

Security & Fire Safety Report 2025

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ANNUAL SECURITY & FIRE SAFETY REPORT

Introduction

This report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off campus buildings or property owned or controlled by Dymond Designs Beauty School (DDBS); and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Financial Aid Office.

The Annual Disclosure of Crime Statistics

The Financial Aid Office staff at DDBS prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. The full report is located in the Financial Aid Office and available online and will be distributed to anyone who makes a request at any time. The students and staff of DDBS will be notified annually of the availability of the updated report via email or memo. This report is prepared in cooperation with the Detroit Police Department. Sources of crime statistics include those reported to the Detroit Police Department and also those reported directly to DDBS. These statistics are also submitted to the Department of Education through their web-based data collection site. All requests for the report can be emailed to raynakarpuk@ddbs.edu or requested in person.

DDBS is an attractive and spacious facility sitting on the east side of Detroit, MI. The facility is located near the downtown area in Harbortown. The general area is heavily patrolled by the local police department. We feel this helps to deter crime on campus.

Policies and Procedures

Choosing a post-secondary institution is a major decision for students and their families. Along with academic, financial, and geographic considerations, the issue of campus safety is a vital concern. In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of the student right-to-know and campus security act, Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all post-secondary institutions participating in the Title IV financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. The Clery Act

requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data are collected, reported, and disseminated to the campus community and also submitted to the U.S. Department of Education. The report is intended to provide students and their families, as higher education consumers, with accurate, complete, and timely information about safety on campus so that they can make informed decisions. The report is distributed electronically to the students and staff annually by October 31st.

Procedures for Reporting a Crime or Emergency

For non-emergencies, please contact DDBS 313-974-6164 and Detroit Police Department's 7th Precinct non-emergency number 313-596-5700. For emergencies only please dial 911 and inform a DDBS staff member of the emergency. Any suspicious activity or person seen in the parking areas or loitering around vehicles, inside the building or outside the building should be reported to either DDBS staff or the Detroit Police Department.

DDBS encourages anyone who is a victim or a witness to any crime to report the incident promptly and accurately to the police. Police reports in the state of Michigan are public records, and DDBS cannot hold reports of crimes in confidence. Crimes should be reported to DDBS to ensure inclusion in the Crime Statistics Report and to aid in providing timely warning and notices to the students, staff, and guests when appropriate. Reports that are to be included in the Crime Statistics Report will be made confidential.

All incidents are reviewed by the Director of Operations at DDBS, and potential action will be taken if, after investigation, it is deemed appropriate. Upon receipt of this report DDBS will determine the appropriate response, which could include disciplinary action against the offender(s), notification to the campus community or other public safety alternatives deemed appropriate given the circumstance. If the incident is criminal in nature, local law enforcement agencies will be notified immediately. If the incident is an emergency, call 911 immediately. If a sexual assault or rape should occur, staff on the scene, including Detroit Police Department, will offer the victim a wide variety of services.

Security and Access Policy

During business hours, DDBS will be open to students, employees, contractors, clients, and invitees. During non-business hours, access to DDBS is only open by key, if issued. Security cameras are currently present inside and outside the school as well as in the front entranceway. DDBS also has a security system installed. DDBS does not have off campus locations for monitoring and recording from local police.

Crime Preventions & Security Awareness

A common theme of crime prevention is to encourage students and employees to be aware of their own security and the security of others. The following safety tips are distributed to new students at the time of orientation.

1. Do not allow the opportunity for a crime to occur. Avoid placing yourself in environments in which it's easier for criminals to commit a personal crime.
2. Always keep your doors and windows locked.
3. If possible, let a friend know where you are, who you'll be with, and when you'll be back when going out.
4. Trust your instincts! If you feel uncomfortable about someone near you on the street, in an elevator, or getting off a bus, head for a populated place or yell for help.
5. Use well-lit and busy sidewalks.
6. Avoid walking alone or walking near vacant lots, alleys, construction sites, and wooded areas.
7. Carry a cell phone, whistle, or a personal alarm to alert people that you need help.
8. Lock your car doors and roll up the windows completely, even if you're only running a quick errand. Do not leave valuables in the car in plain sight.
9. If you choose to drink, drink legally and responsibly. Remember that your ability to respond is diminished by over-consumption of alcohol.
10. Stay alert at all times and call the police immediately to report suspicious activity.
11. Never leave personal property left unattended.
12. Put ICE (In Case of Emergency) in your cell phone, along with a name and telephone number of a loved one, to enable emergency services to personally contact your family in case of an emergency.
13. Listening to loud music or using your cell phone distracts you from being alert to potential safety issues. Unplug yourself and stay tuned in with your immediate environment.
14. Utilize crosswalks at all times and obey signals when at an intersection when walking.
15. When driving, be aware of pedestrians and bicyclists and yield to them where required by law.

Campus Law Enforcement and/or Security

DDBS does not employ campus security.

Pastoral Counselors and Professional Counselors

DDBS does not employ any pastoral or professional counselors.

Emergency Testing

DDBS will test the emergency response and evacuation procedure on an annual basis through performing drills of these procedures. Staff members will be made aware of these tests in advance; however, students will not be notified ahead of time. Students are notified about drill

procedures through a class regarding these procedures. Documentation of the description of the test including the date, time began, time ended, and if students and staff were announced will be taken.

Emergency Response and Evacuation

In the event that a significant emergency or dangerous situation were to be confirmed on campus, involving an immediate threat to the health or safety of students or employees, DDBS will immediately notify all students and staff of the emergency or situation. An emergency or dangerous situation will be confirmed by the Director of Operations of the school prior to notifying students and staff. Confirmation of such an event will be made after investigation of the situation and determination that an immediate threat is posed. In the instance that such an event arises, the DDBS Director of Operations will initiate the notification of staff and students through verbal announcements. The content of the notification will depend on the emergency taking place. If the Director of Operations is unable to be contacted, all staff members will have the authority to carry out notification to staff and students. DDBS will, without delay, and taking into account the safety of the students and staff, 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. Evacuation of the school will take place if deemed necessary and beneficial by the Director of Operations. Staff members will be notified of the decision to evacuate and will be responsible for assisting in the evacuation of all students, clients, and other staff members. Any of the personnel listed above are responsible for confirming an emergency and initiating the notification system. To disseminate information to the larger community, emergency information will be disseminated by television, radio, or DDBS social media accounts.

Who to Contact?

Anyone with information warranting a timely warning should report circumstances to any of the following personnel:

Director of Operations: Marlene Brooks, marlenebrooks@ddbs.edu

Admissions Coordinator/Business Office: Roxy Dunlap, roxydunlap@ddbs.edu Director
of Financial Aid: Rayna Karpuk, raynakarpuk@ddbs.edu

Timely Warning Procedure

Personnel at DDBS will issue a timely warning when a report is received of violent crime against a person or particularly threatening crime against property on the campus that represents an ongoing danger to the safety of students, faculty, and staff. Timely warnings are sequentially numbered, beginning January 1 of each year, and provide details of the crime, a description of the suspect if known, and information on whom to contact about the investigation.

When the Director of Operations at DDBS becomes aware of off-campus crimes investigated by the Detroit Police Department that may present a serious or continuing threat to the campus community, a Timely Warning may be issued. This will be determined by personnel on a case-by-case basis based on the facts of the situation, the possible impact on the campus community, and the information provided by Detroit Police Department. Information included in Timely Warnings:

1. A succinct statement of the incidents;
2. Possible connection to previous incidents, if applicable;
3. Physical description of the suspect, if applicable;
4. Photo or composite drawing of the suspect, if available;
5. Date and time the bulletin was released;
6. Other relevant and important information.

The warning will be issued through email, memos, texts or announcement to students, faculty, and staff by a member of the administrative personnel listed above. Personnel may also contact the media directly to distribute information about criminal incidents in some situations.

Geography

Campus is defined as any building or property owned or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its educational purpose. The campus includes the facility located at 3300 E. Jefferson Ave, Ste 450, Detroit, MI 48207. There are no buildings or properties owned or controlled by campus student organizations which are recognized by this institution.

Off-Campus Locations and Student Organizations

DDBS does not own any off-campus locations for student organizations.

Alcoholic Beverages

The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to school disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone younger than 21 years of age in a public place or a place open to the public is illegal. It is also a violation of DDBS policy for anyone to consume or possess alcohol in any public or private area of its campus.

Illegal Drugs and Financial Aid

An important sanction under federal law is that persons convicted of any federal or state offense involving possession of a controlled substance are ineligible to receive any or all federal benefits (e.g., social security, student loans) for up to one year. If the offense involves distribution of a

controlled substance, the guilty person could be ineligible for any or all federal benefits for up to 5 years. Any students convicted of possessing or selling illegal drugs while receiving Title IV assistance will be ineligible for FSA funds based on the following chart:

Offense (s)	Possession of Illegal Drugs	Sale of Illegal Drugs
1 st offense	1 year from date of conviction	2 years from date of conviction
2 nd offense	2 years from date of conviction	Indefinite period
3 rd offense	Indefinite period	Indefinite period

DRUG AND ALCOHOL PREVENTION POLICY

Policy Reason

The Part 86 regulations require that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program “to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees” both on the institution’s premises and as part of any of its activities, in order to comply with the DrugFree Schools and Campuses Regulations (EDGAR Part 86.100, Subpart B).

DDBS Standards of Conduct for Students and Staff

DDBS prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and staff on the property or as part of any DDBS activities. DDBS will immediately contact law enforcement officials to report all unlawful activities.

The health risks of the use of illicit drugs and alcohol abuse require providing education and referral for students and staff. DDBS provides education annually and refers students and staff to local services. Area drug abuse information, counseling and referral and treatment centers information is made available to students or staff members.

DDBS distributes drug and alcohol prevention information to all students and employees annually.

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

As a condition of employment, employees must notify DDBS of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.

There are serious legal sanctions for illegal use of drugs and/or alcohol. There are serious health risks associated with such use. Health risks associated with the use of illicit drugs and the abuse of alcohol include: impaired mental and physical health, neurological disease/damage, memory loss, violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, gastritis, anemia, liver failure and pancreatic disease, deteriorating relationships, and death.

As a student and/or staff member at DDBS, I understand Dymond Designs Beauty School's policies as stated above and recognize their impact on my future at the school if I break the law related to drug and/or alcohol use.

Drug and Alcohol Policy

DDBS provides a drug-free and alcohol-free environment for its faculty, staff and students. The unlawful possession, use, distribution, dispensation, sale, or manufacture of drugs or alcohol is prohibited on DDBS campus premises and at any DDBS school activity/function. No employee or student is to report or return to school, work, or any company activity while under the influence of drugs or alcohol. For purposes of this policy, a conviction includes a plea of guilty or of nolo contendere.

Alcohol and Drug Testing Policy

If DDBS believes that a student or employee has been observed possessing or using a prohibited substance while on campus, random drug or alcohol testing may be conducted. Drug or alcohol testing may also occur if DDBS reasonably believes that any student or employee may be under the influence of drugs or alcohol during school/work hours, while engaged in school business or a sponsored activity and that this may adversely affect their performance or the campus environment. Any student or employee who has a positive drug or alcohol impairment test may be subjected to periodic, random testing for a period of up to one year.

Institutional Sanctions

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As a student and/or staff member at DDBS, I understand Dymond Designs Beauty School's policies as stated above and recognize their impact on my future at the school if I break the law related to drug and/or alcohol use.

Legal Sanctions (Federal, State, and Local)

Those students or employees in violation of Federal, State, and local laws for use, possession or distribution of controlled substances or alcohol abuse are subject to any of the following sanctions or combination thereof:

1. Prison sentence
2. Probation
3. Monetary penalties
4. Substance abuse programs
5. Suspension of driving privileges
6. Driver's education program
7. Community service

Health Risks Associated with Use and Abuse of Drugs and Alcohol

DDBS is committed to providing its students and employees with a drug and alcohol-free workplace and learning environment. DDBS prohibits the unlawful possession, use, manufacture, or distribution of unauthorized drugs and alcohol in the workplace, on the campus, or at any activities. DDBS will provide a safe, responsive environment for all students and employees.

Outlined below is a listing of drugs and their health risks taken from the U.S. Drug Enforcement Administration website.

Alcohol

Alcohol (beer, wine, or liquor) has a high potential for physical and psychological dependence as well as resulting in increased tolerance. Possible effects include impaired memory, slurred speech, drunken behavior, slow onset, vitamin deficiency, and organ damage. Overdose may result in vomiting, respiratory depression, loss of consciousness, and possible death. Withdrawal may include trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, and convulsions.

Females who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. Alcohol use is often related to acquaintance rape and failure to protect oneself from sexually transmitted diseases (STDs). Additionally, alcohol-related accidents are the number one cause of death in the 16-24-year-old age group.

Narcotics

Narcotics (including heroin, morphine, hydrocodone, oxycodone, codeine, and others) have a high potential for both physical and psychological dependence as well as resulting in increased tolerance. The possible effects of using narcotics include euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Overdose may result in shallow breathing, clammy skin, convulsions, coma, and death. Withdrawals may include irritability, tremors, panic nausea, chills, and sweating.

Other Depressants

Other depressants (including GHB or liquid ecstasy, Valium, Xanax, Ambien, and barbiturates) have a potential for both physical and psychological dependence as well as resulting in increased tolerance. The possible side effects include slurred speech, disorientation, appearance of intoxication, and impaired memory. Overdose may result in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death. Withdrawal may include anxiety, insomnia tremors, delirium, convulsions, and possible death.

Stimulants

Stimulants (including cocaine, methamphetamine, and methylphenidate) have a possible risk of physical and psychological dependence. Tolerance can develop with all stimulants. The possible side effects include increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, and decreased appetite. Overdose may result in agitation, increased body temperature, hallucinations, convulsions, and possible

death. Withdrawal may result in apathy, long periods of sleep, irritability, depression, and disorientation.

Hallucinogens

Hallucinogens (including MDMA, LSD, Phencyclidine, and others) are less likely to result in physical dependence, with the exception of phencyclidines and analogs, and vary in terms of psychological dependence, ranging from none to moderate (MDMA) to high (phencyclidine analog). Tolerance can develop. Possible side effects include heightened senses, teeth grinding, dehydration (MDMA and analogs), and hallucinations, altered perception of time and distance in other types of hallucinogens. Overdose may result in increased body temperature and cardiac arrest for MDMA and more intense episodes for LSD. Some hallucinogens may result in muscle aches and depression when in withdrawal (MDMA) or may result in drug seeking behavior.

Cannabis

Cannabis includes marijuana, tetrahydrocannabinol (THC), and hashish or hashish oil. It may result in moderate psychological dependence with THC resulting in physical dependence. Tolerance can develop in all forms. Possible effects include euphoria, relaxed inhibitions, increased appetite, and disorientation. Overdose may result in fatigue, paranoia, and possible psychosis. Withdrawal may occasionally result in insomnia, hyperactivity, and decreased appetite.

DDBS's Policy on Consumption and Possession of Marijuana

DDBS does not allow the use, possession, or cultivation of marijuana or marijuana paraphernalia on its property or on any DDBS controlled premises. DDBS recognizes that federal laws take precedence over state laws. ***Therefore, all students, employees, and visitors must be aware that the Michigan Medical Marijuana Act (MMMA) and the Michigan Regulation and Taxation of Marijuana Act (MRTMA) conflict with Federal, criminal laws governing controlled substances as well as Federal laws requiring institutions receiving Federal funds, by grant or contract, to maintain drug-free campuses and workplaces.***

Because DDBS participates in such federal grant programs that would be jeopardized, the use, possession, or cultivation of marijuana in any form, for any purpose, on DDBS's property or premises, violates the DDBS Drug and Alcohol Policy even if a student, employee, or visitor has been properly certified as a medical marijuana user.

Students, employees, and visitors are asked to remove or dispose of their marijuana from DDBS's property and premises immediately. Furthermore, the MMMA and MRTMA state that employers are not required to accommodate employees who use medical marijuana. Therefore, employers have the right to refuse employment to anyone who fails a drug test. Additionally, the State of Michigan prohibits a person from undertaking any task under the influence of

marijuana, when doing so would constitute negligence or professional malpractice, as in many areas of the medical field. As a result, drug testing may be required at any time by a prospective employer consistent with the laws of the State of Michigan and the requirements of potential employers.

Drug-Free Workplace with Drug & Alcohol Policies and Abuse Prevention Program

Due to DDBS's participation in Title IV Federal Funds Programs, DDBS has established a Drug-Free Workplace with Drug & Alcohol Policies and Abuse Prevention Program. All employees and students must read, understand, and sign a statement regarding this policy. As a condition of enrollment/employment, students and staff must agree to willingly participate in the program and abide by the terms of the policy.

DDBS has established this program to inform employees and students about:

- DDBS's policy of maintaining a drug-free environment,
- Drug and alcohol counseling and rehabilitation,
- Penalties that may be imposed upon students and employees for drug abuse violations, and
- The dangers of drug abuse in the workplace.

In accordance with this policy and program, DDBS has imposed the following requirements:

- Employees shall notify their supervisor or other appropriate management personnel, and students shall notify the Director of Operations of any criminal conviction for a substance-related violation occurring in the workplace no later than five (5) days after such conviction.
- Within ten (10) days of having received notice, DDBS shall notify any federal contracting agency that a student or employee engaged in the performance of a federal contract or grant has had a criminal drug statute conviction for a violation in the workplace.
- Any student or employee who is convicted for a violation occurring in the workplace is required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

Biennial Review Policy

To comply with the regulations, every two years an IHE must conduct a review of its drug and alcohol program to determine effectiveness and the consistency of sanction enforcement, in order to identify and implement any necessary changes. The Department of Education recommends that IHEs conduct the biennial review in even-numbered years and focus their report on the two preceding academic years.

Upon request, DDBS will make available to the Department of Education and to the public, all information distributed to students and employees and the results of the biennial review of DDBS's Drug and Alcohol Program.

Biennial Review Procedure

The Director of Financial Aid and the Director of Operations will:

- Conduct a review of the Drug and Alcohol program in even-numbered years starting in 2022;
- Post the updated review on the School's website, in the student break area, and at the Financial Aid office;
- Provide, upon request, to the U.S. Department of Education and to any interested parties, all information distributed to students and employees regarding the results of a biennial review of the school's program;
- Determine the effectiveness of the program and what changes need to be implemented;
- Tally the number of drug and alcohol related instances that occurred either on-campus or as part of DDBS's activities;
- Determine the number and type of sanctions that were imposed; and
- Ensure that sanctions are consistently enforced.

Abuse Prevention Program

DDBS encourages employees and students who may have substance abuse problems to seek professional advice and treatment. DDBS has adopted and implemented prevention programs within our institution to train all faculty and staff on our Drug and Alcohol abuse policy. In the event one of our staff or faculty should witness or report abuse on campus, DDBS will provide the resources necessary in order to prevent further, similar unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities.

DDBS employees and students may obtain confidential assistance through Michigan's "Get Help Now" map at michigan.gov/bhrecovery or by calling 1-800-622-HELP for a referral to a treatment center or support group in your area.

If a student or employee witnesses a violation of this policy by their peers, they are required to report as much to the Director of Operations or a member of the administration. If you need additional resources such as crisis intervention, treatment and recovery support, counseling, prevention information, or local contact information, please see the drug and alcohol awareness bulletin board located at the School. These are confidential resources.

For a complete list of the federal penalties due to a conviction for possession or distribution of drugs, please see the on-campus drug and alcohol awareness bulletin board or Appendices A and B.

Help, Information, & Resources

Drugs and alcohol can be highly addictive and injurious to the body. Consumption of drugs or alcohol cause a number of marked changes in behavior and serious health threats. Impairment of employees while on the job or students while in school is likely to result in injury to others or third parties and affects the morale & productivity of everyone.

Abuse of alcohol and drugs can present significant health risks and medical consequences including, but not limited to, the following:

- Abusing alcohol or other drugs can be fatal.
- Alcohol abuse can result in liver damage & disease, gastrointestinal problems, and brain damage.
- Abuse of alcohol and marijuana during puberty can cause an imbalance of sex hormones, resulting in reduced muscle mass & shrinkage of testicles in males and menstrual difficulties & infertility in females.
- Long-term use of stimulants (“uppers,” including speed, crack, meth, amphetamines, etc.) may cause permanent damage to the brain, heart, lungs, and other organs.
- The use of cocaine and amphetamines can result in heart attacks. People who lack an enzyme called Pseudocholinesterase in their bodies can die from a single, minute dose of cocaine.
- Inhalants (poppers, rush, nitrous oxide, sniffing glue or paint thinner, etc.) may cause mental confusion, mood swings, delusions, or hallucinations.
- The use of hallucinogens — especially PCP (angel dust) — can result in an irreversible, drug-induced psychotic state and/or delusions, that can trigger life-threatening behavior.
- Depressants (“downers,” including ludes, reds, 714s, barbs, etc.) greatly increase the risk of automobile accidents because they affect vision, judgment, coordination, and other physical skills.
- Intravenous (IV) drug users (users of heroin and other opiates) risk infection by diseases such as hepatitis & Acquired Immune Deficiency Syndrome (AIDS) from sharing needles.

DDBS encourages employees and students who may have substance abuse problems to seek professional advice and treatment. DDBS has adopted and implemented prevention programs within our institution to train all faculty and staff on our drug and alcohol abuse policy. In the event one of our staff or faculty should witness, or report abuse on campus, DSST will provide the resources necessary in order to prevent further, similar unlawful possession, use,

or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities.

Crime Prevention and Safety Awareness Programs

DDBS engages in comprehensive educational programming consisting of primary prevention and awareness programs for all incoming students and new employees, as well as ongoing awareness and prevention campaigns for students and employees. Crime prevention and security awareness programs and information available from crime prevention specialists and officers include, but are not limited to, new student and employee orientation, campus safety, personal safety, security surveys, theft prevention, robbery prevention techniques and basic assault-date rape prevention. These and other programs are available upon request and are presented throughout the year to students and employees on campus.

Crime prevention officers address classes or groups in crime prevention. DDBS has developed an annual educational campaign consisting of presentations and the distribution of educational material to new students; participating in and presenting information and materials during new employee orientation; and presenting programs throughout the year.

DDBS definition of Domestic Violence, Dating Violence, Sexual Assault and Stalking

DDBS prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the school community.

Domestic Violence includes actual physical abuse, an attempt to harm another, placing another in fear of imminent, serious, physical harm, or causing another to engage in sexual relations by force, threat of force, or duress.

Examples of behaviors that may constitute domestic violence include the following:

- Hitting, punching, pinching, slapping, or choking someone with whom the person is intimately involved,

- Violating a protective order, and
- Harming a person's animals or children while in a dating relationship.

Examples of behaviors that may constitute dating violence include the following:

- Taking away a person's cell phone during an argument to prevent the person from calling a friend or the police for help,
- Threatening to do self-harm if another does not do what is said, and
- Threatening to physically assault someone the individual is dating if the person does not do what is said.

Sexual Assault includes:

Non-consensual Sexual Intercourse (or attempts to commit the same) is defined as any intentional sexual touching with any object or body part that is without consent and/or force. Sexual contact is defined as kissing or touching another's intimate parts. Intimate parts are a person's groin, buttocks, mouth, or breasts.

Non-consensual Sexual Intercourse (or attempts to commit the same) is defined as penetration of a person's vagina, anus, or mouth with any object or body part that is without consent and/or by force.

Examples of behaviors that may constitute sexual assault include the following:

- Having sex with a mentally or physically incapacitated person,
- Forcing someone to perform oral sex on you or another,
- Touching someone's breasts without consent,
- Putting your intimate parts on or in another without consent.

Stalking is when an individual engages in a pattern of conduct or series of acts on more than one occasion directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress or fearfulness for his/her safety or the safety of his/her pets or family members.

Consent & Incapacitation

To consent means to outwardly express agreement for sexual activity. Consent can be a verbal "yes." It can also be demonstrated non-verbally, with actions that clearly tell the other person that she/he is willingly and freely engaging in sexual contact. Consent cannot be inferred through silence, or lack of resistance. Consent to one activity does not constitute consent to other sexual acts. Past sexual activity does not constitute consent for future acts. If, at any time, consent is uncertain, the initiating party should stop and obtain verbal consent. Consent can be withdrawn at any time.

A person who is incapacitated for the purposes of this protocol is one who is not legally able to give consent because they are mentally or physically helpless and may not be aware sexual activity is occurring.

A person is mentally or physically incapacitated when they have consumed alcohol and/or drugs, legal or illegal, voluntarily, or involuntarily, and are in a state where a reasonable person would believe that they are unable to make reasonable judgments or render self-care. Incapacitation includes, but is not limited to, being highly intoxicated, passed out, or asleep. When incapacitation occurs due to alcohol or drug use, indicators of incapacitation may include the following:

- Slurred speech
- Bloodshot or unfocused eyes
- Unsteady gait, needing assistance to walk/stand
- Vomiting
- Outrageous or unusual behavior
- Concern expressed by others about the individual
- Expressed memory loss or disorientation

An individual may also be in a state known as a “blackout” where they are also incapacitated and while they may appear to give consent, they do not actually have conscious ability to do so. Therefore, it is of particular importance that any two people engaging in sexual activity know the other’s level of intoxication prior to beginning sexual contact. The standard that should be applied is whether or not a reasonable person would have known, based on the facts and circumstances presented, that the other party was incapacitated and therefore, not capable of legally consenting. As to the accused, being under the influence of alcohol or drugs is never a defense to this protocol and does not excuse sexual misconduct.

Bystander Intervention

Bystander Intervention means safe and positive options that may be carried out by an individual or individuals, 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 interventions options, and taking action to intervene. Bystander intervention is a philosophy and strategy for prevention of various types of violence, including bullying, sexual harassment, sexual assault, and intimate partner violence. A bystander who witnesses the conditions that perpetuate violence has the choice and power to intervene. Stepping in can stop violence and/or potential injury and can keep someone from becoming a victim. Interventions don’t have to be dramatic but can be asking a friend to leave a party with you, redirecting a conversation, or interrupting an incident. Bystander intervention includes walking a classmate to his/her car after class, not leaving an overly intoxicated person in a bar/party alone, not leaving an unconscious person alone, intervening when someone is being degraded or emotionally abused, and calling police when a

potentially violent situation is unfolding. Positive bystander behavior plays a powerful role in creating an environment free from sexual violence.

Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are okay.

- Confront people who seclude, hit on, and attempt to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior or experience with stalking.
- Refer people to resources listed in this document for support in health, counseling or with legal assistance.

Risk Reduction

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

Avoid dangerous situations by doing the following:

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

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking

DDBS engages in comprehensive, intentional, and integrated educational programming, initiatives, strategies and campaigns intended to prevent domestic violence, dating violence, sexual assault and stalking that:

- a) are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs and informed by research or assessed for value, effectiveness, or outcome; and
- b) consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- a) identify domestic violence, dating violence, sexual assault, and stalking as prohibited conduct,
- b) define what behavior constitutes domestic violence, dating violence, sexual assault, and stalking,
- c) define what behavior and actions constitute consent to sexual activity in the State of Michigan,
- d) provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander,
- e) provides information in risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.

Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking Occurs

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at any local hospital in the victim's city of residence or location of the incident. Time is a critical factor for evidence collection and preservation. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to school adjudicators/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with campus administration or other local law enforcement agencies to preserve evidence in the event that the

victim decides to report the incident to law enforcement or the school at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

Procedures for Reporting Domestic Violence, Dating Violence, Sexual Assault and Stalking

If you have been the victim of domestic violence, dating violence, sexual assault or stalking, you should report the incident promptly to the Director of Operations, if you so desire. Other campus personnel such as faculty and staff may assist in reporting the sexual assault, domestic violence, dating violence and stalking to the Police Department. If the assault occurred outside of the school, the local police department where the assault occurred should be called and may be reached by dialing 911. The school will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence or stalking, and will apply appropriate disciplinary procedures to those who violate this policy.

Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking is Reported

DDBS has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as academic and working accommodations, if reasonably available. DDBS will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to DDBS or local law enforcement. Students and employees should contact the Director of Operations.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to DDBS below are the procedures that the school will follow as well as a statement of the standard of evidence that will be used during any disciplinary hearing on campus arising from such a report.

Procedures for Student Violations of Dymond Designs Beauty School’s Sexual Misconduct Protocol

Procedures for Student Violations of DDBS Sexual Misconduct Protocol		
Procedure institution will follow for Sexual Assault	Evidentiary Standard	Sanctions
<p>1. Depending on when reported (immediate vs. delayed report), institution will provide complainant with access to medical care.</p> <p>2. Institution will assess immediate safety needs of complainant.</p> <p>3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.</p> <p>4. Institution will provide complainant with referrals to on-and off-campus mental health providers.</p> <p>5. Institution will assess need to implement interim or long-term protective measures such as changes in class schedule, “No Contact” directive between both parties.</p> <p>6. Institution will provide a “No Trespass” directive to accused party, if deemed appropriate.</p> <p>7. Institution will provide written instructions on how to apply for a protective order.</p> <p>8. Institution will provide a copy of the Sexual Misconduct Protocol to complainant and inform the complainant regarding time frames for inquiry, investigation and resolution.</p>	<p>The preponderance of the evidence standard.</p>	<ul style="list-style-type: none"> ❖ Warning or Reprimand ❖ Disciplinary Probation ❖ Disciplinary Suspension ❖ Disciplinary Expulsion

<p>9. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.</p> <p>10. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.</p>		
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Procedure institution will follow for Stalking	Evidentiary Standard	Sanctions
<p>1. Institution will assess immediate safety needs of complainant.</p> <p>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.</p> <p>3. Institution will provide written instructions on how to apply for a protective order.</p> <p>4. Institution will provide written information to complainant on how to preserve evidence.</p> <p>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.</p> <p>6. Institution will provide a "No Trespass" directive to accused party, if deemed appropriate.</p>	<p>The preponderance of the evidence standard.</p>	<ul style="list-style-type: none"> ❖ Warning or Reprimand ❖ Disciplinary Probation ❖ Disciplinary Suspension ❖ Disciplinary Expulsion

Procedure institution will follow for Dating Violence	Evidentiary Standard	Sanctions
<p>1. Institution will assess immediate safety needs of complainant.</p> <p>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.</p> <p>3. Institution will provide written instructions on how to apply for a protective order.</p> <p>4. Institution will provide written information to complainant on how to preserve evidence.</p> <p>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.</p> <p>6. Institution will provide a "No Trespass" directive to accused party, if deemed appropriate.</p>	<p>The preponderance of the evidence standard.</p>	<ul style="list-style-type: none"> ❖ Warning or Reprimand ❖ Disciplinary Probation ❖ Disciplinary Suspension ❖ Disciplinary Expulsion

Procedure institution will follow for Domestic Violence	Evidentiary Standard	Sanctions
<p>1. Institution will assess immediate safety needs of complainant.</p> <p>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.</p> <p>3. Institution will provide written instructions on how to apply for a protective order.</p> <p>4. Institution will provide written information to complainant on how to preserve evidence.</p> <p>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.</p> <p>6. Institution will provide a "No Trespass" directive to accused party, if deemed appropriate.</p>	<p>The preponderance of the evidence standard.</p>	<ul style="list-style-type: none"> ❖ Warning or Reprimand ❖ Disciplinary Probation ❖ Disciplinary Suspension ❖ Disciplinary Expulsion

Procedures for Employee Violations of Dymond Designs Beauty School’s Misconduct Protocol

Procedures for Employee Violations of DDBS Misconduct Protocol		
Procedure institution will follow for Sexual Assault	Evidentiary Standard	Sanctions
<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs. delayed report), institution will provide complainant with access to medical care. 2. Institution will assess immediate safety needs of complainant. 3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department. 4. Institution will provide complainant with referrals to on- and off-campus mental health providers. 5. Institution will assess need to implement interim or long-term protective measures, such as changes in class schedule, “No Contact” directive between both parties. 6. Institution will provide a “No Trespass” directive to accused party, if deemed appropriate. 7. Institution will provide written instructions on how to apply for a protective order. 8. Institution will provide a copy of the Sexual Misconduct Protocol to complainant and inform the complainant regarding time 	<p>The preponderance of the evidence standard.</p>	<p>Appropriate disciplinary action, including and up to termination of employment.</p>

<p>frames for inquiry, investigation and resolution.</p> <p>9. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.</p> <p>10. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.</p>		
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Procedure institution will follow for Stalking	Evidentiary Standard	Sanctions
<p>1. Institution will assess immediate safety needs of complainant.</p> <p>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.</p> <p>3. Institution will provide written instructions on how to apply for a protective order.</p> <p>4. Institution will provide written information to complainant on how to preserve evidence.</p> <p>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.</p> <p>6. Institution will provide a "No Trespass" directive to accused party, if deemed appropriate.</p>	<p>The preponderance of the evidence standard.</p>	<p>Appropriate disciplinary action, including and up to termination of employment.</p>

Procedure institution will follow for Dating Violence	Evidentiary Standard	Sanctions
<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant. 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department. 3. Institution will provide written instructions on how to apply for a protective order. 4. Institution will provide written information to complainant on how to preserve evidence. 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. Institution will provide a "No Trespass" directive to accused party, if deemed appropriate. 	<p>The preponderance of the evidence standard.</p>	<p>Appropriate disciplinary action, including and up to termination of employment.</p>

Procedure institution will follow for Domestic Violence	Evidentiary Standard	Sanctions
1. Institution will assess immediate safety needs of complainant. 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department. 3. Institution will provide written instructions on how to apply for a protective order. 4. Institution will provide written information to complainant on how to preserve evidence. 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. Institution will provide a "No Trespass" directive to accused party, if deemed appropriate.	The preponderance of the evidence standard.	Appropriate disciplinary action, including and up to termination of employment.

Assistance for Victims: Rights and Options

Regardless of whether a victim elects to pursue a criminal complaint, or whether the offense is alleged to have occurred on or off campus, the school will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options.

Such information will include:

- The procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- Information about how the institution will protect the confidentiality of victims and other necessary parties;
- A statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;

- A statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- An explanation of the procedures for institutional disciplinary actions.

Student Code of Conduct Special Provisions for Sexual Misconduct and Other Sensitive Issues

1. **Advisor/Advocate:** All student parties to sexual misconduct complaints have the right to an advisor/advocate from the community to assist and support in connection with grievance proceedings. DDBS does not disallow any advisor but does prohibit any advisor from speaking during any meeting or grievance procedure.
2. **Sexual History/Character:** All parties to a complaint have a right not to face questions or discussion of their sexual history or character unless the administrative officer decides that such information is highly relevant to determining whether the policy has been violated.
3. **Right to Know Outcome and Sanctions:** The complainant and the accused party both have the right to know the outcome and sanctions.
4. **Right to Be Informed of Complainant's and Respondent's Review (Appeal)**
Status: The parties will be informed by the Director of Operations or designee if any of the parties to the complaint requests an appeal.
5. **Right to Appeal:** A complainant or respondent has the right to appeal. A student shall be informed of his/her right to file a complaint with the United States Department of Education, Office of Civil Rights.
6. **Right to be Informed of Policy:** Information regarding this protocol and any accompanying procedures shall be distributed annually to school employees and students in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in major school publications. Copies of the policy and procedures should be readily available at the school's administrative offices.
7. **Right to not be Dissuaded from Participating in Law Enforcement Processes:** DDBS encourages any victim of a crime, especially sexual assault, stalking, domestic or dating violence, to file a report with the appropriate law enforcement department. A complainant has the right to file said report before they alert DDBS of the allegation of sexual misconduct or after they have participated in an on-campus administrative process. The school would never dissuade a victim from seeking remedies from the criminal justice system. The Director of Operations can assist any victim with contacting the appropriate law enforcement agency should they require such assistance.

Dymond Design Beauty School's Responsibilities for Orders of Protection

DDBS complies with Michigan law in recognizing emergency protective orders and protective orders by arresting violators of protective orders. Any person who obtains an order of protection from a recognized court of law in the State of Michigan should provide a copy to DDBS Director

of Operations. A complainant may then meet with the Director of Operations to develop a Safety Action Plan, which is a plan for the Director of Operations and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to, escorts, special parking arrangements, changing classroom location, etc. Protection from abuse orders may be available through the county attorney, a private attorney or through a legal aid service program. The application must be filed in the county in which you or the offender lives. There are no minimum time limits to establish residency and protective orders are available in every county in Michigan.

Dymond Design Beauty School's No Contact Orders

If the accused individual is a member of the DDBS community, an institutional no contact letter/order may be issued if deemed appropriate or at the request of the victim or accused. This will prohibit communication, verbally, in writing, through technology or third parties, between the parties. If the school receives a report that such an institutional no contact order has been violated, the school will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

Confidentiality

To the greatest extent possible, the school shall respect the privacy of the complainant, persons against whom a report is filed and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law. DDBS will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law. Victims may request that directory information on file be removed from public sources by request to the Admissions office.

Different people on campus have different reporting responsibilities and different abilities to maintain your confidentiality, depending on their roles at the school. Victims should be aware of confidentiality and mandatory reporting, in order to make informed choices, when consulting campus resources. On campus, some resources may maintain your complete confidentiality, offering you options and advice without any obligation to tell anyone, unless you want them to. Other resources are expressly there for you to report crimes and policy violations, and they will take action when you report your victimization to them.

Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The school does not publish the names of crime victims nor house identifiable information regarding victims. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

Adjudication of Violations

The school's disciplinary process includes a prompt, fair and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the school's policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault, and stalking complaints are completed within 30-45 business days of the report. However, each proceeding allows for extensions of time frames for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. School officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault, and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
2. The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
4. The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be advised by an advisor/representative of their choice at any stage of the process and to be accompanied by that advisor/representative to any related meeting or proceeding. The school will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceedings.
5. The accuser and the accused will be notified simultaneously, in writing, of the initial, interim, and final decision of any disciplinary proceeding; and
6. Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final, as well as of the final result once the appeal is resolved.

Notification to Victims of Crimes of Violence

Dymond Designs Beauty School will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Sexual Offender Registration:

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies to notify Michigan Training Schools of sex offenders residing in and near the school's location. In addition, a list of all registered sex offenders in Michigan is available from the Michigan Department of Public Safety at <https://www.michigan.gov/msp/services/sex-offender-reg>. The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. This statement is provided in compliance with the Campus Sex Crimes

Appendix A – Federal Trafficking Penalties

FEDERAL TRAFFICKING PENALTIES—

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES		
Cocaine (Schedule II)	500–4999 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.		
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture			
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture			
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture			
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture			
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture			
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture			
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		100 gm or more pure or 1 kg or more mixture			
PENALTIES						
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount		First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.			
Flunitrazepam (Schedule IV)	1 gram					
Other Schedule III drugs	Any amount	First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.				
All other Schedule IV drugs	Any amount	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.				
Flunitrazepam (Schedule IV)	Other than 1 gram or more					
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.				

Appendix B – Federal Trafficking Penalties - Marijuana

FEDERAL TRAFFICKING PENALTIES—MARIJUANA—

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not less than 20 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not less than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) marijuana plants; 1 to 49 marijuana plants;	Not less than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual	Not less than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

<https://www.dea.gov/documents/2020/04/13/drugs-abuse>
Appendix C – Crime Statistics Report

The Campus Safety and Security Survey contains the following criminal offenses reported to local law enforcement as occurring on campus or on public property within close proximity of the campus. The survey includes a category specific to hate crimes. An Annual Security report includes incidents for the last three completed calendar years. DDBS has compiled the crime statistics at its Harbortown facility, located at 3300 E. Jefferson Ave, Ste. 450, Detroit, MI 48207 and the surrounding vicinity.

Crime Statistics 2022 - 2024						
	On-campus	On-campus	On-campus	Off-campus	Off-campus	Off-campus
	1/1/2024	1/1/2023	1/1/2022	1/1/2024	1/1/2023	1/1/2022
	to	to	to	to	to	to
	12/31/2024	12/31/2023	12/31/2022	12/31/2024	12/31/2023	12/31/2022
Criminal Offenses						
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Sex Offenses - Non-forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	2	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	2	0	0
Motor Vehicle Theft	0	0	0	4	0	0
Arson	0	0	0	0	0	0
Hate Crimes						
Hate Crimes	0	0	0	0	0	0
Arrests for Liquor, Drug, and Weapons Law Violation						
Weapons (Carrying, Possessing, etc.)	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction, Damage, or Vandalism of	0	0	0	0	0	0
VAWA Offenses						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Disciplinary Referrals for Liquor, Drug, and Weapons Law Violation						
Weapons (Carrying, Possessing, etc.)	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Unfounded Crimes						
Unfounded Crimes	0	0	0	0	0	0

Appendix D – Fire Safety Report

DDBS publishes an Annual Fire Safety Report including incidents for the last three completed calendar years. DDBS has compiled the number of fires at its Harbortown facility, located at 3300 E. Jefferson Ave, Ste. 450, Detroit, MI 48207 and the surrounding vicinity.

Fire Safety Report 2022 - 2024						
	On-campus	On-campus	On-campus	Off-campus	Off-campus	Off-campus
	1/1/2024 to 12/31/2024	1/1/2023 to 12/31/2023	1/1/2022 to 12/31/2022	1/1/2024 to 12/31/2024	1/1/2023 to 12/31/2023	1/1/2022 to 12/31/2022
Total Number of Fires						
3300 E. Jefferson, Ste 450 Detroit, MI 48207	0	0	0	0	0	0

Appendix E – Emergency Response and Evacuation Plan



EMERGENCY RESPONSE AND EVACUATION PLAN



Terror



Fire



Severe storm



Tornado

Version Date: 2023/2025

3300 E. JEFFERSON STE 450
DETROIT, MI 48207
MAIN PHONE LINE: 313-974-6164
WWW.DDBS@EDU

PURPOSE

DDBS is dedicated to providing employment opportunities in the Beauty Industry to the students we serve. Sometimes incidents may emerge that require immediate actions therefore it is mandatory that the school has an emergency readiness plan. The purpose of the Emergency Response and Evacuation Plan (EREP) is to ensure the safety of all who work, attend or visit the school's campus in accordance with local, state and federal regulations.

DDBS campus is required to maintain an Emergency Response and Evacuation Plan (EREP) which incorporates the five phases of emergency preparedness: Prevention, Protection, Mitigation, Response, and Recovery. Together these elements assist in ensuring campus faculty, students and visitors alike have guided instructions outlined and detailed in the event of an emergency and evacuation. The chief operations officer is designated as the emergency safety authority (ESA). In this role, the chief operations officer shall be responsible for reporting and ensuring the evacuation of the campus in the case of an emergency.

For additional information, please contact the school director at 313-974-6164

MARLENE BROOKS Marlene
Brooks, CEO
Dymond Designs Beauty School
3300 E. Jefferson suite, 450 Detroit,
Michigan 48207

EMERGENCY RESPONSE PHONE NUMBERS

Campus Non-Emergencies	248-506-6888
Campus Emergencies	911
Police Department	313-596-5700
Fire Department	313-596-2900
Ambulance	313-879-2020

PROCEDURES FOR REPORTING FIRE OR OTHER EMERGENCIES

Instances of emergencies shall be reported to local authorities by calling 911. After 911 has been contacted, please call the emergency safety authority at 248-506-6888.

Employee Responsibilities

- 1.** Reporting any emergency situation
- 2.** Reading and understanding these Procedures.
- 3.** Being aware of their primary and secondary emergency exits.
- 4.** Asking questions when any Information is unclear or not Understood.
- 5.** Understanding the proper operation of Emergency evacuation equipment.
- 6.** Informing Director/Manager of special Emergency evacuation needs.

Supervisor Responsibilities

- 1.** Providing staff, students and visitors emergency response information and Training.
- 2.** Identifying mobility impaired employees who might need assistance during evacuation.
- 3.** Providing opportunity for employees to ask questions.

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by Director are:

Fire

Bomb Threat

Severe Weather

Public Lockdowns

Limited Lockdowns

Directional Evacuations

Other (specify) _____

(e.g., terrorist attack/hostage taking)

EVACUATION ROUTES

- Evacuation route maps have been posted throughout the institution and work areas.

The following information is marked on evacuation maps:

1. Emergency exits
 2. Primary and secondary evacuation routes
 3. Locations of fire extinguishers
 4. Fire alarm pull stations location
- Faculty and staff should know at least two evacuation routes.

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling 313-596-2900
- If the fire alarm is not available, notify the Director at 248-506-6888 Fight the fire ONLY if:
 - The Fire Department has been notified.
 - The fire is small and is not spreading to other areas.
 - Escaping the area is possible by backing up to the nearest exit.
 - The fire extinguisher is in working condition and personnel are trained to use it.Upon being notified about the fire emergency, occupants must:
 - Leave the building using the designated escape routes.
 - Assemble in the rear parking lot next to the chase bank.
 - Remain outside until the Director of Operations announces that it is safe to reenter.

ESA must:

- Disconnect utilities and equipment unless doing so jeopardize his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate headcount of personnel/students reported to the designated area.
- Determine a rescue method to locate missing personnel/students.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures.

All member of the staff must:

- Ensure that all employees/students have evacuated the building.
- Report any problems to the Director of Operations at the assembly area.
Assistants to Physically Challenged should:
 - Assist all physically challenged employees/students in emergency evacuation.

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS:

BE CALM, BE COURTEOUS, LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: _____

TIME: _____ DATE: _____

CALLERS IDENTITY SEX: Male: _____ Female: _____ Adult _____ Juvenile _____

APPROXIMATE AGE: _____ ORIGIN OF CALL: Local _____ Long distance _____

VOICE CHARACTERISTICS	SPEECH	MANNER	LANUAGE
_____ Loud	_____ Fast	_____ Calm	_____ Excellent
_____ Soft		_____ Angry	_____ Good
_____ High Pitch	_____ Distinct	_____ Rational	_____ Fair
_____ Deep	_____ Stutter	_____ Irrational	_____ Poor
_____ Raspy	_____ Slurred	_____ Coherent	_____ Foul
_____ Pleasant	_____ Slow	_____ Incoherent	_____ Nasal
_____ Intoxicated	_____ Distorted	_____ Deliberate	_____ Other
_____ Other	_____ Nasal	_____ Righteous	BACKGROUND
ACCENT	_____ Other	_____ Emotional	NOISES
_____ Local		_____ Laughing	_____ Factory
_____ Foreign			_____ Machines
_____ Race			_____ Trains
_____ Not Local			_____ Music
_____ Region			_____ Other

Bomb Facts

PRETEND DIFFICULTY HEARING* KEEP CALLER TALKING *IF THE CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour _____ Time Remaining _____

Where is it located? Building _____ Area _____

What kind of bomb? _____

What kind of package? _____

How do you know so much about the bomb? _____

What is your name and address? _____

If the building is occupied, inform the caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial *57 (if your phone has this capability). Listen for the confirmation announcement and hang up.

Call Security at **313- 259-5578** and relay information about the call.

Did the caller appear familiar with the campus (by his/her description of the bomb location)?

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to his checklist.

Notify the Director of Operations immediately.

SEVERE WEATHER

TORNADO:

- When a warning is issued by sirens or other means, seek inside shelter.
 - Consider the following:**
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows. ➤ Stay away from outside walls and windows ➤ Use Arms to protect the head and neck.
 - Remain sheltered until the tornado threat is announced to be over.
- **EARTHQUAKE:**
- Stay calm and await instructions from the ESA
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the ESA

FLOOD:

If indoors:

- Be ready to evacuate as directed by the ESA
- Follow the recommended primary or secondary evacuation routes. **If outdoors:**
- Climb to high ground and stay there
- Avoid walking or driving through flood water.
- If a car stalls, abandon it immediately and climb to a higher ground.

Blizzard:

If indoors:

- Stay calm and await instructions from the ESA □ Stay indoors!
 - If there is no heat:**
 - Close off unneeded rooms or areas ➤ Stuff towels or rags in cracks under doors.
 - Cover windows at night.
- Eat and Drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, lightweight, warm clothing, if available.

If outdoors:

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
 - Prepare a lean-to, wind break, or snow cave for protection from the wind.
 - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
 - Do not eat snow. It will lower your body temperature. Melt it first. If stranded in a car or truck:
- Stay in the vehicle!

- Run the motor about ten minutes each hour. Open the window a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
 - Turn on the dome light at night when running the engine.
 - Tie a colored cloth to your antenna or door.
 - Raise the hood after the snow stops falling.
 - Exercise to keep blood circulating and to keep warm

LOCKDOWNS

In the event of an emergency and notification of a campus lockdown, please follow the procedures below.

- Remain calm. Encourage others to remain calm.
- Immediately cease all activity (i.e., teaching, group work, meetings etc....)
- Lock or barricade all doors where possible, use furniture or desk as cover.
- If possible, cover any windows or openings that have a direct line of sight into a hallway.
- Shut the blinds or pull the shades down. Turn off the lights and try to give the impression that the room is empty.
- Stay low, away from windows and doors.
- Sit on the floor or crouch under or behind desks and bookshelves where possible, to be as invisible as possible.
- Immediately put all cell phones on “Vibrate” or “Silent” mode. Calls to 911 should be made only if specific information becomes available regarding the location or conduct of the intruder or if the status of the emergency changes.
- Be as quiet as possible.
- DO NOT respond to anyone at the door until an “all clear” message is received via campus notification systems or if you are certain that it is safe to do so (i.e., if police are at the door.)
- If you are directed by the police to leave your secured area, assist others in moving as quietly as possible.
- Do not sound the fire alarm in the building unless there is a fire. People may be placed in harm’s way when they are attempting to evacuate the building. If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke or see fire in your area.
- If you are outside of a building when a lockdown is announced, if it is safe to do so, run into the nearest building with hands raised above your head and palms facing outward and follow the above lockdown instructions. If it is not safe to run into a building, hide behind a large heavy object (i.e., vehicle, tree). Notify 911 of your location when safe to do so. If off-campus do not return and follow official instructions from the campus notification system.
- Be aware of alternate exits if it becomes necessary to flee.

Sexual Offender Registration:

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies to notify Michigan Training Schools of sex offenders residing in and near the school's location. In addition, a list of all registered sex offenders in Michigan is available from the Michigan State Police at <https://www.michigan.gov/msp/services/sex-offender-reg>. The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. This statement is provided in compliance with the Campus Sex Crimes