

MISTER WAYNE’S SCHOOL OF UNISEX HAIR DESIGN

170 South Willow Avenue

Cookeville, TN 38501

CAMPUS SECURITY ACT DISCLOSURE STATEMENT

The Campus Security Act (Public Law 102-26) requires post-secondary schools to disclose the number of instances in which certain types of crimes have occurred in any building or on any property owned or controlled by the School. This property (the above address and immediate student parking area only) may be used for activities related to the educational purposes of the School. In compliance with that regulation, the following is our most recent crime statistic report. This Crime Statistic Report is updated annually, handed out at orientation and is on the back-side of a Monthly Evaluation.

MISTER WAYNE’S SCHOOL OF UNISEX HAIR DESIGN: Campus Annual Security Report

Mister Wayne’s requests any student or employee to report any criminal activity or action to the Director or the Director of Financial Aid, and they will help in the reporting of any incident to the local authorities. In accordance with the Crime Awareness and Campus Security Act of 1990, Mister Wayne’s School of Unisex Hair Design Office of Financial Aid collects crime statistics for an annual report which is available to students, employees and applicants for enrollment or employment. The campus is defined as "any building or property owned or controlled by the school within the same contiguous area used by the school in direct support of or related to its educational purposes." The following criminal offenses are reported on a calendar-year basis.

Report Distribution Date: 10/01/2023
Occurrences within the 2021, 2022 and 2023 Calendar Years

Crimes Reported	2021	2022	2023	Location:	*Hate Crime	
				C=Campus N=Non-campus P=Public Area		
Criminal Homicide						
• Murder (Includes non-negligent manslaughter)	0	0	0			
• Negligent manslaughter	0	0	0			
Sex Offenses						
Rape	0	0	0			
Fondling	0	0	0			
Incest	0	0	0			
Statutory rape	0	0	0			
Robbery	0	0	0			
Aggravated assaults	0	0	0			

Burglaries	0	0	0			
Motor Vehicle Thefts (on Campus)	0	0	0			
Arson	0	0	0			
Larceny – Theft	0	0	0			
Simple Assault	0	0	0			
Intimidation	0	0	0			
Destruction/Damage /Vandalism of property	0	0	0			
Hate Crimes			0			
Any other Crime involving bodily injury	0	0	0			
Number of arrest made for the following crimes						
Liquor Laws	0	0	0	p		
Drug Laws	1	0	0	p		
Illegal Weapons Possession	0	0	0			
Crimes Against Women Act						
Domestic violence	1	0	0	p		
Dating violence	0	0	0			
Stalking	0	0	0			

The school encourages all students and employees to be responsible for their own security and the security of others. Any student or employee found to be under the influence, offering for sale, or in the possession of any illegal substance will be reported to the local authorities and dismissed from the school. Any student or employee found to be under the influence of alcohol will be required to leave the school premises and disciplinary action will follow. In the event of a sex offense should occur on campus, the victim should take the following steps: immediately report the offense to the school administration, preserve any evidence as may be necessary of criminal sexual assault, report the crime to local law enforcement agencies. If desired, request assistance from the school administration in reporting the crime. If desired, the victim may request a change in the academic situation

Any criminal activity should be reported immediately to the school instructors or administration. The school will report such activity to the appropriate authorities and assist the authorities in the prosecution of the offender to the fullest extent of the law. Any student who engages in any illegal activity on school grounds will be reported to the appropriate authorities for legal action and summarily dismissed from the school.

Should any student or employee require an escort to their vehicle during night time hours, Mister Wayne’s will furnish an escort. Next year’s Crime Report will be available from the Financial Aid Office.

Hate Crimes. Mister Wayne’s School must report any hate crime to the local police. This reporting would show evidence that the victim was intentionally selected because of their actual or perceived race, gender identity, religion, sexual orientation, ethnicity, national origin or disability. (See Hate Crime statistics Act 28 U.S.C. 534)

Crimes Against Women. The HEA defines the new crime categories of domestic violence, dating violence and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

- “**Domestic Violence**” means a “felony or misdemeanor crime of violence committed by - - - “
- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with or has cohabitated with the victim as a spouse or an intimate partner;
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies under VAWA
- 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 area;
- “**Dating Violence**” means violence committed by a person - - - -
- Who is or has been in a social relationship of a romantic or intimate nature with the victim and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship
 - To type of relationship
 - The frequency of interactions between the person involved in the relationship
- “**Stalking**” means “engaged in a course of conduct directed at a specific person that would cause a reasonable person to:
 - Fear for their safety or the safety of others
 - Suffer substantial emotional distress

DEFINITIONS OF TERMS

The term **primary prevention** refers to programming, initiatives and strategies intended to stop domestic violence, dating violence, sexual assault, or stalking before it occurs to prevent initial perpetration or victimization through the promotion of positive and healthy behavior and beliefs. Efforts to change behavior and social norms, and to promote healthy relationships, healthy sexuality and egalitarian gender roles, or efforts to understand risk factors and protective factors for bystander inaction and change social norms around bystander inactions as all examples of primary prevention.

The term **awareness programs** refer to programs, campaigns or initiatives that increase audience knowledge of the issues of sexual assault, domestic violence, dating violence and stalking and share information and resources to prevent interpersonal violence, promote safety and reduce perpetration. These efforts can include campus-community-wide mobilizations as well as targeted audience-specific programming (including both students and employees.) Awareness month campaigns, posting of information or resource websites, and educational programming that focuses on information sharing are examples of awareness programs.

The term **risk reduction** refers to approaches that seek to mitigate risk factors that may increase the likelihood or perpetration, victimization or bystander inaction. Risk reduction focuses on helping individuals and communities address the institutional structures or cultural conditions that facilitate sexual violence, dating violence and stalking to increase safety. Examples of risk reduction include but are not limited to general crime prevention education, plans for community safety and safe strategies, and bystander intervention programs that show how to recognize and interrupt situations of harm.

The term **ongoing awareness and prevention campaigns** refer to campaigns that are sustained over time focusing on increasing awareness or understanding of relevant topics. Ongoing awareness and prevention campaigns may include information about what constitutes sexual assault, dating violence/intimate partner abuse, stalking, changing social norms, promoting recognition of perpetrator tactics, enhancing understanding of consent, and encouraging pro-social behaviors.

The term **bystander intervention** refers to safe and positive options that may be carried out by a bystander or bystanders to prevent harm or to intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking. Effective bystander intervention prepares participants to recognize situations of potential harm, overcome barriers to intervening, identify safe and effective interventions options, and take action.

To Report a Crime or Get Information: Who Do I Contact?

Campus Security Office	Financial Aid Office: 931-526-1478
To report an incident here at School	Director or Financial Aid Office : 931-526-1478
To report an incident to the local authorities	City of Cookeville Police Dept: 931-526-2125 Emergency: 911
Title IX Coordinator	Director of Financial Aid: 931-526-1478

General Information

1. Mister Wayne’s School of Hair Design does not employ security personnel, but we do encourage staff and students to immediately report suspected criminal activity or any other emergency to the proper authority.
2. All students and staff are expected to report any crime or emergency to the proper authorities and school official promptly. If a student wishes to report the crime on a confidential basis, the crime will be recorded by the school, but the informant shall not be mentioned in the report. A report may be made to a school official in writing with no name.

Our annual crime statistic report is completed each summer. MW staff requests a report from the City of Cookeville Police Department giving the pertinent information for the area. Mister Wayne’s School crime log is also viewed. All new students receive a copy of this crime report, and every on-going student shall receive a copy of it once a year no later than October 1st.

3. Only students, employees , customers of the student clinic, prospective students, and invited guests are allowed to be on our campus.
4. Students and staff are encouraged to exercise proper care and awareness in seeing to their own personal safety and the safety of others. The following guidelines are encouraged:
 - a. Do not leave your personal property unattended.
 - b. Report any suspicious person to a staff member.
 - c. Always try to walk in groups when outside.
 - d. If you are waiting for a ride, wait in plain view of others.
 - e. Employees are responsible for turning off lights, and checking that all the doors are locked at the end of the day.
 - f. This basic crime information is handed out at every orientation. If you desire another copy, you can get it from the Financial Aid Office.
 - g. Information on any Clery crime that has been committed on our premises will be posted in our breakroom. This is with hopes that we can get more information pertaining to that crime.

JEANNE CLERY DISCLOSURE

A school security Team has been appointed to enhance the safety of both the students and the employees of Mister Wayne’s School of Unisex Hair Design (“MW” or the “School”). Our School Security Team is the School

Director and the Director of Financial Aid. Any and all report of criminal offenses should be made to a member of our School Security Team. If neither is available, the Instructor first informed of the situation is responsible for contacting/informing either Team Member and for any emergency announcement.

The School Security Team keeps track of all campus crime reports so that statistics can be made available to all students, prospective students and employees on or before October 1st of each year. The report will also be submitted to the Department of Education on an annual basis and can be found at <http://surveys.ope.ed.gov/security>. Our campus crime statistics will cover the three most recently completed calendar years and is found in our school catalog.

Campus Definition

The School campus is defined as the interior of our school and the sidewalk area directly outside of our front door. Below lists the current campus policies of MW as they relate to campus security.

1. REPORTING CRIMES AND OTHER EMERGENCIES

All students and employees are encouraged to report crimes, suspicious activities, injuries or other security issues to the proper authorities at the School. The Cookeville Police Department is authorized to prevent, investigate and report any violations of State or Federal Law. Student behavior that violated State or Federal law may also be investigated and reported by authorized staff of the School.

Any student, faculty member or employee of MW should directly report any potential criminal act or other emergency to a member of the School Security Team, or if a member is not available, to any staff member who shall then immediately notify a member of the school security Team. For immediate assistance or any life-threatening emergency, you should call 911.

Try to be detailed when reporting a suspect or perpetrator. Who, What, When, Which and How..

~ Physical descriptions should include height, weight, build, facial hair, complexion, jewelry, tattoos.

~ Vehicle description should include make, model, color, approximate year, license tag and any damage to the vehicle.

~Note the exact time.

~Do not disturb any possible crime scene as that physical evidence may be recovered.

When recording reports of stalking:

1. When recording reports of stalking that include activities in more than one calendar year, an institution must record a crime statistic for each and every year in which the course of conduct is reported to a local police agency or to a campus security authority.
2. An institution must record each report of stalking as occurring at only the first location within the institution's Clery geography in which:
3. A perpetrator engaged in the stalking course of conduct; or
4. A victim first became aware of the stalking.

Timely Warning

In the event that a serious situation arises, either on or off campus, that, in the judgment of the School Security Team (or their designee) constitutes a *serious ongoing or continuing threat*, a campus-wide "timely warning" will be

issued. The notification will include a short description of the crime or incident, giving the time and date, location, reported offense, suspect, description, and any other pertinent information used to facilitate the crime. The notification will also include personal safety information to aid MW staff, students and customers in protecting themselves from becoming victims of a similar crime. The warning will be distributed vocally to students, faculty and staff. Depending on the nature of the emergency, a decision will be made to utilize other methods of notification. MW will conduct a “timely warning” exercise at least annually.

Confidential Reporting Procedures

Victims of crime who do not wish to pursue action within the School or criminal justice systems can provide a confidential report. A 'Confidential Report Form' for victims to complete and submit can be found in Appendix B attached hereto. The report will assist in providing an accurate record of the number of incidents involving the MW community and determine any patterns that may exist, while allowing the School Security Team to alert the community to any potential danger. Reports filed in this manner are counted and disclosed in the annual statistics for the institution.

Whistleblower Policy

The Higher Education Opportunity Act (HEOA) establishes safeguards for whistleblowers by prohibiting retaliatory action against any individual with respect to the implementation of any provision of the Clery Act. A member of our Security Team will communicate directly and regularly on the progress of the inquiry with the individual raising the allegations. In addition, they will respond to any concerns about personal retaliation or unfair treatment linked to the raising of such allegations.

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.

2. CAMPUS EMERGENCY RESPONSE AND EVACUATION

An Emergency Management Plan has been developed by the School Security Team (i.e. Director and Financial Aid Director) as part of its ongoing effort to protect MW students, customers, and staff. The development of this plan is based on a realistic assessment of potential incidents that could affect our community and the capabilities to react to those situations. Because of the size of our campus, an announcement will be made vocally. This will enable the notification of emergency notifications without delay in situations where a clear and active (e.g., in progress) threat or emergency exists that impacts the campus and where it is recommended that the recipients take some form of action in response to the active threat or emergency.

Evacuations

Instructions to evacuate will be issued by the School Security Team as described above. Evacuation drills are held annually. Students, faculty, and staff are to evacuate quickly, in a calm and orderly fashion to a safe area. Students and staff should remain calm and assist customers and handicapped persons or those in need. Lights should be left on and doors should remain unlocked. If something unusual or suspicious is observed, it should not be touched and a member of the School Security Team should be notified. Students, faculty, and staff should remain in a safe area until receiving notification to return to the facility.

In situations where MW is forced to evacuate the campus area, the School Security Team will notify the public that campus is closed. If the emergency occurs on a day and time prior to the start of classes, notification of all members of the School community will occur according to normal weather closing policies and procedures. In addition, notification will be made to all staff members by text messaging. Evacuation will be performed by personal vehicles if possible, and students, customers and staff are directed to their homes or other safe havens.

3. SECURITY AND ACCESS TO CAMPUS FACILITIES

Students and staff of the School have access to academic and administrative facilities on campus. The general public is welcome to visit our clinic floor for services during our published service hours; the Financial Aid Office is available to students, staff and the public upon invitation or appointment.

4. MW LAW ENFORCEMENT POLICY

The School Security Team does not provide services outside the boundaries of our campus area, nor do any officially recognized student organizations exist off campus. The School enjoys a close working relationship with local and state agencies when violations of federal, state, or local laws involving students occur. MW follows all applicable policies and laws regarding confidentiality of records and reserves the right to provide police any information obtained as a result of a criminal investigation. MW strongly encourages anyone who is the victim or witness to any crime to promptly report the incident to the School Security Team. It is the right of any member of the School community to contact the local Police Department to investigate any crime. There are currently no formal written agreements with local, state, or federal agencies.

Mister Wayne's School of Unisex Hair Design does not have any security personnel. 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.

5. SECURITY AWARENESS PROGRAMS

Safety programs for students begin on the first day's orientation for each class and continue throughout the year. Special classes are offered on how to prevent sex offenses, domestic abuse and on getting involved. The safety policies are also provided at employee orientation for new employees. The School Security Team is also responsible for coordinating the School's fire prevention and training programs, designing fire safety policy and procedures, and ensuring that MW is in compliance with the fire safety codes of the State of Tennessee. Information regarding the number of fires, injuries, fire drills, or fire-related property damage can be obtained by contacting the Financial Aid Office. The School Security Team has the authority to: (i) check all persons on the school property to determine their legitimate presence, and to escort unauthorized persons to the proper office or off the school property; (ii) report any suspicious activity or criminal activity to their supervisor or local law enforcement; (iii) control the actions of persons violating School rules or local, state, or federal laws, as long as these actions by the School Security Team do not in themselves violate any local, state or federal laws; and (iv) cooperate with local, state or federal law enforcement should that become necessary.

All members of the MW community play an important role in keeping the campus safe and are encouraged to alert the School Security Team of any criminal act, unsafe condition, or suspicious activity. While on School Property students are encouraged to be responsible for their own security and the security of others. Students, faculty, and staff should use sound judgment and take simple precautions to avoid becoming the victim of a crime, such as traveling in groups or pairs, staying or walking in well-lit areas, reporting suspicious activities or persons, locking vehicles or personal property and knowing where the School Security Team can be reached at any time.

Sex Offense Education

MW does offer periodic and annual training on how to prevent sex offenses. These are done through the City of Cookeville Police, Putnam County Health Department and Genesis House.

Crime Prevention Programs

Crime prevention material is on display during the month of October and programs focusing on crime prevention are conducted periodically.

6. DRUG AND ALCOHOL AWARENESS

MW enforces drug and alcohol regulations as required in the Drug Free Schools and Communities Act of 1988 and amendments of 1989. The unlawful possession, use, or distribution of alcohol by employees on School property, or as part of any School activity, is prohibited. The Family Educational Rights and Privacy Act (FERPA) as amended in 1998 enables institutions to release to parents of students under the age of 21 information concerning alcohol or drug-related disciplinary violations. Students documented for an alcohol violation may be referred to substance abuse programs outside the School. If more information is desired, please contact the Administration Office for a copy of the Alcohol and Substance Abuse policy. Illegal drugs and drug paraphernalia are prohibited on the grounds of the School. The possession, sale, manufacture, or distribution of any controlled substance is in violation of School regulations and illegal under both state and federal laws. Therefore, any employee or student engaging in such illegal action will be subject to disciplinary procedures, which could result in sanctions, including termination of employment, suspension or expulsion from school, and criminal prosecution. In addition, the use and/or possession of weapons of any type, including the facsimiles of weapons, except those in possession of a bona fide law enforcement agency, are not permitted on campus.

Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff. Information is also located within the school catalog.

7. SEXUAL ASSAULT, RAPE OR MISCONDUCT

Statement of Intent

MW is committed to providing a learning environment free of all forms of abuse, harassment, or coercive conduct. MW adheres to the notion that any expression of behavior must comport with and affirm the integrity, dignity, health, and safety of oneself and others. That includes behavior in the realm of human sexuality. Sexual assault is a crime. It is also an issue of justice and each act harms not just an individual but the School community generally. MW does not tolerate any type of sexual assault or misconduct in any form or to any degree. MW has an array of public safety, medical, psychological, administrative, and disciplinary services available for referral to students reporting instances of sexual assault or misconduct. MW's policy and procedures regarding sexual misconduct seek to achieve the following goals:

- To provide prompt, professional, and attentive support services to reduce the sexual assault victim's trauma and alleviate suffering;
- To provide a comprehensive framework in which the needs and decisions of the victim, duly informed, are central in determining further administrative response and assistance;
- To create a campus climate that facilitates prompt reporting of assaults;
- To facilitate, in cooperation with the School Security Team and local law enforcement, the apprehension of assailants when acts of misconduct or assault are committed;
- To cultivate a campus climate of education and attention where incidence of assault and misconduct are avoided through preventative measures, training, and thoughtful discourse; and
- To protect the rights of the victim of any assault.

MW will assist the victim of any sex offense by making a change in classroom arrangements to separate the victim and alleged offender, whenever reasonably possible. MW will abide and assist the victim with any orders of protection, "no contact" orders, restraining orders or similar lawful orders issued by a criminal, civil or tribal court and notify local law enforcement if needed.

Violations

MW undertakes inquiries and disciplinary hearings and renders disciplinary sanctions regarding sexual assault or misconduct in a noncriminal context. Although the definitions utilized by MW may be similar to those set forth in the penal code and/or used in a criminal court system, they are specific to MW and limited to the meaning given to them by MW. An act which might not be criminally prosecuted under either state or federal law may still violate the policies of MW. MW's disciplinary jurisdiction is limited to conduct which occurs on campus or which occurs off campus and adversely affects members of the MW community.

Rape: At MW, rape is any sexual penetration (anal, oral, or vaginal), however slight, with any object or sexual intercourse between individuals without effective consent. Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object and also includes oral copulation by mouth to genital contact or genital to mouth contact. Attempted rape is also prohibited under this policy.

Sexual Assault: At MW, sexual assault is any sexual touching, however slight, with any object or with any part of the body without effective consent. Sexual assault also includes disrobing or otherwise exposing oneself to another without consent. Attempted sexual assault is also prohibited under this policy.

Sexual Exploitation: At MW, sexual exploitation occurs when a student takes nonconsensual, unjust, or abusive sexual advantage of another for his/her own benefit or for the benefit of anyone other than the one being exploited, and that behavior does not otherwise constitute rape, sexual assault, or sexual harassment.

Examples of sexual exploitation include but are not limited to, prostitution, videotaping without knowledge and consent of all parties, peeping tommery, transmission of HIV or STD, or inducing incapacitation with the intent to rape or sexually assault regardless of whether sexual activity actually takes place.

Consent: At MW, effective consent is informed consent which is freely and actively given; it is mutually understandable words or actions indicating a willingness to do the same thing, at the same time, in the same way with each other. Mutually understandable consent is almost always viewed under an objective, reasonable person standard. The only context in which mutually understandable consent would be viewed under a subjective standard is in the instance of a long-standing relationship where a couple has established patterns of communicating consent, but even then there must still be evidence of free and knowing participation to establish consent. Consent which is obtained through the use of fraud, force (actual or implied), threats, intimidation, or coercion is ineffective consent. Consent may never be given by a minor. Mentally disabled persons cannot give effective consent to sexual activity. Physically incapacitated persons cannot give consent. One who is physically incapacitated as a result of **alcohol or other drug consumption** (voluntary or involuntary) or who is unconscious, unaware, or otherwise physically helpless, is **incapable of giving consent**.

Sexual Harassment: At MW, sexual harassment includes unwelcome sexual advances, direct or indirect sexual demands, requests for sexual favors, sexual comments, gestures, or other physical actions of a sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational success;
- Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting the individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive working, living, or educational environment.

What to do If You Have Been Assaulted

MW strongly encourages students to report incidences of rape, sexual assault, and sexual misconduct. Referrals to trained professionals and support services are available to assist students and anyone else impacted by such events. The wishes of the victim of an assault or misconduct will guide how incidents are handled. If a student is in IMMEDIATE DANGER, they should get to a safe place and dial 911 for the local Police Department. Similarly, if a student is hurt and in need of medical attention, they should dial 911.

If the student is not in immediate danger, they should still dial 911 for the local Police Department. The Office of Financial Aid will also be able to review options with the victim and assist in facilitating contact with any other resource or service the victim may need and desire. Depending on the student's wishes and the circumstances, the Office will facilitate the following services which include, but are not limited to:

- Obtaining medical attention at a hospital;
- Filing a Confidential Crime Report;
- Filing an Incident Report with the School Security Team;
- Filing a Criminal Report with the local Police Department;
- Contacting a clergy member;
- Issuance of a "Timely Warning" alert to the campus community.

Often times, the first person a sexual assault victim will turn to is a friend or trusted member of the staff. If a student tells a staff member about the sexual offense, the staff member must tell a Security Team member who will then consult with the student to determine his/her wishes for support services. For third parties: If a student's friend has been assaulted or raped, they should:

- Listen and be supportive;
- Let the friend make his or her own choices;
- Resist touching the friend unless the student knows he or she welcomes it;
- Encourage the friend to immediately call the local Police Department, preserving any evidence there may be.

Additional off-campus resources for victims of sexual assault:

Genesis House – 800-707-5197 or 931-526-5197

Reporting Options

When a student is sexually assaulted, he/she has reporting options. Victims of sexual misconduct are encouraged, but not required, to file a report. If a student elects to file a report, the student has reporting options available: (1) the filing of a Confidential Crime Report; (2) the filing of an Incident Report with the School Security Team; and (3) the filing of a Criminal Report with the local Police Department.

Confidential Crime Report: A student may fill out or seek assistance in completing a Confidential Crime Report. A Confidential Crime Report does not contain the name of the victim or the offender. A Confidential Crime Report will be kept in the student's file and recorded with the School Security Team for purposes of the Jeanne Clery reporting disclosure requirements. Confidential Crime Reports allow MW to track reported incidents of sexual assault. Completing the Confidential Crime Report does NOT constitute an incident report, a police report, or a student conduct report, and MW will NOT initiate investigatory or student conduct proceedings. The victim will NOT be contacted by MW unless the victim indicates a desire to be contacted.

Incident Report: Sexual assault is a crime and is a violation of the rules and regulations of MW. As such, a student may always file a standard, formal Incident Report with the School Security Team. An Incident Report will include the name of the student filing the report and the name of the alleged offender, if known. Upon the filing of an Incident Report, the School Security Team will conduct an investigation which will include notifying the local Police Department. Upon a finding of responsibility, the School will take disciplinary action against the offender. The offender may also be prosecuted under Tennessee criminal statutes, and the victim may also sue the offender in a civil action. The results of these various actions are independent of each other. After the filing of an Incident Report, the student filing the report has the option to take no further action with respect to the investigation. In that instance, the student will be advised that the School may still take action regarding the alleged offender as the School has the responsibility to protect its students. The student may be encouraged to

change their class schedule and or living, transportation and working situations while the incident is being investigated, in order to avoid uncomfortable circumstances.

Criminal Report: Sexual assault and rape are against the law in the State of Tennessee and may be prosecuted under Tennessee criminal and/or civil statutes. In that respect, and in addition to the reporting options listed above, students who have been sexually assaulted are encouraged to contact the local Police Department directly by calling 911. Filing a Criminal Report with the local Police Department is different than filing an Incident Report with the School Security Team. If a student files a Criminal Report with the local Police Department, the police will determine if a criminal investigation will occur and if the case will be referred for prosecution. The student may also file an Ex Parte or Protective Order at the Courthouse or after hours at the Justice Center. This Ex Parte or Protective Order (if accepted) will be evaluated in a Courtroom setting and any contact by either party could be limited or denied.

Confidentiality

Students have the right to decide whether or not to report a rape, sexual assault, or other sexual misconduct. We recommend that students contact a School official as soon as possible. While MW is required by law (e.g., the Jeanne Clery Act) to report incidents of sexual assault, confidentiality laws may prohibit us from disclosing a victim's name or any other personal or identifying information. This means that a student's identity will be protected unless the student agrees otherwise. It is certainly understood that victims of sexual assault experience significant distress and may desire confidentiality. If a student desires confidential support following an incident, he or she is encouraged to seek out professional help through the local resources available and mentioned above. Students should be aware that School administrators must fulfill separate obligations as a matter of law. All personally identifiable information shall be kept confidential, but statistical information must be passed along to the School Security Team regarding the type of incident and its general location (e.g., on campus or off campus) for inclusion in the annual crime statistic report, but no names will be used. MW will maintain the victim's confidentiality to the extent permitted by the law. However, MW reserves the right to investigate and pursue resolution of an incident when it is deemed necessary to protect the interests of members of the campus community. In addition, School administrators must issue timely warnings for incidents reported to them that continue to pose a substantial threat of bodily harm or danger to members of the School community.

All incidents shall be recorded in the Institutions daily Incident Log located on campus at the school in the business office. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim. The school may withhold information if there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of an individual; cause a suspect to flee or evade detection; or result in the destruction of evidence. The school must disclose the above mentioned information if the adverse effect described in that paragraph is no longer likely to occur.

All incidents shall also be recorded on a Crime Incident Report form which is also located in the business office. When filing reports, student names shall not be used to protect the identity of the student (victim). Instead, the last 4-digits of the student's SSN, will be used. All Security Reports and Logs can be reviewed upon request.

Disciplinary Process

MW will initiate disciplinary action when an Incident Report is filed by a student alleging sexual misconduct. In most circumstances where rape or sexual assault is alleged, both the victim and the accused will meet

separately with the Team. When a determination of responsibility is made, the victim will be notified of the decision as well as sanctions assigned. In cases of rape and sexual assault, the typical sanction is dismissal or expulsion.

8. SEX OFFENDER REGISTRY

In compliance with the Campus Sex Crimes Prevention Act of 2000, members of the School community may search the following registries for information concerning registered sex offenders:

National Sex Offender Public Website at www.nsopr.gov/ or the State of Tennessee registry at www.tn.gov/tbi/general-information/tennessee-sex-offender-registry.html. For further information about campus safety, please contact the Financial Aid Director.

9. CRIME STATISTICS REPORT

The crime statistics report includes crime statistics for the three most recent calendar years concerning the occurrence on campus, and on public property within our campus area for the following offenses:

- Criminal Homicide (murder and non-negligent manslaughter)
- Sex Offenses (forcible and non-forcible sex offenses)
- Robbery
 - Aggravated Assault
- Burglary
 - Motor Vehicle Theft
- Arson
- Arrests for Liquor Law Violations, Drug Law Violations and Illegal Weapons Possession (including persons referred for campus disciplinary action)
- Hate Crimes (Race, Gender, Religion, national origin, Sexual Orientation, Ethnicity and Disability of the victim)

VIOLENCE AGAINST WOMEN ACT (VAWA)

VAWA – DATING VIOLENCE

Definition: Violence committed by a person who is or has been in a social, romantic or intimate relationship with the victim. (The length of the relationship, the type of relationship and the frequency of the relationship are all taken into consideration.)

This can include students, faculty or in some cases clients while engaged in a school-sponsored activity. This applies to all students and employees regardless of sexual orientation or gender identity.

Consent. You need to have consent prior to sex, or it can be construed to be forcible. Consent means having a knowing, voluntary and affirmatively communicated willingness to join in on a particular sexual activity or behavior. It is the responsibility of the person who wants to engage in sexual behavior to ensure that he/she has received the consent of the other. To consent, the other person must have the ability to exercise **unimpaired** free will to make a reasonable and rational decision. Consent may be either verbal or actions, but it must be a mutually understandable permission regarding the sexual activity. Silence, or lack of consent is not to be considered consent. Previous consent does not apply to future activities. Consent to one form of sex does not apply to other forms of sexual activity. Consent to have sex with one person does not imply consent to have sex with another. Consent may be withdrawn at any time, even during the sexual activity. Consent may not be coerced or forced. This includes but is not limited to requests for sexual favors which are joined with implied or overt threats or promised rewards: grades, money, etc.

If a student is victimized off the school property, they are encouraged to share pertinent information with any employee of MW, who will in turn report it to the school Director or Director of Financial Aid so that the school can protect the student from the individual(s) while on the school campus. They will also be encouraged to contact Genesis House – 800-707-5197 or 931-526-5197 for counseling and a local hospital for possible collection and preservation of evidence and STD testing.

Victims do not have to report the dating violence to law enforcement, and the school representative should not report it in their behalf. Any report to the school will be held in the strictest confidence, but the victim will be encouraged to contact 931-526-5197 for counseling. The victim will also be encouraged to go to a local hospital for collection and preservation of possible evidence as well as possible STD tests.

Who do I contact? The crime should be promptly reported to the School Director or Director of Financial Aid at 931-526-1478. Either a call or a text message is fine. The victim will also be encouraged to (but not required to) make a criminal complaint.

If the reported perpetrator is also a MW student, accommodations will be made to protect the victim. This may include: changing schedules, terminating, tutoring, etc.

What if I don't want to file a complaint? Victims of crime who do not wish to pursue action within the School or criminal justice systems can provide a confidential report. A 'Confidential Report Form' for victims to complete and submit can be found in Appendix B of our Jeanne Clery Disclosure. This report will assist in providing an accurate record of the number of incidents involving the MW community and determine any patterns that may exist, while allowing the School Security Team to alert the community to any potential danger. Reports filed in this manner are counted and disclosed in the annual statistics for the institution.

Criminal Report: Sexual assault and rape are against the law in the State of Tennessee and may be prosecuted under Tennessee criminal and/or civil statutes. In that respect, and in addition to the reporting options listed above, students who have been sexually assaulted are encouraged to contact the local Police Department directly by calling 911. Filing a Criminal Report with the local Police Department is different than filing an Incident Report with the School Security Team. If a student files a Criminal Report with the local Police Department, the police will determine if a criminal investigation will occur and if the case will be referred for prosecution.

What will happen? It is possible that the victim's name may have to be disclosed to the perpetrator. It is also possible that if the name cannot be shared, then no investigation or disciplinary action may be possible.

MW will take strong action, up to and including expulsion, if there is any proven retaliation. The necessary actions to protect the victim will be evaluated on a case-by-case basis.

Third-party, or anonymous, reporting will be investigated to see if there is any validity in the report.

Investigation may take up to 10 school days, but we will proceed as expeditiously as possible. If the investigative timeframe needs to be lengthened for gathering additional information or reports, all involved parties will be informed as to the length of the extension.

A finding of misconduct by a "preponderance of evidence" means that it is more likely than not that some misconduct happened.

If any significant new information comes to light within two weeks after a decision has been made, an appeal may be requested by either party. The results of this appeal must be made within ten (10) school days of either party.

giving either the Director or the Director of Financial Aid a written request for reconsideration along with the additional and significant new information.

MW does reserve the right to have this process conducted by a legal representative in which case, any decision will take up to 60 days, and the results of any appeal can take an additional 60 days.

VAWA – DOMESTIC VIOLENCE

Definition: A felony or misdemeanor crime of violence committed by:

- Current or former spouse or intimate partner
- Person with whom the victim shares a child
- A person cohabiting, or has cohabitated with, the victim as a spouse or intimate partner
- A person similar to a spouse recognized by the State of Tennessee,
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic and violence laws of the State of Tennessee.

This can include students, faculty or in some cases clients while engaged in a school-sponsored activity.

If a student is victimized off the school property, they are encouraged to share pertinent information with the school so that the school can protect the student from the individual(s) while on the school campus.

Victims do not have to report the domestic violence to law enforcement, and the school representative should not report it in their behalf. Any report to the school will be held in the strictest confidence, but the victim will be encouraged to contact Genesis House at 931-526-5197 for counseling.

The crime should be promptly reported to the School Director or the Director of Financial Aid (931-526-1478). Either a telephone call or a text message is fine.

If the reported perpetrator is also a MW student, accommodations will be made to protect the victim. This may include: changing schedules, terminating, tutoring, etc.

It is possible that the victim's name may have to be disclosed to the perpetrator. It is also possible that if the name cannot be shared, then no investigation or disciplinary action may be possible.

MW will take strong action, up to and including expulsion, if there is any proven retaliation.

Third-party, or anonymous, reporting will be investigated to see if there is any validity in the report.

Investigation may take up to 10 school days, but we will proceed as expeditiously as possible. If the investigative timeframe needs to be lengthened for gathering additional information or reports, all involved parties will be informed as to the length of the extension. A finding of misconduct by a "preponderance of evidence" means that it is more likely than not that some misconduct happened.

MW does reserve the right to have this process conducted by a legal representative in which case, any decision will take up to 60 days, and the results of any appeal can take an additional 60 days.

If any significant new information comes to light within two weeks after a decision has been made, an appeal may be requested by either party. The results of this appeal must be made within ten (10) school days of either party giving either the Director or the Director of Financial Aid a written request for reconsideration along with the additional and significant new information.

If any significant new information comes to light within two weeks after a decision has been made, an appeal may be requested by either party. The results of this appeal must be made within ten (10) school days of either party giving either the Director or the Director of Financial Aid a written request for reconsideration along with the additional and significant new information.

MW does reserve the right to have this process conducted by a legal representative in which case, any decision will take up to 60 days, and the results of any appeal can take an additional 60 days.

VAWA – SEXUAL VIOLENCE

Definition: An offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI's UCR program. This includes but is not limited to: completed or attempted forced penetration; completed or attempted alcohol or drug-facilitated penetration; completed or attempted forced acts, penetration or attempted penetration with a perpetrator or someone else; non-physically forced penetration (verbal threat, intimidation or misuse of authority); unwanted sexual contact; or non-contact unwanted sexual experiences. This can include oral, vaginal or anal penetration or attempted penetration. This may also include restraining the victim or any part of the victim, using a weapon or a threat of a weapon, or assaulting.

Consent. You need to have consent prior to sex, or it can be construed to be forcible. Consent means having a knowing, voluntary and affirmatively communicated willingness to join in on a particular sexual activity or behavior. It is the responsibility of the person who wants to engage in sexual behavior to ensure that he/she has received the consent of the other. To consent, the other person must have the ability to exercise **unimpaired** free will to make a reasonable and rational decision. Consent may be either verbal or actions, but it must be a mutually understandable permission regarding the sexual activity. Silence, or lack of consent is not to be considered consent. Previous consent does not apply to future activities. Consent to one form of sex does not apply to other forms of sexual activity. Consent to have sex with one person does not imply consent to have sex with another. Consent may be withdrawn at any time, even during the sexual activity.

This can include students, faculty or in some cases clients while engaged in a school-sponsored activity.

If a student is victimized off the school property, they are encouraged to share pertinent information with the school so that the school can protect the student from the individual(s) while on the school campus.

Victims do not have to report the sexual violence to law enforcement, and the school representative should not report it in their behalf. Any report to the school will be held in the strictest confidence, but the victim will be encouraged to contact Genesis House – 800-707-5197 or 931-526-5197 for counseling.

The crime should be promptly reported to the School Director or the Director of Financial Aid (931-526-1478). Either a call or a text message is fine.

The victim needs to be made aware of the importance of going to a local hospital for the collection and preservation of evidence. The possibility of STD's can also be evaluated by the medical facility

If the reported perpetrator is also a MW student, accommodations will be made to protect the victim. This may include: changing schedules, terminating, tutoring, etc.

It is possible that the victim's name may have to be disclosed to the perpetrator. It is also possible that if the name cannot be shared, then no investigation or disciplinary action may be possible.

Criminal Report: Sexual assault and rape are against the law in the State of Tennessee and may be prosecuted under Tennessee criminal and/or civil statutes. In that respect, and in addition to the reporting options listed above, students who have been sexually assaulted are encouraged to contact the local Police Department directly by calling 911. Filing a Criminal Report with the local Police Department is different than filing an Incident Report with the School Security Team. If a student files a Criminal Report with the local Police Department, the police will determine if a criminal investigation will occur and if the case will be referred for prosecution. MW will take strong action, up to and including expulsion, if there is any proven retaliation.

Third-party, or anonymous, reporting will be investigated to see if there is any validity in the report.

Investigation may take up to 10 school days, but we will proceed as expeditiously as possible. If the investigative timeframe needs to be lengthened for gathering additional information or reports, all involved parties will be informed as to the length of the extension.

VAWA – STALKING

Definition: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress. Stalking may include actions that are direct, indirect or through a third-party. It can be any action of observing, following, monitoring, following, surveilling, threatening or communicating with or about a person or interfering with that person's property. Stalking may be viewed as sexual intimidation when it is gender or sex-based. For the purpose of this report, substantial emotional distress is defined as significant mental suffering that may or may not require professional treatment or counseling.

If you see a stalker on the school property – it is a school responsibility to take action.

This can include students, faculty or in some cases clients while engaged in a school-sponsored activity.

If a student is victimized off the school property, they are encouraged to share pertinent information with the school so that the school can protect the student from the individual(s) while on the school campus.

Victims do not have to report the stalking to law enforcement, and they school representative should not report it in their behalf. Any report to the school will be held in the strictest confidence, but the victim will be encouraged to contact Genesis House – 800-707-5197 or 931-526-5197 for counseling.

The crime should be promptly reported to the School Director or the Director of Financial Aid. If neither one is present, please call 931-526-1478 to contact the Director of Financial Aid.

If the reported perpetrator is also a MW student, accommodations will be made to protect the victim. This may include: changing schedules, terminating, tutoring, etc.

Consent: Silence or absence of resistance does not constitute consent. Consent with one person does not in any way state or imply consent with another. Consent may be withdrawn at any time. Coercion, force or threat of either invalidates consent. If someone is under the influence of drugs or alcohol, they cannot consent.

It is possible that the victim's name may have to be disclosed to the perpetrator. It is also possible that if the name cannot be shared, then no investigation or disciplinary action may be possible.

In the event that a serious situation arises, either on or off campus, that, in the judgment of the School Security Team (or their designee) constitutes a *serious ongoing or continuing threat*, a campus-wide "timely warning" will be issued. The notification will include a short description of the crime or incident, giving the time and date, location, reported offense, suspect, description, and any other pertinent information used to facilitate the crime. The notification will also include personal safety information to aid MW staff, students and customers in protecting themselves from becoming victims of a similar crime. The warning will be distributed vocally to students, faculty and staff. Depending on the nature of the emergency, a decision will be made to utilize other methods of notification.

MW will take strong action, up to and including expulsion, if there is any proven retaliation.

Third-party, or anonymous, reporting will be investigated to see if there is any validity in the report.

Investigation may take up to 10 days, but we will proceed as expeditiously as possible. If the investigative timeframe needs to be lengthened for gathering additional information or reports, all involved parties will be informed as to the length of the extension.

In the parking area facing the front of Mister Wayne's School of Unisex Hair Design



Aerial View of school building and public parking lot with S. Willow Avenue running parallel of the left side of the photo.



CONFIDENTIAL CRIME REPORT

Describe the nature of the crime: _____

Where did the crime occur: _____

Provide the date and times associated with this crime: _____

Please provide the suspect's name, if known: _____

If unknown, please provide a detailed description: _____
