim or is aware of a victim of sexual assault on campus should immediately report the incident to the school Administrative Director and/or any staff member in which the student is comfortable in confiding.

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene where there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Students, faculty, and staff are strongly encouraged to report sexual assaults to the Oklahoma City Police Department, whether the assault occurs on or off campus, no matter who the alleged assailant is. If the assault occurs off campus, the school will assist a victim with notification to the appropriate law enforcement agency having police jurisdiction where the crime occurred

It is important for persons who have been sexually assaulted to seek medical attention. A representative from the STARS (Sexual Trauma & Assault Response Services) is available to accompany students who have been sexually assaulted to the hospital and for counseling, if desired. A medical examination specifically tailored for sexual assault victims is conducted by the hospital staff. This will help preserve important evidence of the sexual assault if the person who has been sexually assaulted decides later to prosecute. It is important for persons who have been sexually assaulted to contact the police who will arrange for immediate medical attention and will initiate an investigation.

The school does not provide programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses due to the fact that no students reside on campus or participate in activities outside the supervision of instructors.

The school will work with local law enforcement to investigate all sexual assault complaints with sensitivity, compassion, patience and respect for the victim. Investigations are conducted in accordance with guidelines established by Oklahoma State Law.

If you have been sexually assaulted:

- Call 9-1-1 on campus from a cell phone or off campus phone line.
- DO NOT shower, bathe, or douche
- Have a trusted friend take you to a medical center that performs sexual assault examinations. Take the clothes in which you were assaulted with you to the hospital in a paper bag, not plastic.
- Obtain counseling services recommendations from the hospital or law enforcement.

Remember it is not your fault. How to file a sexual assault complaint:

If the complainant elects not to file criminal charges, but still wishes to proceed with formal administrative charges, an investigation is conducted, and the case is referred to the school Administrative Director. Disciplinary actions assessed in a particular case will be dependent upon the nature of the conduct involved, the circumstances and conditions which existed at the time the student engaged in such conduct and the results which followed as a natural consequence of such conduct. Sanctions can include the following:

- Disciplinary warning
- Disciplinary probation
- Withholding of grades, official transcript or degree
- Bar against readmission or drop from current enrollment
- Restitution
- Suspension of rights and privileges
- Suspension
- Expulsion
- Other penalty as deemed appropriate under the circumstances

Campus Sexual Assault Victims' Bill of Rights

The United States Congress enacted the "Campus Sexual Assault Victims' Bill of Rights" in 1992 as a part of the Higher Education Amendments of 1992. This law requires that all universities afford sexual assault victims certain basic rights, such as:

- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.

- Survivors shall be informed of their options to notify law enforcement
- Survivors shall be notified of counseling services.

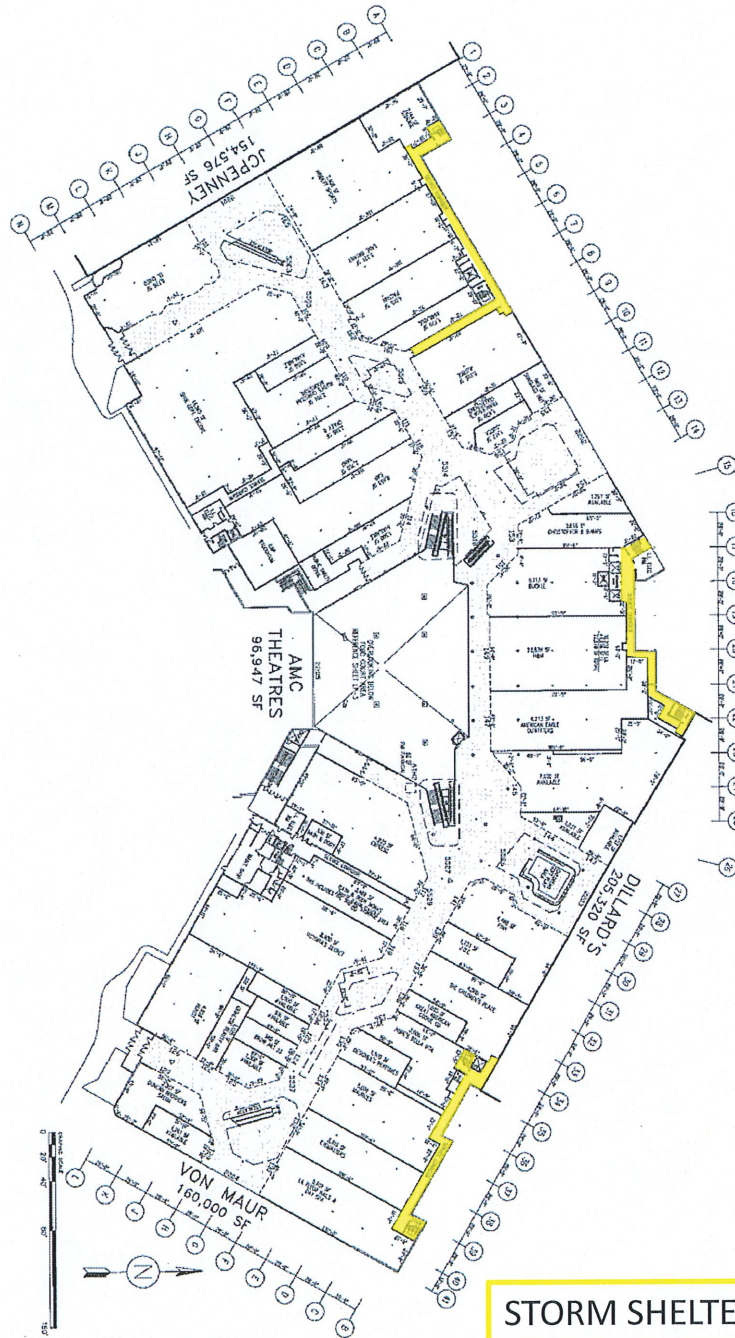
The State of Oklahoma Sex Offender registry can be found at this website: <http://www.ok.gov/doc/>
Scroll to the bottom of the page and select "Sex Offender Lookup"

Evacuation Plans

In the event of severe weather/tornadoes, please refer to the attached storm shelter map for the entire mall. We also encourage students to familiarize themselves with these locations throughout the mall.

In the event of a fire, students should follow the malls "Exit" signs, if not in the school facility. If the student is in the school facility, all students, clients, and staff are to exit the school via the back door, if safe to do so, and students will meet on the lawn across the parking lot. We will then take roll to ensure that all students in attendance are accounted for.

154.576 SF JCPENNEY 96.947 SF AMC THEATRES 285,320 SF DILLARD'S 160,000 SF VON MAUR



STORM SHELTER LEVEL 1

QUAIL SPRINGS MALL

2501 WEST MEMORIAL ROAD, SUITE 100
OKLAHOMA CITY, OKLAHOMA 73134



DATE: June 2016
SHEET NO.
LP1

DESCRIPTION
LEASE PLAN
LOWER LEVEL

PROJECT NO. 2000

CONTRACT NO. 2000

CONTRACT NO. 2000

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