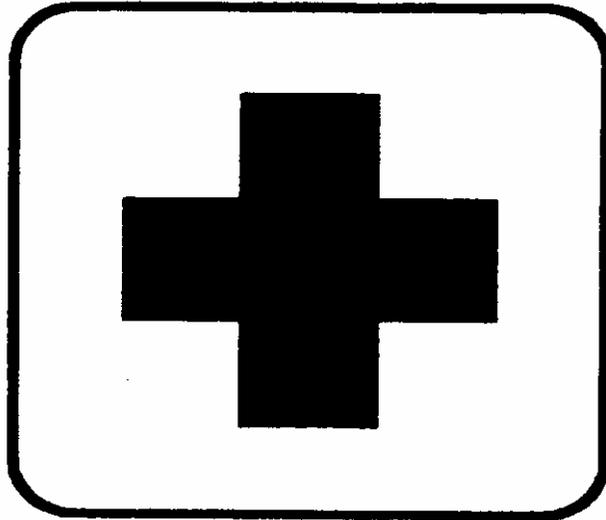


Alabama State College of Barber Styling  
753 Main Street Gardendale, AL 35071  
(205)631-8898

**Campus Security Information Packet  
for Faculty and Students**



Emergency protocols are explained in this orientation package for employees and students. This package also contains current campus crime reports and statistics.

**(205)631-8898**  
**Bernice Moore**  
*Campus Security Advisor*

# Alabama State College of Barber Styling

## SCHOOL SECURITY AND CRIME STATISTICS

CRIMINAL OFFENSES			
OFFENSE	YEAR	GEOGRAPHIC LOCATION	
		On Campus Property	Public Property
MURDER/NON-NEGLIGENT MANSLAUGHTER	2014	0	0
	2015	0	0
	2016	0	0
MANSLAUGHTER BY NEGLIGENCE	2014	0	0
	2015	0	0
	2016	0	0
RAPE	2014	0	0
	2015	0	0
	2016	0	0
FONDLING	2014	0	0
	2015	0	0
	2016	0	0
INCEST	2014	0	0
	2015	0	0
	2016	0	0
STATUTORY RAPE	2014	0	0
	2015	0	0
	2016	0	0
ROBBERY	2014	0	0
	2015	0	0
	2016	0	0
AGGRAVATED ASSAULT	2014	0	0
	2015	0	0
	2016	0	0
BURGLARY	2014	0	0
	2015	0	0
	2016	0	0

MOTOR VEHICLE THEFT	2014	0	0
	2015	0	0
	2016	0	0
ARSON	2014	0	0
	2015	0	0
	2016	0	0
VAWA CRIMES			
DOMESTIC VIOLENCE	2014	0	0
	2015	0	0
	2016	0	0
DATING VIOLENCE	2014	0	0
	2015	0	0
	2016	0	0
STALKING	2014	0	0
	2015	0	0
	2016	0	0
ARRESTS AND DISCIPLINARY REFERRALS			
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2014	0	0
	2015	0	0
	2016	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2014	0	0
	2015	0	0
	2016	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2014	0	0
	2015	0	0
	2016	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2014	0	0
	2015	0	0
	2016	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2014	0	0
	2015	0	0
	2016	0	0

DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2014	0	0
	2015	0	0
	2016	0	0
HATE CRIMES There were no Hate Crimes reported for years 2014, 2015 or 2016			
UNFOUNDED CRIMES There were no Unfounded Crimes reported for 2014, 2015 or 2016			

## **Emergency Evacuation Procedure for Faculty, Staff and Students with Disabilities**

The Campus Security Personnel are the first responder for all emergency calls originating on campus. When an emergency such as smoke, fire, toxic spill, or other event requiring evacuation is confirmed, the appropriate Campus Security Personnel will contact the Gardendale Police and/or Fire Department to manage the evacuation process. The Campus Security Personnel are trained to assess the scene; but are not trained or expected to enter a fire scene or perform evacuations in the case of fire.

- The Fire Department will enter a building during an emergency to facilitate the safe evacuation of all occupants. This includes conducting a search to locate those individuals who are unable to exit the building safely.
- Campus Security Advisor will serve as the primary point of contact for responding emergency personnel, and will relay any information regarding the location of those who might need assistance.

The College requires all College faculty, students, and employees to supply emergency contact information so that they may be contacted via the College's electronic emergency-notification system. This system enables College officials to reach members of the College community by rapidly transmitting short notifications by phone. The electronic emergency-notification system is maintained offsite, so that power failures and other disruptions will not affect its function on-campus.

### **Campus Emergency Protocols**

All members of the College community, as well as its clients and visitors, are expected to cooperate in evacuation procedures in the event of an emergency. Towards that end the College has undertaken the following preparatory protocols.

1. Exit and Safety Identification. The College has identified all Fire Exits and Extinguishers.
2. Fire Exits have lighted, overhead EXIT signs.
3. Evacuation Maps. Each classroom and work area will have a building map that identifies evacuation routes.
4. Class Announcements. At various times throughout the course, faculty will announce the locations of fire exits. They will also review the requirement to leave the facility and follow instructions of safety personnel whenever an alarm sounds. They will also remind students to assist people with disabilities, and to let safety personnel and/or emergency responders know of the location of anyone who cannot leave the building independently.
5. Student and Employee Orientation. A part of every faculty and staff orientation package includes an introduction to the College's Emergency Evacuation Procedure. Likewise, new students are introduced to the College's Emergency Evacuation Procedures. All students also receive this information periodically throughout the course.
6. Alarm Testing. The visual and audible components of all facilities' alarm systems are tested annually; and maintenance is provided, as needed.
7. Rescue Assistants. Some people with disabilities may choose to identify personal rescue assistants who will volunteer to do some or all of the following for them:
  - Know his/her likely schedule
  - Keep back-up medication, equipment, or mobility devices
  - Stay with them while awaiting rescue assistance as long as they are not in danger themselves
  - Report the location of the person awaiting rescue assistance
8. Everyone Can Help. All members of the community are asked to be aware that some individuals, including persons with disabilities, may need assistance in the event of an emergency. In addition to those with mobility impairments, people with hearing and visual impairments may need to be alerted and given further instruction in emergency situations. People with visual impairments and campus visitors will likely need additional assistance as buildings and evacuation routes will be unfamiliar.

It is strongly recommended that persons with disabilities acquire additional alerting devices to draw attention to themselves during an emergency. Cell phones and loud whistles are effective tools for drawing attention or for contacting emergency personnel.

### **Campus Emergency Evacuation Procedures**

College procedures require all persons, including those with disabilities, to evacuate a facility anytime the fire alarm system is activated. Depending upon the facility and type of disability, people may have the following evacuation options:

1. Exit. Leaving the building through any exit door.
2. Shelter in Place. Where no other option is available, a person with a disability can stay in place (e.g., office, classroom) to await evacuation. It is the responsibility of every member of the College community to immediately communicate to emergency personnel the location of individuals unable to evacuate.
3. When Waiting for Assistance. If forced to stay in place during an emergency, the person with a disability should call 911 from any phone.

### **Personal Emergency Plans for Persons with Disabilities**

Although the process of developing a personal emergency plan is optional for students and staff, the College encourages proactive planning on the part of the entire college community for emergency conditions. Individuals with disabilities may require additional assistance with alerting, evacuating, and sheltering in the event of an emergency.

The College offers the opportunity, through a confidential process, to develop a personal emergency plan that could include such strategies as storing extra equipment or medications, providing specific evacuation procedures, sheltering procedures, volunteer rescue assistants, designating means of communication in the event of an emergency.

Although not required, faculty, staff, and students are encouraged to identify their concerns about evacuation in case of an emergency, and to develop a personal emergency plan that is effective for them. As part of the new-hire orientation process, all new faculty and staff are asked if they might need assistance in an emergency evacuation. Administrators may also ask an employee who has self-identified as disabled or has a known or obvious disability if he or she will require assistance in the event of an emergency.

Students are canvassed at the beginning of each academic year to determine if they will require assistance in an emergency. Advisors may ask students who have self-identified or who have obvious disabilities if they would like to discuss developing a personal emergency plan.

Any individual requiring assistance is encouraged to update his/her self-identification information semi-annually whenever circumstances warrant an update (e.g., changes in his/her condition that would require a change in assistance).

Any employee or student needing assistance is encouraged to share information with several reliable people in their classes or work area about his/her need for assistance during an emergency. These are their 'volunteer rescue assistants' who might assist in an actual evacuation. Suggested information to share:

- The types of assistance you might need in an emergency
- Emergency contact numbers
- Where you keep your emergency supplies
- How to operate your assistive devices, if applicable

- The size and weight of your assistive devices in case they have to be transported
- Location of Areas of Rescue Assistance and Safe Wait Areas.

### **Developing Personal Emergency Plans**

Once an individual requests a personal emergency plan, the Campus Security Advisor will work with the individual and either his/her instructors to develop a personal emergency plan that includes specific means of communication, evacuation procedures and sheltering procedures in the event of an emergency. This plan will include:

- Identifying the safest area(s) located within the building(s) where a person with disabilities can await assistance from emergency response personnel.
- Designating a means to inform emergency response personnel (e.g., police, fire) of the locations of any person(s) requiring assistance.
- Identification of volunteer Rescue Assistants.
- Location of back-up medical or assistive equipment and medications.
- Practice/drill opportunities.

A copy of all personal emergency plans will be located in the Main Office and are only available on a 'need-to-know' basis in an emergency.

### **Practice Drills**

Practice instills confidence in one's ability to cope in an emergency while ensuring that appropriate lifesaving actions will be taken during a real emergency. Practice consists of walk-through procedures, classroom exercises, announced drills, or unannounced drills.

### **Contact Information and Emergency Numbers**

#### **Police, Fire, and Ambulance Assistance**

Gardendale Emergency Dispatch 911

When you call: describe your location and assistance needed.

#### **Faculty & Staff Response Protocols**

**Fire** - Do not panic, but do not under-estimate the potential danger to customers, staff and students represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then evacuate the building. The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and students to this information.

**Health Emergencies** - Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members

should use their own judgment to do what is prudent and reasonable. 911 should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public.

**Bomb Threats** - Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person. If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, call the police. Evacuate the building. The police will handle the actual bomb search.

**Snow & Storm Warnings** - Alabama State College of Barber Styling and our Student Resource Center will follow the recommendation and actions of the City of Gardendale, AL between 8:30 a.m. and 5:00 p.m., Tuesday through Saturday. Closing during other days and hours will be at the discretion of the Director.

### **Crimes Reported to Campus Community**

- (i) Criminal homicide:
  - (A) Murder and nonnegligent manslaughter.
  - (B) Negligent manslaughter.
- (ii) Sex offenses:
  - (A) Forcible sex offenses.
  - (B) Nonforcible sex offenses.
- (iii) Robbery.
- (iv) Aggravated assault.
- (v) Burglary.
- (vi) Motor vehicle theft.
- (vii) Arson.
- (viii) (A) Arrests for liquor law violations, drug law violations, and illegal weapons possession.  
(B) Persons not included in paragraph (c)(1) (viii)(A) of this section, who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

An institution must report, by category of prejudice, the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability:

- (i) Any crime it reports pursuant to paragraph (c)(1)(i) through (vii) of this section.
- (ii) The crimes of larceny-theft, simple assault, intimidation, and destruction/damage/ vandalism of property.
- (iii) Any other crime involving bodily injury.

### **School Security and Crime Statistics**

8. In case of a criminal offense or attempted criminal offense, an accurate, prompt report must be filed directly with the Gardendale Police Department or the Jefferson County Sheriff's Department, and the Director of the Institution:
9. All crimes, attempted crimes, or criminal threat to any student, witnessed by any student or affecting any student, should be reported to the Director or Gardendale Police Department.
10. Students will be furnished yearly statistics on the arrest for any criminal actions on campus.

11. There have been no (0) crimes or criminal actions on the campus of Alabama State College of Barber Styling for the 2012 – 2013 school year. There has been no (0) crimes or criminal actions on the campus during the 20 years the school has operated prior to the 2012 – 2013 school year.
12. Statistics will be updated by September 1 of each year.
13. Any crime committed on campus will result in immediate dismissal.
14. Students are advised that the Director will discuss any problem and will make changes in a victim's academic and living situation if reasonably possible.

## **SEXUAL HARASSMENT**

### **What is Sexual Harassment?**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, verbal or other expressive behaviors, or physical conduct commonly understood to be of a sexual nature, when:

- a. submission to or toleration of such conduct, on or off campus, is made, either explicitly or implicitly, a term or condition of instruction, employment or participation in other University activities;
- b. submission to or rejection of such conduct is used as a basis for employment or for academic decisions or assessments affecting the individual's status as an employee or student; or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's status as a student or employee or creates an intimidating, hostile or offensive work or educational environment.

Sexual harassment is a form of discrimination expressly prohibited by law. It is a violation of Title VII of the federal Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 and a civil rights violation of the Illinois Human Rights Act.

There is no typical harasser. Sexual harassment can be committed against a person of either sex by a person of either sex. A person can be sexually harassed by a person of the same sex. Anyone can be harassed regardless of age, appearance, gender or economic status. Sexual harassment can occur between a supervisor and an employee, among colleagues or employees, among students or between a student and faculty or staff member. It can occur between vendors or persons temporarily on campus and an employee, student, faculty or staff member. It can occur on or off the job or on or off campus.

A harassment claim may be brought by a third party when the sexual conduct of others has the purpose or effect of substantially interfering with that party's welfare, academic or work performance.

To constitute harassment, the behavior must be sexual in nature or gender-based (i.e., the behavior, must have some sort of sexual connotation or occur because the recipient is male or female). There is no bright line test for determining sexual harassment because what is inappropriate to one person may be perfectly acceptable to another. A reasonable person standard is used to determine if the conduct would be offensive to a person of average sensitivities. It is considered harassment if a reasonable person, in the same or similar circumstances as the victim, would consider it so. Some courts have adopted a reasonable woman standard instead, to recognize the difference between how a male and female might react to the same behaviors.

Sexual harassment does not have to be a request or demand for sexual relations. It can be verbal, non-verbal or physical behavior and can include any unwelcome (i.e., the person did not solicit or incite the conduct and regarded it as undesirable or offensive) conduct such as:

sexually suggestive or explicit jokes, innuendos or comments

sexually suggestive or explicit pictures, objects or graffiti

sexually suggestive questions, sounds or gestures

inappropriate physical conduct or contact

rating or spreading rumors about a person's sexuality

humor or jokes about sex or females/males in general

pestering a person for dates or sex

letters, notes or other materials of a sexual nature

displaying sexually explicit or graphic materials

stalking a person inside or outside the workplace or campus

attempted or actual sexual assault

Sexual harassment is more about power than it is about sex.

### **DISTINGUISHING BETWEEN SEXUAL HARASSMENT AND FRIENDLY BEHAVIOR**

If the behavior is *perceived* as unwelcome it is no longer friendly behavior. Any behavior that makes another person feel uncomfortable or upset is most likely sexual harassment. The fact that the person did not intend to sexually harass another is generally not considered a defense because intent is ordinarily irrelevant with harassment claims. In most cases, it is the effect and characteristics of the behavior that determine if it constitutes sexual harassment. Furthermore, courts do not consider a person's failure to object to certain sexual behavior a defense to a subsequent charge of harassment.

### **QUESTIONS TO ASK**

Would my comments/behavior change if my spouse, child, sibling or parent was in the room?

Would I want someone else to use the same language/behavior with my spouse, child, sibling or parent?

Would I want any of my behaviors to be the subject of a column in the local newspaper or to appear on the evening news?

### **CONSENSUAL RELATIONSHIPS**

A consensual relationship is one in which a romantic and/or sexual relationship exists between a faculty member and a student under his/her control or between a supervisor and an employee under his/her control or any relationship where a power differential may compromise the subordinate's free choice. These types of relationships are inappropriate and unprofessional behavior and should not occur. Others may view such a relationship as one of preferential treatment and detrimental to themselves or others. A faculty member or supervisor who enters into a sexual relationship with a student or an employee under his/her control, where a professional power differential obviously exists, must realize that if a charge of sexual harassment is subsequently lodged, the burden will be on the faculty member or supervisor to prove immunity on the grounds of mutual consent.

### **Types of Sexual Harassment**

#### ***QUID PRO QUO*** ("this for that")

A supervisor, administrator or faculty member asks an employee or student for sexual favors or hints that the employee's job benefits or student's grade or evaluation will be enhanced if he/she complies or will be lessened if he/she does not comply.

*Quid pro quo* cases are usually the most flagrant and clear cut kind of sexual harassment. Typically the person involved is a supervisor or someone with formal power (i.e., faculty member or administrator) who can provide or withhold a benefit, service or evaluation and thus has the power to harm the person involved. One instance of *quid pro quo* harassment is sufficient to constitute a violation of Title VII.

## **HOSTILE ENVIRONMENT**

Any action of a sexual nature by an administrator, faculty member, supervisor, co-worker or student that is unwelcome or unwanted and makes someone feel uncomfortable on the job or in the classroom and/or interferes with the employee's work or student's learning and creates an intimidating, hostile or offensive working environment.

Hostile environment harassment may include, but is not limited to, the following:

discussing sexual activities or dates

comments on physical attributes

displaying nude or suggestive pictures

offensive staring or ogling

using demeaning or inappropriate terms

Hostile environment harassment is far more prevalent than the *quid pro quo* type. It is also harder for some people to acknowledge because it includes many behaviors that are often seen as "normal" or "boys will be boys, men will be men" behavior. The harasser who creates a hostile environment does not have to be a person with formal power and the behavior does not have to be sexual. It could be degradation, intimidation, general comments about the inferiority of females/males, physical threats or verbal abuse.

Courts look at hostile environment harassment as part of a continuum: the more severe the behavior, the fewer times it needs to be repeated to constitute harassment; the less severe the behavior, the more times it needs to be repeated. While a one-time comment or incident may not be sexual harassment, a pattern of such probably is.

Gender harassment is a form of hostile environment harassment recognized by EEOC and the courts. It consists of negative behavior directed to or impacting only one gender. Such behavior can include men or women making negative remarks about the opposite sex. Gender harassment has little to do with sexual matters and is not designed to elicit sexual cooperation, but rather to insult and degrade. It is similar to racial harassment in its purpose and practice. Women who study in non-traditional areas (e.g., science and engineering) or who enter or work in male-dominated fields are particularly susceptible to gender harassment.

## **DISCRIMINATION, HARRASSMENT & RETALIATION COMPLAINT POLICY**

### **PROMPT REPORTING**

Discrimination, harassment or retaliation complaints are best resolved if addressed early. It may be difficult to substantiate the allegations made in a complaint brought after significant time has passed. The time lines set forth in this procedure are implemented in order to ensure that allegations are investigated and concluded in a timely fashion so that any ongoing conduct can be immediately halted and immediate discipline taken if warranted. Complaints under this procedure shall be made within thirty (30) days of the time the alleged conduct took place unless good cause is shown for the delay. The person alleged to have engaged in unlawful harassment, discrimination or retaliation shall be considered the "respondent" throughout this procedure. The person to whom

the alleged unlawful harassment, discrimination or retaliation is directed shall be considered the "complainant" throughout this procedure.

### **CONFIDENTIALITY**

Confidentiality is required of all participants in the Student Complaint Procedure to the extent possible. All information revealed and all discussions held shall be as confidential as reasonably possible within legal requirements or organizational responsibilities, and within limits allowing for the review to occur. The college encourages an environment in which individuals can discuss concerns and make proper authority aware of certain conduct, including illegal discrimination, harassment or retaliation. In such matters, however, confidentiality of the information received and the privacy of the individuals involved cannot be guaranteed because of legal obligation to report such matters. Confidentiality will be protected as much as possible, and the expressed wishes of the student regarding confidentiality will be considered in the context of the college's obligation to take action upon the complaint and the right of the accused party to be informed concerning the complaint. No employee or student shall retaliate or discriminate against a student because of the student's filing of or participation in the review of a complaint. Retaliation includes taking any action which may have any adverse impact on the student's academic success or the learning environment of the student if such action is taken because of the student's filing of or participation in the review of a complaint, whether or not such complaint is determined to be valid. The student is assured that retaliation due to filing of or participation in the review of a complaint under this procedure is strictly prohibited by college policy and shall lead to discipline up to and including termination or expulsion. Any person believing that retaliation has taken or is taking place should immediately report the matter to the appropriate official. Illegal discrimination, harassment and retaliation are prohibited. As such, Alabama State College of Barber Styling has established both formal and informal procedures to report complaints of illegal discrimination, harassment or retaliation.

### **DUTY TO REPORT**

If the complainant believes that he/she has been subjected to illegal discrimination, harassment or retaliation, it shall be the duty of that complainant to report such conduct as provided herein. All other students with direct knowledge of such conduct are encouraged to report knowledge of any illegal conduct involving discrimination, harassment or retaliation. The procedure for reporting is described below.

### **REPORTING PROCEDURE**

The complainant who feels that he or she has been subjected to illegal discrimination, harassment or retaliation should feel free to inform the respondent, either through verbal or written communication, that the behavior is unwelcome and should cease. If the complainant does not feel comfortable in addressing this issue directly with the respondent or, if discussions do not produce a result acceptable to the complainant, then the complainant should make a complaint as provided by this procedure.

A witness who directly observes illegal discrimination, harassment or retaliation may address it directly with the respondent through verbal or written communication that the behavior is inappropriate and should cease. If the witness does not feel comfortable in addressing this issue directly with the respondent, he/she may file a complaint as provided by this procedure. If the witness files the original complaint under this procedure, this person shall not be considered the complainant for purposes of this procedure.

Any complainant, student with direct knowledge of prohibited conduct, or witness may file a written complaint under this procedure. The written complaint shall be submitted to the office of the Director. When a written complaint is submitted, it must include a specific description of the conduct complained of; identify the party or parties involved, and the date(s) and circumstances under which the alleged offensive or inappropriate conduct occurred. The complaint must also include an explanation of why the complainant or other reporting party believes that the alleged actions constitute discrimination, harassment or retaliation. The written complaint shall be dated and signed to acknowledge completeness and accuracy.

If a supervisor receives an anonymous complaint from a student, either verbally or in writing, the supervisor shall immediately send notice of the complaint to the Director.

For purposes of this procedure, it is assumed that a report recipient is not a respondent. In the event a person designated by this procedure to receive a report is a respondent in the complaint, the report shall be directed to another appropriate official.

## **DEADLINES**

Due dates under this procedure shall be calculated based upon calendar days. If the due date specified falls on a weekend or holiday, the next business day will be the due date for the action. Either party may request a reasonable extension of time for any of the deadlines set forth in this procedure, including the time for making an initial complaint. While the intent of this procedure is to provide for the prompt reporting and investigation of claims of unlawful conduct, these deadlines are not meant to penalize. Therefore, failure to comply with the deadlines set forth herein will not invalidate a complaint, investigation or discipline.

## **RETALIATION**

The college's commitment to eradication of any sort of illegal discriminatory or harassing conduct includes prohibiting actions taken in retaliation for complaining of violations of college policy. Retaliation includes taking any action which may have any adverse impact on the student's academic success or the learning environment of the student if such action is taken because of the student's filing of or participation in the review of a complaint, whether or not such complaint is determined to be valid. The complainant is assured that retaliation due to filing a complaint under this procedure is strictly prohibited by law and by college policy, and shall lead to discipline up to and including termination/expulsion. Any person believing that retaliation has taken or is taking place should immediately report the matter as provided herein.

It shall be considered a violation of college policy for any individual to knowingly file a false or malicious complaint of discrimination, harassment or retaliation. If the college believes that such a false or malicious complaint has been filed, the matter will be investigated under the Formal Procedure review process of this procedure.

## **COMPLAINT RESOLUTION PROCEDURES**

Alabama State College of Barber Styling has established both formal and informal procedures to resolve prohibited discrimination, harassment or retaliation complaints. Usually, complaints are most effectively addressed at the earliest possible stage. A student who feels that he or she has been subjected to illegal discrimination, harassment or retaliation should feel free to inform the respondent, either through verbal or written communication, that the behavior is unwelcome and should cease. If the student does not feel comfortable in addressing this issue directly with the respondent or, if discussions do not produce a result acceptable to the student, then the student shall file a written complaint in compliance with the Reporting Procedure section of this procedure.

After the complainant has filed his/her complaint in compliance with the Reporting Procedure section of this procedure, a designated officer will meet with the student to review the options for resolving this complaint. At this initial meeting, the complainant can request that either the Informal Procedure or Formal Procedure be followed. Based on this interview or at any other time while the Informal Procedure is being pursued, the officer or complainant may elect to move the complaint to the Formal Procedure if circumstances are determined to merit a more complete investigation.

Under either the Informal Procedure or Formal Procedure review process, all involved parties have a duty to cooperate with the review or investigation and they are not to knowingly impede, obstruct or delay the progress of the review. In particular, both the complainant and the respondent have the responsibility to provide all relevant information and facts to the matter under review.

## **INFORMAL PROCEDURE**

If the Informal Procedure is elected, the Student Affairs Administrator will meet with the complainant to review the complaint, will discuss the allegation(s) with the respondent, and identify solutions to the complaint. If both parties to the complaint agree to a solution(s), this solution(s) shall be written, signed and dated by both parties to acknowledge that they agree with the solution and agree to maintain the confidentiality of the matter to the extent possible. The Informal Procedure review shall be concluded within a period of thirty (30) days of receipt of the complaint. If a written resolution is reached during the Informal Procedure review, the complaint review process ends at this point.

Within sixty (60) days and again within six (6) months following completion of an Informal Procedure review, the Student Affairs Administrator shall follow up with the complainant and the respondent to determine the status of the resolution. The designated officer will report the results of these follow-up inquiries in writing to the Director. During the Informal Procedure review process, all parties involved in processing the complaint, including but not limited to the Student Affairs Administrator, shall each serve in a neutral role in the process and shall not act in an

advocate role for the complainant or the respondent. The role of the Student Affairs Administrator will be to communicate the issues and identify potential solutions. Legal counsel may be consulted by the Student Affairs Administrator as appropriate. In the event a person designated by this procedure to receive or review a report is the respondent or otherwise involved in the matter, he/she shall be recused from this process and another appropriate official shall be appointed to fulfill that person's role.

If the complainant does not agree with a solution reached during the Informal Procedure, the complainant shall, within ten (10) calendar days of the conclusion of the Informal Procedure review, request in writing that the complaint be investigated through the Formal Procedure.

### **FORMAL PROCEDURE**

Under the Formal Procedure, the Office of the Director should proceed under the following guidelines: Upon receipt of a complaint, the Director, or a designee, shall review the allegations provided in the complaint and may consult with legal counsel to determine the appropriate action required. If it is determined that the complaint has sufficient probable cause to be investigated under the college's Student Discrimination, Harassment or Retaliation Complaint Procedure, the Vice President of Student Services shall appoint an investigator to investigate the complaint. The appointed investigator may be a college employee, or a third party retained by the college to conduct the assigned investigation. Where appropriate, two parties may be appointed to conduct such investigation.

The investigator shall promptly initiate an investigation of the complaint by discussing the complaint with the complainant and by interviewing any witnesses with relevant information, including but not limited to parties participating in or observing the conduct. The respondent shall be given a copy of the complaint and shall be given the opportunity to respond in writing to the allegations within seven (7) days of notification of the complaint. All parties in the investigation are to be advised that information surrounding the complaint is to be kept confidential. Witnesses and the respondent are to be advised that retaliation against a complainant is strictly prohibited and may lead to discipline up to and including termination/expulsion. Additionally, the respondent shall refrain from contacting potential witnesses until the investigation is complete.

The investigator shall summarize the findings in a report to the Director within sixty (60) days from receipt of the complaint or from the closure of the Informal Procedure review, whichever is later. When it is not reasonably possible to complete the investigation within that time, the investigation period may be extended by up to an additional sixty (60) days upon approval of the Director. If the extension is granted, the parties to the complaint will be so notified.

The Director shall review the investigator's report and shall, if warranted, take appropriate action. Not every complaint will necessarily warrant corrective action or discipline. However, if the investigation reveals that discrimination, harassment or retaliation has occurred, the respondent will be subject to discipline up to and including termination/expulsion.

During the Formal Procedure review process, the investigator and all other parties involved in processing the complaint shall serve in a neutral role in the process and shall not act in an advocate role for the complainant or the respondent. The role of the investigator will be to thoroughly investigate the issues as stated in the written complaint and to determine findings based on this review. Legal counsel may be consulted by the investigator as appropriate. In the event a person designated by this procedure to receive or review a report is the respondent or otherwise involved in the matter, he/she shall be recused from this process and another appropriate official shall be appointed to fulfill that person's role.

Within ten (10) days of receipt of the investigator's report, the Director shall notify the complainant and the respondent of the outcome of the investigation and provide them with a summary of the investigation report. The complainant and the respondent shall also be reminded that retaliation taken because of the filing of a complaint is prohibited and that any such retaliation should be reported immediately.

Should the complainant not be satisfied with the conclusions of the investigation then, within ten (10) days of the date of the notice of determination, he/she may request review of the determination. If the complaint was filed against an employee or student other than the Director, a direct report to the Director the request for review shall be submitted to the Office of the Director. Upon receipt of the request for review, the Director shall designate an officer of the college to review the investigator's report and determine what, if any, appropriate action is required as a result of the findings of the investigation. The reviewer may review the complaint, interview the complainant and the respondent, if necessary, and complete such other interviews as may be necessary to make a

determination. The reviewer shall complete the review within fourteen (14) days. If additional time is needed to complete this review, the reviewing officer shall notify the complainant and the respondent that the review will be delayed, and indicate the reasons for the delay. The reviewer of the investigator's report shall provide a report to the Director with his/her findings. The Director shall consider this report and shall inform the complainant of his/her findings and conclusions. The decision of the Director will be final.

## **STUDENT CODE OF CONDUCT AND STUDENT CONDUCT PROCESS**

Alabama State College of Barber Styling is primarily concerned with academic achievement, the growth and development of its students, and the wellness and safety of the members of its community. In addition, the College is committed to preserving peace, supporting a moral and just climate, meeting its contractual obligations, and protecting its property and that of its community members. It is important to treat all students with equal care, concern, honor, fairness and dignity. The College, therefore, has established this Student Code of Conduct to communicate its expectations of students as positive members of the College community. The primary purpose of the Student Code of Conduct and Student Conduct Process is to protect the campus community and foster a safe, non-threatening environment that advances the academic mission of the College. Accordingly, students will be held accountable for violations of College regulations and policies, although within this context, reasonable efforts will also be made to foster the personal and social development of all parties involved.

The College reserves the right to take any necessary and/or appropriate steps to protect the safety and well-being of the College community. While the jurisdiction of the College shall generally be limited to conduct which occurs on College premises or at College-sponsored events, a student who is charged with a felony as a result of off-campus behavior, and who represents a risk to the health or safety of the College community, may also be subject to student conduct action. In addition, the jurisdiction may be extended when a student commits a prohibited act off campus against a student or employee of the College, or against the College itself, when such act is related to the student's or victim's status at the College. Although not all inclusive, the following actions, activities or behaviors are expressly prohibited:

1. Engaging in any form of academic dishonesty as follows:

The term "academic dishonesty" includes, but is not limited to, cheating on an examination; plagiarizing, that is, the taking and passing off as one's own work the ideas, writings, or work of another, without citing the source; submitting work from another course unless receiving advance approval to do so by the instructor; stealing or possessing stolen examinations or course materials; posing as another person or allowing another person to pose as oneself; falsifying academic records; receiving help from others in work to be submitted, if contrary to stated course rules.

2. Engaging in any behavior that is discriminatory or harassing of any individual as follows:

The term "discriminatory or harassing behavior" is any unwelcome conduct directed at a person because of his/her gender, race, color, creed, ethnicity, religion, age, marital status, veteran status, national origin, sexual orientation, or disability that creates a hostile, offensive or intimidating learning or working environment.

3. Intentionally, knowingly or recklessly causing physical harm to any person, or engaging in conduct that threatens, intimidates, harasses or endangers the health or safety of any person, or causing reasonable apprehension of such harm or threat.

4. Intentionally, knowingly or recklessly engaging in disruptive behavior, as follows:

The term "disruptive behavior" shall include, but not be limited to the following:

- a. behavior that causes a disruption to either academic endeavors or the administrative operation of the College;
- b. Any student refusing to provide service to a client or who is rude to a client;

- c. refusal to cooperate with or follow the directions of their instructor;
  - d. behavior that could endanger life or property;
  - e. behavior that infringes on the rights of other members of the College community; and
  - f. leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
5. Conduct which is lewd or indecent.
6. The use of electronic or other devices to make an audio, video or photographic record of any person or thing while on College property without the prior permission of the instructor and/or the use, in any restroom, of electronic or other devices, such as cameras or camera phones, to make a video or photographic record.
7. Abusing, harassing, or coercing any person in a threatening or intimidating manner, either verbally, in writing, or through electronic or other means (when judged from the perspective of a reasonable person in the position of the complaining individual).
8. Failing to comply with the lawful direction of a faculty member, College official or law enforcement officer acting in performance of his/her duties, and/or failing to identify oneself to these persons when requested to do so.
9. Consuming, possessing or distributing alcoholic beverages on College premises.
10. Unlawfully possessing, distributing, or using any drug, narcotic, hallucinogen or similar chemical agent that is controlled or prohibited by law.
11. Engaging in any intentional, unintentional, knowing or reckless act which results in damage or destruction of College property, equipment, facilities, systems, intellectual property, vehicles, vessels or the vehicles or property of another, or causes the obstruction of the free flow of pedestrian or vehicular traffic on College premises.
12. Stealing College property or services, or stealing property of any person, or distributing stolen property on College premises.
13. Gambling on College property.
14. Possessing or using fireworks on College property or at College-sponsored activities, except as authorized by the President or his/her designee after receipt of any necessary permits.
15. Possessing, using, or threatening others with firearms, explosives, hazardous materials, or weapons on College property or at College-sponsored activities, except by certified law enforcement officers either on duty or otherwise acting in accordance with the requirements of their position. Note that the term "weapon" shall include any object or substance that is designed to, or used to, or reasonably can be used to, inflict physical harm, cause injury, or incapacitate.
16. Tampering with, or the unauthorized use of, fire safety equipment such as extinguishers, smoke detectors, alarm pull stations or emergency exits, including activating a false fire alarm, failing to evacuate a facility during the sounding of a fire alarm or upon the direction of a staff member, or attempting to re-enter the building without permission of the proper authorities.
17. Violation of traffic safety and student parking regulations.
18. Forging, altering or misusing any College document, record, or instrument of identification (including student identification cards, passwords, PIN numbers) to seek or obtain privileges not ordinarily provided, or permitting someone else to make such use.
19. Intentionally furnishing false information to any College official, faculty member or College office.

20. Abusing the College student conduct process, including but not limited to falsifying, distorting or misrepresenting information before a conduct officer or investigating body; instituting a student conduct code proceeding in bad faith; attempting to influence or discourage an individual's proper participation in, or use of, the student conduct system; harassing verbally or physically and/or intimidating a member of a student conduct body; or failing to comply with the terms of any disciplinary sanction imposed.
21. Possessing, duplicating, distributing or using keys to any College premises without authorization.
22. Being present in or using College premises, facilities or property without authorization.
23. Smoking or the use of smokeless/chewing tobacco in College building.
24. Misusing, or using without authority or in violation of law, the College's information technology or telecommunications systems, including but not limited to the unauthorized or illegal use or misuse of College phone, computer, and/or network systems; the unauthorized entry or dissemination of electronic information; prank, threatening or harassing calls or e-mail messages; the hacking, duplication or unauthorized use of copyrighted software; destruction, unauthorized transfer or alteration of electronic files; and unauthorized use of another individual's electronic identification number, such as password, user name, ID number, Social Security number, PIN, etc.
25. Violating any local, state or federal law on College premises or at College events.
26. Failure to comply with other College policies as outlined in the school's Catalog & Student Handbook or other official College publications.

Students may be held accountable to both civil authorities and to the College for acts which constitute violations of the law and this Code of Conduct. The College may proceed with the student conduct process while the criminal proceedings are in progress, and will not be subject to a challenge based upon the grounds that criminal charges connected with the same incident are pending, have been dismissed, reduced, resolved in favor of or against the criminal law defendant, or withdrawn.

### **STUDENT CONDUCT PROCESS**

Any member of the College community may file a charge against any student for an alleged violation of the Student Code of Conduct. The Student Affairs Administrator, either as the complainant or recipient of a written complaint, shall review the facts and documentation to determine whether sufficient conditions exist to support the initiation of the student conduct process. If so, the Student Affairs Administrator shall, without determining whether a violation of the Code of Conduct has occurred, notify the student in writing of the alleged incident, any charges that may have been filed, as well as the date, time, and location for any hearing or meeting that may have been scheduled. This letter will be personally delivered or sent via certified or registered mail (US Postal Service) to the address which the student has provided the College as his/her official address. Included with the letter will be a copy of the Student Code of Conduct and Student Conduct Process. A student will be given a minimum of three business days to prepare for a hearing and shall have the right to meet with the Student Affairs Administrator prior to the hearing to review the case file, clarify the process, ask questions, etc. The student may waive, in writing, the requirement of either the written notice, or the three business days to prepare for the hearing.

The Student Affairs Administrator may adjudicate any matter when in his/her determination the level of sanction for the violation of alleged regulations, if so determined, would result in a sanction no more severe than probation without the loss of privileges. Should the Student Affairs Administrator or his/her designee determine that the incident could result in a sanction greater than probation; the case would then be decided by the Director unless both the student and the Student Affairs Administrator or his/her designee agree to have the case decided solely by the Student Affairs Administrator.

A student with a physical, emotional or psychological condition who is accused of an alleged violation of the Code of Conduct should not be diverted from the student conduct process unless the Student Affairs Administrator or his/her designee determines that the medical suspension procedure would be more appropriate. The decision to

implement the student conduct process or medical suspension process is the responsibility of the Student Affairs Administrator or his/her designee, in consultation with the Student Affairs Administrator.

### **INTERIM SUSPENSION**

When there is evidence that the continued presence of a person on the College premises may pose a threat to herself/himself or to others, or may substantially impede the lawful functions of the College, the Student Affairs Administrator and/or the Director may suspend the student from the College, restrict the student's access to College programs or services, or bar the student from the campus, for an interim period of time pending action taken under this Code of Conduct.

Faculty members/College officials may direct that a student whom they believe to be engaging in disruptive behavior in their class, office, College sponsored activity or service area to leave for the remainder of the day. Faculty members/College officials are encouraged to notify the Student Affairs Administrator and the Director of the incident within one business day of the action. If the issue cannot be resolved informally, the faculty member/College official may file formal conduct charges against the student, and request in writing that the Student Affairs Administrator and/or the Director impose an interim suspension pending action on the allegation. The Student Affairs Administrator or the Director shall respond to the request, if possible, before the next work day stating the reasons for the imposition or non-imposition of the requested interim suspension. Should an interim suspension be imposed, every effort should be made to schedule the conduct hearing as soon as possible. In the absence of additional action taken by the Student Affairs Administrator and/or the Director, the student will be allowed to return to the school the next day.

The following procedures shall apply to all student conduct proceedings unless otherwise specified:

1. The student shall be granted access to the case file to assist with the preparation for the hearing. The student must take the initiative to obtain this information.
2. Only the Student Affairs Administrator may grant a postponement of a hearing to allow additional time for preparation or for other valid reasons.
3. All student conduct hearings shall be of a nature as to provide all parties with the full opportunity to present all sides of an issue in detail. The ability to question witnesses shall be accorded all parties as determined by the Student Affairs Administrator or his/her designee or the Director. Pertinent records, exhibits and written statements, as determined by the Student Affairs Administrator or Director, may be accepted as evidence.
4. All parties shall be provided the opportunity to present their rationale either in support of or against the alleged charges and to produce oral testimony and/or written statements of any witness, and/or documentary evidence.
5. Should a student elect not to appear at a scheduled hearing, the hearing will proceed in his/her absence.
6. All student conduct proceedings are closed to the public. Hearing participants are limited to the student(s) charged, the complainant(s), witness(es), and members of the school faculty. The student(s) charged, the complainant(s), and the Director should be present throughout the hearing. However, should the hearing involve a minor student; the student will have the option of having the parent(s) or guardian(s) present also. If this occurs, the parent(s) or guardian(s) are not permitted to address the Conduct Board or to speak on behalf of the student.
7. The Student Affairs Administrator or the Director shall exercise control over the hearing at all times.
8. The presence of witnesses in the hearing shall be limited to the presentation of their relevant information, and their questioning by either the student(s), complainant(s), or members of the faculty. Witnesses shall be required

to present only relevant, truthful information. Student witnesses who knowingly provide false information to a conduct body may be subject to student conduct action.

9. All students are considered not in violation of the Code of Conduct unless determined otherwise by the Director.

10. Prior student disciplinary history is not permitted to be included in the conduct body's determination of the violation of the Code of Conduct. Should a student be found responsible for violating the Code of Conduct, any previous violations of the Code on the College campus will be considered during the sanctioning phase of the process.

11. All deliberations of the conduct process will be made in closed session, without the presence of the respondent student(s) or complainant(s). A determination of the violation will be based solely upon the evidence presented.

12. A violation of the Student Code of Conduct must be established by a preponderance of the evidence presented for sanctions to be imposed.

13. Should the student(s) be found in violation of the Code of Conduct, the director will, in closed session, determine any sanction(s). Factors to be used in determining sanctions include, but are not limited to, the severity of the violation, any previous student disciplinary history, the demeanor of the student, and the general welfare of members of the College community.

14. Members of the conduct process shall act objectively and free of personal bias.

15. Students shall have the right to appeal a decision for appropriate cause. (Please refer to the Appeal Process section.)

16. Student disciplinary information and files are confidential as per the federal Family Educational Rights and Privacy Act (FERPA). Therefore, all participants in a conduct proceeding are required to consider all information and decisions related to the proceedings to be confidential. Any student who fails to adhere to this expectation may be subject to disciplinary action. The College will only disclose the final outcome of a student conduct hearing to the respondent, the victim of an act of violence or a non-forcible sex offense, as defined by the FBI Uniformed Crime Code (as per the Higher Education Reauthorization Act), and to College officials and faculty members who have a legitimate educational interest in the outcome.

17. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Conduct proceedings.

In the event that a code of conduct complaint is filed against a student and either the Student Affairs Administrator or the Director subsequently determines that sufficient conditions do not exist to support the initiation of the student conduct process, the complainant shall have five (5) business days from receipt of such notice to file a written appeal to the Director or his/her designee, who shall review the file and within five (5) business days, determine whether to uphold the decision of the Student Affairs Administrator. If the Student Affairs Administrator affirms the decision of the Director, the complaint is dismissed. If the Student Affairs Administrator upholds the complainant's appeal, the Director shall be directed to initiate the student conduct process.

#### **PROCEDURES FOR ACADEMIC DISHONESTY**

If a faculty member concludes that a student has committed an act of academic dishonesty, the faculty member may initiate student conduct action through the Director and/or may notify the student that s/he has imposed any of the following penalties:

1. require that the student repeat the assignment or the examination; or
2. give the student a failing grade for the assignment or examination; or

3. give the student a failing grade in the course and deny the student continued access to the class.

Should the student believe that s/he has been wrongly or unfairly accused of academic dishonesty, the student shall have the right to pursue the matter through the Academic Complaint & Grievance Process.

The Office of the Student Affairs Administrator and/or the Director shall maintain all records of documented acts of academic dishonesty. Should a faculty member or academic administrator conclude that a student has committed an act of academic dishonesty, s/he is encouraged to report the matter to the Director in order to determine whether the accused student has a previous record of academic dishonesty at any of the College's three campuses. If so, the matter should then be referred to the Student Conduct Process in addition to any penalty that may have been imposed by the faculty member.

The foregoing procedure shall also apply in those cases when a final grade has already been entered on the student's academic record. In this event, should a finding of academic dishonesty result in a grade change for a course, any determinations made by the College which in part were based on the grade in question shall be subject to review and revocation.

### **STUDENT CONDUCT SANCTIONS**

One or more of the following sanctions may be imposed for violation(s) of the Code of Conduct:

1. Expulsion/Termination: permanent separation of the respondent from the College. Permanent notification will appear on the respondent's College transcript. The respondent will also be barred from all College facilities, property and events. There shall be no reimbursement of any tuition and fees.

2. Suspension: separation of the respondent from the College for a specified period of time. Notification will appear on the respondent's transcript until the respondent is eligible for readmission to the College. The respondent shall not participate in any College-sponsored activity, will be barred from College facilities and properties for the period of the suspension unless specific permission is granted by the Student Affairs Administrator. There shall be no reimbursement of any tuition and fees.

3. Probation: the respondent is reprimanded in writing and warned that a more severe disciplinary sanction may result in the event of further violations of any College regulation within a designated period of time.

4. Verbal Warning: the respondent is warned in writing that he or she has violated the Code of Conduct.

5. Restitution: the respondent is required to make payment to the College or to other person(s), group(s), or organization(s) for damages incurred as a result of the violation of this Code.

6. Other Sanctions: other sanctions such as an oral or written apology, and/or additional educational/behavioral sanctions may be imposed instead of or in addition to those specified in sanctions (1) through (5) listed above.

### **STUDENT CONDUCT APPEALS PROCESS**

Student disciplinary actions may be appealed by the respondent to the Director or his/her designee. As a general rule, the sanctions resulting from a disciplinary decision will be considered to be in place and enforced until such time as determined otherwise by the Director. The appeal must be made by the student in writing, and delivered to the Office of the Student Affairs Administrator or the Director within five (5) business days of the delivery of the written statement of the disposition of the case. The written appeal will then be forwarded to the Director. In appealing a judicial decision, except as noted below, the appeal must fall into one of the following categories:

1. the student has new evidence available that was not available prior to the original hearing;

2. the sanctions do not relate appropriately to the violation or if s/he believes that the facts in the case were not sufficient to establish that a violation of the Code had occurred.

The Director, or his/her designee, will review the file, including the reasons for the appeal, and will then:

1. determine if a meeting with the student is appropriate; or

2. make a determination of the appeal based upon the information contained in the written request and the file.

The Director will retain the option of meeting with the student to obtain any additional information that s/he determines may be necessary to make a decision. The appeal may result in one of the following actions:

1. affirmation of the original decision and sanction(s);
2. reversal of the original decision and sanction(s);
3. affirmation or reversal of the original decision, and the alteration of the sanction(s) to include modification that could cause either an increase or decrease in the level of the sanction(s).

Students will be notified of the appeal decision either in person, or the notification will be sent via certified or registered mail (US Postal Service) within ten (10) business days of receipt of the written appeal. The decision of the Director, or his/her designee, shall be the final appeal authority for the College for all cases.

### **DISCIPLINARY RECORDS**

The Student Affairs Administrator and/or the Director's Office shall maintain all student disciplinary records. Such records are confidential and will be kept separately from the student's academic records. In the event that a student is not found in violation of the Code of Conduct, the case file shall be maintained for a period of one calendar year and subsequently destroyed. Student conduct files of all respondents found in violation of the Code of Conduct shall be retained by the Office of the Student Affairs Administrator and/or the Director. Sanctions (3) through (9) shall not be reported to outside agencies after three years from the date that the case was decided, except as may be required by a court order or when the student provides the College with written permission to release the records. Records for students who have been expelled/terminated or suspended shall be permanently retained by the Office of the Student Affairs Administrator and/or the Director, and will be reported to outside agencies, with appropriate authorization, indefinitely.

### **Alabama Alcohol & Drug Addiction Summary**

For people who suffer from alcoholism and drug abuse, their families and friends, it is important to know that there is help available in Alabama. Coming clean with yourself and to others that you, or someone you love, have a problem with either alcohol and/or drugs are the first step to intervention and getting help. It is a known fact that Alabama drug abuse and alcoholism creates chaos in any kind of relationship, be it personal or professional. Addictions destroy careers, relationships, marriages, entire lives and quality of life. Incarceration or death is the certain end of continual alcoholism and drug abuse. Alabama drug intervention programs, alcohol treatment facilities and various types of Alabama services are all accessible to addicts and their families.

Alabama statistics on alcoholism and drug abuse in 2005 show that 246,000 people had a problem with alcoholism or dependency and 113,000 Alabama individuals had a drug addiction or dependency to an illicit drug. The same studies also show that 229,000 alcohol dependents didn't receive the alcohol intervention or rehabilitation that they required and 92,000 drug abusers didn't have any drug intervention or go to any drug rehab facility.

Drug and alcohol intervention is a move forward towards the addiction recovery process. Most often, it is not the addict themselves who is seeking help, but rather a friend or family member. Alcoholics and drug abusers are often far too dependent to recognize that they have a dependency problem, which makes them unable to ask for assistance and help from an Alabama drug or alcohol treatment center. However, without intervention from loved ones where help is received from an alcohol intervention program or drug treatment center, the addict will likely continue to get more and more deep-rooted in their addiction of choice or will get into more illicit drugs and then slip even further away from the people that love them and rehabilitation.

The communities throughout Alabama are also affected by a lack of Alabama alcohol rehab facilities and Alabama drug treatment centers. The statistics of people who are drug abusers or alcoholics is growing extensively and while these numbers rise, so do the instances of crime, violent acts and poverty. It is unfortunate that the addiction recovery rates in existing drug treatment centers and alcohol rehab programs is low, despite the commitment, concern and hard work of dedicated professionals in the Alabama treatment centers. Addiction recovery takes time and patience from the addict, the family and friends of an addict, as well as the health care professionals involved in the intervention and addiction recovery process. The solution to this major problem in Alabama treatment centers is to increase the number of Alabama alcohol treatment programs and drug rehabilitation centers.

There are current Alabama alcohol rehab facilities and drug treatment centers for drug abusers, alcoholism, and those with a dual diagnosis. There are short programs such as outpatient counseling and 30 day inpatient programs to longer term residential treatment for drug abuse and alcoholism such as a 60 day or more intervention and treatment program. While the intervention and Alabama treatment programs are very important, the follow up care and after care for addicts is also important, as is the support and care from family and friends.

If someone uses and abuses alcohol and or drugs every day, it is generally considered appropriate to go into a program on a full-time basis. These types of programs are designed to have a person lives full time and participate in drug alcohol treatment all day, every day. All of them require some form of payment, either insurance and or self-pay. They are usually co-ed.

**Drug Addiction Alcohol Abuse Rehab Treatment Programs & Centers**

Hospital based programs generally offer some form of detox from alcohol or drugs. Hospital drug and alcohol programs generally do not offer residential, 30 day type programs. They usually have some form of intensive outpatient program, referred to as IOP’s. Hospital based alcohol and drug addiction programs usually accept most forms of insurance, including Medicare and Medicaid. All of them require some form of payment, either insurance and or self-pay. An evaluation and assessment, done by the admission department should be done to make a final determination as to the right level of recommended care. The first group is considered “hospital based” drug addiction alcohol abuse programs. Not all of them are in a typical hospital setting. Rather the hospital designation often refers to the fact they often provide detox services and many accept Medicare. The second group is considered “residential”, 30 days or less of inpatient drug and alcohol rehab treatment programs. These are where a person lives full time and participates in drug alcohol treatment all day, every day. Both hospitals based and residential type alcohol abuse and drug addiction rehab treatment programs are designed to provide care to both males and female adults. Adults are considered 18 years of ages and older. Adolescent drug and alcohol rehab treatment programs are for people 17 years of ages and younger.

Name	Description	
<p><b>University of Alabama at Birmingham Center</b></p>	<p>1713 6th Avenue South Birmingham, AL 35294</p>	<p><b>(205) 934-7008</b></p>

<b>Mountain View Hospital</b>	3001 Scenic Highway Gadsden, AL 35904	<b>(256) 546-9265</b> <b>(800) 245-3645</b>
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**Narcotics Anonymous at Central Baptist Church in Gardendale, AL**

**Central Baptist Church**

New Found Road  
AL, 35071

**Meeting Times:**

Friday at 7:00 pm

Gardendale Group Non-Smoking, Discussion/Participation Open

Monday at 7:00 pm

Gardendale Group Non-Smoking, Basic Text, Discussion/Participation Open

Thursday at 7:00 pm

Gardendale Group Non-Smoking Closed

### **Alabama Domestic Violence Overview**

Under Alabama law, domestic violence occurs when crimes such as harassment, assault, menacing, reckless endangerment, or coercion are committed against a victim who **is a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating or engagement relationship with the defendant.** Domestic violence can be at the level of a misdemeanor or a felony, depending on the circumstances and level of assault.

### **Mediation**

Mediation may be required before trial in some instances. Mediation is defined as "a process in which a neutral third party assists the parties to a civil action in reaching their own settlement, but does not have the authority to force the parties to accept a binding decision." Mediation can be ordered in divorce cases. The decision to mediate may come from the court itself, or by request of one or both parties. The judge cannot order mediation if there is evidence of domestic violence, so, if you have been abused, it is important to tell the judge about the violence.

### **Warrantless Arrest**

The police can arrest your abuser in certain instances, without having to first get a legal document at the courthouse to authorize the arrest. One such occasion for a warrantless arrest is when an offense involves domestic violence and the arrest is based on probable cause. (This means that there was a reasonable belief that the crime was committed). Under these circumstances, it does not matter whether the offense was a felony or a misdemeanor.

### **Child Abuse**

If a child under 18 years of age is abused by a parent, stepparent, adoptive parent, guardian, or custodian, the abuser can be punished by imprisonment no less than 1 year and no more than 10 years.

### **Child Custody**

In child custody proceedings, the judge must consider the safety of the child and the parent who is a domestic violence victim; and the abuser's history of violence. The judge can create certain conditions if awarding visitation rights to the abuser. These conditions may include: ordering supervised visitation, ordering the abuser to attend counseling, prohibiting overnight visitation, etc. There is also a rebuttable presumption that it's in the best interests of the child to live with the parent who is not the abuser.

### **Harassment**

It's "harassment" for your abuser to annoy or alarm you by physically hurting you and using obscene language or gestures. Harassment also includes verbal or nonverbal threats made with intent to carry out the threat that would cause you to fear for your life. Your abuser can be arrested for harassing you.

## Stalking

It is called stalking if your abuser intentionally and repeatedly follows or harasses you and makes a threat to place you in fear of death or serious bodily harm. If along with this crime, your abuser is also violating a court order-- it is "aggravated stalking." Both of these crimes are considered felonies, and there are penalties which apply to the abuser. If you think you have been stalked, contact the police department and the district attorney.

## Holding Period Bill for Domestic Violence Offenders, (Act 00-597)

A victim of domestic violence used to be able to file a report with the police without making a request for the perpetrator to be put in jail. Often a report would be filed as a victim hoped that their partner would realize the seriousness of their actions and stop the violence before an arrest could be made. If an arrest was made, the accused could post bond and be back home within a few hours. As of August 2000, a report of domestic violence results in the perpetrator being held for at least 12 hours to cool off; reducing tensions in the household and providing time for a victim to find safety in a shelter or with friends before the abuser is released.

## Domestic Abuse Insurance Protection Act

This act prohibits insurance discrimination against victims of domestic violence. Abusers often seriously injure their partners, who then require medical treatment. Abusers also damage the victim's property, particularly items valued personally, and items needed to support themselves and their children including the home, car, books, work tools, and clothing. In the past, insurance companies have often denied insurance claims resulting from domestic violence, or canceled insurance of a victim who filed a claim on medical injuries or property damage caused by an abusive partner. This law makes it illegal for insurance providers to use a person's status as a domestic violence victim to deny insurance or deny coverage for injuries and damages suffered from the hands of an abusive partner. It also makes provision for victims to continue the insurance policy after separating from the abuser. To reduce motivation for domestic homicide, the Act permits life insurers to deny life insurance applications taken on a victim by the abuser.

## Crime Victims' Act:

Requires a law enforcement agency to provide information to you (as a victim of domestic violence) within 72 hours. This information includes things such as emergency and crisis services; victims' compensation; criminal prosecution; and victims' rights. Also lists various rights of the victim throughout trial proceedings, including the right to give notice when an abuser is released on bail or after serving his sentence. You must, however, request this notice from the police or court clerk.

Location	Program	Phone
STATEWIDE	The Alabama Coalition Against Domestic Violence	800-650-6522
	Alabama Coalition Against Domestic Rape	334-264-0123
	Alabama Network of Children's Advocacy Centers	888-848-3468
	Child Abuse Reports	334-242-9500
	Child Support Services	334-242-9300
	Child Protect, Inc.	334-262-1220
	Victim Compensation Program	800-541-9388
	Victim Rights Information	800-626-7676
	Volunteer Lawyers Program	334-269-1515
	Legal Services Corp of Alabama	334-832-4570
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Autauga County	Family Sunshine Center	334-263-0218
	Family Support Center (Prattville)	334-361-4703

<b>Baldwin County</b>	CARE House (Bay Minette) The Harbor Crisis Center (Fairhope) Lighthouse (Robertsdale)	251-937-2273 334-928-9500 251-947-6008
<b>Barbour County</b>	House of Ruth (Dothan)	334-793-2232
<b>Bibb County</b>	ACES Turning Point	205-926-3117 205-758-0808
<b>Blount County</b>	Blount County Child Advocacy Center (Oneonta) YWCA Domestic Violence Services	205-274-7226 205-322-4878
<b>Bullock County</b>	House of Ruth (Dothan)	334-793-2232
<b>Butler County</b>	Children's Advocacy Center Family Sunshine Center	334-382-8584 334-263-0218
<b>Calhoun County</b>	Calhoun-Cleburne Children's Center Daybreak Crisis Recovery Family Life Center (Ft. Payne) Family Resource Center Family Services Center (Anniston) Second Chance (Anniston)	256-238-0902 256-237-6300 256-997-9356 205-831-3321 256-231-2240 256-236-7233
<b>Chambers County</b>	Circle of Care (Valley) DV Intervention Center	334-768-4091 334-749-1515
<b>Cherokee County</b>	Children's Advocacy Center Kelley's Rainbow (Albertville)	256-927-2111 256-891-0019
<b>Chilton County</b>	Family Sunshine Center	334-263-0218
<b>Choctaw County</b>	Harriet's House (Demopolis) Legal Services	334-289-8988 800-644-6028
<b>Clarke County</b>	Harriet's House (Demopolis)	334-289-8988
<b>Clay County</b>	Safehouse: Pelham	205-669-7233
<b>Cleburne County</b>	Second Chance (Anniston)	256-236-7233
<b>Coffee County</b>	House of Ruth (Dothan)	334-793-2232

<b>Colbert County</b>	Safeplace (Florence)	256-767-6210
<b>Conecuh County</b>	Opportunity House (Opp)	334-493-2320
<b>Coosa County</b>	Safehouse: Pelham	205-669-7233
<b>Covington County</b>	Opportunity House (Opp)	334-493-2320
<b>Crenshaw County</b>	Family Sunshine Center	334-263-0218
<b>Cullman County</b>	Brook's Place Child Advocacy Center Crisis Services of Cullman	256-739-2243 256-734-6100
<b>Dale County</b>	House Of Ruth (Dothan)	334-793-2232
<b>Dallas County</b>	CHASM Family Resource Center Legal Services Corp SABRA Sanctuary (Selma)	334-875-3285 334-875-3770 334-874-8711
<b>DeKalb County</b>	Children's Advocacy Center Family Life Center Kelley's Rainbow	256-997-9700 256-997-9356 256-891-0019
<b>Elmore County</b>	Family Sunshine Center Individual and Family Support (Wetumpka)	334-263-0218 334-514-0132
<b>Escambia County</b>	Lighthouse (Robertsdale)	251-947-6008
<b>Etowah County</b>	Child Advocacy Center Love Center Shelter Home Second Chance (Anniston) Sheriff's Office Domestic Violence Unit	256-547-5904 205-547-9476 256-236-7233 256-549-8128
<b>Fayette County</b>	Turning Point	205-758-0808
<b>Franklin County</b>	Project Help (Russellville) Safeplace (Florence)	205-332-7501 256-767-6210
<b>Gadsden County</b>	Child Advocacy Center Rosehaven	256-547-5904 256-543-2408

<b>Greene County</b>	Harriet's House (Demopolis)	334-289-8988
<b>Geneva County</b>	House of Ruth (Dothan)	334-793-2232
<b>Hale County</b>	HERO Family Resource Turning Point (Tuscaloosa)	888-444-4376 205-758-0808
<b>Henry County</b>	House Of Ruth	334-793-2232
<b>Houston County</b>	Community Safety Services House Of Ruth	334-792-5945 334-793-2232
<b>Jackson County</b>	Crisis Services of N. Alabama	256-716-1000
<b>Jefferson County</b>	Clay House Children's Center Crisis Center (Birmingham) Child Protective Services Court Advocates Domestic Violence Center (Vestavia) Ensley Family Shelter Family Court Family Violence Center Gateway Impact Family Counseling Jewish Family Services (Homewood) Jewish Family Services (Mountain Brook) Legal Services Oasis Counseling Center Prescott House Project SAFE St Mary's Center For Women Univ. of Alabama Victim Advocate YMCA Domestic Violence Services	205-481-4155 205-323-7777 205-324-2135 205-521-9650 205-823-9939 205-780-2020 205-325-5466 205-322-4878 205-328-6010 205-916-0123 205-879-0579 205-879-3438 205-328-3540 205-933-0338 205-930-3622 205-780-6127 205-322-6854 205-348-5454 205-322-4878
<b>Lamar County</b>	Turning Point (Tuscaloosa) West Alabama Children's Advocacy	205-758-0808 205-695-8100
<b>Lauderdale County</b>	Northwest Alabama Children's Advocacy Safeplace (Florence)	256-760-1140 256-767-6210
<b>Lawrence County</b>	Safeplace (Florence))	256-767-6210

<b>Lee County</b>	Child Advocacy Center	334-705-0770
	Child Care Resource Center	800-238-0872
	DV Intervention Center (Auburn)	334-749-1515
	Safe Harbor Women's Center	334-844-5123
	Safe House (Opelika)	334-749-1515
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<b>Limestone County</b>	Crisis Services of N. Alabama	256-716-1000
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<b>Lowndes County</b>	Family Sunshine Center	334-263-0218
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<b>Macon County</b>	DV Intervention Center	334-749-1515
	Hope for Families (Notasulga)	334-257-4696
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<b>Madison County</b>	Crisis Services of N. Alabama (Huntsville)	256-716-1000
	Madison Police: Domestic Violence Unit	256-464-8417
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<b>Marengo County</b>	Harriet's House (Demopolis)	334-289-8988
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<b>Marion County</b>	Safeplace (Florence)	256-767-6210
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<b>Marshall County</b>	Child Advocacy Center	256-582-8492
	Crisis Services of N. Alabama	256-716-1000
	Kelley's Rainbow (Albertville)	256-891-0019
	Tennessee Valley Family Services	256-582-0377
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<b>Mobile County</b>	Crisis Evaluation Services	334-661-3001
	Jewish Family Services	334-661-8959
	Penelope House	251-342-8994
	Rescue Mission	334-433-1847
	Univ. of South Alabama Victim Advocate	251-460-6312
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<b>Montgomery County</b>	D.A.'s Office/Violence Against Women	334-832-2550
	End Violence Now (EVEN)	334-834-3843
	Family Sunshine Center	334-263-0218
	Family Violence Program	334-206-2100
	Neighbors, Inc. (Elder Abuse)	334-272-7043

	Safe Place Second Chance Foundation	334-834-5512 334-263-9733
<b>Monroe County</b>	Legal Serices Opportunity House (Opp)	800-819-7685 334-493-2320
<b>Morgan County</b>	Crisis Services of N. Alabama Professional Counseling Services (Decatur)	256-716-1000 256-355-7977
<b>Perry County</b>	SABRA Sanctuary (Selma)	334-874-8711
<b>Pickens County</b>	Family Resource Center (Carrollton) Turning Point (Tuscaloosa)	205-367-9382 205-758-0808
<b>Pike County</b>	House of Ruth (Dothan) Sexual Assault & Violence Education (Troy)	334-793-2232 334-670-3700
<b>Randolph County</b>	DV Intervention Center	334-749-1515
<b>Russell County</b>	Child Advocacy Center Children & Family Connection (Phenix City) Crisis Center of Russell County	334-297-4962 334-448-1010 334-297-4401
<b>Shelby County</b>	Calera Police Victim Services Unit Intervention Services (Safe House) Owens House Advocacy Center SafeHouse of Shelby	205-668-3857 205-669-1877 205-669-3333 205-669-7233
<b>St. Clair County</b>	YWCA Domestic Violence Services	205-322-4878
<b>Sumter County</b>	Harriet's House (Demopolis)	334-289-8988
<b>Talladega County</b>	Advocacy Center/Palmer Place F.I.R.S.T. Family Service SAFE Family Services Center Second Chance (Anniston)	256-315-2662 256-761-3640 256-245-4343 256-236-7233
<b>Tallapoosa County</b>	DV Intervention Center	334-749-1515
<b>Tuscaloosa County</b>	Child Abuse Prevention Services Crisis Line Emergency Services Family Counseling Service	205-758-1159 205-345-1600 205-345-7330 205-752-2504

	Family Resource Center	205-462-1000
	Sheriff's Office Domestic Violence Unit	205-752-0616
	Turning Point / SAN, Inc.	205-758-0808
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<b>Walker County</b>	Crisis Line	205-387-0541
	Daybreak Shelter (Jasper)	205-387-1157
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<b>Washington County</b>	Penelope House (Mobile)	251-342-8994
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<b>Wilcox County</b>	SABRA Sanctuary (Selma)	334-874-8711
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<b>Winston County</b>	Safeplace (Florence)	256-767-6210

## **STUDENT SUBSTANCE ABUSE POLICY**

### **ALCOHOL ABUSE POLICY**

Unauthorized possession, use, or distribution of alcoholic beverages is prohibited. Anyone who willfully furnishes an alcoholic beverage to any individual under the age of 21 years can be charged a fine or imprisonment or both by law enforcement.

### **SUBSTANCE ABUSE POLICY**

Further, Alabama State College of Barber Styling does not condone or permit the possession, use, distribution, or sale of any controlled dangerous substance on the campus or areas surrounding the campus. Students found responsible of violating the drug policy (as set forth below), will be subject to disciplinary action which could include suspension from the College.

It is the expectation of Alabama State College of Barber Styling that students, faculty, and staff who observe or suspect that a violation of the substance abuse policy is being committed in noted jurisdictions will report it to the appropriate authorities. While the biggest concern of Alabama State College of Barber Styling is drug education and prevention, the College will take appropriate disciplinary actions to provide a drug free environment in which our students may grow intellectually and socially.

1. If drugs or alcohol are detected, we will personally advise the student and refer the student to a professional counselor if necessary.
2. If substance abuse is found to be a problem, the student must go into a drug prevention program at the student's expense and report progress to the school office. Six months is the least amount of time for this program.
3. A student may attend school while in treatment only if the student abstains from drug/alcohol use while maintaining satisfactory performance standards.
4. The possession or sale of drugs/alcohol in or on school premises will result in immediate termination.
5. If an infraction to any of the above rules is noted, immediate dismissal may be warranted.

## **POLICY ON PARENT/LEGAL GUARDIAN NOTIFICATION OF ALCOHOL AND CONTROLLED SUBSTANCE VIOLATIONS**

The Higher Education Act Amendments of 1998 included provisions amending the Family Educational Rights and Privacy Act of 1974 ("FERPA"). Specifically, FERPA now authorizes higher education institutions to disclose to a student's parent or legal guardian information regarding "any violation of Federal, State, or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance, regardless of whether the information is contained in the student's educational records."

Alabama State College of Barber Styling, in accordance with Federal law, implemented the following criteria for parent/legal guardian notification:

### **Part I:**

Such disclosures are authorized only if:

1. The student is under the age of 21; and
2. The institution has determined that the student has committed a disciplinary violation with respect to the use or possession of alcohol or a controlled substance.

### **Part II:**

In addition to part I, at least one of the criteria below must be met:

1. The student has been found responsible for committing a violation of Bowie State University's Substance Abuse Policy.
2. The incident involved significant property damage.
3. Medical attention to any person, including the student, was required as a result of the alcohol or drug-related behavior.
4. The student operated a motor vehicle while intoxicated or while under the influence of a controlled substance.
5. The student exhibited reckless disregard for personal safety and/or the safety of others.
6. Evidence indicates that the student's alcohol or drug-related behavior interfered with the academic process of him/herself or others.

If you have received this information as an enclosure with a letter informing you of the outcome of a judicial hearing, your parent(s)/legal guardian(s) will be sent a letter informing them that you have been found responsible for a violation of the Student Code of Conduct involving alcohol and/or other drugs.