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ANNUAL SECURITY REPORT 2018

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INTRODUCTION

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), requires that all institutions who participate in Federal Title IV programs to disclose campus security information including crime statistics for the campus and surrounding areas.

Mak Beauty Institute strives to ensure the safety of all students, staff, and clients and has developed a broad set of policies and procedures to ensure the safety of everyone. Mak Beauty Institute will publish their Annual Security Report by October 1st of each year and will notify all students and employees when the report is available and posted on the Class Board.

All students and employees are encouraged to report crimes, suspicious activities, injuries resulting from criminal offenses and all other security problems. Students and employees who wish to report a crime, injury, or other security offense may do so by contacting the School Director, who will then notify the local police department. If you are experiencing a life-threatening emergency, please call 9-1-1. In the event the School Director determines that a situation constitutes an ongoing or continuing threat, a campus-wide timely warning will be issued.

Anyone may obtain a paper copy of the Annual Security Report for free through the Director of the school or office administrator.

I. GEOGRAPHY

The Clery Act requires each institution to disclose crime statistics that occur on three types of property: campus, public property within or immediately adjacent to the campus, noncampus buildings or property that the institution owns or controls. Mak Beauty Institute does not have on- or off-campus residences or official off-campus student organizations. The school does not have a security or police department.

II. CRIME STATISTICS

Institutions participating in federal student financial aid must present to current and future students and employees certain crime statistics and policies in accordance with the Clery Act. The purpose of this report is to provide information relating to campus safety and security in an effort to aid future and current students and employees in making informed decisions regarding our college.

The Clery Act requires every institution to include four general categories of crime statistics:

- Criminal Offenses:
 - Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence;
 - Sexual Assault (Sex Offenses), any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.

- Hate Crimes - a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Any of the above-mentioned offenses, and any incidents of Larceny-

Theft, Simple Assault, Intimidation, or Destruction/Damage/ Vandalism of Property that were motivated by bias;

Mak Beauty Institute takes hate crimes and all criminal offenses seriously and encourages the campus community to report any crime to the Campus President or Academic Deans. Crimes also can be reported by calling 9-1-1.

- VAWA Offenses - Any incidents of Domestic Violence, Dating Violence and Stalking.
- Arrests and Referrals for Disciplinary Action for Weapons - Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations.

III. CAMPUS SECURITY AUTHORITIES

The function of a campus security authority is to report to the official or office designated by the institution to collect crime report information. CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as a CSA:

TATYANA CARR- School Director
770-292-9669
makbeautyinstitute@yahoo.com

DILYARA ROGERS-Financial Aid Director
770-292-9669
makbeautyinstitute@yahoo.com

Emergency: 9-1-1
Non-Emergency: 770-781-2000 (Cumming Police Department)

Reporting Crimes

Students, faculty and staff are strongly encouraged to report all crimes accurately and promptly to local law enforcement; dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots, loitering around vehicles, or inside the building should be reported to the local law enforcement agency.

Timely reporting of criminal activity enables the school to respond to crime in a timely manner and potentially reduce the recurrence of that crime. The school will protect the confidentiality of any victim. The school does not have a police or security department but does work cooperatively with local law enforcement agencies when necessary. There are no written memoranda of understanding agreements between Mak Beauty Institute and local law enforcement agencies to investigate alleged crimes. The school does, in good faith effort, contact local law enforcement agencies to obtain data on Clery Act crimes that occurred on or near the campus.

Confidential Crime Reporting

Victims of crime may not want to pursue action with the school or the criminal justice system and may still want to consider making a confidential report. With permission, Administrative/Facilities Services or a designee of the school can complete an incident report on the details of the incident without revealing the victim's identity. The purpose of confidential reporting is to comply with the wish to keep matters confidential while taking measures to keep the campus community safe. With such information, the school can keep accurate records and become aware of any patterns of crime that may warrant action. Reports filed in this manner are

counted and disclosed in the annual crimes statistics for the school. The school does not employ or contract with any professional or pastoral counselors who provide confidentiality services to students or employees.

IV. STATISTICS FROM LOCAL LAW ENFORCEMENT AGENCIES

Mak Beauty Institute makes a reasonable, good-faith effort to obtain the statistics from the local law enforcement agencies for all of our Clery geography:

Forsyth County Police Department

Cumming Police Department

Website- <http://www.forsythco.com/Departments-Offices/911-Center/Open-Records-Requests>

V. THE DAILY CRIME LOG

The purpose of the daily crime log is to record all criminal incidents and alleged criminal incidents that are reported to the campus police or security department. A daily crime log does not need to be kept because Mak Beauty Institute is not considered to have a security department.

VI. EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergencies are unexpected events which must be dealt with urgently to protect the health and safety of others. Emergencies may be related to natural disasters such as earthquakes, criminal activity such as armed robberies, environmental disasters, or highly contagious health concerns.

Mak Beauty Institute initiates Safety and Evacuation policy that includes emergency response and evacuation procedures and outlines actions staff, faculty and students must take to protect their mutual health and safety.

*** In case of emergency - dial 911***

Emergency Procedures

The person in charge at the time of the emergency will be the lead Instructor. Students should learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. School representatives on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

Mak Beauty Institute will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The School Director, Administrative/Facilities Services and Instructors have the authority and are responsible for overall management and administration of the plan. The entire campus community will be notified when there is at least the potential that a very large segment of the community will be affected by a situation or when a situation threatens the operation of the campus as a whole.

The School Director will create the notification and the Administrative/Facilities Services or Academic department will be responsible for notifying students/employees. If deemed necessary, those outside of the campus community will be notified of the emergency through local law enforcement and/or public health agency. In addition, the School administrative staff will contact parents, guardians, spouses and those listed as emergency contacts by the student via phone. Other staff and faculty members may be designated as back-ups and to assist with assigned tasks.

Emergencies are identified by campus staff, by other campus community members, and forms of public media and notification. Anyone wishing to report an emergency should contact the School Director or other available administrative staff as soon as safely possible using the most efficient means available.

Upon confirmation of a significant on-campus emergency or dangerous situation involving an immediate threat to the health or safety of students and employees, the School Director or other administrative staff will issue an emergency notification and also notify the appropriate local emergency response teams, law enforcement and individuals on campus who are in harm's way. Local authorities will determine when and if it is necessary to notify the surrounding community. The School Director or other administrative staff will determine what

information should be contained in the alert. Campus alerts may be issued via e-mail, classroom announcement, alarm, or any combination of methods determined to be necessary. In addition, members of the administration will post relevant updates and advisories on the school Facebook page. The alerts will identify the appropriate action to take in an effort to have students and employees avoid the confirmed danger and minimize injuries. Depending on the situation, additional alerts will be disseminated as information becomes available.

Evacuations to safe locations will be implemented when necessary and proceed in an organized manner per policy and procedure. All students are required to comply with the plan and the directions given to them by campus safety staff, faculty, or public emergency response teams or law enforcement agencies during actual emergencies and drills for their personal safety. At no time during an actual campus emergency or drill shall students be permitted to leave the campus unless directed to do so.

The plan, including any updates, is reviewed with new students and employees during orientation and at a number of faculty meetings during the year. Evacuation routes are identified in each classroom and other areas.

Emergency response and evacuation drills are conducted, at minimum, annually. Drills may be announced or unannounced and are evaluated for needed improvement. At a later drill any needed improvements will be tested and, if successful, included in the campus procedures. If not successful, different approaches will be tried until acceptable results are achieved. All tests will be documented and included: • a description of the exercise (i.e., the test). • The date the test was held. • The time the test started and ended. • Whether the test was announced or unannounced.

Students and employees are encouraged to be responsible for their own security and the security of others. Employees and students are expected to follow safe practices while on campus property. Following safe practices will reduce the possibility of accidental emergencies and increase the effectiveness of the campus response to unforeseen emergencies.

The campus community is obligated to report all unsafe activities, potential and real emergencies, and/or criminal activities to the School Director, Instructors, or Administrative Staff as soon as possible.

Persons responsible for carrying out the emergency response and evacuation procedures include School Director, Instructors, and Administrative Staff.

VII. TIMELY WARNINGS

In the event of an ongoing or continuing threat to the campus community, warnings will be issued through the following means:

- Email message to faculty and staff
- Notices posted in common on-campus areas
- Verbal notification by the School Director or another member of the school's management team visiting classrooms to inform all students of the situation
- Email and/or text message to all students.

The intent of a timely warning is to provide adequate information necessary to enable the campus community to protect themselves when a significant emergency or dangerous situation occurs. The content of the timely warning will not disclose information that may compromise law enforcement efforts. Anyone with information that warrants a timely warning should report it immediately to the School Director, Instructors, or Administrative office. The School Director or Administrative Staff are responsible for ensuring timely warnings are issued to the campus community.

VIII. ANNUAL SECURITY REPORT POLICY STATEMENTS

Facilities Security and Access

The campus facilities are open during day and evening business hours and are accessible to students, employees, contractors, guests and invitees. The campus is secured during non-business hours by locking doors and setting alarms and only accessible by issued key and alarm pass code. Maintenance personnel enter the facilities during the evening or early morning non-business hours by issued key and alarm pass code.

Mak Beauty Institute does not have on- or off-campus residences or official off-campus student organizations. The school does not have a security or police department. Facilities and landscaping are maintained in a manner that minimizes hazardous conditions.

The Administrative Office maintains security support and information in the areas of: parking, traffic control, fire prevention, safety and enforcement of all applicable regulations.

Security Awareness Programs for Students and Employees

Safety and security awareness programs are in place for students and employees. The common theme of awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. The safety rules, including crime prevention, reviewed with students during orientation. Security, including crime prevention, is reviewed with employees at hire dates and during staff and faculty meetings.

Visual emergency exit layouts are posted at the entrances of all campus rooms and in hallways.

In the event of eminent danger or immediate emergency, information is released through electronic mail, voice mail, or classroom and campus announcements.

Alcohol and Drug Prevention Policy

Mak Beauty Institute has adopted and implemented a program that prohibits the manufacture, distribution of illicit drugs and alcohol, dispensation, possession, sale, purchase, offer to buy or sell, or use of alcohol, illegal drugs or related paraphernalia and the illegal use of any drugs (including the misuse of prescription drugs) at Mak Beauty Institute campus or while engaged in the course curriculum is strictly prohibited. Mak Beauty Institute also prohibits such conduct during non-curriculum time to the extent that, in the judgment of Mak Beauty Institute, it impairs a student's or staff member's ability to progress through the curriculum, threatens the reputation or integrity of school or violates the law.

Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion, even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

The administration, staff and faculty are dedicated to providing education, awareness, treatment referrals, along with the legally mandated reporting and criminal sanctions. The School Director provides an overall coordination of the Drug-Free School Program. Drug and Alcohol education materials are available to students and employees in their orientation materials.

Mak Beauty Institute will assist employees and students in the selection of appropriate counseling, substance abuse assistance or rehabilitation programs. Drug and alcohol prevention event will be held annually.

In addition, this school will not discriminate solely on the grounds of prior drug or alcohol abuse or against individuals who have satisfactorily completed a substance-abuse assistance or rehabilitation program.

Health Risks

Alcohol. Health hazards associated with the excessive use of alcohol or with alcohol dependency include dramatic be-havioral changes, retardation of motor skills, and impairment of reasoning and rational thinking. These factors result in a higher incidence of accidents and accidental death for such persons compared to nonusers of alcohol. Nutrition also suffers and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse can cause any or all of the following: bleeding from the intestinal tract, damage to nerves and the brain, impotence, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in

cirrhosis, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries and muscles. Damage to the nerves and organs is usually irreversible. Cancer is the second leading cause of death in alcoholics and is 10 times more frequent than in nonalcoholics. Sudden withdrawal of alcohol from persons dependent on it will cause serious physical withdrawal symptoms. Drinking during pregnancy can cause fetal alcohol syndrome. Overdoses of alcohol can result in respiratory arrest and death.

Drugs. The use of illicit drugs usually causes the same general types of physiological and mental changes as alcohol, though frequently those changes are more severe and more sudden. Death or coma resulting from overdose of drugs is more frequent than from alcohol.

Cocaine. Cocaine is a stimulant that is most commonly inhaled as a powder. It can be dissolved in water and used intravenously. The cocaine extract (crack) is smoked. Users can progress from infrequent use to dependence within a few weeks or months. Psychological and behavioral changes which can result from use include over-stimulation, hallucinations, irritability, sexual dysfunction, psychotic behavior, social isolation, and memory problems. An overdose produces convulsions and delirium and may result in death from cardiac arrest. Cocaine dependency requires considerable assistance, close supervision and treatment.

Amphetamines. Patterns of use and associated effects are similar to cocaine. Severe intoxication may produce confusion, rambling or incoherent speech, anxiety, psychotic behavior, ringing in the ears, and hallucinations. Intense fatigue and depression resulting from use can lead to severe depression. Large doses may result in convulsions and death from cardiac or respiratory arrest.

MDA and MDMA (XTC, ecstasy). These amphetamine-based hallucinogens are sold in powder, tablet, or capsule form and can be inhaled, injected, or swallowed. They cause similar, but usually milder, hallucinogenic effects than those of LSD. Because they are amphetamines, tolerance can develop quickly and overdose can happen. Exhaustion and possible liver damage can occur with heavy use. In high doses, these drugs can cause anxiety, paranoia and delusions. While rare, these drugs have been associated with deaths in users with known or previously undiagnosed heart conditions.

Rohypnol (rophies, roofies, rope). This drug is in the same category of drugs as Valium, a benzodiazepine, but is more potent than Valium. Initially, it causes a sense of relaxation and a reduction of anxiety. At higher doses, light-headedness, dizziness, lack of coordination and slurred speech occur. The drug affects memory and, in higher doses or if mixed with other drugs or alcohol, can result in amnesia for the time period the user is under the influence. Because of this amnesia effect, Rohypnol has been given intentionally to others to facilitate sexual assault and other crimes. Combining this drug with other sedating drugs, including alcohol, will increase the intensity of all effects of the drug and, in sufficient doses, can cause respiratory arrest and death. Dependency can occur.

Heroin and other opiates. Addiction and dependence can develop rapidly. Use is characterized by impaired judgment, slurred speech, and drowsiness. Overdose is manifested by coma, shock, and depressed respiration, with the possibility of death from respiratory arrest. Withdrawal problems include sweating, diarrhea, fever, insomnia, irritability, nausea, vomiting, and muscle and joint pains.

Hallucinogens or psychedelics. These include LSD, mescaline, peyote, and phencyclidine or PCP. Use impairs and distorts one's perception of surroundings, causes mood changes, and results in visual hallucinations that involve geometric forms, colors, persons, or objects.

Solvent inhalants (e.g., glue, lacquers, plastic cement). Fumes from these substances cause problems similar to alcohol. Incidents of hallucinations and permanent brain damage are more frequent with chronic use.

Marijuana (Cannabis). Marijuana is usually ingested by smoking. Smoking marijuana causes disconnected ideas, alteration of depth perception and sense of time, impaired judgment and impaired coordination. Prolonged use can lead to psychological dependence.

Damage from intravenous drug use. In addition to the adverse effects associated with the use of a specific drug, intravenous drug users who use unsterilized needles or who share needles with other drug users can develop HIV, hepatitis, tetanus (lock jaw), and infections in the heart. Permanent damage or death can result.

Synthetic cannabis (K2 and Spice). This is a psychoactive designer drug derived of natural herbs sprayed with synthetic chemicals that, when consumed, allegedly mimic the effects of cannabis. Synthetic cannabis can precipitate psychosis and in some cases it is prolonged. These studies suggest that synthetic cannabinoid intoxication is associated with acute psychosis, worsening of previously stable psychotic disorders, and also may have the ability to trigger a chronic (long-term) psychotic disorder among vulnerable individuals such as those with a family history of mental illness.

Bath Salts (Brand names include Blizzard, Blue Silk, Charge+, Ivory Snow, Ivory Wave, Ocean Burst, Pure Ivory, Purple Wave, Snow Leopard, Stardust, Vanilla Sky, White Dove, White Knight and White Lightning). Bath salts are a dangerous drug whose full risks and effects are still unknown. Doctors have reported that bath salts can cause rapid heartbeat, high blood pressure, chest pains, agitation, hallucinations, extreme paranoia and delusions. Long-term effects are believed to be similar to methamphetamine (meth). Taking a lot of it for a long time can lead to emotional and physical "crash-like" feelings of depression, anxiety and intense cravings for more of the drug. Since it contains amphetamine-like chemicals, bath salts will always carry the risk of stroke, heart attack and sudden death.

Every state regulates the possession of controlled dangerous substances (CDS), though each differs in its definition of CDS and the penalties for their possession. Georgia classifies not only well-known drugs like marijuana, heroin and cocaine as controlled substances, but also the compounds used to manufacture them. Certain drugs, like codeine, may be legally possessed with a valid prescription.

How Georgia Classifies CDS:

Georgia divides its CDS into five "schedules," according to their likelihood for abuse.

- Schedule I drugs (such as heroin) are those that have a high potential for abuse and have no accepted medical use.
- Schedule II drugs (such as opium and morphine) have a high potential for abuse, have an accepted medical use with severe restrictions, and their abuse has the potential for severe psychic and physical dependence.
- Schedule III drugs (such as anabolic steroids) have a potential for abuse less than Schedule I or II drugs, have an accepted medical use, and their abuse may lead to low or moderate physical dependence and high psychological dependence.
- Schedule IV drugs (such as diazepam) have a lower potential for abuse than Schedule III drugs, have an acceptable medical use, and their abuse may lead to limited psychological and physical dependence in relation to Schedule III drugs.
- Schedule V drugs have the lowest potential for abuse relative to Schedule IV CDS, have a currently accepted medical use, and have a limited risk of physical or psychological dependence relative to Schedule IV CDS. Schedule V drugs include medicines that contain very small amounts of specified narcotic drugs.

(Georgia Code Section 16-13-25 through 16-13-29.)

This article concerns the possession of CDS for personal use only. Separate punishments apply to the sale of CDS. For information about sale of CDS, see Sale of a Controlled Substance in Georgia.

Penalties for the Possession of CDS:

CDS possession crimes are all felonies, except for those that involve small amounts of marijuana. The penalty for felony possession depends on the type of CDS involved in the offense. Multiple possession convictions are punished more harshly.

To understand the charges and penalties you might be facing, begin with the charging document in your case (usually called either a complaint or, if from a grand jury, an indictment). Identify the name of the drugs specified in the document, consult the schedules explained above, and place them in the proper schedule.

Possession of any Schedule I CDS or Schedule II narcotic is a felony punishable by two to 15 years in prison. A second or subsequent conviction is punishable by five to 30 years in prison.

Possession of any Schedule II CDS other than a narcotic is a felony punishable by two to 15 years in prison. A second or subsequent conviction is punishable by five to 30 years in prison.

Possession of a Schedule III, IV, or V CDS is a felony and punishable by one to five years in prison. A second or subsequent conviction is punishable by one to ten years in prison.

This provision does not include flunitrazepam, a Schedule IV CDS.

(Georgia Code Section 16-13-30.)

Possession of flunitrazepam is a felony and punishable by two to 15 years in prison. A second or subsequent conviction is punishable by five to 30 years in prison.

(Georgia Code Section 16-13-30.)

The penalty for possession of marijuana depends on the amount involved in the offense.

- Possession of less than one ounce of marijuana is a misdemeanor and is punishable by up to one year in jail, a fine of up to \$1,000, or both, or a period of community service of up to one year.
- Possession of marijuana of one ounce or more is a felony punishable by one to ten years in prison.

For more information see Marijuana Possession Laws in Georgia.

(Georgia Code Section 16-13-30.)

A felony conviction punishable by a period of incarceration of ten years or less may, at the court's discretion, be sentenced as a misdemeanor.

(Georgia Code Section 17-10-5.)

The attempt, or conspiracy to commit, any CDS crime is punishable by a period of incarceration up to the maximum sentence permitted for the actual commission of the underlying crime.

(Georgia Code Section 16-13-33.)

Drug Related Objects:

The possession of, or possession with the intent to use, drug related objects is a misdemeanor punishable by up to one year of incarceration, a fine of up to \$1,000, or both. Drug related objects include:

- materials for cultivating or growing CDS
- materials for packaging, storing, or containing CDS
- objects used to conceal CDS, or
- items used to inhale, inject, or otherwise administer or ingest CDS.

(Georgia Code 16-32-32.2 and 17-10-3.)

Conditional Discharge for First-Time Possession Offenders:

If a defendant has never been convicted of a CDS-related crime in Georgia or under any other law of the United States, the court may, with the defendant's consent, impose a period of probation and withhold a finding of guilt. The judge may require the defendant to enroll in a drug treatment program. If the defendant does not violate probation, the court will dismiss the underlying charges, and the defendant will not have a conviction on his record.

If the defendant violates any condition of probation, the court will resume criminal proceedings by entering a finding of guilt into the official court record and proceeding with sentencing.

(Georgia Code 16-13-2.)

Under Georgia Law, it is Illegal:

For a person under 21 is prohibited from attempting to purchase or possess alcohol. A minor convicted of an alcohol violation may have his or her driver's license suspended. On the first offense, the minor can apply to

have his or her license reinstated after 6 months. For a second offense, that minor can apply for a reinstatement after 12 months.

Students or staff members who use prescription drugs should follow the prescribing physician's directions for use. Any prescribed medications shall be in the original container with the label from the pharmacy, Doctor's name, ingredients, and directions for use. If use of a prescription drug may impair your performance or affect safety while performing course-related services, you should notify the Instructor immediately so administrative staff can take whatever action it finds appropriate to protect your safety and that of other students and clients. Any student or staff member who violates this policy is subject to suspension or expulsion from the program.

Drug and Alcohol Treatment Facilities

If you or someone you know is struggling with drug or alcohol abuse, please call 1-877- 335-HOPE (4673) or one of the treatment centers listed below:

AA Abuse Helpline-24 hours 1-800-299-6310

<http://www.forsythcountydrugawarenesscouncil.org>

North Fulton Treatment Center,
601 Bombay Lane, Roswell, GA 30076
Phone: 770-754-4674

Sunrise Detox Alpharetta (Atlanta)
4500 North Point Parkway, Alpharetta, GA 30022
Phone: 678-762-0370

Purple
1958 Cruse Rd, Lawrenceville, GA 30044
Phone: 678-572-6856

Laurelwood, Gainesville
ExecuCare Addiction Recovery Center, Norcross
Road to Recovery, Gainesville
Atlanta Addictive Disease and Psychiatric Medicine Associates, Cumming
North Georgia Counseling & Education Center, Dahlonega
LifeWorks Counseling, Inc., Dahlonega
Wellspring Life Solutions, Gainesville
Bill's Place, Inc., Gainesville

PREVENTING dating violence, domestic violence, sexual assault and stalking

The Clery Act requires to include statements of policy in this annual security report that address the institution's programs to prevent dating violence, domestic violence, sexual assault and stalking, and the procedures the institution will follow when one of these crimes is reported.

Sex Offenses – Forcible - any sexual act directed against another person forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Sex Offenses – Non-Forcible - unlawful, non-forcible sexual intercourse. The Clery Act only includes two types of offenses in this category: incest and statutory rape.

Sexual assault - a sex offense that meets the definition of rape or non-consent, fondling, incest or statutory rape as used in the uniform crime reporting system of the Federal Bureau of Investigation. Relationship Violence includes one or more of the following acts:

- A. Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - 1. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
 - 2. For purposes of this definition:
 - a) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - b) Dating violence does not include acts covered under the definition of domestic violence.
- B. Domestic violence is a felony or misdemeanor crime of violence committed:
 - 1. By a current or former spouse or intimate partner of the victim;
 - 2. By a person with whom the victim shares a child in common;
 - 3. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - 4. By a person similar situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
 - 5. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. Idaho law protects "family and household members," which include persons 18 years of age or older who are spouses, former spouses, parents, stepparents and children or stepchildren, and persons who are presently residing together or have resided together in the past.
- C. Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - 1. Fear for the person's safety, or the safety of others; or
 - 2. Suffer substantial emotional distress. For purposes of this definition,
 - a) Course of Conduct means two or more acts, including, but not limited to, acts in which the stalker directly indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or threatens with a person's property.
 - b) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - c) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. For purposes of reporting hate crimes, sexual assaults, domestic violence, dating violence or stalking, when more than one criminal offense is committed during a single incident, each offense must be included in the institution's Clery Act crime statistics.

Reporting a Sex Offense, Domestic Violence, Dating Violence, Sexual Assault or Stalking

It is the policy of Mak Beauty Institute to immediately report any sexual offense to the Cumming Police Department, whether committed on or off campus. It is imperative that victims of any kind of sexual offense report the crime to one of the school security authorities and/or to the Cumming Police Department. It is also important to preserve any and all evidence (i.e. clothing, objects and any other biological evidence) for the proof of a criminal offense.

When sexual assaults are committed off-campus, persons are encouraged to report to the appropriate law enforcement agency, but a student may elect, instead, to report the sexual assault to one of the campus

security authorities. Any assault will be immediately reported to the Cumming Police Department. If an assault is reported to the campus security authorities, a grievance form will be provided to student.

Procedures if you are a Victim of Sexual Assault, Domestic Violent, Dating Violence or Stalking.

1. Report to Police.
2. Tell the first person you see and point out the attacker.
3. Don't shower or bathe.
4. Preserve as much evidence as possible.
5. Remember all you can about the attacker such as age, height, weight, race, color of eyes-hair-clothes, type of complexion-pants-shirt-shoes.

Disciplinary Action for sex offense, domestic violence, dating violence, sexual assault or stalking convictions

If a student or a staff member is convicted of a sexual offense, domestic violence, dating violence, sexual assault or stalking regardless of whether or not the action took place on the school campus, that individual is subject to disciplinary actions by Mak Beauty Institute. Any student or staff member may be subject to sanctions leading up to or including termination if convicted of any domestic violence, sex offense, including rape, acquaintance rape, any other forcible or non-forcible sex offenses or stalking.

All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings and hearings. Also, school is obligated to comply with a student's request for an academic situating change following an alleged sex offense.

Both the accuser and the accused will be informed of any initial, interim, and final decisions by the Director of the school any sanctions imposed by the institution. Additionally, both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Compliance with these provisions does not constitute a violation of the Family Education Rights and Privacy Act of 1974.

Awareness Programs to prevent dating violence, domestic violence, sexual assault, and stalking

At this time, Mak Beauty Institute does not have on-campus resources for victims of a sexual assault. The following organizations are available to the community for assistance. These organizations will also provide training/education classes for our students at our campus, along with pamphlets and education material.

- National Center on Domestic and Sexual Violence 1-512-407-9020 www.ncdsv.org
Services: Training, consulting, advocacy Accepts Wellcare, PeachState, and AmerigroupN ot Medicare.
- National Coalition Against Domestic Violence: 303-839-1852
- National Victim Center: 1-800-799-7233 or 1-800-787-3224 (TTY)
- National Organization for Victim Assistance: 1-800-TRY-NOVA
- Local Emergency Assistance: 911
- GA Domestic Violence Hotline: 800- 33HAVEN
- GA Coalition Against Domestic Violence: 404-209-0280 <http://gcadv.org/>
- Partnership Against Domestic Violence (Atlanta): 404-873-1766
- Women's Resource Center to End Domestic Violence Inc. (Atlanta): 404-688- 9436
- FBI Office, Atlanta: 404-679-9000 <http://www.fbi.gov>
- Northern District of GA Victim Witness Assistance Program: 1-888-431-1918
- The National Domestic Violence Hotline www.thehotline.org /1-800-799-7233
- Forsyth County Family Haven (24-Hour Crisis Line, Shelter, Legal Advocacy):
www.forsythcountyfamilyhaven.info / 770-887-1121

-Bell-Forsyth Judicial Circuit Domestic Violence Task Force

Contact: Leslie Dinkins LEDinkins@forsythco.com /678-513-5936

With these organizations, their programs help prevent dating violence, domestic violence, sexual assault, and stalking including primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at current students and employees.

Consent The State of Georgia does not define “Consent” in reference to sexual activity. However, the State of Georgia defines "without consent" as a circumstance in which "a person whose concurrence is required has not, with knowledge of the essential facts, voluntarily yielded to the proposal of the accused or of another." *O.C.G.A § 16-1-3(19)*

The Mak Beauty Institute defines “Consent” as: Words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation or coercion, by ignoring or acting in spite of objections of another, or by taking advantage of the incapacitation of another, where the respondent knows or reasonably should have known of such incapacitation. Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent. Minors under the age of 16 cannot legally consent under Georgia law.

Bystander intervention: safe and positive options that may be carried out by an individual to prevent harm or intervene when 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 talking action to intervene.

Ongoing prevention and awareness campaigns: Mak Beauty Institute involves the community for assistance with the education, interventions, initiatives and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking.

Risk Reduction: the practice of educating ‘potential victims.’ In order to promote safety and to help individuals and communities address conditions that facilitates violence. Examples are “don’t walk alone at night.” “don’t set your drink down.” “use the buddy system.”

Registered Sex Offenders

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or employed or volunteering on campus. The federal law requires state law enforcement agencies to provide Mak Beauty Institute with a list of registered sex offenders who have indicated that they are enrolled, employed or carrying on a vocation at Mak Beauty Institute.

The CSCPA also requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information concerning registered sex offenders may be obtained. Mak Beauty Institute is complying with this requirement by providing information regarding registered sex offenders in your area.

A list of all registered sex offenders in Georgia is available from the Georgia Sex Offender Registry at <https://gbi.georgia.gov/georgia-sex-offender-registry>.

Hate Crimes

There were no reported incidents of hate crimes reported for 2014, 2015 and 2016. Hate crime statistics are presented in narrative format when there are no hate crimes to report or if there are a limited number of hate crimes reported.

A Clery Act hate crime is committed when the victim was intentionally targeted because of bias. Bias for the purpose of Clery Act hate crime reporting is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, national origin, sexual orientation, gender identity, ethnicity or disability of the victim.

Hate crime categories include murder/non-negligent manslaughter, sex offenses – forcible, sex offences – non forcible, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, simple assault, larceny-theft, intimidation, destruction/damage/vandalism of property.

Mak Beauty Institute takes hate crimes and all criminal offenses seriously and encourages the campus community to report any crime to the School Director or Administrative staff. Crimes also can be reported by calling 9-1-1

Unfounded Crimes

Mka Beauty Institute may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.”

Crime Statistics

Crime statistics include all reports received by the Cumming Police Department and from the persons designated as Campus Security Authorities for Mak Beauty Institute.

Criminal Offenses Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION	
		ON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2015	0	0
	2016	0	0
	2017	0	0
MANSLAUGHTER BY NEGLIGENCE	2015	0	0
	2016	0	0
	2017	0	0
RAPE	2015	0	0
	2016	0	0
	2017	0	0
FONDLING	2015	0	0
	2016	0	0
	2017	0	0
INCEST	2015	0	0
	2016	0	0
	2017	0	0
STATUTORY RAPE	2015	0	0
	2016	0	0
	2017	0	0
ROBBERY	2015	0	0
	2016	0	0
	2017	0	0
AGGRAVATED ASSAULT	2015	0	0
	2016	0	0
	2017	0	0
BURGLARY	2015	0	0
	2016	0	0
	2017	0	0
MOTOR VEHICLE THEFT	2015	0	0
	2016	0	0
	2017	0	0
ARSON	2015	0	0
	2016	0	0
	2017	0	0

Hate Crimes Statistics

The following criminal offenses that manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity and can be classified as Hate Crimes as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Hate Offenses Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION														
		ON-CAMPUS PROPERTY								PUBLIC PROPERTY						
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity
MURDER / NON-NEGLIGENT MANSLAUGHTER	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RAPE	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FONDLING	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INCEST	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARSON	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LARCENY-THEFT	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INTIMIDATION	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

VAWA Offenses Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION	
		ON-CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2015	0	0
	2016	0	0
	2017	0	0
DATING VIOLENCE	2015	0	0
	2016	0	0
	2017	0	0
STALKING	2015	0	0
	2016	0	0
	2017	0	0

Arrests and Disciplinary Referrals Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION	
		ON-CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC	2015	0	0
	2016	0	0
	2017	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2015	0	0
	2016	0	0
	2017	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2015	0	0
	2016	0	0
	2017	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2015	0	0
	2016	0	0
	2017	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2015	0	0
	2016	0	0
	2017	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2015	0	0
	2016	0	0
	2017	0	0



Hazard and Incident Report Form

SECTION A – DETAILS OF PERSON INVOLVED IN INCIDENT OR REPORTING HAZARD

Name: _____ Phone: _____/_____

Address: _____ City _____ State: _____ Zip: _____

Staff _____ Student _____ Guest _____

SECTION B – INCIDENT DETAILS OR NATURE OF HAZARD OR DAMAGE (Use separate sheet if necessary)

Date of Incident: ___/___/___ Time: _____ am/pm

Location of Incident, Hazard, or Damage: _____

Brief Description of Incident, Hazard, Fire, Damage, etc. (what happened?): _____

If injury occurred and injured person is under the age of 18 or otherwise dependent, please complete the following:

Name of Father/Male Guardian: _____ Phone: _____

Name of Mother/Female Guardian: _____ Phone: _____

Address of parents/guardians: _____

Signature of injured person: _____ Date: ___/___/___

Signature of parent/guardian if under 18: _____ Date: ___/___/___

Describe injuries/illness including part(s) and side(s) of body affected:

SECTION C – WITNESSES TO INCIDENT, HAZARD, OR DAMAGE

List of witnesses or first person on scene:

Name: _____ Address: _____

Phone: _____ Comments: _____

Name: _____ Address: _____

Phone: _____ Comments: _____

Name: _____ Address: _____

Phone: _____ Comments: _____

SECTION D – SUPERVISOR/MANAGEMENT NOTIFICATION

Name of Supervisor/Member of Management Incident, Hazard, or Damage reported to: _____

Date/Time of notification: ___/___/___, ___ am/pm

Supervisor's Notes: _____

Signature of Supervisor/Member of Management: _____

Title: _____ Phone: _____ Date: ___/___/___

Additional Notes/Comments re: Investigation, Preventative Action, Recommendations, Maintenance, Repairs, etc. (attach any necessary documents):

