

Annual Security Report Policies and Procedures 2023

Updated: September 28, 2023

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, without exception, prepare, publish, and distribute an Annual Security and Fire Safety Report, including the campus policies regarding reporting criminal offenses. The Clery Act is enforced by the U.S. Department of Education.

Design's School of Cosmetology (DSC) 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. Design's School of Cosmetology will publish their Annual Security Report by October 1st of each year and will notify all students and employees when the report is available on the school's website at www.designsschool.edu.

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.

DSC does not take any retaliatory action against anyone with respect to the implementation of any provision under this act. DSC does not have any on campus housing, nor do we recognize any off-campus student organizations that would be covered under this act.

Anyone may obtain a paper copy of the Annual Security Report for free through the Director of Student Services.

Kyle Balsdon

School Director

Security Contacts

Kyle Balsdon
School Director
805.237.8575
kyle@designsschool.edu

Jason Skinner
Administrator
805.237.8575
jason@designsschool.edu

City of Paso Robles Police Department
Emergency 9-1-1
Non-Emergency 805.237.6464

Campus Authorities, Jurisdiction, Campus Access, & Reporting Crimes

Campus Security Authorities and Jurisdiction

Campus Security Authorities (Owners, School Director, & Administrator) have the authority to question all persons on school property to determine their legitimate presence and to escort unauthorized persons to the proper office or off school property, control the actions of persons violating school rules or local, state, or federal laws and cooperate with all local, state, or federal agencies should that become necessary.

Campus Security Authorities do not possess arrest power. Criminal incidents are referred to local police (City of Paso Robles), who have jurisdiction on this campus. Campus Security Authorities maintain a highly professional working relationship with local police. All crime victims and witnesses are strongly encouraged to immediately report crime to Campus Security Authorities and the appropriate police agency. All reports will be investigated. DSC does not have procedures for voluntary, confidential reporting of crime statistics through pastoral or professional counselors. When a potentially dangerous threat arises to the DSC campus, its students, employees, or clients, timely reports or warnings will be issued.

Campus Access

During business hours, DSC is open to students, staff, and general public. Admittance to the school is permitted only at designated entrances. Emergency exits are located in each classroom and are only accessible from the outside by key. During non-business hours DSC's facilities are only accessible by key through the main entrance. Only designated officials for the school are in possession of the facilities key.

Timely Warnings

In the event that a situation arises, either on or off campus, constitutes an ongoing or continuing threat; the Administrator or his designee will determine how much information is appropriate to issue a Timely Warning notice. These Warnings notices will be distributed if the incident is reported either directly to the security authority at the institution or indirectly from an allied police agency.

Timely Warnings can be distributed as in-class announcement, electronically via mass e-mail, texting, voice mail or posting notice on the Institution web site at www.designsschool.edu, on bulletin boards, or on the exterior doors of campus buildings. Once all the relevant information is received, these notices will be posted as soon as possible. Anyone with information warranting a timely warning should report the circumstances to the Paso Robles Sheriff's Dispatch by calling (805-227-7500) or 911, or in person at the Paso Robles Police Department located at 900 Park Street, Paso Robles, CA 93446.

Emergency and Disaster Responses and Notification

In the event of an emergency, Administrator or his designee have the responsibility to give instructions to students and staff, close and lock doors, and provide other required safety and first aid measures unless otherwise directed by the Police Department or other properly identified emergency personnel. The institution will, without delay, take 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 in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The institution tests the emergency response and evacuation procedures on at least an annual basis each calendar year, including tests that may be announced or unannounced. Documentation for each test includes a description of the exercise, the date and time, and whether it was announced or unannounced

can be found in the administrative office. All staff members and students are instructed to do the following in the event of:

- **Fire:** Call 9-1-1 and quickly gather at the most South Eastern corner of the property near the institution's outdoor sign to report for roll call.
- **Earthquake:** Stay away from the large glass windows and protect yourself under a desk or doorframe.

Contact Personnel:

The following personnel are responsible for carrying out the actions described above and may be contacted by calling (805) 237-8575.

Reporting Crime & Other Emergencies

DSC encourages students, employees, and the general public to voluntarily report crimes and other emergencies to Campus Security Authorities and the local police in a timely manner. DSC is limited in its ability to hold reports of crime in confidence as all reports are available for public examination. In case of an emergency at DSC, dial 9-1-1. Non-emergency numbers are listed under the appropriate security contact on the previous page.

Emergency Response, Timely Warning, & Preparing Annual Report

Emergency Response and Evacuation

Students will be immediately notified of any significant emergency or dangerous situation involving an immediate threat to their health and safety. Campus Security Authorities and/or local authorities will, without delay, and taking into account the safety of the community, confirm a significant emergency exists, determine who to notify, determine the content and means of the notification, and initiate the notification system. In the event the emergency requires persons within the school to evacuate, everyone should process calmly to the nearest exit and reconvene at the school’s designated evacuation area. Evacuation plans are posted in different locations throughout the school and are also distributed to each student at orientation. Emergency exits are marked, and all exit doors remain unlocked during school hours. In the event an emergency requires persons within the school to seek shelter, everyone should proceed calmly to the school’s designated shelter area. Everyone must remain in the designated shelter area until released by campus security authorities.

Timely Warnings

In the event a situation arises, either on or off campus, that, in the judgement of the Campus Security Authorities, constitutes an ongoing or continuing threat, a campus wide warning will be issued to all students and employees through appropriate means, such as, but not limited to, email, phone, announcements, the school’s communication app “Remind”, or text. The community will be made aware in a timely manner of any crimes, suspicious activity, or other security problems through local police reports.

Preparing the Annual Security Report

DSC’s Director reports campus crime statistics to the Department of Education for the three most recent completed years. The following chart is the Directors determination after gathering information and statistics from the school administration and local police departments for the year 2022.

| Criminal Offenses – On Campus | 2020 | 2021 | 2022 |
|-----------------------------------|------|------|------|
| Murder/Non-negligent manslaughter | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 1 |
| Arson | 0 | 0 | 0 |

| Criminal Offenses – Public Property | 2020 | 2021 | 2022 |
|-------------------------------------|------|------|------|
| Murder/Non-negligent manslaughter | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 |

| | | | |
|---------------------|---|---|---|
| Rape | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |

| 2022 Hate Crimes – On campus | Total | Race | Religion | Sexual orientation | Gender | Gender Identity | Disability | Ethnicity | National Origin |
|--|-------|------|----------|--------------------|--------|-----------------|------------|-----------|-----------------|
| Murder/Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction/damage/vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| 2021 Hate Crimes – On campus | Total | Race | Religion | Sexual orientation | Gender | Gender Identity | Disability | Ethnicity | National Origin |
|-----------------------------------|-------|------|----------|--------------------|--------|-----------------|------------|-----------|-----------------|
| Murder/Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

DESIGNS SCHOOL OF
cosmetology

| | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|---|
| Destruction/damage/vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|--|---|---|---|---|---|---|---|---|---|

| 2020 Hate Crimes – On campus | Total | Race | Religion | Sexual orientation | Gender | Gender Identity | Disability | Ethnicity | National Origin |
|--|-------|------|----------|--------------------|--------|-----------------|------------|-----------|-----------------|
| Murder/Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction/damage/vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| 2022 Hate Crimes – Private Property | Total | Race | Religion | Sexual orientation | Gender | Gender Identity | Disability | Ethnicity | National Origin |
|--|-------|------|----------|--------------------|--------|-----------------|------------|-----------|-----------------|
| Murder/Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction/damage/vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| 2021 Hate Crimes – Private Property | Total | Race | Religion | Sexual orientation | Gender | Gender Identity | Disability | Ethnicity | National Origin |
|-------------------------------------|-------|------|----------|--------------------|--------|-----------------|------------|-----------|-----------------|
| Murder/Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|---|
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction/damage/vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| 2020 Hate Crimes – Private Property | Total | Race | Religion | Sexual orientation | Gender | Gender Identity | Disability | Ethnicity | National Origin |
|--|-------|------|----------|--------------------|--------|-----------------|------------|-----------|-----------------|
| Murder/Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction/damage/vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| VAWA Offenses – On Campus | 2020 | 2021 | 2022 |
|---------------------------|------|------|------|
| Domestic Violence | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 |

| VAWA Offenses – Public Property | 2020 | 2021 | 2022 |
|---------------------------------|------|------|------|
| Domestic Violence | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 |

| Arrests – On Campus | 2020 | 2021 | 2022 |
|-------------------------------------|------|------|------|
| Weapons; carrying, possessing, etc. | 0 | 0 | 0 |
| Drug abuse violations | 0 | 0 | 0 |
| Liquor law violations | 0 | 0 | 0 |

| Arrests – Public Property | 2020 | 2021 | 2022 |
|-------------------------------------|------|------|------|
| Weapons; carrying, possessing, etc. | 0 | 0 | 0 |
| Drug abuse violations | 0 | 0 | 0 |
| Liquor law violations | 0 | 0 | 0 |

| Disciplinary Actions – On Campus | 2020 | 2021 | 2022 |
|-------------------------------------|------|------|------|
| Weapons; carrying, possessing, etc. | 0 | 0 | 0 |
| Drug abuse violations | 0 | 0 | 0 |
| Liquor law violations | 0 | 0 | 0 |

| Disciplinary Actions – Public Property | 2020 | 2021 | 2022 |
|--|------|------|------|
| Weapons; carrying, possessing, etc. | 0 | 0 | 0 |
| Drug abuse violations | 0 | 0 | 0 |
| Liquor law violations | 0 | 0 | 0 |

| Unfounded Crimes | 2020 | 2021 | 2022 |
|------------------------|------|------|------|
| Total unfounded crimes | 0 | 0 | 0 |

Awareness and Prevention Programs

Security Awareness Programs

Prior to enrollment, all prospective students are provided a school catalog containing policies, procedures, and practices. At orientation, students will again review the catalog in full, including campus security policies, procedures, and practices. All active students and employees receive updated campus crime data and information on campus security procedures and practices annually on October 1st as part of the school's annual security report and crime disclosure.

Crime Prevention Programs

For information on crime prevention programs and tips, students and employees are encouraged to contact the local police department's crime prevention unit. DSC does not offer on-campus crime prevention programs.

Off-Campus Student Organizations

DSC does not officially recognize any off-campus student organizations.

Purpose of Awareness and Prevention Programs

These programs are meant to encourage students and employees to be aware of their responsibility of their own security and the security of others in reporting and preventing crime. Students and employees should be assertive, trust your instincts, don't prop open self-locking doors, watch your keys, watch out for unwanted visitors, be wary of isolated spots, travel in groups or pairs, stay or walk in well-lit areas, report suspicious activities or persons, lock vehicles and personal belongings, and know where local police and campus authorities can be reached at any time.

On-Campus Prohibition of Drugs or Alcohol

Employees

As a condition of employment, employees will notify the school of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Within 30 days of the employee's notification of the first conviction, the school will either terminate the employee or require written documentation from the employee that he/she has entered a rehabilitation program. A second conviction will result in termination.

Students

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol by anyone on DSC's property or as a part of any school activity is prohibited. Students taking prescribed or over-the-counter medication which may affect one's ability to function should so inform the School Director or Director of Student Services. If a final determination is made that any student of DSC is found to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances in violation of the law on school property or at school events, they shall be subject to, at a minimum, the referral of counseling and automatic and immediate suspension or dismissal from the school. DSC imposed sanctions are additional to any legal actions taken by local, state, or federal authorities.

Dissemination of Information

Employees

The school will distribute to all employees by October 1st:

1. This policy statement
2. Information concerning health hazards of substance abuse
3. Information concerning legal sanctions involved with the illegal use of drugs and alcohol
4. Information concerning drug counseling or rehabilitation
5. Information concerning sex offenses and offenders

Students

Items 1-5 in the employee dissemination section above will be provided to students prior to enrollment.

Drug Free Workplace

The National Institute on Drug Abuse estimates that one in every five workers ages 18-25 and one in every eight workers age 26-34 uses drugs on the job. While it is difficult to put a price tag on the cost to employers of the theft, low morale, impaired judgement, high absenteeism, and high turnover cause by substance abuse, employers are aware of these costs and attempt to ascertain that a person is not a potential substance abuser before hiring them.

- Imposing an absolute prohibition of the unlawful distribution, dispensation, possession, or use of a controlled substance or alcohol by any student or employee of DSC on school property or as party of a school activity.
- Making available to all students and employees information concerning health hazards involved with alcohol and drug abuse.
- Making available to all students and employees information concerning the legal sanctions involved with the illegal use of drugs and alcohol.
- Making available to all students and employees information concerning drug and alcohol counseling and rehabilitation services

Alcohol & Drug Prevention Policy

DSC, in its policies, supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol by anyone on school property or as part of a school event is prohibited. Students taking prescribed or over the counter medication which may affect one's abilities should notify the proper campus administration. The health risks associated with the use of illicit drugs and alcohol are:

- Alcohol: May provide a feeling of confidence and being in control. Those likely to be addicted may have an enzyme deficiency that allows them a high rate of consumption without drunkenness, encouraging a belief that since one doesn't obviously get drunk, no harm is done. The tolerance is only on the surface. Liver, brain, heart, and stomach destruction goes on even without apparent symptoms. Over time, beer, wine, and wine coolers, as well as hard liquor, often cause dependency and may be fatal
- Marijuana: Use of marijuana may impair or reduce short-term memory and comprehension, altar sense of time, and reduce ability to perform task requiring concentration and coordination, such as driving a car. Research shows that knowledge retention may be lower when information is given

while the person is “high”. Motivation and cognition are altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. The tar in marijuana smoke is a highly irritating carcinogen. Long-term use may develop psychological dependence.

- Cocaine: Chronic use can cause ulceration of the mucous membrane in the nose. Cocaine can produce psychological dependency, a feeling that the user cannot function without the drug. Crack or free-base rock, a concentrated form of cocaine, is extremely potent. Its effects are felt within ten seconds of administration. Physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. Cocaine use may lead to death through disruption of the brain’s control of heart and respiration
- Amphetamines and other stimulants: Stimulants can cause increased heart rate, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may perspire, experience headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Long term use in large amounts can develop psychosis that includes hallucination, delusions, and paranoia.
- Narcotics (Heroin, Methadone, Morphine, Opium, Codeine): Tolerance to narcotics develops rapidly and dependence is likely. The use of unsterilized needles may result in transmission of diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and death.
- Depressants: The use of depressants can cause both physical and psychological dependence. Regular use overtime may result in tolerance to the drug, leading the user to increase the quantity consumed. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can increase the effects of the drugs, thereby multiplying the risks. When regular users stop taking depressant drugs, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems have been associated with these children.
- Hallucinogens: Chronic users of PCP report persistent memory problems and speech difficulties. Mood disorders (depression, anxiety, and violent behavior) also occur. In later stages, chronic users often exhibit paranoid and violent behavior and experience hallucinations. Large doses of PCP may produce convulsions, coma, heart and lung failure, or ruptured blood vessels. LSD, mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dizziness, weakness, tremor, nausea, and drowsiness. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to these drugs. The user may experience pain, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after the use has ceased.
- Designer Drugs: Underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be hundreds of times stronger than they are designed to imitate. Examples include but are not limited to: ecstasy, PCP, LSD, GHB, and Ketamine

FEDERAL PENALTIES AND SANCTIONS FOR POSSESSION OF A CONTROLLED SUBSTANCE

- 21 U.S.C. 844 1st conviction: Up to one-year imprisonment and fined at least \$1,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years, and fined at least \$2,500. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years, and fined at least \$5,000. Special sentencing provisions for possession of substance with a cocaine base:

Mandatory 5 years in prison or more, not to exceed 20 years, and fined a minimum of \$1,000, or both if: (a) First conviction and the amount of crack possessed exceeds 5 grams. (b) Second crack conviction and the amount of crack possessed exceeds 3 grams. (c) Third or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

- 21 U.S.C. 853(a)(2) and 881(a)(7) Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one-year imprisonment.
- 21 U.S.C. 881(a)(4) Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.
- 21 U.S.C. 862 Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.
- 16 U.S.C. 922(g) Ineligible to receive or purchase a firearm.

Alcohol & Drug Prevention & Treatment

PREVENTION AND TREATMENT CENTERS

San Luis Obispo County Drug and Alcohol Services, (Atascadero, CA)

San Luis Obispo Drug & Alcohol, (San Luis Obispo, CA)

HOTLINES

Alcoholics Anonymous

1-800-356-9996

American Council on Alcoholism Help Line

1-800-527-5344

National Institute on Drug Abuse Hotline

1-800-662-HELP

Cocaine Hotline

1-800-COCAINE

National Council on Alcoholism

1-800-NCA-CALL

Information About Registered Sex Offenders

Convicted sex offenders are required by law to register with the law enforcement agency having jurisdiction where the offender lives. Information regarding registered sex offenders can be obtained from the local Paso Robles Police Department at (805)227-7500.

Police Department Physical Address:

900 Park Street

Paso Robles, CA 93446

In addition, Megan's Law makes information on "serious" and "high-risk" sex offenders in their local community available to adults and organizations. Available Megan's Law information includes: Name and known aliases, Age and sex, Physical description (including scars, marks and tattoos), Photograph, (if available), Crimes resulting in registration, County of residence, Zip code (based on last registration) The Cuesta College Police Department does not maintain a public database of registrants at Cuesta College. Information regarding registered sex offenders may be obtained by viewing the Megan's Law website: www.meganslaw.ca.gov.

Discrimination, Harassment, & Hate Crimes

DISCRIMINATION

DSC is committed to complying with all laws that prohibit discrimination on the basis of sex in admission to, employment with, and otherwise in the operations of its educational program and activities. Among the applicable laws, Title IX of the Education Amendments of 1972 prohibits sex discrimination and sexual harassment in schools. In compliance with Title IX, DSC is committed to ensuring that all its student have equal opportunity to benefit from our program and activities, and that all its employees enjoy equal opportunity, free from sex discrimination and sexual harassment. The protections of Title IX also extend to third parties. DSC has implemented this Title IX policy and the associated processes to ensure that all complaints of sex discrimination and sexual harassment—whether brought by students, employees, or third parties—are promptly investigated and, where a violation is found, that DSC take action to end conduct, prevent its recurrence, and address its effects.

HATE CRIMES

Reportable Offenses: these crimes meet definition in the Uniform Crime Reporting System of the Department of Justice, FBI, as modified by the Hate Crime Statistics Act:

- Assault
- Arson
- Burglary
- Drug Abuse Violation
- Hate Crime
- Liquor Law Violation
- Motor Vehicle Theft
- Murder and Manslaughter
- Rape, Forcible and Non-Forcible Sexual Offenses
- Robbery
- Weapons Possessions

CATEGORIES OF HATE CRIMES

Hate Crime

A criminal act involving one/more of the listed crimes which was motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation, or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics.

Hate Incident

Any noncriminal act motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics.

Intimidation

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack. Destruction/Damage/Vandalism or Property (except Arson): to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Race

A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.

Gender

A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

Religion

A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and Purpose of the universe and the existence or nonexistence of a supreme being.

Sexual Orientation

A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

Ethnicity/national origin

A preformed negative opinion or attitude toward a group of persons of the same race or national origins who share common or similar traits, languages, customs, and traditions.

Disability

A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness

Title IX Investigation Process

Gender-based harassment and harm, including sexual harassment and sexual violence are prohibited by the institution's Policy on Sexual Violence and Sexual Harassment ("SVSH").

The Purpose of a Title IX Investigation

An investigation is the process used by the Title IX office to carefully examine an allegation or complaint of gender-based harm including sexual harassment and sexual violence in order to determine whether the SVSH policy has been violated, and if so, what steps the institution may take to correct and address such a

violation, including assessing discipline. This investigation is an administrative proceeding and not a legal one. This means that the investigation determines whether institution policy has been violated, not whether the law has been violated.

Definitions

- Complainant:** the individual(s) making the allegation
- Respondent:** the individual(s) against whom the allegation is made who is responding to the allegation
- Witness:** an individual who has direct knowledge of or information about the allegation being made
- Investigator:** the individual charged with gathering information, including statements of the complainant, the respondent and witnesses, documents, texts, photos, pictures, images, and recordings, analyzing the information gathered, and determining by a preponderance of the evidence what happened.
- Preponderance:** the standard against which information and evidence gathered during the investigation is assessed. The preponderance of evidence standard means “more likely than not”

The Phases of an Investigation

Phase 1: Notification of Investigation

The Title IX Office sends formal written communication to both the Complainant and the Respondent. The communication includes information about the investigation process including the allegations to be investigated, what policy and what sections of the policy against which the allegations are assessed, the name of the investigator, the rights the Complainant and Respondent have throughout the investigation process, a caution regarding retaliation, and any other information that is pertinent to the investigation of that particular case.

Phase 2: Information Gathering

The investigator gathers information related to the allegations. Such information may include documents, electronic materials (e.g., texts, social media posts, emails, phone logs), video and audio recordings, interviews with the Complainant, the Respondent, and witnesses. During this phase of the process, the Complainant and Respondent are each provided an opportunity to provide information to the investigator to review, to interview with the investigator and to provide the names of witnesses for the investigator to interview.

Phase 3: Information Review

At the close of the information gathering phase, both the Complainant and the Respondent will each be provided an opportunity to review and respond to the information that the investigator has gathered and will use to determine what happened.

Phase 4: Report Writing, Analysis and Determination of Facts and Policy

After the Complainant and Respondent have been given an opportunity to review and respond to the information gathered by the investigator, the investigator reviews, weighs and analyzes the information

using the “preponderance of evidence” standard. This means the investigator reviews the information to determine whether it was “more likely than not” that the alleged conduct occurred.

After the investigator reviews and analyzes the information, the investigator writes a formal investigation report. The report contains the allegations that were investigated, the applicable policy against which the allegations were reviewed, the individuals contacted and interviewed, a list of the documents and materials gathered, reviewed and analyzed, a summary of the statements of the individuals interviewed, an analysis of the statements and information gathered and reviewed, and the investigator’s conclusions and determinations about what happened and whether the allegations have been substantiated.

To protect the privacy of everyone who participates in investigations, the investigation reports do not contain the names and titles of individuals participating in the investigation process. Rather a separate interview key is maintained in the Title IX office.

Phase 5: Notification of the Outcome of Investigation

After the investigator completes the written report, the Title IX Office sends formal written communication to both the Complainant and the Respondent. The communication includes information about the outcome of the investigation. The notice of outcome is accompanied by a redacted version of the investigation report. When appropriate, such as when the investigator determines that institution policy has been violated, the notice of outcome letter will also include information regarding next steps in the Title IX process.