



2703 Capital Mall Drive SW. Olympia, WA 98502
(360) 481-6816

School Catalog

Volume 9

December 2022

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SECTION ONE: GENERAL INFORMATION**PREFACE: CATALOG CERTIFICATION STATEMENT**

The Information in this catalog is current as of December of 2022 and will be updated on a yearly basis or as deemed necessary, at which time revisions will be made available to the student body and staff via hard copy. All regulatory policies and academic standards are subject to change at any time without prior notice, should changes occur, a written addendum will be provided to ensure information is relayed in a timely manner.

This catalog is provided only in English, the language in which all courses are taught. This catalog is certified as true and correct in content and policies.

Certified by Noah T Fosbre: Owner, *Noah T. Fosbre*

Date: 12/10/2022

SCHOOL LICENSURE, OWNERS AND OPERATORS

Name and Address of School's Administrative Offices and Auxiliary Facilities:

Fosbre Academy of Hair Design LLC. Located at 2703 Capital Mall Dr. SW. Olympia, WA 98502

Licensure: This school is licensed under Chapter 28C.10 RCW. License#-2246

Owner: Noah Fosbre, 100% owner of Fosbre Academy of Hair Design

Administrators: Jana Leicht, Adam Hert, Cassie Becker

Instructors and Qualifications:

Noah Fosbre: License# 3259

Licensed Instructor in Cosmetology, Esthetics, Master Esthetics, Manicuring and Barbering by Washington State Department of Licensing

Masit Matisons: License# 4538

Licensed Instructor in Cosmetology by Washington State Department of Licensing

Jana Leicht: License# 4679

Licensed Instructor in Cosmetology by Washington State Department of Licensing.

Maddie Patton: License#21020110

Licensed Instructor in Cosmetology by Washington State Department of Licensing

Mindy Nogues: License# 20121892

Licensed Instructor in Cosmetology by Washington State Department of Licensing

Julie Nord License#4780

Licensed Instructor in Master Esthetics by Washington State Department of Licensing.

Moniqua Ossa: License#4760

Licensed Instructor in Master Esthetics by Washington State Department of Licensing

*Fosbre maintains a student to teacher ratio of no more than 20:1.

Inquiries or complaints regarding this private vocational school may be made to:

Department of Licensing
PO Box 3026
Olympia, WA. 98507
plssunit@dol.wa.gov
360-664-6645

VETERAN BENEFITS STATEMENT

Selected programs of study at Fosbre Academy of Hair Design are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC. Point of Contact: Jana Leicht. 1 360 481 6816 or jana@fosbre-academy.com

A MESSAGE FROM THE OWNER/INSTRUCTOR

Welcome to Fosbre Academy of Hair Design and thank you for selecting our school to assist you in obtaining your training in the beauty industry. As a student at this school, you are about to embark on an experience that will provide you with the opportunity for a successful future.

We take great pride in our dedicated staff and in our curriculum, designed to prepare our graduates for state licensure and in developing those technical skills and personal skills necessary for successful entry into the job market. To achieve this level of excellence it takes a great deal of dedication, hard work and practice on your part, as well as on ours. When you enter the field of Cosmetology, Cosmetology Instructor, Esthetics, Master Esthetics, Manicuring, or Barbering, you are joining a team.

Our students benefit from the support of professional product line representatives and distributors who help integrate product knowledge and retail awareness into our educational programs. Guest speakers and members of the professional beauty culture community provide rich information and networking opportunities for our students.

Our educational emphasis includes placement assistance after students are licensed, and guidance to help develop those personal qualities of poise, confidence and professionalism that will enable you to reach your goals.

Our goal is to help you discover your abilities and potential; however, the degree to which you succeed will depend on the effort you are willing to apply during your entire course of study.

Congratulations and thank you for allowing us the opportunity to be a part of your success.

Sincerely,

Noah T. Fosbre

MISSION STATEMENT

The mission of this institution is to provide a superior education that prepares our graduates for employment in the fields of Cosmetology, Instructor, and Master Esthetics through an innovative curriculum delivered by dedicated, skilled educators in a professional, high-quality learning environment.

APPROVAL NOTICE AND DISCLOSURE STATEMENTS

The Office of Fosbre Academy of Hair Design is in Olympia, Washington at 2703 Capital Mall Dr. SW. Olympia, WA 98502. Operating under this corporation, Fosbre Academy of Hair Design is fully licensed to operate from the Washington State Department of Licensing. The corporation is not at this time, nor has it ever, filed a petition for bankruptcy or re-organization, operated as a debtor in possession or had a bankruptcy filed against it.

Fosbre Academy of Hair Design, also known as “Fosbre Academy”, “Academy”, “The Academy” is located at 2703 Capital Mall Dr. SW. Olympia, WA 98502, and opened in January of 2008. In March Of 2015, the Academy was awarded the Certificate of Accreditation by the National Accrediting Commission of Career Arts and Sciences (NACCAS).

Instruction is residential and in accordance with the occupancy level, which can accommodate up to 25 students per enrollment. The Washington statutes require that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying compliance with course requirements.

Prospective enrollees are encouraged to visit the physical facilities of the schools and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. Enrollment is handled on campus.

State Boards, Bureaus, Departments or Agencies set minimum standards for each program of study: The schools have been authorized to offer instructional courses for the following fields, whose standards have been established by the Washington Department of Licensing.

Cosmetology: 1600 Clock Hours	Manicuring: 600 Clock Hours
Cosmetology Instructor: 500 Clock Hours	Barbering: 1000 Clock Hours
Esthetics: 750 Clock Hours	Barbering Crossover: 140 Clock Hours With Proof of
Master Esthetics: 1200 Clock Hours	WA State Cosmetology Licensure

Fosbre Academy does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

MEMBERSHIP

Fosbre Academy of Hair Design was awarded the certificate of Accreditation by The National Accrediting Commission of Career Arts & Sciences (NACCAS), which is recognized by the United States Department of Education as a national accrediting agency in March 2015. Fosbre Academy is currently on probationary status with NACCAS. We are also licensed by the Washington State Department of Licensing.

Accreditation Agency: NACCAS	Licensed by Washington State Department of Licensing
3015 Colvin Street	Business and Professional Licensing Division
Alexandria, Virginia 22314	P.O. Box 9034 Olympia, WA 98507-9034
(703) 600-7600	(360) 664-6626

FACILITY DESCRIPTIONS

The Academy operates in a space of 9,500 sq. feet compliant with all city codes and regulations. The Academy operating space of 9,500 sq. feet is located within a total 10,000 sq. foot building where the remaining sq. footage is available for future build out to accommodate growth and expansion. Parking is provided by the city and includes appropriate spaces for ADA compliance. Fosbre Academy does not provide any parking solutions for students. The facility is centrally located and accessible by public transportation. The main suite includes the reception desk, product display case, customer waiting area, separate customer and student/staff restroom facilities (built to applicable County codes of accessibility for ADA compliance), workstations, areas for student's personal belongings, break room, and work rooms. The classroom/practical work area is located in the upper level of the building.

INSTRUCTIONAL EQUIPMENT

A textbook/workbook will be issued by the 1st day of the start of the class. Once text material is issued to the student and the student accepts the items, the student assumes full responsibility. Other relative, extracurricular resource materials shall be issued when the text or material is most beneficial as necessary or required. Additional necessary supplies will be maintained in the classrooms or on-hand in campus storage. Students assume responsibility for the maintenance and safety of their required equipment and supplies. Students will be held responsible for replacing lost, stolen, or damaged items.

MEDIAN LOAN DEBT

The 2019 median loan debt acquired by Fosbre Academy students was \$4,363.00.

TUITION RECOVERY TRUST FUND

For the purpose of providing relief to students impacted by the voluntary or involuntary closure of schools regulated under this chapter, the director shall establish, maintain, and administer a department of licensing tuition recovery trust fund created in RCW 18.16.320. All funds collected for the department of licensing tuition recovery trust fund are payable to the state for the benefit and protection of any student or enrollee of a private school.

WASHINGTON STATE COMPLAINTS PORTAL

Should a student have any complaints related to this school or any other post-secondary institution licensed under The Department of Licensing they may do so at the following website: www.studentcomplaints.wa.gov

SECTION TWO: LEGAL NOTICES AND CERTIFICATIONS**NON-DISCRIMINATION STATEMENT**

Fosbre Academy of Hair Design does not discriminate based on sex, age, race, color, ethnic origin, national origin, creed, religion, physical disabilities, or otherwise.

PHYSICAL REQUIREMENTS

In all aspects of the possible career choices for the courses offered, a great deal of physical activity is required included but not limited to; standing, walking, pushing, bending, lifting, and raising your arms for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of every student who believes he/she can fulfill training and career demands and succeed in such a way that would not preclude employment.

STUDENT RECORDS AND RIGHT TO PRIVACY - FERPA

The Federal Right of Privacy Act of 1964 provides for the right of all students and parents or guardians of dependent minors to review their academic records, to include grades, attendance, and counseling reports. Student records are confidential and only NACCAS (Accrediting Agency) or other individuals authorized under applicable state/federal laws are allowed access without first obtaining the written permission of the student, parents, or guardians of dependent minors. State law requires that the School maintain these records on location for 5 years. Student transcripts will be archived and maintained for no less than 5 years at the requirement of the US Dept. of Education and from the effective date of the last renewal of accreditation per NACCAS standard III. Administration may require a 30-day notice for copies of records. Students may request to review their records with a staff member and all such review sessions will be scheduled during regular School hours and in the presence of an administrative representative. Further, the school must obtain written permission from the student to publish personal information in a student directory.

Students or parents of Dependent minors have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Students or parents have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the students or parents of dependent minor in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of personally identifiable information from school records and defines the rights of the student to review the records and request a change to the records.

With exceptions such as those noted in this section, FERPA generally gives postsecondary students the right

- to review their education records,
- to seek to amend inaccurate information in their records, and
- to provide consent for the disclosure of their records.

These rules apply to all education records, admissions records (only if the student was *admitted*), academic records, and any financial aid records pertaining to the student. *The financial aid office does not develop the school's FERPA policy or the notification to students and parents.

STUDENT'S RIGHT TO REVIEW

A school must provide a student with an opportunity to review his or her education records within 30 days of the receipt of a request. A school is required to provide the student with copies of education records or make other arrangements to provide the student access to the records, if a failure to do so would effectively prevent the student from obtaining access to the records. While the school may not charge a fee for retrieving and reviewing the records, it may charge a reasonable fee for providing copies of the records to leave the campus, provided that the fee would not prevent access to student records.

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS laws. Note that the IRS definition of a dependent is quite different from that of a dependent student for FSA purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

The FERPA regulations include a list of exceptions where the school may disclose personally identifiable information from the student's file without prior written consent. Several of these allowable disclosures are of particular interest to the financial aid office since they are likely to involve the release of financial aid records.

DISCLOSING TO THE SCHOOL

Some of these disclosures may be made to officials at your school or another school who have a legitimate interest in the student's records. Typically, these might be admissions records, grades, or financial aid records. Disclosure may be made to:

- Other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests.
- To officials of another postsecondary school or school system, where the student receives services or seeks to enroll.

Fosbre Academy of Hair Design makes every reasonable attempt to notify the student at the student's last known address when information is needed to be disclosed to other licensed schools.

DISCLOSING TO THE GOVERNMENT

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. "Authorized representatives" includes employees of the Department, such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics, as well as firms that are under contract to the Department to perform certain administrative functions or studies. In addition:

- Disclosure may be made if it is in connection with financial aid that the student has received or applied for. Such a disclosure may only be made if the student information is needed to determine the amount of the aid, the conditions for the aid, the student's eligibility for the aid, or to enforce the terms or conditions of the aid.
- A school may release personally identifiable information on an F, J, or M nonimmigrant student to U.S. Immigration and Customs Enforcement (formerly the Immigration and Naturalization Service) in compliance with the Student Exchange Visitor Information System (SEVIS) program without violating FERPA.

DISCLOSING IN RESPONSE TO COURT REQUEST

FERPA permits schools to disclose education records, without the student's consent, in order to comply with a lawfully issued subpoena or court order. In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so that the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure.

A school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an *ex parte* order issued in connection with the investigation of crimes of terrorism.

RELEASE OF INFORMATION POLICY

This institution requires written consent from each student or qualifying parent of a minor before releasing any student information in response to any request, other than requested by NACCAS, the State of Washington, or applicable Academy staff members. The institution maintains a record of all release forms and requests for information. This includes but is not limited to the following: tuition and payoff information, attendance, and grades, etc. Every third-party request for information will require written authorization from the student or parent/guardian of a dependent minor for each separate case.

A school is required to:

- annually notify students of their rights under FERPA
- include in that notification the procedure for exercising their rights to inspect and review education records; and
- maintain a record in a student's file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information).

A student has the right to:

- request to inspect and review any education records pertaining to the student
- request an amendment to his/her records; and
- Request a hearing (if the request for an amendment is denied) to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

HEALTHY AND SAFETY EXEMPTION REQUIREMENT

There are limited exceptions to FERPA regulations under which Fosbre Academy is permitted to disclose education records or personally identifiable, non-directory information from education records in connection with a health or safety emergency without student consent.

The situation must present imminent danger to a student, other students, or members of the school community in order to qualify as an exception. This action is not taken lightly and only under circumstances that present imminent danger.

STUDENT RECORDS RETENTION POLICY

The schools maintain the most recent student files on campus for three years. Student transcripts will be archived and maintained for no less than 50 years at the requirement of the US Military, however, these files may be stored away from the school premises. It is strongly recommended that a student retain all relevant ENROLLMENT, WITHDRAWAL or COMPLETION papers for their personal files. Administration may require 30-day notice for the retrieval, review, or copies of records. The academy reserves the right to charge a fee for copies of records.

SECTION THREE: ADMINISTRATIVE AND OPERATIONAL POLICIES

ADMISSION REQUIREMENTS

Admissions requirements are minimum standards that each candidate must possess in order to be considered for acceptance into the Academy for any program we offer. The requirements to apply for acceptance into the Fosbre Academy of Hair Design are:

- *\$100 non-refundable Application Fee*
- Transcript or Diploma that proves completion of: High School, or GED, College Transcripts are also acceptable. **These standards are non-negotiable and must be complete prior to applying.*
- *Copy of Government Issued Photo Identification*
- *Completed Interview Questions*
- 1 Letter of Recommendation from your choice of:
 - Character Witness
 - Employer
 - Educator
- 2 individuals and their contact information, who can be called as references, same choices as letter of recommendation apply.

2023 Start and Expected End Dates

Cosmetology:

01/25/2023 to 12/29/2023
04/05/2023 to 03/04/2024
06/14/2023 to 05/17/2024
09/06/2023 to 08/09/2024
11/15/2023 to 10/18/2024

Master Esthetics:

02/01/2023 to 10/12/2023
04/26/2023 to 01/04/2024
07/19/2023 to 03/28/2024
09/13/2023 to 05/23/2024
12/06/2023 to 08/15/2024

Other programs do not currently have available start dates.

VA 85/15 RULE COMPLIANCE

Fosbre Academy maintains compliance with the Veterans Affairs 85/15 Rule. This means that only 85% of the students enrolled in any given program can be using VA benefits to pay for their tuition. In the event that a veteran wishes to enroll in a program that has reached the 85% cap, they can do so but will not be eligible for VA funding. Chapter 35 and 31 students may still enroll even if the 85% has been realized.

PRIOR EDUCATION/TRANSFER CREDITS

Fosbre Academy policy accepts up to 75% of the total program hours as required by Washington State for a course earned at another school. (I.E. 1200 hours may be eligible to transfer for a 1600 hour Cosmetology program etc.)

A student who wishes to receive credit for transfer hours must submit his/her official transcript from the previous vocational school at the time of official enrollment into the desired course. The acceptance of transfer hours is at the discretion of the institution. Fosbre Academy will review transcripts of all students including VA beneficiaries to determine whether transfer credit can be awarded. A student may contact Fosbre Academy of Hair Design with their transcripts for a meeting prior to enrollment to determine if his/her hours will transfer. ***Washington State policy does not allow out of state transfer hours.**

RE-ENTRY/INTERRUPTIONS

RE-ADMISSIONS BEFORE 180 DAYS

Students who are approved for re-entry before 180 days have passed will enter with the same satisfactory academic progress as at the time of withdrawal (whether voluntary or involuntary). Depending on how far they had previously progressed, and the student may be able to pick up where they left off in the program instead of starting completely over. The student will still need to sign a new enrollment contract that will be signed at the current rate of tuition and depending on the reason for their departure an addendum regarding attendance or grades may be added to the contract. If this is the case, the student will also sit down with an instructor and the operations manager to come up with a plan of action to remedy their poor GPA or lack of attendance. They will be more closely monitored and if they do not follow the plan of action, they will be given one last chance change their behavior. If the withdrawal was unrelated to SAP, they will not need any additions to the new enrollment contract. The hours they had accumulated to date will be considered transfer/re-entry hours and will be used as such if they are wanting to continue using Federal Student Aid. If the student is wanting to withdraw for personal reasons but plans to re-enter the program within 180 days, the school will encourage them to take a leave of absence instead of completely withdrawing so the student doesn't incur any additional fees.

RE-ADMISSIONS AFTER 180 DAYS

All students who are approved for re-entry will enter at the same satisfactory academic progress status as at time of withdrawal. Students who drop and re-enroll after the 180-day mark will be required to pay off any previous balance owed to Fosbre Academy, pay a \$150 application fee and the current rate of tuition, and sign a new enrollment agreement. Students who re-enroll will be required to start from the beginning and are contracted for the entire course. Students who are dismissed due to insufficient attendance or grades who wish to re-enroll, will have addendums added to their new enrollment contract with customized plan of action to increase grades or attendance back to the minimum satisfactory academic progress standards. More frequent evaluation of GPA and/or attendance will be outlined and if the conditions of the addendum are not met, the student will either be given a new corrective action plan or withdrawn from the program.

STUDENTS WISHING TO WITHDRAW

If the student is still in attendance and wishes to withdraw, he/she should clock out on the last day of attendance and notify the office of intent to withdraw via written documentation, provide the office their most recent contact number and address, and arrange the transfer of their belongings and equipment off school campus.

If the student has not been in current attendance, all requests for withdrawal or transfer must be sent to: Fosbre Academy of Hair Design 2703 Capital Mall Dr SW Olympia WA 98502. Alternatively, the student may Email a written request (containing all the requested information) to reception@fosbreacademy.com.

The office shall take no more than ten (10) days to complete withdrawal papers and ten (10) days to calculate the refund due to the student, or the balance owed by the student, if applicable. Refunds will be made within 45 days and if money is owed by student, it must be paid before Proof of Training will be provided as stated in enrollment agreement.

PHILOSOPHY AND OBJECTIVES

Fosbre Academy of Hair Design is a private educational institution offering vocational education with career- orientated programs in the comprehensive field of Cosmetology, Cosmetology Instructor, Esthetics, Master Esthetics, Manicuring, and Barbering. The institute strives to emphasize the importance and development of professional skills in each student that will maximized their employment opportunities. Personal growth and development are enhanced by the interaction between instructors, students, and administrative staff. The Fosbre Academy of Hair Designs' prime objective is to provide the training necessary to pass the Washington State Board examination or any other current certification requirements to secure employment within their selected industry. The successful graduate of this school will have the vocational training needed to function effectively in any organization that requires these skills as needed in such job titles as:

COSMETOLOGY PROGRAM 1600 HOURS: Hair Stylist, Hair Colorist, Consultant on Beauty and Personal Appearance, Beauty and Cosmetic Sales, Beauty Salon Manager, Beauty Salon Owner, Cosmetology instructor, Supervisor, Director or School Owner.

COSMETOLOGY INSTRUCTOR PROGRAM 500 HOURS: Cosmetology instructor, Supervisor, School Director, and Platform Artist, Manufacturer's Representative

ESTHETICS PROGRAM 750 HOURS: Esthetician, Makeup Artist, Cosmetic Distributor, Consultant, Salon/Spa Owner/Manager.

MASTER ESTHETICS PROGRAM 1200 HOURS: Medical Esthetician (in addition to the above titles).

MANICURING PROGRAM 600 HOURS: Manicurist, Nail technician, Salon/Spa Owner/Manager

BARBERING PROGRAM 1000 HOURS: Barber, Hairstylist, Salon/Barber shop Owner, Cosmetology/Barbering Instructor.

BARBERING CROSSOVER 150 HOURS + COSMETOLOGY LICENSE: Barber, Hairstylist, Salon/Barber shop Owner, Cosmetology/Barbering Instructor

These exciting opportunities are carried out in environments that are emphasized by:

- Facilities designed to meet functional, academic, and occupational needs.
- Instructional and required practice equipment especially provided to properly enhance student training.
- Educational philosophies that demand the student adhere to the high professional and conduct standards of the school and those of the vocation for which they are training.
- A curriculum and instructional plan, structured to provide guidance, supervision, and motivation during the complete length of student training and in compliance with state board requirements.
- Instructional methods and techniques that are competency based to assure learning achievement in each course offered.

Training on quality equipment in pleasant and comfortable surroundings allows students to gain skills and confidence. Adhering to strict standards of professional behavior enhances opportunities for quality employment and aides in developing students' skills to the fullest capacity.

The school does not offer ESL (English as Second Language) courses. Classes and materials will be given in English. Please refer to www.cosmetologywashington.com for the official Washington State policies on State Board examinations in other languages.

EDUCATIONAL METHODOLOGY

The training programs are structured using clinic settings that are as close to working conditions of a professional environment as possible. Each module within the curriculum is geared toward a specific area in the industry related field. The staff is aware that individuals learn at different rates of speed and come with different abilities. Therefore, much of the training is one-on-one and personal. The staff makes every attempt to guide students in a unique and thorough, step-by-step, gradual method of learning. This combination of individual attention and positive motivation is important for reaching the learning objectives. Learning in a comfortable, friendly, and professional atmosphere enables the student to ultimately become a highly qualified professional in the beauty field of their choosing. Before the beginning of each new class session, prospective students will be encouraged to visit the school and speak with school staff and consider the many advantages awaiting the serious student.

EXTERNSHIP OPPORTUNITES

Washington State allows students to complete up to 10% of their chosen program doing externships with local salon/spa/barber shops. Students must be maintaining Satisfactory Academic Progress and be at least $\frac{3}{4}$ of the way through their program. Students must enter into an agreement to work under a licensed professional in their given field and submit weekly reports on the hours they complete. Externships are however not a graduation requirement and VA beneficiaries are not eligible for externships.

RELIGIOUS ACCOMMODATION

Fosbre Academy will provide reasonable religious accommodations to students who have religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make

the request, in writing, directly to their instructor within the first two weeks of the beginning of the course and provide specific dates the student requests an accommodation. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining the materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

LEAVE OF ABSENCE POLICY

A student may request a LOA by notifying the school in writing. The request will be considered, and the leave may be granted to a student at the discretion of the School Administration. Upon approval, the dates of the LOA will be entered in the student's file and the student will be provided a LOA form for signature. (Sample form can be found in the appendix)

Details:

- A Leave of Absence (LOA) is a temporary interruption in a student's program of study and refers to a specific time period of non-attendance.
- LOA's are granted in multiples of thirty (30) days - (30, 60, 90, 120, 150, 180 days).
- Multiple LOA's may be granted in any 12-month period with a minimum increment of thirty (30) days.
- The student is required to follow the school's policy in requesting the LOA.
- An LOA will not be granted if the school does not have a reasonable expectation that the student will return from the LOA.
- Only LOA requests which follow the school policy will be approved.
- LOA timeframe does not involve any additional charges from Fosbre Academy.
- The school will not assess the student any additional institutional charges, the student's need may not increase, and the student is not eligible for any additional Federal Student Aid.
- The school does not grant an LOA which does not meet the conditions of an approved LOA for Title IV purposes, the school considers this a withdrawal for Title IV purposes.
- LOA has no effect on the "Satisfactory Academic Progress Standard".
- If student was deemed maintaining Satisfactory Academic Progress prior to LOA or withdrawal of training, upon his/her return, the student is deemed in good standing and may continue the program of study from the point of interruption.
- Total number of days allowed for a LOA may not exceed 180 days in a 12-month period.
- Students on approved LOA need to be aware that said LOA may affect financial aid. Therefore, before final consideration is given to grant the requested LOA, a Financial Aid Advisor will meet with the student and provide information regarding the following:
 - loan obligations
 - possible revisions in his/her aid package
 - deferment options
 - notification to lending institutions
 - deferments may be canceled
 - if veteran-benefits may be affected
 - grace periods exhausted
 - Consequences of not returning to Fosbre Academy at the expiration of the LOA etc.
- For students receiving Title IV funds, all Guidelines below must be adhered to or the student will be considered withdrawn.
- A student who has been granted an LOA will be considered withdrawn if he/she does not return to school at the end of the LOA. In said case, the student should be informed that the last day of physical attendance is used for the purpose of calculating the Return of Title IV funds.
- Should withdrawal result, a student's grace period for a Title IV loan program might be exhausted.

GUIDELINES

A Leave of Absence will be granted if the request meets the following:

1. Submitted to the School in advance unless prevented by unforeseen circumstances ***

2. Submitted in writing, signed and dated with reasons for request explained in full.
3. Request must be approved by school official.

To request full one hundred eighty (180) day Leave of Absence, complete documentation and certain conditions will be needed to support said request ... i.e.: jury duty, military reasons including National Guard requirements, circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993)

Monies due to the student will be refunded within forty-five (45) days of the determined "Official Cancellation/Withdraw. Official Withdraw date is determined by, and shall occur on the date that:

- The last day the student was in attendance.
- An applicant is rejected for enrollment.
- The student or legal guardian cancels the contract and requests money back *in writing*.
- The date student notifies the school of the intent to withdraw.
- The student is on approved LOA and notifies the school that they will not return to school.
- The student is expelled.

Clock hour attendance for unofficial withdrawals will be monitored in Seven (7) day increments. Unofficial withdraw refund will be calculated based on the last day of clocked in attendance.

SCHOOLS TERMINATION OF STUDENT CONTRACT

The school may terminate a student's enrollment immediately and without prior notice for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

SCHEDULE AND CALENDAR

Our courses have 4-5 start dates per year. Required attendance is Wednesday through Saturday 8:30am to 5:30pm on campus. There are no evening classes or part time schedules available.

SCHOOL HOLIDAYS *(if they fall on a school day)*

New Year's Day; Veterans Day; Labor Day; Independence Day; Memorial Day; Thanksgiving Day; the day after Thanksgiving; Christmas Day.

SCHOOL'S RIGHT TO CALL FOR ADDITIONAL CLOSURE

The school reserves the right to call a holiday whenever deemed necessary. Such holidays and/or closures will extend his/her contact graduation date by the same amount of holiday time.

BREAKS AND LUNCHS

Students in all programs receive two 15-minute breaks each day taken while remaining signed into the time clock system, and one 30-minute lunch break taken off of the time clock system. Students may take request lunch at a specific time or may take lunch in between their practical work and schedules with customers. Clocking in/out for lunch at or before five (5) hours of attendance is mandatory. Failure to appropriately clock in/out for lunch may result in a loss of clock hours for the day. Please see Rules and Regulations

**Students who leave campus without permission will be subject to disciplinary action.*

INSTRUCTOR EVALUATIONS AND MEETING

Instructional staff is scheduled to meet at least once annually to review the following:

- Education, teaching schedules, student evaluations
- Student Council activities
- Student recruitment and admissions
- New Student Orientations
- Job Readiness Training
- Student Salon Activities
- Licensure Exams and Results

- Student Retention (withdrawals and graduates)
- Student/Graduate Feedback
- Staff Image and Professional Development

Staff meetings will be held more frequently if needed. Assessment of feedback from students, graduates, and advisory committee members will be reviewed, and any applicable improvements or changes will be documented.

SECTION FOUR: REGULATORY POLICIES AND ACADEMIC STANDARDS

STANDARDS OF CONDUCT POLICY

It is expected that students will conduct themselves in a mature and professional manner, giving the proper respect and courtesy to his or her fellow classmates and to the staff of the school. Fosbre Academy of Hair Design including administration and faculty are dedicated to maintaining an optimal learning environment. The school values and respects each student's right to a quality education. Therefore, each student should take his or her training seriously. Any student found to be abusing either staff or fellow classmates may be terminated from the training program in which he or she is enrolled. All regulatory policies and academic standards are subject to change at any time without prior notice, should changes occur, a written addendum will be provided to ensure information is relayed in a timely manner.

Misconduct is defined as follows:

1. Dishonesty, including, but not limited to, cheating, furnishing false information to the school or stealing school property or that of a fellow student.
2. Alteration or forgery of school records or identification.
3. Possession or use of drugs and/or alcoholic beverages on school property.
4. Possession or use of any weapon, firearm, or explosives.
5. The use, sale, or possession, on school property, or presence on school property under the influence of any controlled substance. Please Note: the school fully supports the Drug-Free School and Communities Act of the United States Congress. In cooperation with other local agencies and organizations, these Schools provide education on the dangers of substance use and abuse. Staff utilizes pamphlets, books, and posters, which describe the effects that drugs have on physical and mental health. Branches provide advice and counseling, when deemed necessary, as well as to those who may request assistance. Students have access to informative materials outlining State, Federal and Local sanctions against drug use. Additionally, we provide information on counseling, treatment, and rehabilitation programs available in this area.
6. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the continued defiance of the authority of, or abuse of, school personnel.
7. Assault, battery, sex crimes, including sexual assault or rape or any threat of force or violence upon students or school personnel.
8. Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.
9. Participation in hazing or commitment of any act that tend to injure, degrade, or disgrace student or school personnel.
10. Obstruction or disruption of teaching, administration, disciplinary proceedings, or other authorized school activities.
11. Unauthorized entry to or use of school facilities, equipment, or supplies.
12. Theft or deliberate damage to property of a school staff member, a student or school visitor.
13. Defacing or damaging any school real or personal property.
14. Failure to comply with directions by certificated personnel, or school management.
15. Smoking in the school building or any area designated as "nonsmoking" by law or school policy.
16. The commission of any act on school property that constitutes a crime under Washington law.

ATTENDANCE POLICY

In case of illness or emergency, students must appropriately report his/her absence or tardy by calling into the academy prior to the start of the scheduled class. ***Calling alone does not excuse the absence.*** An absence or tardy will be considered excused when appropriate documentation must be presented **upon return**. Acceptable documentation includes but is not limited to:

1. DR note
2. Legal Notice
3. Notice from a daycare provider
4. Notice from an employer

When a student returns from an absence or tardy without documentation the offence is unexcused and applicable disciplinary action will follow. If a student is out sick for three days or more, documentation is required to return to work with the public. If you are not ready in appearance and materials by 8:30am you are considered tardy at the discretion of staff, even if you have clocked in on time.

Satisfactory attendance must be maintained. All course work missed due to absences must be made up within the current quarter. Only absences accompanied by a doctor's note or official documentation will be considered excused.

**Because of public safety concerns, Students who are out due to illness for three consecutive days or more cannot return to school until documentation is received from a physician excusing the student back to work with the public.*

When absences are **unexcused**:

- First offence – Verbal Warning
- Second Offence: Written Warning
- Third Offence – One day loss of hours
- Fourth Offence and Beyond – Three-day loss of hours

Any punch-in on the timecard recorded at or after 8:31am is considered tardy, whether excused or unexcused. In order to be considered excused, late arrivals must be

1. Requested off in advance via the appropriate form
2. If unforeseen, called in prior to 8:30am **AND** accompanied by a doctor's note or official documentation.

When tardies are **unexcused**:

- First offence – Verbal Warning
- Second Offence: Written Warning
- Third Offence – One day loss of hours
- Fourth Offence and Beyond – Three-day loss of hours

COVID19 ATTENDANCE POLICY

The Governor of Washington State has recently lifted the Covid-19 Pandemic State of Emergency, there for Fosbre's attendance policy will resume to pre-Covid operating procedures. However, if diagnosed with Covid the

If a student tests positive for Covid-19 or are exposed to Covid-19 they are required to follow the CDC's latest recommendations. Just like any other illness, for the absence to be excused we must have a doctor's note stating that you have seen a doctor for the illness and are given the okay to return to class.

ATTENDANCE RECORDING PROCEDURE

It is the policy of this school that all students shall clock into a time clock using the biometric finger vein scanner. Students are required to record their theory hours and practical operations on a weekly time sheet. At the end of the reporting period, each student is responsible for verifying their reportable hours. All time sheets should be FULLY completed, to include printed name, student number, dates and each day signed by the student and instructor. An instructor, on a daily basis, must initial all operations and hours. Time sheets are checked for completion every Friday. Time sheets turned in without an instructor's signature will be considered invalid. Students should check their records and compare it to their timecards (scan-in's) for accuracy. Discrepancies should be reported immediately to ensure that the correct calculation of the student's average attendance meets the minimum criteria.

CONTRACTED RULES AND REGULATIONS ATTENDANCE

- Academy hours are 8:30am-5:30pm Wednesday through Saturday unless otherwise noted.
- Students are required to take a 30-minute lunch break each day. It is the student's responsibility to take time for lunch and clock OUT and IN appropriately.
- Only hours correctly documented will be credited.
- Any miss-punch on the timecard will void the time and you will not receive credit (forgetting to clock in or out, forgetting to take lunch).
- Students must have permission from the front office to clock out for lunch longer than 30 minutes during regularly scheduled Academy hours and must turn a request for time off into the office.

- Students who need hours evaluated for accuracy must make an appointment with the Office Manager to have his/her timecards reviewed.
- A student is provided a calendar indicating holidays and breaks and must use the calendar to plan their time off accordingly. Students are required to attend all scheduled days of class.

ABSENCES AND TARDIES

- In case of illness or emergency, students must appropriately report his/her absence or tardy prior to the start of the scheduled class.
- ***Calling alone does not excuse the absence.***
- For an absence or tardy to be considered **excused** appropriate documentation must be presented **upon return** (legal notice, DR. note, etc.).
- When a student returns from absence without notice and has not requested the day off the absence is **unexcused**.
- If a student is out sick for three days or more, documentation is required to return to work with the public.
- If you are not ready in appearance and materials by 8:30AM you are considered tardy at the discretion of staff, even if you have clocked in.
- In the event that you are tardy due to appearance or preparedness disciplinary action will be decided at the discretion of staff.
- If a student has an **unexcused** tardy based on the criteria above:
 - First offence – Verbal Warning
 - Second Offence: Written Warning
 - Third Offence – One day loss of hours
 - Fourth Offence and Beyond – Three-day loss of hours
- If a student has an **unexcused** absence:
 - First offence – Verbal Warning
 - Second Offence: Written Warning
 - Third Offence – One day loss of hours
 - Fourth Offence and Beyond – Three-day loss of hours
- It is the responsibility of the student to schedule make up hours and any assignments missed with the instructional staff.
- If a student is absent for more than two weeks without appropriately notifying the Academy, the student will be automatically terminated, or 14 days.

APPEARANCE

- Students must adhere to the all-black, business casual dress code assigned by the Academy.
- Slacks or skirts fingertip length or longer
- You may wear cropped pants/Capri pants and “Bermuda shorts”
- Nice, black regular length shorts may be worn with leggings or decorative tights.
- Sleeveless tops must have wide straps. Bra straps may not be showing. Colored bras or straps that show through clothes are considered against academy dress code and you will be asked to clock out and change.
- You may wear a blazer, cardigan, or other professional cover up.
- Shoes must be closed toe and have at least a sling-back heel. Supportive and comfortable shoes are highly recommended.

The Following Clothing is NOT Acceptable:

- Exposed midriffs
- Strapless shirts
- Denim Jeans
- Athletic Wear
- Open toed shoes
- Excessive exposure of the upper body
- Hoodies, sweatshirts, coats, jackets, etc. (unless Fosbre branded items)
- Standard length shorts without leggings or tights underneath
- Skirts above the fingertips without leggings or tights underneath
- Any other clothing that is considered inappropriate, unclean, unprofessional, or distracting at the discretion of the Academy staff.
- Hair must be combed and neat and makeup must be applied appropriately if work
- Students must adhere to a high standard of personal hygiene including, but not limited to, regular bathing, use of deodorant, and oral hygiene. Perfume, cologne, and body sprays are not a substitute for effective personal

hygiene. Any perfume and/or cologne worn must be light and not overpowering.

- When provided (such as during school audits) students are required to wear school issued name tags.
- If you are not ready in appearance and materials by 8:30AM you are considered tardy at the discretion of the staff, even if you have clocked in.
- In the event that you are tardy due to appearance or preparedness disciplinary action will be decided at the discretion of the staff.

BEHAVIOR

- Students must comply with all instructions given by authorized personnel relative to Academy operations, policies and procedures, and all State rules and regulations.
- There is no sitting in your station chair during guest service hours.
- All students serving the public are required to be courteous and pleasant. If difficulty arises with a client, excuse yourself from the situation and notify an instructor or other Academy staff member immediately.
- Students are expected to be respectful to clients, peers, staff, and the general public within our community while representing our academy at all times. Gossiping, disrespect, or causing general discord will be grounds for discipline. Disciplinary action will be decided at the discretion of the academy based on possible behavioral offences.
- Students are required to take all assigned appointments. Insubordination will not be tolerated. Any student who rejects an appropriately assigned guest will be dismissed for the remainder of the day. Further disciplinary action may implemented be at the discretion of the academy staff.
- Students may not leave clients during service other than appropriate processing time.
- Students must record changes or additions to the scheduled services on the service ticket and approve it with front desk staff at check out to ensure the point of sale was charged correctly.
- Food and drinks are only permitted during clearly identified breaks or lunch and in the student lounge. *If you are in your Jr. Term you may use the classroom to eat during clearly identified breaks or lunch.*
- Visitors must be approved by the Academy administration and **must check in at the front office.**
- The reception area is limited to clients and the student assistant. Loitering is not permitted in the reception area, office, or near students with clients.
- When assigned to assist in the reception area, students must answer the Academy phone with the following: "Thank you for calling Fosbre Academy of Hair Design. Student speaking, how may I help you?"
- Cell phones are not allowed in the building anytime. They must be kept in your car or at home and you must leave the premises to retrieve and use it. Cellphone use in the building is misuse of school issued clock hours and will result in a loss of credit for the day.

The following are strictly prohibited on Academy Grounds:

- ✓ Gum chewing
 - ✓ Smoking or vaporizers
 - ✓ alcohol
 - ✓ drugs
 - ✓ weapons
- The use of drugs, alcohol, and tobacco are strictly prohibited no student will be admitted to class who is apparently under the influence of alcohol or drugs and will be subject to discipline or dismissal.
 - Bullying, vulgarity, harassing behavior, or discrimination will not be tolerated at any time. **If you experience or witness any of these behaviors, please contact Academy administration immediately.**

EDUCATION

- Students must earn at least 76% on all graded reports and assessments to be considered passing. **75% is NOT a passing grade.**
- Assignments may be retaken twice for a total of 3 attempts. The highest of the 3 scores will be accepted as your grade in the grade book.
- Work is not accepted past the academic quarter which the assignment was due (you may not turn in a quarter 1 assignment for credit in quarter 2).
- Quizzes are taken open note and resource. Tests are confidential material and are administered in a quiet, traditional testing environment. Talking, notes, cheating, etc. are prohibited during testing.
- Any makeup work must be approved by an instructor.

MATERIALS

- Rigid adherence to the rules of sanitation and disinfection are required at all times.
- Students must always keep their workstation in class or on the clinic floor clean and sanitary.
- A minimum of ½ hour of sanitation must be completed by each student daily.
- Only products furnished by the Academy may be used. You may never bring in outside color or product for use on a classmate or guest.
- Students are responsible for the return of teaching materials or equipment loaned to them.

Cosmetology students must have the following items on each day of school:

1 set of Pivot Point Textbooks	1 CLIPPER
1 PAIR OF SHEARS	1 NECK RAZOR
1 BLOW DRYER	2 RAT TAIL COMBS
1 FLAT IRON	2 ROUND BRUSHES
1 MARCEL CURLING IRON	5 HAIR CLIPS

Master Esthetics students must have the following items on each day of school:

Set of Pivot Point textbooks (All other materials provided by school, or are only used occasionally)

Students may not borrow equipment from other students.

- You will have to clock out and go home to retrieve items that you do not have. You may only return to class when you have the required items.
- If you have lost or broken an item, you may not return until you have purchased new items.
- Students will provide their own models for initial practice and the hair show event. **Initial live models are a Graduation Requirement, and your hours will not be released to the state until all live model requirements are signed off by an instructor, even when a grade is no longer valid. Please refer to your catalog for other Graduation Requirements.*
- Each student is solely responsible for safeguarding his/her personal belongings and materials.

MISC.

- Students must notify the Office Manager immediately of any change in name, address, or phone number. **If your current data is different than the ID you registered for school with, notify the Office Manager immediately.*
- Students are responsible for ensuring their own transportation and parking to and from the Academy and required Academy events.
- It is expected that, when a student has a question or concern, they will contact the instructor or other Academy administration as appropriate.
- Students receiving personal hair services must prepay for service. Students must be scheduled on the books as an appointment for service prior to receiving the services.

DISCIPLINARY ACTION

The Business Administrators, or Instructors, may take disciplinary action, appropriate to the misconduct or lack of adherence to the rules and guidelines as defined above. The following types of disciplinary action may be taken by the school, not necessarily in any order:

- Verbal Warning – A verbal notice is given to the student by an instructor or administrative staff indicating the specified conduct.
- Written Warning – A written reprimand for violation of a specified regulation will be sent to the student indicating the violation that may result in further disciplinary action.
- Loss of Hours for the Day or One Day Suspension- At the point which a student has received a verbal and written warning, the student may be asked to clock out and go home OR not return the next school day on a one-day suspension.
- Three Day Suspension- At the point which a student has received a verbal and written warning and has escalated to a point of suspension, the student will be placed on a three-day suspension from school and will return on disciplinary probation.

SCHOOLS TERMINATION OF STUDENT CONTRACT

The school may terminate a student's enrollment immediately and without prior notice for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Passing academic grade in all areas of study, for all courses is 76%. 75% is not a passing grade.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress at the following periods of **Actual Hours**:

Barbering	450, 900
Cosmetology	450, 900, 1250
Master Esthetics	450, 900
Esthetics	375
Manicuring	175, 350
Barbering Crossover	75
Cosmetology Instructor	250

*Transfer Students will be evaluated at the first established evaluation period after their enrollment based on hours transferred in and the above schedule for SAP, with the assignments due in that period's gradebook adjusted to accommodate only what the transfer student was enrolled and contracted for. SAP evaluations are based on actual contracted hours at the institution.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to maintain a minimum of 67% attendance rate in all courses based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at each scheduled evaluation period. The attendance percentage is determined by dividing the total hours of actual clock time accrued by the total number of course hours scheduled. At each established evaluation period the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates if the student will graduate within the maximum time frame allowed. The Maximum Time Frame allowed for course completion for all students in all courses offered is not to exceed 150% of the course length in clock hours. A student who reaches 150% of the course length and has not successfully completed the both the scheduled hours and graduation requirements for the course which he/she is enrolled, will be terminated from that specific course based on this clause alone.

MAXIMUM TIME FRAME FOR COMPLETION

The maximum time allowed for students to complete each course while still achieving satisfactory academic progress is stated below:

SCHEDULED COURSE HOURS		MAXIMUM HOURS ALLOWED FOR COMPLETION
Cosmetology	1600	2400
Instructor	500	750
Esthetics	750	1125
Master Esthetics	1200	1800
Manicuring	500	750
Barbering	1000	1500
Barbering Crossover	150	225

**The maximum time allowed for students who need less than the full course requirement, such as part-time students and transfer students, will be determined based on 67% of the scheduled hours.*

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of assigned practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion rated as satisfactory. If the performance does not meet satisfactory requirements, it will not be counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 76%.

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and further action will occur, including but not limited to, as deemed necessary, at the discretion of staff, possible disciplinary action, termination, academic council, and if applicable,

students will not be deemed eligible to receive Title IV funds or Military funding.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress, Title IV aid and military funding as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

SAP GRADUATION POLICY

If a student fails to meet minimum requirements for attendance or academic progress after a warning or probationary period and is scheduled for graduation the student will not be eligible to graduate as failure to meet these minimum standards does not indicate that the student is achieving the competencies required to release the student from school, referring them to the state for testing.

At the graduation evaluation, which is 50 scheduled clock hours prior to course completion for each program offered by the academy, a student who is not making satisfactory academic progress will be assigned a new evaluation period and academic plan to be decided upon based on the specific needs of the student, and at the discretion of the school. Students who are progressing according to their specific academic plan with a GPA of 76% or higher and attendance rate of 67% or higher for this specific time period will be considered making satisfactory academic progress.

SAP GRADING SCALE:

93 – 100%	EXCELLENT
85 – 92%	VERY GOOD
76 - 84%	SATISFACTORY
75% and BELOW	UNSATISFACTORY

**Fosbre Academy of Hair Design will not release your hours to the state making you eligible for testing if you have not met SAP Graduation Requirements. The Academy does not accept responsibility for missed exam dates, contract graduation dates exceeded, any overtime tuition charges incurred, exam or licensure costs, or any other repercussions resulting from additional time needed to achieve the Graduation Requirements in any course offered.*

SAP AND COURSE INTERRUPTIONS, INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who do not return from a leave of absence as noted in the LOA paperwork will be automatically terminated as of that date. Students who withdraw prior to completion of the course, voluntarily or involuntarily, and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

NONCREDIT AND REMEDIAL COURSES

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

SAP AND TRANSFER HOURS

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

MOST RECENT ANNUAL REPORT STATISTICS

This information is gathered through annual reporting through Integrated Postsecondary Education Data System (IPEDS) and can be accessed on collegenavigator.com. The statistics on collegenavigator.com are based off of 2019-2020 survey data.

Completion: 81% Licensure: 91% Placement: 76%

SECTION FIVE: STUDENT SERVICES**HOUSING**

The school does not maintain housing for students, nor does it make specific recommendations regarding housing.

TRANSPORTATION

It is the responsibility of each student to provide their own transportation to and from the academy at the required times. The Thurston County transit center is within close proximity to the school campus with stops throughout the greater Puget Sound. Students may also try to connect with other students for transportation sharing to and from classes.

CAREER ADVISING AND ACADEMIC COUNCIL

Students are counseled individually as often as necessary and receive academic council at regularly scheduled SAP sessions for all courses. Students may request additional advising sessions at any time. Students are given the personal attention and assistance as requested at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, evaluations are conducted to assess the rate and quality of the student; remedial assignments are made when required. Particular attention is always given to the preparation for the State Board Examination.

PROFESSIONAL COUNSELING

Generalized contacts for state and county referrals are provided in the student break room and during orientation where the students may find additional contact information in the event of crisis. Any student requesting medical assistance for situations other than the immediate need for first aid or a life-threatening situation will be given a list of public hospitals in the immediate proximity of the school, also readily available in the student break room. *These contacts are not to be construed as a recommendation by the school, but rather a service provided as a courtesy to our students.*

**This School does not maintain professional counselors at the school, nor do we make any recommendation regarding whom students should seek to receive professional help.*

DRUG ABUSE PREVENTION

The school supports the Drug-Free School and Communities Act of the United States Congress. Any individual associated with The Fosbre Academy of Hair Design who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may ask the school administrator for more information in regard to the state and county contacts available to students seeking generalized services. These contacts are also posted in the break room and provided in orientation.

**This School does not maintain professional drug counselors at the school, nor do we make any recommendation regarding whom students should seek to receive professional help for addiction.*

JOB PLACEMENT ASSISTANCE POLICY

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review in the break room. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview in their last quarter of education for all courses. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

This institution does not guarantee employment or earning potential for any of our graduates in any program we offer. Every effort will be made to assist the graduate in job placement, but it is the ultimate responsibility of the graduate to secure employment.

GRIEVANCE POLICY

Nothing in this policy prevents the student from contacting the Department of Licensing at any time with a concern or a complaint. The school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to

follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the process:

1. The student should register the complaint in writing on the designated form provided by the institution (sample in orientation, copies in the break room) within 30 days of the date that the act of the grievance occurred.
2. The student will register the initial grievance with either the School Owner or the Office Manager.
3. The complaint will be reviewed, and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners.
7. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties.
8. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
9. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

COMPLAINTS POLICY

Complaints of any nature that a student feels cannot be resolved through verbal resolution should be submitted in the above fashion contingent with the Grievance Policy.

In the event that a student feels that he or she has been stolen from, witnessed theft, illegal or unethical behavior derived from another student or staff member, or any other serious accusation, suspicion, or complaint, and the student wishes to come forward as a victim or a witness, the student must submit a statement in writing for the complaint to be considered with merit. The statement must be signed by all parties who wish to have consideration as a victim or a witness. Students who are not willing to sign or submit in writing at all will not have their complaint addressed with further action.

ABANDONED EQUIPMENT/PERSONAL PROPERTY POLICY

The school is not responsible for any equipment, textbooks, etc., abandoned by a student. The student is solely responsible for their equipment and supplies as well as personal property. A locker or roll-about is assigned to each student. A student who is taking leave should make sure that any personal property or equipment and supplies are stored in their locker or removed from the premises to return with the student upon their return to school. Abandoned items will be removed from the school premises and any incurred expense for such removal will be the responsibility of the student.

SECTION SIX: FINANCIAL POLICIES**TUITION AND FEES INFORMATION****COSMETOLOGY 1600 HOURS**

Tuition	Books/Supplies	Application	Total
\$18475	(Included)	\$100	= <u>\$18,575.00</u>

COSMETOLOGY INSTRUCTOR 500 HOURS

Tuition	Application	Total
\$9,800	\$100	= <u>\$9,900.00</u>

MASTER ESTHETICS 1200 HOURS

Tuition	Books/Supplies	Application	Total
\$16475	(included)	\$100	= <u>\$16,575.00</u>

LICENSED FOR BUT NOT CURRENTLY OFFERING**MANICURING 500 HOURS**

Tuition	Application	Total
\$11,890	\$100	= <u>\$12,040.00</u>

BARBERING 1000 HOURS

Tuition	Application	Total
\$9,975	\$100	= <u>\$10,125.00</u>

BARBERING Crossover 150 HOURS

Tuition	Application	Total
\$2,975	\$100	= <u>\$3,125.00</u>

TUITION PAYMENT POLICY

All tuition and fees are due in advance or prior to commencing classes as outlined and contracted in the Enrollment Agreement unless other arrangements are made at the discretion of Administration and Ownership on a case-by- case basis.

- The contracted tuition payment is due on or before the first day of class each month.
- Payments are late on the 5th calendar day of each month and will be assessed a \$50 late fee when received on the 5th.
- Payments not yet received by the 15th of the month will result in a student unable to return to class until the monthly tuition and late fee is paid in full.
- This policy applies to all courses of study.

EXTRA INSTRUCTIONAL CHARGES

In the event that the student has not completed the scheduled hours as outlined within the student contract, upon the contract end date, the student shall pay to the school extra instructional charges in full. Extra instructional charges will be calculated at \$9 per hour for every hour needed to finish the programs scheduled hours. This amount is to be paid based on the schedule as outlined within the student contract and will be subject to the same refund and cancelation policy found on page two of the student contract.

PAYMENT METHODS

The school currently offers one monthly tuition plan for all personal payment students in all courses of study. The full amount of program tuition is due in payments equal to months of program education. The academy accepts cash, check, and all major debit and credit cards.

PENDING PAYMENT POLICY FOR VA

In accordance with the Veterans Benefits and Transition Act of 2018, section 3679(e) of title 38 (Public Law 115- 407), a student who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation & Employment, or Chapter 33, Post-9/11 GI Bill® benefits shall be permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a Certificate of Eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "Certificate of Eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' website – eBenefits, or a VAF 28-1905 form for Chapter 31) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility

Fosbre Academy shall not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or require the student to borrow additional funds, in order to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33. "GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

TRANSFER STUDENTS

The full cost of program tuition will be divided amongst the state required course hours to determine an hourly program cost. The hourly program cost will be multiplied by the number of hours the transfer will be spending at the academy. Transfer students making monthly tuition payments will still pay the published tuition amount per month. The accommodation of the transfer of hours will be made to the duration of payments made, not the monthly amount due until the last payment(s) owed where proration becomes applicable. Students paying tuition in full will have their tuition cost determined using the same method of multiplying the hourly program amount amongst the hours contracted to the academy.

**THE SCHOOL RESERVES THE RIGHT TO CHANGE THE TUITION, FEES OR MAKE CHANGES, WHEN DEEMED NECESSARY, WITHOUT PRIOR NOTICE. SUCH CHANGES WILL NOT AFFECT ENROLLED, ATTENDING STUDENTS.*

REFUND AND CANCELATION POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school, less the \$150 application fee, will be refunded even if the student has begun classes. If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing after three business days of signing the enrollment agreement but has not clocked any attendance hours or begun classes, all monies collected by the school, less the \$150 application fee. The "formal cancellation date" will be determined by the date on written notification of intent to withdraw hand delivered to the school, the date of termination initiated by the school, 30 consecutive days after the last day of attendance without notification to the academy, or the expiration date of an approved Leave of Absence, however the calculation will be based on the Last day of attendance. (See Appendix for full refund and cancelation policy)

SECTION SEVEN: Financial Assistance Information

Once you have applied and been accepted to Fosbre Academy, we offer Federal Student Aid and VA Funding to pay for the cost of attendance. Our US Department of Education Net Price Calculator can be found under the Financial Aid tab on our website at www.fosbre-academy.com.

Title IV Funds Offered at Fosbre Academy:

- Federal Pell Grants
- Federal Direct Subsidized and Unsubsidized Safford Loans
- Federal Direct PLUS Loans (for Parents and Graduate Students)

To be considered for Federal Student Aid students must go on to studentaid.gov and fill out the Free Application for Federal Student Aid (FAFSA).

The basic eligibility requirements are that you have financial need, are a US Citizen or eligible noncitizen, and are enrolled in an eligible institution. Other Requirements include:

- A valid Social Security Number
- Be enrolled at least ½ time to qualify for the Direct Loan Program
- Maintain Satisfactory Academic Progress throughout your education
- Sign a certification statement that you are not currently in default on any student loans or owe money on a federal grant, and that you will use the federal student aid for educational purposes only
- You must have proof of a high school diploma or state recognized equivalent

The main method for determining the type of amount of federal student aid a student qualifies for is the EFC or expected family contribution. EFC can range from 0 to 999,999. For example, here at Fosbre Academy to be considered for a Federal Pell Grant, based off our net price calculator you would need to have an EFC of less than 7,500. Anything above that a student would only qualify for student loans. Subsidized loans are needs based, meaning the EFC cannot exceed the cost of attendance. If the EFC does exceed the cost of attendance, then a student is only eligible for Unsubsidized or non-need-based loans.

Students receiving student loans are responsible for knowing the type of assistance they qualify for, the amount they will receive/how much of their financial aid need has been met, and how and when the funds will be disbursed. To learn more about the terms and conditions of loans students are required to go on studentaid.gov and complete entrance counseling before signing their Master Promissory Note (MPN) stating that they understand the terms and conditions of their federal student aid award.

Some students, after submitting their FAFSA applications, are flagged for verification. A student can be flagged for Verification if the information on their application doesn't completely match the information that the federal government has on file, or by random assignment. The most common type of verification is V1, which simply has the student and/or students' parents submit a copy of their 1040 Tax return or a tax return transcript.

Financial Aid Advisors can also submit paperwork on the student's behalf if they have special circumstances or even changes in income called a professional judgement. An example would be if someone had lost their job since the last time they filed taxes, they can submit paperwork for a professional judgement/EFC review. Dependent students with special circumstances can be considered for dependency override. Circumstances would include a student not having any contact with parents due to abuse or factors. A student cannot be considered for professional judgement/dependency override if their parents simply do not want to fill out the FAFSA form.

For students who will receive a Title IV Credit Balance (money beyond the cost of tuition) for living expenses etc., the school is required to have that credit balance to the student within 14 calendar days from the date that the Title IV Credit Balance was created.

For students who begin a program and then choose to withdraw from their studies must go through the student withdrawal process and a calculation to determine if money needs to be returned to the Department of Education will be completed.

WITHDRAWAL AND R2T4

When a student withdraws from a program there are several steps that need to be completed to determine that the student is officially withdrawn. If it is by the student's choice, the student must make an appointment with the administrative/financial aid office to discuss the withdrawal process. During this process you will:

- a. Determine why the student is dropping
- b. Explain that they need to send a formal letter stating that they are wishing to withdraw from the program they are in and give an explanation as to why they are wanting to withdraw.
- c. Complete the institutional refund calculation and explain what they may or may not still owe to the school depending on how far they have progressed in the program
 - a. These calculations are made based on the refund and cancellation policy they signed during enrollment.
- d. If it is a student that has taken out Federal Student Aid to pay for their tuition, let them know that you are required to send a Return of Title IV Funds worksheet to our servicer Financial Aid Services, Inc. and that they will determine if money needs to be returned to the department of education and how much money that will be. Explain that this may increase the amount owed to the school determined in the institutional refund calculation if the school is required to return funds.
- e. Explain that a letter will be sent outlining the final amount owed to the school and advise them of their options or the consequences should they choose not to pay what is owed.

If the student's enrollment is being terminated the student will be asked to come to the administrative/financial aid office to explain why their enrollment is being terminated. The options include but are not limited to attendance, not meeting SAP, failing to adhere to their tuition payment schedule, and/or anything that is against the standards of conduct outlined in the school catalogue.

- f. Explain to the student why their enrollment is being terminated and go over the warnings or disciplinary actions that were given prior to this final decision.
 - a. These calculations are made based on the refund and cancellation policy they signed during enrollment.
- g. If it is a student that has taken out Federal Student Aid to pay for their tuition, let them know that you are required to send a Return of Title IV Funds worksheet to our servicer Financial Aid Services, Inc. and that they will determine if money needs to be returned to the department of education and how much money that will be. Explain that this may increase the amount owed to the school determined in the institutional refund calculation if the school is required to return funds.
- h. Explain that a letter will be sent outlining the final amount owed to the school with an invoice attached and advise them of their options or the consequences should they choose not to pay what is owed.

If the student has been absent without any form of communication for 14 school days or 30 consecutive days or failed to return from an approved leave of absence, their enrollment is automatically terminated.

- i. A letter will be sent to the address on file as well as the email address on file explaining that their enrollment has been terminated and the reason why it was terminated.
- j. Request that the student make an appointment to come in and discuss the next steps and their remaining financial obligations to the school.
- k. If there is no response a letter outlining the situation will be sent and will contain a copy of

their signed enrollment agreement and refund and cancellation policy, the institutional refund calculation, and an explanation of the Return of Title IV Funds process and a copy of the R2T4 worksheet if it was determined that money needed to be returned to the department of education.

- I. The letter will also have an invoice listing the final amount owed to the school and will advise them of their options or the consequences should they choose not to respond to the letter/email.

If we receive to response within 45 days of the letter/email being sent with the invoice attached, we will attempt to contact them one more time and then refer the debt over to a collection agency.

If the student is transferring to a new school, make sure that they are aware that their transcripts and hours accumulated will only be released once the balance of their ledger has been paid.

R2T4

The return of Title IV (R2T4) funds happens when a student who is awarded FSA funds withdrawals from their program of choice. The Department of Education provides the Financial Aid Office with software to calculate the amount to be returned based on the students' progress throughout the program and the current payment period. Whether official or unofficial when calculating the Return of Title IV funding the date of determination/withdrawal is always their Last Day of Attendance. The following will explain the procedures in their entirety.

The calculation begins by determining the student's official and/or unofficial withdrawal date. For students who choose to officially withdraw from their program of choice their withdrawal date is initially determined by when we receive their formal letter of withdrawal. This can be given to the school by either typing up a letter and turning it in to the Financial Aid/Administrative office or sending an email to the same stating that they wish to withdraw and why. For example, if a student were to meet with the Financial Aid/Administrative office on 1/1/2021 to express their intent to withdraw but did not send their official letter until a week later, their official withdrawal date in their student file would be 1/8/2021, not 1/1/2021. However, ultimately when dealing with Federal Student Aid the Date of Determination that is used is always the students Last Day of Attendance.

For students who do not official withdraw from their program of choice, withdrawal date is determined different ways. For example, if a student is on an approved leave of absence from 1/1/2021 to 2/2/2021 and does not return on 2/3/2021 or contact the school to extend their leave, they will be immediately withdrawn from the program and their withdrawal date in their student file will be 2/3/2021. If a student is absent for 14 consecutive school days without any contact with the academy or having previously requested the time off, the student is then withdrawn from the program. The date that the school itself would determine that the student is withdrawn is on the 15th consecutive school day, but again their official withdrawal date for the Federal Student Aid calculation would be their last day of attendance. The R2T4 worksheet must be completed within 14 days of the date of determination.

Since Fosbre Academy is a clock hour program the Return of Title IV funds is based on the payment period for which the student is enrolled. For example, if enrolled in the 1600-hour cosmetology program payment periods 1 and 2 are comprised of 450 hours and payment periods 3 and 4 are comprised of 350 hours. If a student were to withdraw in payment period 1 having attended 200 of the 450 hours in the payment period, they would have only "earned" 44% of the financial aid that was disbursed during that payment period. That would mean that 56% of the aid was unearned and further calculations that can be found in Appendix A would be done to determine the amount of Title IV funds that would need to be returned to the Department of Education by the school. In some cases, the R2T4 calculation may determine that the amount of money needing to be returned to the Department of ED is more than the portion that the school is responsible for which results in the student needing to pay back funds as well. (See Appendix for full example)

When the school is required to return funds to the Department of Education unsubsidized Loans would be returned first followed by Subsidized Loans, Parent Plus loans and then Pell Grants. Any Title IV funds that the school is responsible for returning to the Department of Education must be returned as soon as possible but no later than 45 days from the date of

determination. If it is determined that the student received an overpayment from their Pell Grant the student must return the calculated amount to the school immediately so they can return in within that 45- day window. If the student cannot or will not repay the money to the school, or if the student does not respond to your attempts to contact them, the school must report the overpayment to NSLDS. Once that is done the student will be responsible for paying back what is owed to the Department of ED themselves. (See Appendix for full example)

When a student has completed 60% of the hours during the current payment period, no Title IV funds will be returned. The student is considered to have earned 100% of the funds for that period. For a student who withdraws after the 60% point in time, Fosbre Academy will still perform the R2T4 calculations through our financial aid servicer to determine if the student is eligible for a post-withdrawal disbursement. If the calculations determine that a student is eligible for a post withdrawal disbursement the school will contact the student within 14 days to inform them of any grant or loan money still available to them. Once the student has been contacted and their wishes have been made known, the funds will first be applied to their ledger balance. Once the funds have been applied to their ledger balance, if there is a resulting credit balance the student will be refunded that money either via check or Electronic Fund transfer with 14 days of the money being disbursed into the school account.

Students must keep in mind that withdrawing from a program when funds must be returned may have implications on future financial aid years. It is always suggested that a student who is considering withdrawing make an appointment with the Financial Aid Office for guidance.

POST WITHDRAWAL DISBURSEMENT

Post withdrawal disbursements occur when a student receives less Title IV aid than the amount earned when a student withdraws from a program. When this happens the school must offer a disbursement of the earned aid that was not received. Any post-withdrawal disbursements due must meet the current required conditions for late disbursements and must be made within 180 days of the date that the school determines that the student withdrew. All of this is calculated by using the same R2T4 worksheet that can be found in the appendix of this document.

The Financial Aid Office is located on campus at 2703 Capital Mall Drive SW Olympia WA 98502. Jana Leicht & Julie Woolsey are our Financial Aid Administrator's and they can be most easily reached at jana@fosbre-academy.com julie@fosbre-academy.com, or you can call the school directly at (360) 481 6816.

CONSTITUTION DAY REQUIREMENT

Each educational institution that receives Federal Funds for a fiscal year is required to hold an educational program about the US. Constitution for its students. Each year Fosbre Academy talks to its students about the constitution and has they do a crossword or word search activity.

SECTION EIGHT: PROGRAM INFORMATION

CERTIFICATE OF COMPLETION: Upon completion of each program, graduates will receive a certificate from the academy acknowledging their successful accomplishment, outlining the course of study and hours earned.

COSMETOLOGY 1600 HOURS**STATE REQUIREMENT 1600 HOURS**

COURSE DESCRIPTION: The curriculum for students enrolled in a cosmetology course shall consist of 1,600 clock hours of technical instruction and practical operations as mandated by the State of Washington Department of Licensing. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student on another person or mannequin.

EDUCATIONAL OBJECTIVES:

- Acquire knowledge of laws and rules regulating the established Washington State cosmetology practices.
- Acquire knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
- Acquire knowledge of general theory relative to cosmetology including anatomy, physiology and chemistry.
- Acquire basic business management techniques common to cosmetology.

UNITS OF INSTRUCTION:

1600 clock hours of instruction to include but not limited to

- 200 hours Theory of the practice of cosmetology
- 100 hours in the skills of manicuring and pedicuring series
- 100 hours in the skills of esthetics services
- 50 hours Shampooing, draping, brushing, scalp manipulation, conditioning and rinsing
- 200 hours Scalp and hair analysis, diseases and disorders of the hair, scalp, skin and nails
- 300 hours Hair cutting, styling, facial hair, artificial and hair
- 200 hours Permanent waving, sectioning, wrapping, test curl, solution application, neutralizing, and removal of chemicals
- 100 hours Chemical relaxers
- 150 hours Hair coloring, bleaching, predisposition test, measuring chemicals, application, and removal of chemicals
- 200 hours First aid and safety as it pertains to cosmetology.
- Sanitation and disinfection of individual workstations, individual equipment tool and proper use of storage bins.
- Safety includes proper use of implements and electrical equipment.
- First aid.
- Professional development course work to include resume development, interview preparation and job readiness skills.

INSTRUCTIONAL METHODS: The Book that you will receive is **Cosmetology Fundamentals by Pivot Point International**. Additional training aids include but are not limited to verbal lecture, instructional video, PowerPoint presentation and field trips.

GRADING PROCEDURES: Students are assigned an academic calendar of assignments and a minimum number of practical experiences per quarter. Academic learning is evaluated after each unit of study via quiz and test with a grading minimum of 76% needed to be considered passing. Academic assignments may be retaken twice for a total of three attempts. The highest of the three attempts will be taken as the final entry into the gradebook. Practical skills are evaluated according to a rubric and set forth in a practical skills evaluation criteria adopted by the school.

GRADING SCALE:

93 – 100%	EXCELLENT
85 – 92%	VERY GOOD

76 - 84%
75% and BELOW

SATISFACTORY
UNSATISFACTORY

GRADUATION REQUIREMENTS: The completion of specific items need to be fulfilled before your completed hours will be reported to the State of Washington, allowing you to continue with testing for licensure. An official transcript of completion will be awarded to the graduate and hours will be released to the state for testing upon the fulfillment of the following items:

- All financial obligations owed to the school are paid in full
- Student has maintained Fosbre Academy of Hair Design required attendance rate of 67% or higher
- Student has maintained satisfactory cumulative GPA of 76% or higher
- Completed all live models and have the appropriate evaluations signed by an instructor
- Completed all professional development assignments per curriculum

**Fosbre Academy of Hair Design will not release your hours to the state making you eligible for testing if you have not met your Graduation Requirements. The Academy does not accept responsibility for missed exam dates, contract graduation dates exceeded, any overtime tuition charges incurred, exam or licensure costs, or any other repercussions resulting from additional time needed to achieve the Graduation Requirements in any course offered.*

WASHINGTON STATE LICENSURE REQUIREMENTS: The State of Washington requires that applicants for licensure must

- Be at least 17 years of age
- Graduate from a school approved and licensed by the Department of Licensing with the minimum required state hours
- Pass the state approved written and practical performance examinations
- Once you get your license you must post it at your workstation at all times

COSMETOLOGY INSTRUCTOR

500 HOURS STATE

REQUIREMENT 500 HOURS

COURSE DESCRIPTION: The curriculum for students enrolled in the Cosmetology Instructor course shall consist of 500 clock hours of technical instruction and practical operations covering all practices of preparation for classroom activities, presentation or information, application of practice, and evaluation of students.

EDUCATIONAL OBJECTIVES:

- 100 hours Acquire occupational experience preparing lectures and demonstrations that are both educational and engaging to students.
- 150 hours Acquire occupational experience creating lesson plans, course outlines, record keeping procedures, assignments and tests that will insure student comprehension and competencies.
- 150 hours Gain practical application experience of clinic floor supervision, classroom management and client retention.
- 100 hours Acquire occupational experience evaluating student understanding and performance through assessments and academic council.
- Professional development course work to include resume development, interview preparation and job readiness skills.

UNITS OF INSTRUCTION:

500 Hours of instruction to include but not limited to:

1. Preparing the classroom for activities including choice of teaching methods, classroom set up, topic/subject matter, written lesson plans, student assignments, materials and supplies, and record keeping
2. Presentation of Information including lectures, demonstrations, questions and answers, project methods, and discussions.
3. Application of practice including clinic supervision, classroom management, and client relations.

4. Evaluation of students understanding and performance including written/practical assessments, and communication skills.

INSTRUCTIONAL METHODS: The Book that you will receive is Salon Fundamentals, Cosmetology. Additional training aids include but are not limited to verbal lecture, instructional video, PowerPoint presentation and field trips.

GRADING PROCEDURES: Skills to be assessed are the application of practical skills. Practical skills are evaluated according to text procedures, rubrics, and set forth in practical skills evaluation criteria adopted by the school.

GRADING SCALE:

93 – 100%	EXCELLENT
85 – 92%	VERY GOOD
76 - 84%	SATISFACTORY
75% and BELOW	UNSATISFACTORY

GRADUATION REQUIREMENTS: The completion of specific items need to be fulfilled before your completed hours will be reported to the State of Washington, needed to continue with testing for licensure. An official transcript of completion will be awarded to the graduate and hours will be released to the state for testing upon the fulfillment of the following items:

- All financial obligations owed to the school are paid in full
- Student has maintained Fosbre Academy of Hair Design required attendance rate of 67% or higher
- Student has maintained satisfactory cumulative GPA of 76% or higher
- Completed all live models and have the appropriate evaluations signed by an instructor
- Completed all professional development assignments per curriculum

Fosbre Academy of Hair Design will not release your hours to the state making you eligible for testing if you have not met your Graduation Requirements. The Academy does not accept responsibility for missed exam dates, contract graduation dates exceeded, any overtime tuition charges incurred, exam or licensure costs, or any other repercussions resulting from additional time needed to achieve the Graduation Requirements in any course offered.

WASHINGTON STATE LICENSURE REQUIREMENTS: The State of Washington requires that applicants for licensure must

- Be at least 17 years of age
- Graduate from a school approved and licensed by the Department of Licensing with the minimum required state hours
- Pass the state approved written and practical performance examinations
- Once you get your license you must post it at your workstation at all times

MASTER ESTHETICS 1200 HOURS ADDED TO ESTHETICS COURSE

STATE REQUIREMENT 1200 HOURS

COURSE DESCRIPTION: The curriculum for students enrolled in a Master Esthetics course shall consist of 1200 clock hours of technical instruction and practical operations added to the full Esthetics curriculum as mandated by the State of Washington Department of Licensing. Master Estheticians will study advanced equipment, procedures, diseases, disorders, and theory.

EDUCATIONAL OBJECTIVES:

- Acquire knowledge of lights, lasers, radio frequency, ultrasound, and plasma practices as it pertains to medical esthetics.
- Acquire knowledge of advanced facial massage, chemical peels, and pre/post treatment care as it pertains to medical esthetic services.
- Acquire knowledge of lymphatic drainage and advanced theory practices.

UNITS OF INSTRUCTION:

1200 clock hours of instruction to include but not limited to

- 200 Hours Care of the skin compresses, massage, facials, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compounds
- 100 hours Temporary removal of superfluous hair of the skin by means including tweezing, waxing, tape, chemicals, lotions, creams, sugaring, threading, mechanical or electrical apparatus and appliances
- 150 hours Sanitizing and disinfecting of individual workstations, individual equipment and tools and proper use and storage of linens
- 100 hours Diseases and disorders of the skin of the face, neck, and hands
- 100 hours Safety including proper use and storage of chemicals, implements and electrical appliances
- 100 hours First aid as it relates to esthetics
- 100 hours, Laser, light frequency, radio frequency, ultrasound, and plasma practices
- 50 hours Medium depth chemical peels
- 50 hours Advanced client assessment, documentation, and indications/contraindications
- 50 hours Pretreatment and post-treatment procedures
- 50 hours Lymphatic drainage and advanced facial massage
- 100 hours Advanced diseases and disorders of the skin
- 50 hours Advanced theories; alternative, touch, and spa body treatments.
- Exfoliation and medical esthetics procedure.
- Lymphatic drainage and advanced facial massage
- Advanced diseases and disorders of the skin.
- Advanced diseases theories, alternative touch, and spa treatments
- Professional development course work to include resume development, interview preparation and job readiness skills.

INSTRUCTIONAL METHODS: The Book that you will receive is Salon Fundamentals, Esthetics. The primary instructional method used to teach Master Esthetics is live occupational experience. Additional training aids include but are not limited to verbal lecture, instructional video, PowerPoint presentation and field trips.

GRADING PROCEDURES: Skills to be assessed are the application of practical skills. Practical skills are evaluated according to text procedures, rubrics, and set forth in practical skills evaluation criteria adopted by the school.

GRADING SCALE:

93 – 100%	EXCELLENT
85 – 92%	VERY GOOD
76 - 84%	SATISFACTORY
75% and BELOW	UNSATISFACTORY

GRADUATION REQUIREMENTS: The completion of specific items need to be fulfilled before your completed hours will be reported to the State of Washington, allowing you to continue with testing for licensure. An official transcript of completion will be awarded to the graduate and hours will be released to the state for testing upon the fulfillment of the following items:

- All financial obligations owed to the school are paid in full
- Student has maintained Fosbre Academy of Hair Design required attendance rate of 67% or higher
- Student has maintained satisfactory cumulative GPA of 76% or higher
- Completed all live models and have the appropriate evaluations signed by an instructor
- Completed all professional development assignments per curriculum

**Fosbre Academy of Hair Design will not release your hours to the state making you eligible for testing if you have not met your Graduation Requirements. The Academy does not accept responsibility for missed exam dates, contract graduation dates exceeded, any overtime tuition charges incurred, exam or licensure costs, or any other repercussions resulting from additional time needed to achieve the Graduation Requirements in any course offered.*

WASHINGTON STATE LICENSURE REQUIREMENTS: The State of Washington requires that applicants for licensure must

1. Be at least 17 years of age
2. Graduate from a school approved and licensed by the Department of Licensing with the minimum required state hours

3. Pass the state approved written and practical performance examinations
 4. Once you get your license you must post it at your workstation at all times
-

MANICURING 600 HOURS

STATE REQUIREMENT 600 HOURS

COURSE DESCRIPTION: The curriculum for students enrolled in a Manicuring course shall consist of 600 clock hours of technical instruction and practical operations as mandated by the State of Washington Department of Licensing learning the skills of artificial nails, cleansing and treating the nails, and diseases and disorders.

EDUCATIONAL OBJECTIVE:

- Acquire knowledge of the theory of manicuring natural and artificial nails, including but not limited to cleaning, shaping, and polishing fiber glass, acrylic and gel nails.
- Acquire knowledge of sanitation of and sterilization as related to workstations, individual equipment, tools and proper use and storage of linens.
- Acquire knowledge of general theory relative to diseases and disorders of the nails, hands and feet.

UNITS OF INSTRUCTION:

600 clock hours of instruction to include but not limited to

- 130 hours Theory in the practice of manicuring and pedicuring services and business practices
- 100 hours Artificial nails including silk, linen, fiberglass, acrylic, gel, powder, extensions and sculpting, preparation, application, finish, and removal
- 100 hours Cleaning, shaping, and polishing of nails of the hands and feet and treatment of cuticles
- 160 hours Sanitizing and disinfecting of individual workstation, individual equipment and tools and proper use and storage of linens
- 50 hours Diseases and disorders of the nails of the hands and feet
- 60 hours Safety including proper use and storage of chemicals, implements and electrical appliances. First aid as it relates to manicuring and pedicuring
- Professional development course work to include resume development, interview preparation and job readiness skills.

INSTRUCTIONAL METHODS: The Book that you will receive is **Salon Fundamentals, Nails**. Additional training aids include but are not limited to verbal lecture, instructional video, PowerPoint presentation and field trips.

GRADING PROCEDURES: Skills to be assessed are the application of practical skills. Practical skills are evaluated according to text procedures, rubrics, and set forth in practical skills evaluation criteria adopted by the school.

GRADING SCALE:

93 – 100%	EXCELLENT
85 – 92%	VERY GOOD
76 - 84%	SATISFACTORY
75% and BELOW	UNSATISFACTORY

GRADUATION REQUIREMENTS: The completion of specific items need to be fulfilled before your completed hours will be reported to the State of Washington, allowing you to continue on with testing for licensure. An official transcript of completion will be awarded to the graduate and hours will be released to the state for testing upon the fulfillment of the following items.

- All financial obligations owed to the school are paid in full
- Student has maintained Fosbre Academy of Hair Design required attendance rate of 67% or higher
- Student has maintained satisfactory cumulative GPA of 76% or higher
- Completed all live models and have the appropriate evaluations signed by an instructor
- Completed all professional development assignments per curriculum

**Fosbre Academy of Hair Design will not release your hours to the state making you eligible for testing if*

you have not met your Graduation Requirements. The Academy does not accept responsibility for missed exam dates, contract graduation dates exceeded, any overtime tuition charges incurred, exam or licensure costs, or any other repercussions resulting from additional time needed to achieve the Graduation Requirements in any course offered.

WASHINGTON STATE LICENSURE REQUIREMENTS: The State of Washington requires that applicants for licensure must

1. Be at least 17 years of age
 2. Graduate from a school approved and licensed by the Department of Licensing with the minimum required state hours
 3. Pass the state approved written and practical performance examinations
 4. Once you get your license you must post it at your workstation at all times
-

BARBERING 1000 HOURS **STATE REQUIREMENT 1000 HOURS**

COURSE DESCRIPTION: The curriculum for students enrolled in a Barbering course shall consist of 1,000 clock hours of technical instruction and practical operations as mandated by the State of Washington Department of Licensing. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student on another person or mannequin.

EDUCATIONAL OBJECTIVE:

- Acquire knowledge of laws and rules regulating the established Washington State cosmetology practices.
- Acquire knowledge of sanitation and sterilization as related to all phases of hair and skin.
- Acquire knowledge of general theory relative to anatomy, physiology, and chemistry.
- Acquire basic business management techniques common to cosmetology.

UNITS OF INSTRUCTION:

1000 clock hours of instruction to include but not limited to

- 50 hours Theory of the practice of barbering services and business practices
- 100 hours Shampooing including draping, brushing, scalp manipulations, conditioning, and rinsing
- 160 hours Scalp and hair analysis
- 200 hours Hair cutting and trimming including scissors, razor, thinning shears and clippers
- 100 hours Hair styling, wet, dry and thermal styling and styling aids
- 100 hours Cutting and trimming of facial hair including shaving, beard and mustache design and eyebrow, ear and nose hair trimming
- 40 hours Artificial hair
- 50 hours Sanitizing and disinfecting of individual workstations, individual equipment and tools and proper use and storage of linens
- 100 hours Diseases and disorders of the skin, scalp, and hair
- 50 hours Safety including proper use of implements and electrical appliances
- 50 hours First aid as it relates to barbering
- Professional development course work to include resume development, interview preparation and job readiness skills.

INSTRUCTIONAL METHODS: The Book that you will receive is **Barbering Fundamentals by Pivot Point International**. Additional training aids include but are not limited to verbal lecture, instructional video, PowerPoint presentation and field trips.

GRADING PROCEDURES: Students are assigned an academic calendar of assignments and a minimum number of practical experiences per quarter. Academic learning is evaluated after each unit of study via quiz and test with a grading criterion of a minimum 76% needed to be considered passing. Academic assignments may be retaken twice for a total of three attempts. The highest of the three attempts will be taken as the final entry into the gradebook. Practical skills are evaluated according rubric and set forth in a practical skills evaluation criteria adopted by the school.

GRADUATION REQUIREMENTS: The completion of specific items need to be fulfilled before your completed hours will be reported to the State of Washington, allowing you to continue with testing for licensure. An official transcript of completion

will be awarded to the graduate and hours will be released to the state for testing upon the fulfillment of the following items.

- All financial obligations owed to the school are paid in full
- Student has maintained Fosbre Academy of Hair Design required attendance rate of 67% or higher
- Student has maintained satisfactory cumulative GPA of 76% or higher
- Completed all live models and have the appropriate evaluations signed by an instructor
- Completed all professional development assignments per curriculum

**Fosbre Academy of Hair Design will not release your hours to the state making you eligible for testing if you have not met your Graduation Requirements. The Academy does not accept responsibility for missed exam dates, contract graduation dates exceeded, any overtime tuition charges incurred, exam or licensure costs, or any other repercussions resulting from additional time needed to achieve the Graduation Requirements in any course offered.*

WASHINGTON STATE LICENSURE REQUIREMENTS: The State of Washington requires that applicants for licensure must

1. Be at least 17 years of age
2. Graduate from a school approved and licensed by the Department of Licensing with the minimum required state hours
3. Pass the state approved written and practical performance examinations

Once you get your license you must post it at your workstation at all times

BARBERING CROSSOVER 150 HOURS + COSMETOLOGY LICENSE

STATE REQUIREMENT 1000 HOURS

COURSE DESCRIPTION: The curriculum for students enrolled in a Barbering course shall consist of 150 clock hours of technical instruction and practical operations plus the added requirement of having a current and active cosmetology license within the state of Washington as mandated by the State of Washington Department of Licensing. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student on another person or mannequin.

EDUCATIONAL OBJECTIVE:

- Acquire knowledge of laws and rules regulating the established Washington State cosmetology practices.
- Acquire knowledge of sanitation and sterilization as related to all phases of hair and skin.
- Acquire knowledge of general theory relative to anatomy, physiology and chemistry.
- Acquire basic business management techniques common to cosmetology.

UNITS OF INSTRUCTION:

150 clock hours of instruction to include but not limited to

- 50 hours Theory of the practice of barbering services and business practices
- 30 hours Hair cutting and trimming including scissors, razor, thinning shears and clippers
- 10 hours Hair styling, wet, dry and thermal styling and styling aids
- 10 hours Cutting and trimming of facial hair including shaving, beard and mustache design and eyebrow, ear and nose hair trimming
- 10 hours Sanitizing and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens
- 20 hours Diseases and disorders of the skin, scalp and hair
- 10 hours Safety including proper use of implements and electrical appliances
- 10 hours First aid as it relates to barbering
- Professional development course work to include resume development, interview preparation and job readiness skills.

INSTRUCTIONAL METHODS: The Book that you will receive is **Barbering Fundamentals by Pivot Point International**.

Additional training aids include but are not limited to verbal lecture, instructional video, PowerPoint presentation and field trips.

GRADING PROCEDURES: Students are assigned an academic calendar of assignments and a minimum number of practical experiences per quarter. Academic learning is evaluated after each unit of study via quiz and test with a grading criterion of a minimum 76% needed to be considered passing. Academic assignments may be retaken twice for a total of three attempts. The highest of the three attempts will be taken as the final entry into the gradebook. Practical skills are evaluated according rubric and set forth in a practical skills evaluation criteria adopted by the school.

GRADUATION REQUIREMENTS: The completion of specific items need to be fulfilled before your completed hours will be reported to the State of Washington, allowing you to continue with testing for licensure. An official transcript of completion will be awarded to the graduate and hours will be released to the state for testing upon the fulfillment of the following items;

- All financial obligations owed to the school are paid in full
- Student has maintained Fosbre Academy of Hair Design required attendance rate of 67% or higher
- Student has maintained satisfactory cumulative GPA of 76% or higher
- Completed all live models and have the appropriate evaluations signed by an instructor
- Completed all professional development assignments per curriculum

MEET THE STAFF!

OWNER/ HEAD INSTRUCTOR

Noah Fosbre started his career attending a local beauty college at the age of 17. He began his styling career at JC Penny in Olympia and two years later became one of the youngest cosmetology instructors in Washington State. He joined the committee that designed and implemented the Washington State Cosmetology Apprenticeship Program (WSCAP) created by Governor Locke in 2003 and then became its Lead Instructor. Noah then joined Dennis Jensen at Salon Fifth Avenue in 2004 accelerating his fulltime career as a Professional Stylist and building a loyal clientele. In 2007, Noah accepted a position as Learning Leader at the Gary Manuel Aveda Institute in Seattle while continuing to support his loyal clientele in Olympia. Noah opened the Fosbre Academy in June 2008 and has been dedicated to its success and expansion since. He is also committed to his personal ongoing education, attending Vidal Sassoon cutting and color courses at least annually and in 2013, became an *American Board-Certified Hair Colorist*.

INSTRUCTORS

Noah Fosbre
Masit Matisons
Jana Leicht
Mindy Nogues
Julie Nord

Monique Ossa
Maddie Patton

OPERATIONS MANAGER AND FINANCIAL AID ADMINISTRATOR

Jana Leicht began with the Academy in 2014 as a cosmetology student. After graduating in 2015 and spending a couple of years behind the chair at a local salon, she returned to Fosbre to become a licensed cosmetology instructor and help future stylists follow their dreams. It was not long after returning that she began helping with administrative work as well. Jana holds a bachelor's degree in Organizational Communication and obtained her master's degree in Corporate Communications and Public Relations at the University of Leeds in England, whose business school is continually ranked as one of the top 100 universities across the globe. Her wide-ranging skill set, and firsthand knowledge of the beauty industry made her the obvious choice to manage a variety of areas of operations here at the academy. She is now also a certified Financial Aid Administrator, School Certifying Official for the VA, in the process of becoming a Certified Technical Educator.

SECTION NINE: OTHER CONSUMER INFORMATION**VACCINATION POLICY**

Fosbre Academy does not require students to have specific vaccinations. However, as a contractor for New Market Skills Center high school program, Fosbre Academy Staff have all been vaccinated for Covid-19 under the direction of Governor Inslee as is required to work with K-12 students.

MISREPRESENTATION POLICY OF TRUTH AND CANDOR

Fosbre Academy is committed to maintaining the highest standard of integrity in every aspect of its operations and expects all faculty and staff to adhere to this policy. We strive for complete transparency, candor, and accuracy in all our communications with students, accrediting agencies, and the public. Transparency, integrity, and complete accuracy are also expected when it comes to the handling and reporting of all financial transactions involving the Academy. If a staff member is found to be misrepresenting the Academy or themselves regarding their position at the Academy, disciplinary action will be taken immediately and likely result in termination of employment.

CAMPUS REGULATIONS

Fosbre Academy is a drug, alcohol, and tobacco free campus. It is against company policy to consume or have any of the items in your possession while on campus. It is also against company policy for any staff to consume drugs or alcohol during their breaks and return to campus. Violations of this policy will end in disciplinary action and possible termination of employment.

PERSONAL IDENTIFIABLE INFORMATION (PII) - SAFEGUARDING CONSUMER INFORMATION**Procedure for Maintaining and Safeguarding Student Records**

- All student financial records are kept in a locked cabinet which is located in the Financial Aid Office.
- The Financial Aid Office is locked when unoccupied.
- The CEO, Admission, and Financial Aid Officer and FOSBRE ACADEMY owner are the only persons who have keys to the student files. No other employees have keys to the file cabinets.
- The building in which the Financial Aid Office is located is protected by a security system.
- Student records are maintained on a computer software system. This is a live, online system with a daily back up. All data is stored off site at their server.

FOSBRE ACADEMY STUDENT INFORMATION SECURITY POLICY**1. Purpose**

This policy is put in place to ensure the secure use and handling of all school data, computer systems, and computer equipment by employees.

2. Policy

It is Fosbre Academy's policy to maintain secure network systems on campus, including security all Personally Identifiable Information (PII) that is stored either digitally on school-maintained computers, or on paper in a student's physical file. This policy is written in effort to alleviate threats that could cause harm to Fosbre Academy's students or employees.

The Academy will ensure that reasonable precautions are always taken to maintain network security. The Academy realizes that not all data loss is 100% preventable such as data loss due to human error, hardware malfunction, natural disaster, and/or security breach.

Any employee who is granted access to the school network and other technological resources are expected to be careful and keep an eye out for questionable communications and any unauthorized use of school networks or devices. If an employee becomes suspicious of and/or becomes aware of questionable activity, they are to immediately contact the school's Information Security Officer, Noah Fosbre, owner, and outline the relevant information.

This policy also aims to cover any third-party vendors/contractors that maintain or have access to Fosbre Academy's sensitive data. Third party vendors/contractors must first obtain the permission of the Information Security officer before accessing or obtaining any information related to PII.

It is policy for Fosbre Academy to adapt its internal rules and regulations to follow all federal and state privacy and data laws. This includes the Family Educational Rights and Privacy Act, 20 U.S. Code §1232g and 34 CFR Part 99 (hereinafter "FERPA"), the Government Records and Management Act U.C.A. §62G-2 (hereinafter "GRAMA"), U.C.A. §53A-1-1401 et seq and Utah Administrative Code R277-487.

Professional Development and training regarding the importance of network security and best practices are outlined for the staff and included in the procedures. The following policies are consistent with guidelines outline by cyber security professionals. Fosbre Academy encourages ongoing improvements to ensure there is a comprehensive security system of both hard and software that is designed to protect data, electronic assets, and its users. A list of definitions can be found at the end of this document for reference.

3. Procedures

3.1. Security Responsibility

3.1.1. Fosbre Academy has appointed Noah Fosbre as the Information Security Officer for overseeing school- wide IT security with duties that include development of school policies and adherence to the standards defined in this document.

3.2. Training

3.2.1. Led by the "IT Manager", shall ensure that all school employees having access to sensitive information undergo annual IT security training that emphasizes their personal responsibility for protecting student and employee information.

3.3. Physical Security

3.3.1. Computer Security

3.3.1.1. Fosbre Academy shall ensure that all users never leave their computers unattended and unlocked, especially when logged into sensitive systems or data including student and employee information. The computers should have automatic log off, locks, and password screen savers to ensure this requirement.

3.4. Network Security

3.4.1. Network perimeter controls will be implemented to regulate traffic moving between trusted internal (school) resources and external, untrusted (internet) resource. All transmission of sensitive data should be encrypted when possible.

3.4.2. Network Segmentation

3.4.2.1. Fosbre Academy has put in safeguards to ensure that all untrusted/public access computer networks are separated from the main school network and regularly checks the integrity of those networks.

3.4.2.2. Fosbre Academy utilizes industry standards and current best practices to segment internal computer networks based on the type of data they contain. This will be done to prevent unauthorized access.

3.5. Wireless Networks

3.5.1. Fosbre Academy will not allow any wireless access point to be installed on its network that doesn't adhere to current network standards. Any exceptions must be pre-approved by the Information Security Officer.

3.5.2. The Academy will regularly scan for and remove unauthorized wireless devices from the network.

3.5.3. Wireless access to networks shall adhere to current best practices and shall utilize, at the minimum, a WPA encryption for its connections. There will be no open access networks unless temporary and deemed necessary.

3.6. Remote Access

3.6.1. Any remote access to the Academy's internal network must be approved by the Information Security Officer, including service providers that need access for technical work.

3.7. Access Control

3.7.1. System and application access will be granted using the least amount of access to data and programs required by the user following the business need-to-have requirement.

3.7.2. Password Protection

3.7.2.1. Passwords must not be shared with anyone. They are all to be confidential.

3.7.2.2. They must not be inserted into any form of electronic communication

3.7.2.3. They must not be revealed over the phone

3.7.2.4. They must not be revealed on questionnaires or security forms

3.7.2.5. Password hints must not be used

3.7.2.6. Any person that suspects that their password may have been compromised must report it immediately and change all passwords.

3.7.3. Authorization

3.7.3.1. The Academy maintains that user access will be limited to only the specific access requirements that are necessary for a user to perform their job.

3.7.4. Administrative Access Controls

3.7.4.1. Administrator privileges will be granted to the minimum number of staff that are required to perform these sensitive duties.

3.8. Incident Management

3.8.1. Responding to IT related incidents will be designed to provide early notification of events and rapid response and recover from internal or external network or system attacks.

3.9. Business Continuity

3.9.1. It will develop a business continuity/disaster recovery plan appropriate for the size and complexity of school IT operations.

3.9.2. This plan will contain at a minimum

3.9.2.1. Back up data: procedures for performing backups to the one drive on a regular basis.

3.9.2.2. Emergency Procedures: have documented a call list with emergency actions such as backup data, the second location where it will be processed, student and employee list to maintain an accurate head count.

3.10. Malicious Software

3.10.1. All computers will be equipped with antivirus and security software to identify and eradicate malicious software

3.10.2. This will be installed, distributed, and maintained on all computers

3.10.3. This will also include frequent anti-virus/safety/program updates, scanning will be done at least once a week, and that fire walls and protective software are always running.

3.10.4. All patches or extensions will be installed immediately to ensure that security is always at its highest operating.

3.11. Data Privacy

3.11.1. The Academy ensures that the data it collects on students, employees, their families etc. is always protected and that is a top priority.

3.11.2. Fosbre Academy protects student data in compliance with the Family Educational Rights and privacy Act, 20 U.S. Code §1232g and 34 CFR Part 99 ("FERPA"), the Government Records and Management Act U.C.A. §62G2 ("GRAMA").

3.11.3. Fosbre Academy only allows access to employee records to those who have specific access requirements necessary to perform their jobs. If and where necessary delegation of duties will be implemented to ensure limited access.

3.12. Fosbre Academy will perform routine security and privacy audits and develop remediation plans to address identified lapses.

3.13. Disciplinary Action will conform to applicable laws, regulations, and school policies. Employee(s) found to be in violation may be subject to disciplinary action up to and including employment termination.

3.14. Definitions

- 3.14.1. Access: Directly or indirectly use, attempt to use, instruct, communicate with, cause input to, cause output from, or otherwise make use of any resources of a computer, computer system, computer network, or any means of communication with any of them.
- 3.14.2. Authorization: Having the express or implied consent or permission of the owner, or of the person authorized by the owner to give consent or permission to access a computer, computer system, or computer network in a manner not exceeding the consent or permission. 3.1.3. Computer: Any electronic device or communication facility that stores, retrieves, processes, or transmits data.
- 3.14.3. Computer system: A set of related, connected, or unconnected, devices, software, or other related computer equipment.
- 3.14.4. Computer network: The interconnection of communication or telecommunication lines between computers; or computers and remote terminals; or the interconnection by wireless technology between: computers; or computers and remote terminals.
- 3.14.5. Computer property: Includes electronic impulses, electronically produced data, information, financial instruments, software, or programs, in either machine or human readable form, any other tangible or intangible item relating to a computer, computer system, computer network, and copies of any of them.
- 3.14.6. Confidential: Data, text, or computer property that is protected by a security system that clearly evidences that the owner or custodian intends that it is not available to others without the owner's or custodian's permission.
- 3.14.7. Encryption or encrypted data – The most effective way to achieve data security. To read an encrypted file, you must have access to a secret key or password that enables you to decrypt it.
- 3.14.8. Personally Identifiable Information (PII) - Any data that could potentially identify a specific individual. Any information that can be used to distinguish one person from another and can be used for deanonymizing anonymous data can be considered protected data
- 3.14.9. Security system: A computer, computer system, network, or computer property that has some form of access control technology implemented, such as encryption, password protection, other forced authentication, or access control designed to keep out unauthorized persons.
- 3.14.10. Sensitive data - Data that contains personally identifiable information.
- 3.14.11. System level – Access to the system that is considered full administrative access. Includes operating system access and hosted application access.

COPYRIGHT INFRINGEMENT POLICY

The purpose of the Copyright Infringement Policy is to comply with copyright law for the use of copyrighted material. In addition, this policy seeks to make aware to all users the seriousness as well as possible consequences for unauthorized use of copyrighted material. FOSBRE ACADEMY strictly prohibits any and all of the following: copyright, trademark, patent, trade secret or other intellectual property infringement, including but not limited to using any copyrighted names, text or images, offering pirated computer programs or links to such programs, serial or registration numbers for software programs, copyrighted music, etc., as policy on the use of copyrighted material on the Institution's computer system and network.

Fosbre Academy respects the copyrights of those involved in creating and distributing copyrighted material, including music, movies, software, and other literary and artistic works. It is the policy of Fosbre Academy to comply with copyright law. If users utilize copyrighted materials for educational, instructional, research, scholarship and like areas, Fosbre Academy will follow the legal doctrine of fair use currently a part of the copyright law.

Fosbre Academy's students and faculty will not make unauthorized copies of copyrighted material on or using FOSBRE ACADEMY computer system, network, or storage media. Also, Fosbre Academy's faculty and students will not store unauthorized copies of copyrighted works using Fosbre Academy's system, network and/or storage media. Fosbre Academy's faculty and students should not download, upload, transmit, make available or

otherwise distribute copyrighted material without authorization using Fosbre Academy's computer system, network, and Internet access or storage media. This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement.

Fosbre Academy reserves the right to monitor its computer systems, networks, and storage media for compliance with this policy, at any time, without notice, and with or without cause. Additionally, Fosbre Academy reserves the right to delete from its computer systems and storage media, or restrict access to, any seemingly unauthorized copies of copyrighted materials it may find, at any time and without notice. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include termination, expulsion, and other legal actions. For more information, please see the website of the US Copyright Office, www.copyright.gov.

CAMPUS SAFETY AND SECURITY PROTOCOLS

CAMPUS SECURITY ACT INFORMATION DISCLOSURE & ANNUAL SECURITY REPORT

Under the Crime Awareness Campus Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), we are required to provide all students and faculty with the following safety information about our campus. This Annual Security Report has also been updated to reflect recent changes in crime reporting, policies and procedures required by the Violence Against Women Reauthorization Act of 2013 (VAWA) effective July 1, 2015.

Fosbre Academy is committed to providing safety to all its students, faculty, and staff. If a crime happens to the student or the student's property or if there is an emergency occurring on campus, report the incident to a facilitator or owner immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force.

Fosbre Academy will provide students, faculty, and staff with a copy of this crime report from the previous calendar year by October 1st of the following year. Statistics will be gathered from the local police and compiled in the annual report.

The report will show the number of incidents on campus, including Fosbre Academy parking lot and adjacent streets. At any time, statistics can be accessed from Fosbre Academy Admissions Office.

Although Fosbre Academy does not employ security Officers, Fosbre Academy has a working relationship with the local police who are able to support and provide services promptly in the event of an incident. We encourage accurate and prompt reporting of all crimes to the local police.

CAMPUS SECURITY AUTHORITIES

PERSON/STAFF RESPONSIBLE, Owner and Administrators of Fosbre Academy are responsible the Campus Safety and Security Compliance. 360.481.6816

Office Responsible: Financial Aid and Administrative Office

Area Information is Located: FOSBRE ACADEMY WEBSITE/ paper copy upon request Date

Document was Last Updated: January 1st 2022

Date Policies & Procedures Updated: January 1st 2022

Command Decision Team, (CDT) are responsible CDT Members consisting of:

Fosbre Academy owner, Financial Aid Officer, Fosbre Academy Admissions Personnel, Administrative Specialist, Facilitators, as well as Front Desk Support Staff.

TIMELY WARNING

In the event that a situation arises, or a crime occurs, either on or off campus, that, in the judgment of the Command Decision Team (CDT), constitutes a threat to students and employees, a campus wide “timely warning” will be issued. The warning will be issued through Fosbre Academy by either, verbal communications, intercom broadcast system, cell phones, email, text, social media, and signage to staff, students and guests. If the situation or crime occurs on campus and represents an immediate threat to the health of safety of students or employees, the institution will follow the Emergency Notification procedures contained in this report in lieu of the Timely Warning procedures.

Anyone with information warranting a timely warning should report the circumstances to the CDT, by 360.481.6816 or in person at 2703 Capital Mall Drive SW Olympia WA 98502

DRUG FREE CAMPUS

The Drug Prevention Policy and its effectiveness are reviewed yearly by Fosbre Academy. If changes are necessary, faculty will be notified at the next faculty meeting. The new policy will be presented in written form to all students and will be implemented from that point forward.

Fosbre Academy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by faculty and students on the property or as part of any Fosbre Academy activities.

In some cases, conviction of drug-related offenses could result in the student’s ineligibility of Title IV funding or other forms of financial assistance.

Fosbre Academy will expel students and terminate faculty involved in unlawful possession, use or distribution of illicit drugs and alcohol on Fosbre Academy premises and will refer such cases to the proper authorities for prosecution.

Faculty and students may be reinstated upon completion of an appropriate rehabilitation program.

If an arrest for drug or alcohol related incidences occurs off site, the student/faculty is required to inform Fosbre Academy so Fosbre Academy can assist with providing resources to aid the student/faculty member.

As a condition of employment, faculty must notify Fosbre Academy of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Fosbre Academy policy supports and enforces state underage drinking and illicit drug laws.

The Biennial Review method of distribution for newly enrolling students is during the orientation process. The Biennial Review method of distribution for all current students is handing out a copy in the class.

To ensure all students will receive a copy, students who are absent on the day of distribution will be handed a copy by their facilitator upon the student’s return.

The facilitator will take an attendance role call during class to determine missing students.

The Biennial Review distribution for faculty is annually during a faculty meeting. Absent CDT Members will be given a copy upon their return.

If new faculty joins after the annual distribution, all drug related material will be given as part of the new hire program.

DRUG AND ALCOHOL ABUSE PREVENTION

Fosbre Academy will immediately contact law enforcement officials to report all unlawful activity.

The health risks of illicit drugs and alcohol abuse requires Fosbre Academy to provide education and referrals for faculty and students. Fosbre Academy provides education and distribution of materials annually and refers faculty and students to local services.

Health risks associated with the use of illicit drugs and the abuse of alcohol include:

Impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death.

The following information was obtained from the U.S. Department of Justice and Drug Enforcement Administration's Diversion Control Division. (Title 21 United States Code (USC) Controlled Substances Act - Section 801-971

<https://www.deadiversion.usdoj.gov>)

FEDERAL DRUG LAWS: POSSESSION

According to Title 21 Part D Section 844: "It shall be unlawful for any person knowingly or intentionally to possess a controlled substance unless such substance was obtained directly, or pursuant to a valid prescription or order, from a practitioner, while acting in the course of his professional practice..."

Penalties for simple possession, depending on the amount of controlled substances found, include:

1. First offence may result in being sentenced to a term of imprisonment up to 1 year and fined a minimum of \$1,000.
2. Second offence the individual shall be sentenced to a term of imprisonment for not less than 15 days and not more than 2 years and fined a minimum of \$2,500.
3. Third offence the individual shall be sentenced to a term of imprisonment for not less than 90 days but not more than three years and fined a minimum of \$5,000.

Civil Penalty for possession of small amounts of certain controlled substances:

1. Any individual who possesses a controlled substances listed in section 841 that are in violation of section 844 in an amount that is a personal use amount is liable for a penalty in an amount not to exceed \$10,000 per violation.

FEDERAL DRUG LAWS: TRAFFICKING

According to Title 21 of the United States Code (USC) Controlled Substances Act:

"it shall be unlawful for any person knowingly or intentionally—

- I. to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance; or
 - II. to create, distribute, or dispense, or possess with intent to distribute or dispense, a counterfeit substance."
- (Part D Section 841: Prohibited Acts A(a))

FEDERAL DRUG TRAFFICKING PENALTIES

Penalties for federal drug trafficking convictions vary according to the quantity and type of the controlled substance involved:

1. Any individual violating federal drug trafficking laws shall be sentenced to a term of imprisonment of which may not be less than 10 years or more than life.
 - if death or serious bodily injury occurs from the use of the trafficked substance, the sentence shall be not less than 20 years, or more than life with fines up to \$10 million if acting alone, or up to \$50 million if not acting alone.
2. Subsequent convictions will result in a term of imprisonment not less than 20 year or more than life.
 - If death or serious bodily injury occurs during a second offence the sentence is life in prison with fines up to \$20 million for an individual acting alone, or \$75 million if not acting alone. (Part D Section 841: Prohibited Acts A(b))
3. Any person who violates federal drug trafficking laws within one thousand feet of property comprising public or private schools/colleges is subject to twice the maximum punishment.

DRUG POSSESSION IN WASHINGTON STATE

DRUG POSSESSION PENALTIES IN Washington State

The Washington State laws relating to the unlawful manufacture, distribution, possession, or use of a controlled substance are found respectively in Olympia Washington.

45-9-101. Criminal distribution of dangerous drugs.

- (1) Except as provided in Title 50, chapter 46, a person commits the offense of criminal distribution of dangerous drugs if the person sells, barter, exchanges, gives away, or offers to sell, barter, exchange, or give away any dangerous drug, as defined in 50-32-101.
- (2) A person convicted of criminal distribution of a narcotic drug, as defined in 50-32-101(18)(d), or an opiate, as defined in 50-32-101(19), shall be imprisoned in the state prison for a term of not less than 2 years or more than life and may be fined not more than \$50,000, except as provided in 46-18-222.
- (3)
 - a. A person convicted of criminal distribution of a dangerous drug included in Schedule I or Schedule II pursuant to 50-32-222 or 50-32-224, except marijuana or tetrahydrocannabinol, who has a prior conviction for criminal distribution of such a drug shall be imprisoned in the state prison for a term of not less than 10 years or more than life and may be fined not more than \$50,000, except as provided in 46-18-222.
 - b. Upon a third or subsequent conviction for criminal distribution of such a drug, the person shall be imprisoned in the state prison for a term of not less than 20 years or more than life and may be fined not more than \$50,000, except as provided in 46-18-222.
 - c. The exception for marijuana or tetrahydrocannabinol in subsection (3)(a) does not apply to synthetic cannabinoids listed as dangerous drugs in 50-32-222.
- (4) A person convicted of criminal distribution of dangerous drugs not otherwise provided for in subsection (2), (3), or (5) shall be imprisoned in the state prison for a term of not less than 1 year or more than life or be fined an amount of not more than \$50,000, or both.
- (5) A person who was an adult at the time of distribution and who is convicted of criminal distribution of dangerous drugs to a minor shall be sentenced as follows:
 - a. If convicted pursuant to subsection (2), the person shall be imprisoned in the state prison for not less than 4 years or more than life and may be fined not more than \$50,000, except as provided in 46-18-222.
 - b. If convicted of the distribution of a dangerous drug included in Schedule I or Schedule II pursuant to 50-32-222 or 50-32-224 and if previously convicted of such a distribution, the person shall be imprisoned in the state prison for not less than 20 years or more than life and may be fined not more than \$50,000, except as provided in 46-18-222.
 - c. If convicted of the distribution of a dangerous drug included in Schedule I or Schedule II pursuant to 50-32-222 or 50-32-224 and if previously convicted of two or more such distributions, the person shall be imprisoned in the state prison for not less than 40 years or more than life and may be fined not more than \$50,000, except as provided in 46-18-222.
 - d. If convicted pursuant to subsection (4), the person shall be imprisoned in the state prison for not less than 2 years or more than life and may be fined not more than \$50,000, except as provided in 46-18-222.
- (6) Practitioners, as defined in 50-32-101, and agents under their supervision acting in the course of professional practice are exempt from this section.

45-9-102. Criminal possession of dangerous drugs.

- (1) Except as provided in Title 50, chapter 46, a person commits the offense of criminal possession of dangerous drugs if the person possesses any dangerous drug, as defined in 50-32-101.
- (2) A person convicted of criminal possession of marijuana or its derivatives in an amount the aggregate weight of which does not exceed 60 grams of marijuana or 1 gram of hashish is, for the first offense, guilty of a misdemeanor and shall be punished by a fine of not less than \$100 or more than \$500 and by imprisonment in the county jail for not more than 6 months. The minimum fine must be imposed as a condition of a suspended or deferred sentence. A person convicted of a second or subsequent offense under this subsection is punishable by a fine not to exceed \$1,000 or by imprisonment in the county jail for a term not to exceed 1 year or in the state prison for a term not to exceed 3 years or by both. This subsection does not apply to the possession of synthetic cannabinoids listed as dangerous drugs in 50-32-222.
- (3) A person convicted of criminal possession of an anabolic steroid as listed in 50-32-226 is, for the first offense, guilty of a misdemeanor and shall be punished by a fine of not less than \$100 or more than \$500 or by imprisonment in the county jail for not more than 6 months, or both.
- (4) A person convicted of criminal possession of an opiate, as defined in 50-32-101(19), shall be imprisoned in the state prison for a term of not less than 2 years or more than 5 years and may be fined not more than \$50,000, except as provided in 46-18-222.
- (5) (a) A person convicted of a second or subsequent offense of criminal possession of methamphetamine shall be punished by:
 - i. Imprisonment for a term not to exceed 5 years or by a fine not to exceed \$50,000, or both; or
 - ii. commitment to the department of corrections for placement in an appropriate correctional facility or program for a term of not less than 3 years or more than 5 years. If the person successfully completes a residential methamphetamine treatment program operated or approved by the department of corrections during the first 3 years of a term, the remainder of the term must be suspended. The court may also impose a fine not to exceed \$50,000.
 - b. During the first 3 years of a term under subsection (5) (a)(ii), the department of corrections may place the person in a residential methamphetamine treatment program operated or approved by the department of corrections or in a correctional facility or program. The residential methamphetamine treatment program must consist of time spent in a residential methamphetamine treatment facility and time spent in a community-based prerelease center.
 - c. The court shall, as conditions of probation pursuant to subsection (5) (a), order:
 - i. The person to abide by the standard conditions of probation established by the department of corrections;
 - ii. Payment of the costs of imprisonment, probation, and any methamphetamine treatment by the person if the person is financially able to pay those costs;
 - iii. That the person may not enter an establishment where alcoholic beverages are sold for consumption on the premises or where gambling takes place;
 - iv. That the person may not consume alcoholic beverages;
 - v. The person to enter and remain in an aftercare program as directed by the person's probation officer; and
 - vi. The person to submit to random or routine drug and alcohol testing.
- (6) A person convicted of criminal possession of dangerous drugs not otherwise provided for in subsections
- (7) Through (5) shall be imprisoned in the state prison for a term not to exceed 5 years or be fined an amount not to exceed \$50,000, or both.
- (8) A person convicted of a first violation under this section is presumed to be entitled to a deferred imposition of sentence of imprisonment.
- (9) Ultimate users and practitioners, as defined in 50-32-101, and agents under their supervision acting in the course of a professional practice are exempt from this section.

45-9-103. Criminal possession with intent to distribute.

- (1) Except as provided in Title 50, chapter 46, a person commits the offense of criminal possession with intent to distribute if the person possesses with intent to distribute any dangerous drug as defined in 50-32-101.
- (2) A person convicted of criminal possession of an opiate, as defined in 50-32-101(19), with intent to distribute shall be imprisoned in the state prison for a term of not less than 2 years or more than 20 years and may be fined not more than \$50,000, except as provided in 46-18-222.
- (3) A person convicted of criminal possession with intent to distribute not otherwise provided for in subsection (2) shall be imprisoned in the state prison for a term of not more than 20 years or be fined an amount not to exceed \$50,000, or both.

- (4) Practitioners, as defined in 50-32-101, and agents under their supervision acting in the course of a professional practice are exempt from this section.

45-9-110. Criminal production or manufacture of dangerous drugs.

- (1) Except as provided in Title 50, chapter 46, a person commits the offense of criminal production or manufacture of dangerous drugs if the person knowingly or purposely produces, manufactures, prepares, cultivates, compounds, or processes a dangerous drug, as defined in 50-32-101.
- (2) A person convicted of criminal production or manufacture of a narcotic drug, as defined in 50-32-101(18)(d), or an opiate, as defined in 50-32-101(19), shall be imprisoned in the state prison for a term of not less than 5 years or more than life and may be fined not more than \$50,000, except as provided in 46-18-222.
- (3) A person convicted of criminal production or manufacture of a dangerous drug included in Schedule I of 50-32-222 or Schedule II of 50-32-224, except marijuana or tetrahydrocannabinol, who has a prior conviction that has become final for criminal production or manufacture of a Schedule I or Schedule II drug shall be imprisoned in the state prison for a term of not less than 20 years or more than life and may be fined not more than \$50,000, except as provided in 46-18-222. Upon a third or subsequent conviction that has become final for criminal production or manufacture of a Schedule I or Schedule II drug, the person shall be imprisoned in the state prison for a term of not less than 40 years or more than life and may be fined not more than \$50,000, except as provided in 46-18-222. The penalties provided for in this subsection also apply to the criminal production or manufacture of synthetic cannabinoids listed as dangerous drugs in 50-32-222.
- (4) A person convicted of criminal production or manufacture of marijuana, tetrahydrocannabinol, or a dangerous drug not referred to in subsections (2) and (3) shall be imprisoned in the state prison for a term not to exceed 10 years and may be fined not more than \$50,000, except that if the dangerous drug is marijuana and the total weight is more than a pound or the number of plants is more than 30, the person shall be imprisoned in the state prison for not less than 2 years or more than life and may be fined not more than \$50,000. "Weight" means the weight of the dry plant and includes the leaves and stem structure but does not include the root structure. A person convicted under this subsection who has a prior conviction that has become final for criminal production or manufacture of a drug under this subsection shall be imprisoned in the state prison for a term not to exceed twice that authorized for a first offense under this subsection and may be fined not more than \$100,000.
- (5) Practitioners, as defined in 50-32-101, and agents under their supervision acting in the course of a professional practice are exempt from this section.

SEX OFFENSES

Please contact Olympia Police Department to report any sex offenses immediately. The seriousness of this offense makes it vital to preserve evidence for proof of the criminal offense. FOSBRE ACADEMY will provide assistance in any way possible. Information on counseling or referrals centers is released to faculty and students upon request. If a sex offense happens where both the accused and the accuser attend FOSBRE ACADEMY, both the accuser and the accused:

Are entitled to the same opportunities to have others present during a disciplinary proceeding and

Will be informed of FOSBRE ACADEMY's final determination of any FOSBRE ACADEMY disciplinary proceedings with respect to the alleged sex offense and any sanction that is imposed against the accused and the dismissal that may occur following a final determination of said proceedings regarding rape, acquaintance rape, or other forcible or not-forcible sex offenses.

FOSBRE ACADEMY will work with students to change a student's academic situation (i.e., allowing the student to take a leave of absence, allowing the student to enroll in a later program, etc.) If the change is requested by the victim and the change is reasonably available.

FOSBRE ACADEMY does not provide any programs on campus regarding sexual assault prevention. If students or faculty wishes to learn more about the prevention of sexual assault, contact the Police Department.

Individuals wishing to learn additional information about registered sex offenders may check website information for the www.OlympiaPolice.com.

INFORMATION FOR CRIME VICTIMS ABOUT DISCIPLINARY PROCEEDINGS

Information will be disclosed upon written request, to any alleged victim of any crime of violence or non-forcible sex offense, regarding the results of any disciplinary proceedings conducted by FOSBRE ACADEMY against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided upon request, to the next of kin of the alleged victim.

EMERGENCY NOTIFICATION

An emergency notification is an immediate notification of an unforeseen combination of circumstances that calls for immediate action. The faculty has received training on how to handle a pending emergency and trained in the following the Emergency Code.

CODES FOR AN EMERGENCY SITUATION

Code Lock Down: A lock down situation has occurred. Faculty, students, and guests are to remain calm and are not to leave FOSBRE ACADEMY.

Code Evacuate Front: Indicates a need to evacuate FOSBRE ACADEMY immediately and exit through a front entrance only.

Code Evacuate Back: Indicates a need to evacuate through the back entrance only.

Code Dangerous: Indicates a dangerous situation has occurred outside FOSBRE ACADEMY and no one is allowed to leave FOSBRE ACADEMY.

Code Hostage: A hostage, criminal or terrorist threat/ situation

EMERGENCY RESPONSE PROCEDURES

At the time of an urgent unanticipated event, CDT Members will assess the situation to determine the significance of an emergency. Without delay, the CDT will take into account the safety of its faculty, students, guests and community neighbors.

The CDT will identify/ determine the extent of the emergency and enact appropriate means of notifications. The CDT will respond by assisting any victim(s), respond to/or contain the emergency at hand and diffuse the dangerous situation if possible.

The CDT will determine the extent of information that needs to be released and will disseminate to faculty, students, and guests/ public as appropriate.

In the event of a dangerous situation and without delay, the CDT will assess the situation and will contact authorities or determine the course of action in order to protect the entire FOSBRE ACADEMY population. CDT will determine means of notification through but not limited to verbal communications, intercom broadcast system, phone #'s, emails and text, social media and signage to deliver emergency messages, if necessary a member of the CDT will notify the radio and local television stations.

The verbal/written communication will include the type or types of emergency and steps for the emergency situation.

FOSBRE ACADEMY will provide the Fire Department and the Police Department with a floor plan of the building.

The administration will also notify these agencies of any new construction, long-term functions or any other events which may affect routing or access to the campus. In addition to floor plans, the Police Department, Fire Department, and other local emergency officials are encouraged to tour and walk through the campus regularly.

At least annually during student training, the faculty will conduct an announced or unannounced test. The test(s) are documented by dates, times, and whether the exercise was announced or unannounced. The results are publicized in the Emergency & Safety Book. The testing reminds faculty and students of procedures necessary for the security, safety and crime prevention on and off campus.

Annually Olympia Police Department will speak on practicing safety for faculty and student members. Faculty and students complete a tour of FOSBRE ACADEMY, locating fire extinguishers and exits. They are informed of what to do in case of an emergency.

Roll call will be taken as soon as reasonably possible to ensure all faculty and students has been accounted for at the time of the emergency.

STATISTICS FROM LOCAL LAW ENFORCEMENT AGENCIES

FOSBRE ACADEMY does not employ security officers, but does have a direct working relationship with the Olympia Police Department. Olympia Police Department provides prompt service and are able to support FOSBRE ACADEMY with any crime issues. We encourage accurate and prompt reporting of all crimes to the Olympia Police Department.

If for inclusion in the annual disclosure of crime statics a student would like to report a crime on a voluntary, confidential basis they can do so through the CDT.

Annually, Fosbre academy collects and reviews crime statistics from:

- Fosbre Academy's Crime Log
- Local Police Departments
- State Police

UNIFORM CRIME REPORTS

The Uniform Crime Reporting (UCR) Program has been the starting place for law enforcement executives, students of criminal justice, researchers, members of the media, and the public at large seeking information on crime in the nation. The program was conceived in 1929 by the International Association of Chiefs of Police to meet the need for reliable uniform crime statistics for the nation. In 1930, the FBI (Federal Bureau of Investigation) was tasked with collecting, publishing, and archiving those statistics.

THE DAILY CRIME LOG

FOSBRE ACADEMY updates and keeps the Daily Crime Log in the Emergency Procedures and Evacuation Binder. The binder is kept in the back office for all CDT members and the public to access. The CDT team maintains the log.

The report at a minimum denotes the nature of the crime, date and time when the crime occurred, the general location of the crime and the disposition of the complaint, if known.

Disposition is defined as, "pending," "judicial," "referral," or "criminal arrest." Sample:

DAILY CRIME LOG					
Nature	Reported by:	Date/Time Reported	Time/Time Occurred	General Location	Disposition

Prior to Preparing For an Emergency

Make a communication plan:

Make a communication plan:

FOSBRE ACADEMY communicates through verbal communications; intercom broadcast system, cell phone numbers, emails and text, social media, and signage to deliver emergency messages. If necessary a member of the CDT will notify the radio and local television stations to confirm significant emergency or dangerous situations involving immediate threats, to the health or safety of faculty and students occurring on the campus.

EMERGENCY KIT

FOSBRE ACADEMY does not supply the complete "BASIC EMERGENCY KIT" as listed below: While we have most of the items, we do not store food or water.

BASIC EMERGENCY KIT

A basic emergency supply kit could include the following recommended items:

Water, one gallon of water per person per day for at least three days, for drinking and sanitation. Food, at least a three-day supply of non-perishable food, Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both. Flashlight and extra batteries. First aid kit, whistle to signal for help, dust mask to help filter contaminated air. Plastic Sheeting and duct tape to create a shelter, moist towelettes, garbage bags, and plastics ties for personal sanitation. Wrench or pliers to turn off utilities, and local maps.

There may be conditions under which you will decide to get away or there may be situations when you are ordered to leave.

Follow these guidelines for evacuation

- If you have a car, keep a full tank of gas in it if an evacuation seems likely.
- Keep a half tank of gas in it at all times in case of an unexpected need to evacuate. Gas stations may be closed during emergencies and unable to pump gas during power outages.
- Become familiar with alternate routes and other means of transportation out of your area.
- Leave early enough to avoid being trapped by severe weather.
- Follow recommended evacuation routes. Do not take shortcuts; they may be blocked.
- Be alert for road hazards such as washed-out roads or bridges and downed power lines.

- Do not drive into flooded areas.
- If you do not have a car, plan how you will leave if you have to. Make arrangements with family, friends or your local government.

If Time Allows

- Call or email your family.
- Secure FOSBRE ACADEMY by closing and locking doors.
- Unplug electrical equipment such as radios, televisions and small appliances. Leave freezers and refrigerators plugged in unless there is a risk of flooding. If there is damage to FOSBRE ACADEMY and you are instructed to do so, shut off water, gas and electricity before leaving.
- Leave a note telling others when you left and where you are going.
- Wear sturdy shoes and clothing that provides some protection such as long pants, long-sleeved shirts and a cap.

In Case of Serious Accident or Illness**CALL 9-1-1**

Do not move sick or injured person(s).

Be careful to avoid personal contact with any body fluids such as blood, vomit, or saliva. Stay with the victim and reassure her/him that help is on the way.

POWER FAILURE:

- Remain calm Do not move
- Await instructions from CDT
- If instructed to evacuate, use designated emergency exits ONLY.

CRIME STATISTICS

Campus Security Act Information Disclosure - Under the Crime Awareness Campus Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), we are required to provide the student with the following safety information about our campus. This Annual Security Report has also been updated to reflect recent changes in crime reporting, policies and procedures required by the Violence Against Women Reauthorization Act of 2013(VAWA).

FOSBRE ACADEMY is committed to providing a violence-free campus.

Student disclosure of Annual Crime Statistics - FOSBRE ACADEMY agrees to comply and provide all faculty and students a copy of the campus security report at the beginning of each calendar year and to all prospective students' enrolling at FOSBRE ACADEMY. The report will include the previous calendar year statistics to comply with the consumer reporting requirement of the most recent 3 completed calendar years.

Statistics will be gathered from the Olympia Police Department/daily crime logs and compiled in the disclosure.

These same statistics will be entered into our annual security report and entered on the Web-based data collection prior to October 31st of each year.

CRIME LOG REPORT AND CLERY ACT ANNUAL SECURITY REPORT STATISTICS

SEE ANNUAL SECURITY REPORT IN **APPENDIX**

***Fosbre Academy had a good faith obligation to comply with changes made by VAWA prior to issuance of the final rule.**

CRIME DEFINITIONS

The definitions listed below are used by FOSBRE ACADEMY to classify the criminal offenses listed in the above reported statistics:

Advisor: Any individual who provides the accuser or accused support, guidance, or advice

Aggravated Assault/Battery: An unlawful attack by one person upon another for the purpose of inflicting severe or substantial bodily injury. This type of assault may be accompanied by the use of a weapon or other means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).

Arson: Any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft, personal property of another, etc.

Awareness programs: Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration

Burglary: The unlawful entry of a structure to commit a felony or theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Bystander intervention: Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes:

- Recognizing situation of potential harm.
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene

Criminal Homicide-- Murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another. Negligent manslaughter: the killing of another person through gross negligence.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition-

(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (B) Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Destruction, Damage Or Vandalism To Property: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Domestic Violence: A felony or misdemeanor crime of violence committed (A) by a current or former spouse or intimate partner of the victim; (B) by a person with whom the victim shares a child in common, (C) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, (D) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (E) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Drug Law Violation: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violation of state and local laws relating to unlawfully possessing, selling, using, growing, manufacturing and making narcotic drugs.

Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Hate Crimes: A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and disability.

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.

Larceny-Theft (except for motor vehicle theft): The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.

Liquor Law Violation: The violation of State or local laws or ordinances prohibiting the manufacturing, selling, purchasing, transporting, possessing or use of alcoholic beverages, not including driving under the influence and drunkenness.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. For reporting purposes, this crime includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.

Ongoing prevention and awareness campaigns: Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution

Primary prevention programs: Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in a healthy and safe direction.

Proceeding: All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking: Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

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

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

Prompt, fair, and impartial proceeding: A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay; Conducted in a manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused;
- Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Result: Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution

Risk reduction: Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person by force or threat of force or violence and/or by putting the victim in a state of fear.

Sexual Assault: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- A. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- B. Incest - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- C. Statutory Rape - Sexual intercourse with a person who is under the statutory age of consent

Sexual Assault: An offense that meets the definition of rape, fondling, incest or statutory rape as contained herein. Coercing or attempting to coerce any sexual contact or behavior without consent. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.

Sexual Violence: Any physical sexual acts engaged without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Simple Assault/Battery: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person To -

- (A) Fear for the person's safety or the safety of others; or
- (B) Suffer substantial emotional distress. For the purposes of this definition- (A) *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's Property, (B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim, and (C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Weapon Law Violation: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, and other deadly weapons.

VIOLENCE AGAINST WOMENT ACT (VAWA)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) was amended by the Violence Against Women Reauthorization Act of 2013 (VAWA). To require FOSBRE ACADEMY to report on the additional crime categories of Dating Violence, Domestic Violence and Stalking aspart of our annual Clery Act crime statistics to the U.S. Department of Education and in this Annual Security Report. The VAWA amendments also require specific additional procedures for all victims of alleged VAWAcrimes as well as primary prevention and awareness training for new students and faculty and ongoing prevention and awareness training for current students and faculty. This Annual Security Report has also been updated to reflect these recent changes in the law.

In 1994 Congress passed the Violence Against Women Act (VAWA) in recognition of the severity of crimes associated with domestic violence, sexual assault, and stalking. This Act emerged from the efforts of a broad, grassroots coalition of advocates and survivors who informed the work of Congress. In the two decades prior to VAWA, a movement had grown within the United States to respond appropriately to violent crimes against women. Rape crisis centers and women's shelters were established in localities, and state and local laws had changed.

However, the progress had been uneven around the country. VAWA was borne out of the need for a national solution. This Act enhances the investigation and prosecution of violent crimes against women.

HOTLINES

National Domestic Violence Hotline	1-800-799-SAFE (7233)
National Sexual Assault Hotline	1-800-656-HOPE (4673)
National Teen Dating Abuse Hotline	1-800-334-9474

FOSBRE ACADEMY'S & WASHINGTON STATE'S REQUIREMENTS SEXUAL HARASSMENT AND VIOLENCE POLICY SUMMARY

The Clery Act, as amended by VAWA, requires FOSBRE ACADEMY to include crimes of domestic violence, dating violence, and stalking in its annual crime statistics according to the federal definitions in this report. VAWA also requires FOSBRE ACADEMY to provide the definitions of dating violence, domestic violence, stalking and consent under Washington State law. Those definitions are listed below:

STATE LAW DEFINITIONS OF DOMESTIC VIOLENCE DATING VIOLENCE STALKING AND CONSENT

Partners and family members include parents, children, and siblings related by blood, marriage, or adoption; spouses, former spouses, people who have children together, and people of the opposite sex who are dating or who have dated.

Partner or Family Member Assault

In Washington State, a person commits the crime of partner or family member assault (also called domestic violence) by:

- Causing bodily injury
- Negligently causing bodily injury with a weapon, or
- Creating reasonable apprehension of bodily injury against a partner or family member

People act negligently when they fail to be aware of or consider the risk their behavior poses to others. Negligent behavior is always a gross departure from how a reasonable person would act. For example, firing a gun inside your house and hitting your boyfriend would be negligent and would be considered domestic violence. Other examples of domestic violence include hitting your child and threatening to hit your wife if the threat creates a reasonable fear of injury.

This policy also addresses sexual harassment, which **is** defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment includes sexual violence (see definition below). FOSBRE ACADEMY will respond to reports of any such conduct in accordance with this policy.

Sexual harassment may include incidents between any members of the FOSBRE ACADEMY community, including faculty or other staff, student employees, students, coaches, interns, and non-student or non-employee participants in programs (e.g., vendors, contractors, visitors). Sexual harassment may occur in hierarchical relationships between peers, or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred. Harassment of one student by another student is defined as unwelcome conduct of a sexual nature that is so severe and/or pervasive, and objectively offensive, and that is so substantially impairs a person's access to Fosbre Academy programs or activities that the person is effectively denied equal access to Fosbre Academy resources and opportunities.

FOSBRE ACADEMY is committed to creating and maintaining a community where all individuals who participate in its programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the FOSBRE ACADEMY prohibits sexual harassment and sexual violence, and that such behavior violates both law and FOSBRE ACADEMY policy. The FOSBRE ACADEMY will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this policy. This policy applies to all employees and students. This policy furthers the FOSBRE ACADEMY's commitment to compliance with the law.

I. POLICY TEXT

A. General

FOSBRE ACADEMY prohibits sexual harassment and sexual violence. Such behavior violates both law and FOSBRE ACADEMY policy. The FOSBRE ACADEMY will respond promptly and effectively to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this

policy.

- a. **Prohibited Acts:** the policy prohibits sexual harassment and sexual violence as defined in this policy. Conducted by an employee that is sexual harassment or sexual violence in violation of this policy is considered to be outside the course and scope of employment.
- b. **Consensual Relationships:** the policy covers unwelcome conduct of a sexual nature. Consensual romantic relationships between members of FOSBRE ACADEMY community are not subject to this policy.
- c. **Gender Identity, Gender Expression, Or Sexual Orientation Discrimination:** harassment that is not sexual in nature but is based on gender, gender identity, gender expression, sex-or-gender stereotyping, or sexual orientation is prohibited by Fosbre Academy's nondiscrimination policy if it denies or limits a person's ability to participate in, or benefit from Fosbre's educational programs, employment, or services. While discrimination based on these factors may be distinguished from sexual harassment, these types of discrimination may contribute to the creation of a hostile work or academic environment. Thus, in determining whether a hostile environment due to sexual harassment exists, Fosbre Academy may take into consideration acts of discrimination based on gender, gender expression, sex-or-gender stereotyping, or sexual orientation.

This policy prohibits retaliation against a person who reports sexual harassment or sexual violence, assists someone with a report of sexual harassment or sexual violence, or participates in any manner in an investigation or resolution of a sexual harassment or sexual violence report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

d. **Dissemination of the Policy, Educational Programs, and Employee Training**

As part of the FOSBRE ACADEMY's commitment to providing a working and learning environment free from sexual harassment and sexual violence, this policy shall be disseminated widely to the FOSBRE ACADEMY community through publications, websites, new employee orientations, student orientations, and other appropriate channels of communication. The FOSBRE ACADEMY, makes preventive educational materials available to all members of the community to promote compliance with this policy and familiarity with FOSBRE ACADEMY procedures. The FOSBRE ACADEMY has designated an employee responsible for reporting sexual harassment and sexual violence and makes available prevention training to designated employees. The School's Title IX Coordinator is: Adam Hert.

In addition, the School provides annual training to the Title IX Coordinator and all staff involved as investigators and hearing officers in sexual harassment and sexual violence disciplinary procedures.

e. **Reporting Sexual Harassment or Sexual Violence**

Any member of the FOSBRE ACADEMY community may report conduct that may constitute sexual harassment or sexual violence to any supervisor, manager, or Title IX Coordinator. Supervisors, managers, and other designated employees are responsible for promptly forwarding such reports to the Title IX Coordinator to review and investigate sexual harassment and sexual violence complaints. Any manager, supervisor, or designated employee responsible for reporting or responding to sexual harassment or sexual violence who knew about the incident and took no action to stop it or failed to report the prohibited act may be subject to disciplinary action.

The Fosbre Academy has designated the Title IX Coordinator as the person to whom members of the Fosbre Academy community can consult for advice and information regarding making a report of sexual harassment or sexual violence. Requests regarding the confidentiality of reports of sexual harassment or sexual violence will be considered in determining an appropriate Fosbre Academy response; however, such requests will be considered in the dual contexts of the FOSBRE ACADEMY's obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the rights of the accused to be informed of the allegations and their source. Also, an individual may file a complaint or grievance alleging sexual harassment or sexual violence under the FOSBRE ACADEMY's grievance procedure.

f. **Response to Reports of Sexual Harassment or Sexual Violence**

FOSBRE ACADEMY shall provide prompt and effective response to reports of sexual harassment or sexual violence, which may include early resolution, formal investigation and/or targeted prevention training or educational programs.

If an individual reports to the Fosbre Academy that the individual has been a victim of domestic violence, dating violence, sexual assault, or stalking, s/he shall be provided with a written explanation of the individual's rights and options whether the offense occurred on- or off-campus.

Upon a finding of sexual harassment or sexual violence, the FOSBRE ACADEMY may offer remedies to the individual or individuals harmed by the harassment and/or violence consistent with applicable complaint resolution and grievance procedures. Such remedies may include counseling, an opportunity to repeat course work without penalty, changes to student housing assignments, or other appropriate interventions, such as changes in academic, living, transportation, or working situations.

Any member of the FOSBRE ACADEMY community who is found to have engaged in sexual harassment or sexual violence is subject to disciplinary action including dismissal in accordance with the applicable FOSBRE ACADEMY disciplinary procedure or other FOSBRE ACADEMY policy. Generally, disciplinary action will be recommended when the conduct is sufficiently severe, persistent, or pervasive that it alters the conditions of employment or limits the opportunity to participate in or benefit from educational programs.

II. PROCEDURES

a. Fosbre Academy Responsibilities

In accordance with state and federal law, the FOSBRE ACADEMY shall:

Offer sexual harassment prevention training and education to the FOSBRE ACADEMY community, and provide sexual harassment prevention training and education to each supervisory employee;

Offer prevention education programs to all incoming students and new employees, and ongoing prevention and awareness campaigns to the FOSBRE ACADEMY community, to promote awareness of rape and acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, including the definition of consent, options for bystander intervention, and risk reduction awareness information;

Offer annual training on issues related to sexual violence, as defined in this policy for individuals conducting formal investigations of reports or conducting hearings;

Provide all members of the School community with a process for reporting sexual harassment or sexual violence in accordance with the policy;

Identify on- and off-campus resources for reporting sexual harassment or sexual violence, including law enforcement, medical, and victim support services;

Provide prompt and effective response to reports of sexual harassment, sexual violence, or reports of retaliation related to reports of sexual harassment or sexual violence in accordance with the policy;

Provide written notification of this policy; and

Designate trained individuals, including, or other than, the Title IX Coordinator, to serve as resources for members of the School community who have questions or concerns regarding behavior that may be sexual harassment or sexual violence.

Title IX Coordinator

The School has designated a single Title IX Coordinator: Adam Hert

The responsibilities of the Title IX Coordinator include, but may not be limited to, the duties listed below:

- Coordinate with other responsible units to ensure that local sexual harassment and

sexual violence prevention education and training programs are offered and provided as required by the policy

- Disseminate the policy widely to the School community;
- Provide educational materials to promote compliance with the policy and familiarity with local reporting procedures;
- Train School employees responsible for reporting or responding to reports of sexual harassment;
- Provide prompt and effective response to reports of sexual harassment or sexual violence in accordance with the policy;
- Maintain records of reports of sexual harassment and sexual violence at the School and actions taken in response to reports, including records of investigations, voluntary resolutions, and disciplinary action, as appropriate; and
- Identify and address any patterns or systemic problems that arise during the review of sexual harassment and sexual violence complaints.

b. Procedures for Reporting and Responding to Reports of Sexual Harassment or Sexual Violence

All members of the School community are encouraged to contact the Title IX Coordinator if they observe or encounter conduct that may be subject to this policy. This includes conduct by employees, students, or third parties. Reports of sexual harassment or sexual violence may be brought to the Title IX Coordinator, or to any manager, supervisor, or other designated employee responsible for responding to reports of sexual harassment or sexual violence. If the person to whom harassment normally would be reported is the individual accused of harassment, reports may be made to another manager, supervisor, or designated employee. Managers, supervisors, and designated employees are required to notify the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment complaints when a report is received.

Reports of sexual harassment or sexual violence should be brought forward as soon as possible after the alleged conduct occurs. While there is no stated timeframe for reporting, prompt reporting will better enable the School to respond to the report, determine the issues, and provide an appropriate remedy and/or action. All incidents should be reported even if a significant amount of time has passed. However, delaying a report may impede the FOSBRE ACADEMY's ability to conduct an investigation and/or to take appropriate remedial actions.

1. Required Notifications For Reports of Sexual Violence

The School will provide a written explanation of available rights and options, including procedures to follow, when the School receives a report that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on- or off-campus or in connection with any school program. The written information shall include:

- (a) to whom the alleged offense should be reported;
- (b) options for reporting to law enforcement and campus authorities, including the option to notify local or on-campus law enforcement authorities; the right to be assisted by campus authorities in notifying law enforcement authorities if the complainant so chooses and the right to decline to notify such authorities;
- (c) the rights of complainants regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by criminal or civil courts and the School's responsibilities regarding such orders;
- (d) the importance of preserving evidence as may be necessary to prove criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a protection order;
- (e) existing campus and community services available for victims including counseling, health, mental health, victim advocacy, legal assistance, and other services;
- (f) options for, and available assistance to, change academic, living, transportation, and working situations, if requested by the complainant and if reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement;
- (g) Any applicable procedures for institutional disciplinary action.

2. OPTIONS FOR RESOLUTIONS

Individuals reporting sexual harassment or sexual violence shall be informed about options for resolving potential

violations of the policy. These options shall include procedures for Early Resolution, procedures for Formal Investigation, and filing complaints or grievances under applicable School complaint resolution or grievance procedures. Individuals making reports also shall be informed about policies applying to confidentiality of reports under this policy. The School shall respond to the greatest extent possible to reports of sexual harassment and sexual violence brought anonymously or brought by third parties not directly involved in the asserted offenses. However, the response to such reports may be limited if information contained in the report cannot be verified by independent facts.

Individuals reporting sexual harassment and sexual violence shall be informed about the range of possible outcomes of the report, including interim protections, remedies for the individual harmed by the incident, and disciplinary actions that might be taken against the accused as a result of the report, including information about the procedures leading to such outcomes.

An individual who is subjected to retaliation (e.g., threats, intimidation, reprisals, or adverse employment or educational actions) for having made a report of sexual harassment or sexual violence in good faith, who assisted someone with a report of sexual harassment or sexual violence, or who participated in any manner in an investigation or resolution of a report of sexual harassment or sexual violence, may make a report of retaliation under these procedures. The report of retaliation shall be subject to the procedures herein.

3. PROCEDURES FOR EARLY RESOLUTION

The goal of Early Resolution is to resolve concerns at the earliest stage possible with the cooperation of all parties involved. The School utilizes Early Resolution options when the parties desire to resolve the situation cooperatively and/or when a Formal Investigation is not likely to lead to a satisfactory outcome. Participation in the Early Resolution process is voluntary. Early Resolution may include an inquiry into the facts, but typically does not include a formal investigation. Means for Early Resolution shall be flexible and encompass a full range of possible appropriate outcomes. Early Resolution includes options such as mediating an agreement between the parties, separating the parties, referring the parties to counseling programs, negotiating an agreement for disciplinary action, conducting targeted preventive educational and training programs, or providing remedies for the individual harmed by the offense. Early Resolution also includes options such as discussions with the parties, making recommendations for resolution, and conducting a follow-up review after a period of time to assure that the resolution has been implemented effectively.

Early Resolution may be appropriate for responding to anonymous reports and/or third party reports. Steps taken to encourage Early Resolution and agreements reached through Early Resolution efforts should be documented.

While the School encourages Early Resolution of a complaint, the School does not require that parties participate in Early Resolution prior to the School's decision to initiate a Formal Investigation. Some reports of sexual harassment or sexual violence may not be appropriate for mediation but may require a Formal Investigation at the discretion of the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment complaints. The FOSBRE ACADEMY will not compel a complainant to engage in mediation. Mediation, even if voluntary, may not be used in cases involving sexual violence.

4. PROCEDURES FOR FORMAL INVESTIGATION

In cases where Early Resolution is inappropriate or in cases where Early Resolution is unsuccessful, the School may conduct a Formal Investigation. In such cases, the individual making the report may be encouraged to file a written request for Formal Investigation. The wishes of the individual making the request shall be considered, but are not determinative, in the decision to initiate a Formal Investigation of a report of sexual harassment or sexual violence. In cases where there is no written request, the Title IX Officer (Sexual Harassment Officer) or other appropriate official designated to review and investigate sexual harassment complaints, potentially in consultation with the administration, may initiate a Formal Investigation after making a preliminary inquiry into the facts.

In cases where a complainant states he or she does not want to pursue a Formal Investigation, the Title IX Coordinator should inform the complainant that the ability to investigate may be limited. When determining whether to go forward with a Formal Investigation, the Title IX Coordinator may consider:

- 1) the seriousness of the allegation,
- 2) in the case of a student complainant, the age of the student,
- 3) whether there have been other complaints or reports against the accused, and
- 4) the rights of the accused individual to receive information about the complainant and the allegations if formal proceedings with sanctions may result from the investigation.

Even if a complainant does not want to pursue an investigation, under some circumstances, the Title IX Coordinator may have an obligation to investigate a complaint, such as when there is a risk to the campus community if the accused remains on campus. The complainant should be made aware of this independent obligation to investigate the complaint.

- (a) In order to provide a prompt, fair, and impartial investigation and resolution, any Formal Investigation of reports of sexual harassment and/or sexual violence shall incorporate the following standards:
 - The individual(s) accused of conduct violating the policy shall be provided a copy of the written request for Formal Investigation or otherwise given a full and complete written statement of the allegations, and a copy of the policy; and
 - The individual(s) conducting the investigation shall be familiar with the policy, have training or experience in conducting investigations, and as relevant to the investigation, be familiar with policies and procedures specific to students, staff, faculty, and visitors. For cases involving allegations of sexual violence, the individual(s) conducting the investigation must receive annual training on issues related to sexual violence. Such training includes how to conduct an investigation that protects the safety of the complainants and promotes accountability.
- (b) If the alleged conduct is also the subject of a criminal investigation, the campus may not wait for the conclusion of the criminal investigation to begin an investigation pursuant to this policy. However, a campus may need to coordinate its fact-finding efforts with the police investigation. Once notified that the police department has completed its gathering of evidence (not the ultimate outcome of the investigation or the filing of any criminal charges), the campus must promptly resume and complete its fact-finding for the sexual harassment or sexual violence investigation. The investigation generally shall include interviews with parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. Disclosure of facts to parties and witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. Participants in the investigation shall be advised that maintaining confidentiality is essential to protect the integrity of the investigation.
- (c) The investigator shall apply a preponderance of evidence standard to determine whether there has been a violation of this policy.
- (d) Upon request, the complainant and the accused may each have a representative present when he or she is interviewed, and at any subsequent proceeding or related meeting. Other witnesses may have a representative present at the discretion of the investigator or as required by applicable School policy or collective bargaining agreement.
- (e) At any time during the investigation, the investigator may recommend that interim protections or remedies for the parties or witnesses be provided by appropriate School officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative working or student housing arrangements. Failure to comply with the terms of interim protections may be considered a separate violation of this policy.
- (f) The investigation shall be completed as promptly as possible and in most cases within 60 working days of the date the request for formal investigation was filed. This deadline may be extended on approval by a designated School official.
- (g) Generally, an investigation results in a written report that at a minimum includes a statement of the allegations and issues, the positions of the parties, a summary of the evidence, findings of fact, and a determination by the investigator whether this policy has been violated. The report also may contain a recommendation for actions to resolve the complaint, including preventive educational programs, remedies for the complainant, and a referral to disciplinary procedures as appropriate. The report is submitted to a designated School official with authority to implement the actions necessary to resolve the complaint. The report may be used as evidence in other related procedures, such as subsequent complaints, grievances and/or disciplinary actions.
- (h) The complainant shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to the complainant, such as an order that the accused not contact the complainant. In accordance with FOSBRE ACADEMY policies protecting individuals' privacy, the complainant may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused, consistent with this policy.
- (i) The complainant and the accused may request a copy of the investigative report pursuant to Fosbre Academy's policy governing privacy and access to personal information. However, in accordance with school policy, the report shall be redacted to protect the privacy of personal and confidential information regarding all individuals other than the individual requesting the report.
- (j) At the conclusion of any disciplinary proceeding arising from an allegation of domestic violence, dating violence, sexual assault or stalking, the complainant and the accused will be simultaneously informed in writing of:
 - The outcome of any school disciplinary proceeding;
 - The school's procedures for appealing the results of the proceeding;

- Any change to the results that occur prior to the time that such results become final; and
- When results become final.

c. Complaints or Grievances Involving Allegations of Sexual Harassment or Sexual Violence

An individual who believes he or she has been subjected to sexual harassment or sexual violence may file a complaint or grievance pursuant to the applicable complaint resolution or grievance procedure listed in the contents of this catalog and in its appendix.. Such complaint or grievance may be filed either instead of or in addition to making a report of sexual harassment to the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment and sexual violence complaints under this policy. A complaint or grievance alleging sexual harassment or sexual violence must meet all the requirements under the applicable complaint resolution or grievance procedure, including time limits for filing.

If a complaint or grievance alleging sexual harassment or sexual violence is filed in addition to a report made to the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment complaints under this policy, the complaint or grievance shall be held in abeyance subject to the requirements of any applicable complaint resolution or grievance procedure, pending the outcome of the Early Resolution or Formal Investigation procedures. If the individual wishes to proceed with the complaint or grievance, the Early Resolution or Formal Investigation shall constitute the first step or steps of the applicable complaint resolution or grievance procedure.

An individual who has made a report of sexual harassment or sexual violence also may file a complaint or grievance alleging that the actions taken in response to the report of sexual harassment or sexual violence did not follow policy. Such a complaint or grievance may not be filed to address a disciplinary sanction imposed upon the accused. Any complaint or grievance regarding the resolution of a report of sexual harassment or sexual violence must be filed in a timely manner. The time period for filing begins on the date the individual was notified of the outcome of the sexual harassment or sexual violence investigation or other resolution process pursuant to this policy, and/or of the actions taken by the administration in response to the report of sexual harassment or sexual violence, whichever is later.

d. Remedies and Referral to Disciplinary Procedures

Findings of policy violations may be considered to determine remedies for individuals harmed by the sexual harassment or sexual violence and shall be referred to applicable disciplinary procedures. Procedures under this policy shall be coordinated with applicable local complaint resolution, grievance, and disciplinary procedures to avoid duplication in the fact-finding process whenever possible. Violations of the policy may include engaging in sexual harassment or sexual violence, retaliating against a complainant reporting sexual harassment or sexual violence, or violating interim protections. Investigative reports made pursuant to this policy may be used as evidence in subsequent complaint resolution, grievance, and disciplinary proceedings as permitted by the applicable procedures.

e. Privacy

The School shall protect the privacy of individuals involved in a report of sexual harassment or sexual violence to the extent permitted by law and FOSBRE ACADEMY policy. A report of sexual harassment or sexual violence may result in the gathering of extremely sensitive information about individuals in the FOSBRE ACADEMY community. While such information is considered confidential, School policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual harassment or sexual violence. In such cases, every effort shall be made to redact the records in order to protect the privacy of individuals. An individual who has made a report of sexual harassment or sexual violence may be advised of sanctions imposed against individual needs to be aware of the sanction in order for it to be fully effective (such as restrictions on communication or contact with the individual who made the report). In addition, when the offense involves a crime of violence or a non-forcible sex offense, the Family Educational Rights and Privacy Act permits disclosure to the complainant the final results of a disciplinary proceeding against the alleged accused, regardless of whether the School concluded that a violation was committed. Information regarding disciplinary action taken against the accused shall not be disclosed without the accused consent, unless permitted by law as noted above, or unless it is necessary to ensure compliance with the action or the safety of individuals.

f. Confidentiality of Reports of Sexual Harassment and Sexual Violence

The School does not employ professional or pastoral counselors. The FOSBRE ACADEMY notifies the School community that the Title IX Coordinator, managers, supervisors, and other designated employees have an obligation to respond to reports of sexual harassment or sexual violence, even if the individual making the report requests that no action be taken. An individual's requests regarding the confidentiality of reports of sexual harassment or sexual violence will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the School's legal obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the due process rights

of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the School will comply with requests for confidentiality to the extent possible.

g. Retention of Records Regarding Reports of Sexual Harassment and Sexual Violence

The office of the Title IX Coordinator is responsible for maintaining records relating to sexual harassment and sexual violence reports, investigations, and resolutions. Records shall be maintained in accordance with the School's records policies. All records pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from legal counsel.

EMERGENCY PREPAREDNESS AND SUPPORT

List of housing resources: Homeless Shelters, Supportive Housing, Halfway Housing, Transitional Housing, Day Shelters, Low Income Housing, Residential Alcohol and Drug Treatment Centers.

We have listed the shelters and low-cost housing services in Thurston County. This list has homeless shelters, halfway houses, affordable housing, etc. The database consists of emergency shelters, homeless shelters, day shelters, transitional housing, shared housing, residential drug and alcohol rehabilitation programs and permanent affordable housing.

SAFE PLACE is the only shelter for battered women and children, and one of the only such shelter in the state of Washington to offer around the clock security. Resident advocates are also present 24 hours a day to provide practical and emotional support.

To offer food, clothing, shelter, and spiritual guidance to homeless men, women and children in need: Housing Authority

- Housing Authority, Low Income Affordable Housing, Public Housing **Consumer Credit Counseling Services Of** Agency that provides HUD Approved Housing Assistance Programs

Types of Shelters and Service Information

Day Shelters supplement homeless and low-income people when the shelter their staying in only offers shelter on an overnight basis. Case management is often provided and sometimes there are laundry and shower facilities. Meals and basic hygiene may also be offered. Almost all day shelters provide their services free of charge. Any emergency or homeless shelter that allows clients to stay during the day is also classified under this category.

Emergency Homeless Shelters both provide short term relief for the homeless & low-income. Usually there is a maximum stay of 3 months or less. Many of these shelters ask their clients to leave during the day. Meals and other supportive services are often offered. 3 times out of 5 these shelters offer their services free of charge.

Halfway Housing helps transition individuals and families from shelters or homelessness to permanent housing. Length of stay is usually anywhere from 6 months to 2 years. Residents are often required to pay at least 30% of their income toward program fees. Sometimes the money they pay in fees is returned to them when they leave. Any emergency or homeless shelter that allows their clients to stay more than 6 months is also classified under this category.

Permanent Affordable Housing is a long-term solution for housing. Residents are often allowed to stay as long as they remain in the low-income bracket but is sometimes limited 3 - 5 years. Residents pay no more than 30% of their income towards rent. Emergency shelters, homeless shelters and transitional housing programs that allow their clients to stay without a maximum stay are also classified under this category.

Drug and Alcohol Rehab programs are intended to treat alcohol and/or drug dependency. The cost of participating in one of these programs and the method of treatment range significantly. The database operated on this website only includes residential rehab programs (not outpatient programs). We also provide Access to Recovery (ATR) Grant programs for substance abuse treatment.

Supportive Housing Programs that provide an alternative living arrangement for individuals who, because of age, disability, substance abuse, mental illness, chronic homelessness or other circumstances, are unable to live independently without care, supervision and/or support to help them in the activities of daily living; or who need access to case management, housing support, vocational, employment and other services to transition to independent living.

Shared Housing Programs helps bring low income persons together and helps prevent homelessness by providing affordable housing options. This service is good for families, disabled persons, and others wanted more companionship. Shelterlistings.org finds these shared housing locations and lists them throughout our website.

Rooming House or Boarding House A rooming house is a building in which renters occupy single rooms and share kitchens, bathrooms, and common areas. The location may be a converted single-family home, a converted hotel, or a purpose built structure. Rooming houses are low cost housing and may have as few as three rooms for rent, or more than a hundred. The same goes for boarding houses. We list these types of residences throughout shelterlistings.org.

Transitional housing is affordable low cost supportive housing designed to provide housing and appropriate support services to persons who are homeless or who are close to homelessness. The transition is to help them be more self-sufficient to move towards independent living on their own. Services provided at transitional housing facilities varies, from substance abuse treatment, to psychological assistance, job training, domestic violence assistance, etc. The assistance provided varies, but it is generally affordable and low cost housing. Read the descriptions of each of the transitional living locations for more detailed information.

SAFETY PROCEDURES

- First Aid: A first aid kit is located in the dispensary and the educators' office.
- Fainting: Do not move the person; call 911. Give facts as much as possible. Keep calm and notify other CDT Members for help, if necessary. Make the person comfortable.
- Cut finger: Educator should immediately check the wound to see how deep the cut is. Small cuts should be washed, dried, and then covered with a bandage. Bandages and first aid kits are kept in the dispensary and the educators' office.
- Cuts requiring stitches: If possible, a faculty member should take the student to the doctor.

Dangerous Situations, Alerting Faculty, Students, Guests and/or Neighbors

Are brought to the attention of Command Decision Team (CDT) and if confirmed, will alert and students by announcing, emailing, text and /or a written notification that will be posted in a conspicuous area, directing them to either a safe location and or the Thurston County Health Department.

Once the dangerous situation is diminished, an announcement, email, text and/ or a written notification will be posted or sent to students when classes will resume.

EXTREME WEATHER CONDITIONS PROCEDURES

Are issued from the Local Weather Service, FOSBRE ACADEMY offices are closed and classes are cancelled. Once the weather conditions are diminished, the CDT will alert the faculty and students when classes will resume.

Winter Storms and Extreme Cold

Before

To prepare for a winter storm you should do the following:

Before winter approaches, add the following supplies to your automobile.

- Sand to improve traction
- Snow shovels and other snow removal equipment
- Sufficient heating fuel
- Adequate clothing and blankets to keep you warm

During

FOSBRE ACADEMY will notify the traveling student if a winter storm and extreme cold is expected. If the student is traveling long distances, the student will be advised to leave early or not to travel at all. If the winter storm and extreme cold happens while faculty, students, and guests are in attendance, the following will apply:

- Stay indoors during the storm
- Walk carefully on snowy, icy, walkways
- Let someone know your destination, your route, and when you expect to arrive.

After

- If FOSBRE ACADEMY loses power or heat for more than a few hours or if you do not have adequate supplies to stay warm in the FOSBRE ACADEMY, you may want to go to a designated public shelter if you can get there safely. Text **SHELTER+** your **ZIP code to 43362** (4FEMA) to find the nearest shelter in

your area (e.g., SHELTER20472)

- Take precautions when traveling to the shelter. Dress warmly in layers, wear boots, mittens, and a hat.
- Continue to protect yourself from frostbite and hypothermia by wearing warm, loose-fitting, lightweight clothing in several layers. Stay indoors, if possible.

Thunderstorms & Lightning Procedures

Before

To prepare for a thunderstorm, you should do the following:

Secure outdoor objects that could blow away or cause damage.

Get inside the FOSBRE ACADEMY, or an automobile (not a convertible). Although you may be injured if lightning strikes your car, you are much safer inside a vehicle than outside.

Rubber-soled shoes and rubber tires provide NO protection from lightning.

Close window blinds, shades or curtains.

Unplug any electronic equipment well before the storm arrives.

During

If thunderstorm and lightning are occurring in your area, you should:

- Avoid contact with corded 360.481.6816s and devices including those plugged into electric for recharging. Cordless and wireless phones not connected to wall outlets are OK to use.
- Avoid contact with electrical equipment or cords.
- Unplug appliances and other electrical items such as computers and turn off air conditioners.
- Power surges from lightning can cause serious damage.
- Avoid contact with plumbing.
- Do not wash your hands and do not do laundry.
- Plumbing and bathroom fixtures can conduct electricity.
- Stay away from windows and doors.
- Do not lie on concrete floors and do not lean against concrete walls.
- Take shelter in a sturdy building.
- Avoid isolated sheds or other small structures in open areas. Avoid contact with anything metal-motorcycles and bicycles.

The following are things you should check when you attempt to give aid to a victim of lightning:

Breathing - if breathing has stopped, begin mouth-to-mouth resuscitation. Heartbeat - if the heart has stopped, administer CPR.

Pulse - if the victim has a pulse and is breathing, look for other possible injuries. Check for burns where the lightning entered and left the body. Also be alert for nervous system damage, broken bones and loss of hearing and eyesight.

After

Never drive through a flooded roadway. Turn around, don't drown! Stay away from downed power lines and report them immediately.

Plan for a Pandemic

Get involved in your community as it works to prepare for an influenza pandemic.

Limit the Spread of Germs and Prevent Infection

Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.

If possible stay home.

Cover your mouth and nose with a tissue when coughing or sneezing.

Washing your hands often will help protect you from germs.

Avoid touching your eyes, nose or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

Utility Shut Off Natural gas

Natural gas leaks and explosions are responsible for a significant number of fires following disasters. It is vital that all faculty know how to shut off natural gas.

Because there are different gas shut-off procedures for different gas meter configurations, it is important to contact your local gas company for any guidance on preparations and response regarding gas service to FOSBRE ACADEMY.

If you smell gas or hear a blowing or hissing noise, get everyone out quickly. Turn off the gas if you can, and call the gas company.

Caution: If you turn off the gas for any reason, a qualified professional must turn it back on. NEVER attempt to turn the gas back on yourself.

Water

Water quickly becomes a precious resource following many disasters. It is vital that all faculty learn how to shut off the water.

Locate the shut-off valve for the water line that enters FOSBRE ACADEMY and label this valve with a tag for easy identification.

The effects of gravity may drain the water in your hot water heater and toilet tanks unless you trap it in the FOSBRE ACADEMY by shutting off the main house valve. (This is not the street valve in the cement box at the curb - the street valve is extremely difficult to turn and requires a special tool.)

Electricity

Electrical sparks have the potential of igniting natural gas if it is leaking. It is wise to teach all responsible faculty where and how to shut off the electricity.

Locate your electrical circuit box. For your safety, always shut off all the individual circuits before shutting off the main circuit.

Fire Procedure

If you smell smoke or see fire, report it immediately to a facilitator. Proceed as follows:

Students exit in single file out the closest doors. If you have a guest at the time, the guest is your responsibility.

After exiting FOSBRE ACADEMY, proceed safely away from the FOSBRE ACADEMY and locate at the Support faculty at front desk will help guest in reception area out the front doors.

Proceed to safety away from FOSBRE ACADEMY.

Familiarize yourself with your evacuation route and the location of all emergency and regular exits.

The evacuation route illustration is found next to the fire extinguisher in the student's lounge, laundry room and salon area.

VIOLATION OF FIRE SAFETY RULES PUTS LIVES IN JEOPARDY. TAMPERING WITH FIRE ALARMS OR FIRE EQUIPMENT CAN RESULT IN FINES AND POSSIBLE INCARCERATION ACCORDING TO STATE LAWS

FLOOD BEFORE

Even if you feel you live in a community with a low risk of flooding, remember that anywhere it rains, it can flood. Just because you haven't experienced a flood in the past, doesn't mean you won't in the future. Flood risk isn't just based on history; it's also based on a number of factors including rainfall, topography, flood-control measures, river-flow and tidal-surge data, and changes due to new construction and development.

To prepare for a flood, you should:

"Check valves" are installed in the sinks to prevent water from backing up into the drains.

During

If a flood is likely in your area, you should:

Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to evacuate.

If you must prepare to evacuate, you should do the following:

Secure FOSBRE ACADEMY

Turn off utilities at the main switches or valves if instructed to do so.

Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water. If you must leave FOSBRE ACADEMY, remember these evacuation tips:

Do not walk-through moving water. Six inches of moving water can make you fall. If you must walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you. Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground, when water is not moving or not more than a few inches deep. You and the vehicle can be swept away quickly. If your vehicle is trapped in rapidly moving water, stay in the vehicle. If the water is rising inside the vehicle, seek refuge on the roof.

Do not camp or park your vehicle along streams, rivers, or creeks, particularly during threatening conditions.

After

Although floodwaters may be down in some areas, many dangers still exist. Here are some things to remember in the days ahead:

Use local alerts and warning systems to get information and expert informed advice as soon as available. Avoid moving water.

Stay away from damaged areas unless your assistance has been specifically requested by police, fire, or relief organization.

Emergency workers will be assisting people in flooded areas. You can help them by staying off the roads and out of the way. Play it safe. Additional flooding or flash floods can occur. Listen for local warnings and information. If your car stalls in rapidly rising waters, get out immediately and climb to higher ground.

Return home only when authorities indicate it is safe.

Roads may still be closed because they have been damaged or are covered by water. Barricades have been placed for your protection. If you come upon a barricade or a flooded road, go another way.

If you must walk or drive in areas that have been flooded.

Stay on firm ground. Moving water only 6 inches deep can sweep you off your feet. Standing water maybe electrically charged from underground or downed power lines.

Flooding may have caused familiar places to change. Floodwaters often erode roads and walkways. Flood debris may hide animals and broken bottles, and it's also slippery. Avoid walking or driving through it.

Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car. Stay out of any building if it is surrounded by floodwaters.

Use extreme caution when entering buildings, there may be hidden damage, particularly in the foundations.

Earthquake Before

Every attempt to secure shelves, heavy objects, mirrors, and electronics such as computers and printers.

During

Drop, cover and hold on. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe

If indoors Drop to your hands and knees.

Cover your head and neck with your arms. This position protects you from falling and provides some protection for vital

organs. Because moving can put you in danger from the debris in your path, only move if you need to get away from the danger of falling objects. If you can move safely, crawl for additional cover under a sturdy desk or table. If there is low furniture, or an interior wall or corner nearby and the path is clear, these may also provide some additional cover. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.

HOLD ON to any sturdy shelter until the shaking stops.

Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.

DO NOT get in a doorway as this does not provide protection from falling or flying objects and you likely will not be able to remain standing.

Stay inside until the shaking stops and it is safe to go outside. Do not exit the FOSBRE ACADEMY during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the FOSBRE ACADEMY or try to leave.

Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

After

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing. Tap on a pipe or wall so rescuers can locate you.
- Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

WHEN THE SHAKING STOPS

When the shaking stops, look around to make sure it is safe to move and there is a safe way out through the debris. Then exit FOSBRE ACADEMY.

Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake. Drop, Cover, and Hold On whenever you feel shaking.

Check for injuries and provide assistance if you have training. Assist with rescues if you can do this safely. Look for and extinguish small fires. Fire is the most common hazard after an earthquake. Never use a lighter or matches near damaged areas.

Use the telephone only for emergency calls

Go to a designated public shelter if your home had been damaged and is no longer safe. Text SHELTER+ your ZIP code to 43362 (4FEMA) to find the nearest shelter in your area (example: *shelter 12345*).

Stay away from damaged areas. Stay away unless your assistance has been specifically requested by police, fire, or relief organizations. Return home only when authorities say it is safe.

Be careful when driving after an earthquake and anticipate traffic light outages.

After it is determined that it's safe to return, your safety should be your primary priority as you begin clean up and recovery.

Leave the area if you smell gas or fumes from other chemicals. Inspect utilities. (Follow the Utility Shut Off)

BOMB THREATS

Most bomb threats are received by telephone. Bomb threats are serious until proven otherwise. Faculty and students are to act quickly, but remain calm and obtain as much information as possible and write it down. If a bomb threat is received by phone remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does. Listen carefully. Be polite and show interest.

Try to keep the caller talking to learn more information.

If possible, write a note to a faculty member or student to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.

If your phone has a display, copy the number and/or letters on the window display. Write down as much detail as you can remember. Try to get exact words.

Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS (Federal Protective Services)

immediately with information and await instructions.

If A Bomb Threat Is Received By Handwritten Note

- Call 9-1-1
- Handle note as minimally as possible

If A Bomb Threat Is Received By Email

- Call 911
- Do not delete the message.

Signs of a Suspicious Package

- No return address
- Poorly handwritten
- Excessive postage
- Misspelled words
- Stains
- Incorrect titles
- Strange odor
- Foreign postage
- Strange sounds
- Restrictive notes
- Unexpected delivery

Do Not

- Use cell phones; radio signals have the potential to detonate a bomb.
- Evacuate FOSBRE ACADEMY until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

Bomb Threat Call Procedures and Checklist Who to Contact (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police 1-877-4-FPS-411 (1-877-437-7411)
- 911

Ask Caller

When asking the caller the following, take notes on anything, you might forget and include questions:

- Where is the bomb located? (Building/Floor/Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes/ No
- Why?
- What is your name?

Exact Words of Threat | Information about Caller

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points: Take any notes that may aid in the investigation.

Explosion Before

The following are things you can do to protect yourself, in the event of an explosion. Knowing your community's warning systems and disaster plans, including evacuation routes.

During

Get under a sturdy table.

Exit FOSBRE ACADEMY as quickly as possible. Stay low if there is smoke. Do not stop to retrieve personal possessions or make phone calls.

Check for fire and other hazards.

Once you are out, attempt to meet at designated areas.

Move away from sidewalks or streets to be used by emergency officials or others still exiting the FOSBRE ACADEMY. Tap on a pipe or wall so rescuers can hear where you are.

If possible, use a whistle to signal rescuers.

Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust. Avoid unnecessary movement so you don't kick up dust.

Cover your nose and mouth with anything you have on hand.

After

As we learned from the events of September 11, 2001, the following things can happen after a terrorist attack:

There can be significant numbers of casualties and/or damage to buildings and the infrastructure. So employers need up-to-date information about any medical needs you may have and on how to contact your designated beneficiaries.

Heavy law enforcement involvement at local, state and federal levels follows a terrorist attack due to the event's criminal nature.

Health and mental health resources in the affected communities can be strained to their limits, maybe even overwhelmed.

Extensive media coverage, strong public fear and international implications and consequences can continue for a prolonged period.

FOSBRE ACADEMY may be closed.

FOSBRE ACADEMY may have to evacuate, avoiding blocked roads for your safety.

Clean-up may take many months.

TERRORIST ATTACKS

FOSBRE ACADEMY does not want to dismiss or diminish the possibility to terrorism; however, we believe the risk is low in relationship to Threat/Hazards.

Based On:

Small faculty, less than 15

Small student body, less than 100

Building has no significant interest or location

Building is on one level

Building does not store or contains hazardous chemicals

No luggage is stored or kept on premise

No underground parking

TIMELY WARNING

In the event that a situation arises, either on or **off** campus, that, in the judgment of the Command Decision Team (CDT), constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the FOSBRE ACADEMY by either, verbal communications, intercom broadcast system, cell phones, emails and text, social media and signage to faculty, students and guests. Anyone with information warranting a timely warning should report the circumstances to the CDT, by phone (or in person at Fosbre Academy).

ANNUAL SECURITY REPORT

Fosbre Academy publishes and distributes an annual security report by October 1st each year to all enrolled students and all faculty. Full Report can be found in the appendix.

POLICIES

POLICY: PREPARATION OF DISCLOSURE OF CRIME STATISTICS

Noah Fosbre, Owner and a member of the CDT, prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) as amended by the Violence Against Women Reauthorization

Act of 2013. The full text of this report can be located on our web site at www.fosbre-academy.com. The report is prepared in cooperation with the local law enforcement agencies surrounding our main campus.

Local law enforcement provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Police Department and Command Decision Team. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. Fosbre Academy accepts information on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an e-mail notification is made to all enrolled students that provide the web site to access this report. Faculty receives similar notification at our faculty meetings and Professional Development. All prospective faculty, potential students may obtain copies of the report at FOSBRE ACADEMY in the Admissions Office or by calling 360.481.6816.

POLICY: HOW TO REPORT CRIMINAL OFFENSES

To report a crime on or **off** campus:

Contact Police Department at (non-emergencies),

Dial 9-1-1- (emergencies only). Additionally you may report a crime to the following areas:

Fosbre Academy Command Decision Team (CDT) Admissions Office (360) 481 6816

POLICY: VOLUNTARY CONFIDENTIAL REPORTING

If you are the victim of a crime and do not want to pursue action within Fosbre Academy or the criminal justice system, you may still want to consider making a confidential report. With your permission, the CDT can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Fosbre Academy can keep an accurate record of the number of incidents involving students; determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. Fosbre Academy prohibits any retaliation against anyone who in good faith reports any violations of the campus security policy.

POLICY: LIMITED VOLUNTARY CONFIDENTIAL REPORTING

The Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to CDT campus security authorities as identified below. Confidential reports of crime may also be made to Crime Stoppers.

STATEMENT: INSTITUTION THAT HAS A MEMORANDUM OF UNDERSTANDING, (MOU)

FOSBRE ACADEMY recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of the FOSBRE ACADEMY. All persons on the campus are subject to these laws and rules at all times. While FOSBRE ACADEMY is private property, and Constitutional protections apply, law enforcement officers may enter the campus to conduct business as needed. Additionally, the officers are invited to patrol the campus to assist CDT in deterring crime. All law enforcement agencies are asked to call the Financial Aid Office prior to entering FOSBRE ACADEMY. CDT is recognized by the Police Department. CDT enjoys an especially good relationship with the Police. The response time of the police department to campus averages less than two minutes for emergency calls. The exercise of that authority is described in a "memorandum of understanding" (MOU) between Police and CDT that outlines which law enforcement agency will have jurisdiction over which types of offenses.

As noted in the introduction and the emergency policies, Police Department is notified of all serious crime on campus, and is immediately notified of major crimes via the tele360.481.6816. FOSBRE ACADEMY relies on the phone to contact the county emergency dispatch center for fire and emergency medical needs. All victims are offered an opportunity to report crimes to Olympia Police. Annually, FOSBRE ACADEMY receives an email report of all crimes committed on the campus from the Police Department.

POLICY: ENCOURAGEMENT OF ACCURATE AND PROMPT CRIME REPORTING

Faculty, students, and guests are encouraged to report all crimes and public safety related incidents to FOSBRE ACADEMY in

a timely manner. To report a crime or emergency on FOSBRE ACADEMY, call the

CDT Team Leader:

CDT will investigate a report when it is deemed appropriate.

If assistance is required from the Police Department or the Fire Department, CDT will contact the appropriate unit. If a sexual assault or rape should occur, faculty on the scene, including CDT, will offer the victim a wide variety of services.

POLICY: COUNSELORS AND CONFIDENTIAL CRIME REPORTING

FOSBRE ACADEMY does not employ professional or pastoral counselors. All reports of crime will be investigated. Violations of the law will be referred to law enforcement agencies and when appropriate, to FOSBRE ACADEMY CDT leader for review.

POLICY: SECURITY AWARENESS PROGRAMS FOR FACULTY AND STUDENTS

Prior to course start, orientation is held. Students are informed that FOSBRE ACADEMY does not have campus police. Students are informed about the campus security policies and procedures contained in this report and about crime awareness on FOSBRE ACADEMY and in surrounding neighborhoods. Similar information is presented to new CDT Members. A common theme of all awareness and crime prevention programs is to encourage faculty and students to be aware of their responsibility for their own security and the security of others.

POLICY: SECURITY OF AND ACCESS TO CAMPUS FACILITIES: FOSBRE ACADEMY has two entrances/exits equipped with locks. They are located on the north side, and east side of the building. The front entrance (east side) entrance is monitored by the front desk staff when FOSBRE ACADEMY is open for business from 8:30am to 5:30pm Wednesday through Saturday. The north side entrance/exits remained locked at all times. These doors are unable to be opened from the outside but can be opened at any time from the inside. All faculty have keys to all outside doors. Students only have access to enter the building by the south side door and are monitored by the front desk staff.

POLICY: CRIME PREVENTION PROGRAMS FOR FACULTY AND STUDENTS

Crime Prevention Programs on personal safety and theft prevention are discussed at orientation.

To enhance personal safety, and especially after dark, walk with friends or colleagues from FOSBREACADEMY to your destination.

POLICY: ADDRESSING ALCOHOLIC BEVERAGES

The possession, sale or the furnishing of alcohol on FOSBRE ACADEMY's campus is prohibited. FOSBRE ACADEMY has been designated "Drug free" and under no circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws.

Such laws are strictly enforced by the Police Department. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the FOSBRE ACADEMY Alcohol Policy for anyone to consume or possess alcohol in any public or private area of FOSBRE ACADEMY. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the Police.

POLICY: ILLEGAL DRUG POSSESSION

FOSBRE ACADEMY has been designated "Drug free" and under no circumstances is the possession, use, or sale of illegal drugs permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Police Department. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. The possession, use or sale of illegal drugs on the campus is a violation of the FOSBRE ACADEMY Illegal Drug Possession.

POLICY: MEDICAL MARIJUANA

Although Washington State permits the use, possession, and cultivation of medical marijuana by individuals possessing lawfully issued medical marijuana cards, federal law prohibits use, possession, or cultivation in educational institutions and other recipients of federal funds. Therefore, the use, possession, and/or cultivation is prohibited at FOSBRE ACADEMY, including on campus, on The FOSBRE ACADEMY's property, or at events sponsored by The FOSBRE ACADEMY. Even if a student, faculty, or staff member possesses the appropriate documentation permitting the use,

possession, and/or cultivation of medical marijuana, these activities are prohibited and are subject to disciplinary action.

The intent of this notice is to protect the health and safety of our faculty, staff, guests, and students.

POLICY: SUBSTANCE ABUSE EDUCATION

FOSBRE ACADEMY has developed a contact list to prevent the illicit use of drugs and the abuse of alcohol by faculty and students. The list provides services related to drug use and abuse including dissemination of informational materials, educational programs and counseling services.

POLICY: CAMPUS SAFETY

All reported incidents are reviewed and applicable information is collected and presented to the proper authority. **In order to ensure that our campus remains safe, it is important for members of the campus to report this information in a timely manner.** Any suspicious activity should be considered a reasonable suspicion and reported. (Examples of suspicious activities include seeing an unescorted guest in an unapproved area, doors propped open, or unauthorized individuals using campus equipment or offices.) If it seems a situation appears abnormal to you in any way, report it.

POLICY: BULLYING & HARASSMENT POLICY

Bullying or implied threat, intimidation, sexual harassment and violence will not be tolerated at FOSBRE ACADEMY.

Weapons of any kind are not permitted on campus; this includes the FOSBRE ACADEMY building and surrounding parking lot.

FOSBRE ACADEMY will address issues involving harassment or bullying in any form; student to student; student to faculty member(s); faculty member(s) to student; or faculty member to faculty member. All faculty members and students have a responsibility to cooperate fully with the investigation of an alleged bullying or harassment complaint. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or faculty. It is further defined as; unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting or dehumanizing gestures by a student or faculty that has the potential to create an intimidating, hostile or offensive educational environment or cause long term damage; to cause discomfort or humiliation or unreasonably interfere with the individual's academic performance or participation, is carried out repeatedly, and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to; unwanted teasing, threatening, intimidating, stalking, cyber stalking, cyber bullying, physical violence, theft, sexual, religious or racial harassment, public humiliation, destruction of FOSBRE ACADEMY or personal property, social exclusion, including incitement and/or coercion, rumor or spreading of falsehoods.

Harassment is defined as any threatening, insulting, or dehumanizing gestures, use of technology, computer software, or written, verbal or physical conduct directed against a student or employee that places a student or employee in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student's educational performance, or employee's work performance; has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; has the effect of substantially disrupting the orderly operation of FOSBRE ACADEMY.

Sexual Harassment is defined as intimidating, bullying, threatening or coercion of unwanted sexual advances either physically or verbally including by means of social media and/ or technological devices. Sexual harassment can also include an inappropriate promise for sexual favors. Sexual harassment can take the form of crude language of sexual nature, mild annoyances / transgressions to actual sexual assault or sexual abuse.

Sex Offender Registry: Individuals wishing to learn additional information about registered sex offenders may check website information for the City of Olympia.

If bullying or harassment in any form occurs in FOSBRE ACADEMY, contact any member of the faculty of FOSBRE ACADEMY or contact the Police Department to file a report immediately. FOSBRE ACADEMY will do everything possible to assist in this serious matter. If such a serious offense occurs, it is important to preserve evidence of the criminal offense. Information regarding area counseling centers will be provided upon request by a student or faculty member. If an offense happens where both the accused and the accuser attend FOSBRE ACADEMY, both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and will be informed of FOSBRE ACADEMY'S final determination of any school disciplinary proceeding with respect to the alleged offense and any sanction that is imposed against the accused. Dismissal may occur following a final determination of said proceedings.

FOSBRE ACADEMY will work with students to change their situation (i.e., allowing the student to take a leave of absence or enroll in a later course) if a change is requested by the victim and the change is reasonably available.

STATE AUTHORIZATION RECIPROCITY AGREEMENT

Fosbre Academy of Hair Design will provide programs of student that meet the minimum curriculum requirements as outline by Washington State.

At this time the Academy has not made a determination on whether or not our programs meet the educational/licensure requirements of other programs in other states. Information regarding the requirements of other states can be found at:

https://www.ncsl.org/Portals/1/Documents/Labor/Licensing/Reddy_LicensingbyState_31961.pdf

All programs offered at Fosbre Academy will lead to professional licensing in the state of Washington. The Academy does not provide training or activities out-of-state. Prior to enrollment, all students are notified that the education they will receive at Fosbre Academy follows the Washington State Department of Licensing and the Cosmetology, Barbering, Esthetics, Manicuring, and Hair Design Advisor Board rules, regulations, and guidance.

Licensure in the field of cosmetology requires 1600 hours of education, Barbering requires 1000 hours of education, Basic Esthetics requires 750 hours of education, Master Esthetics requires 450 hours of Education, Combined Master Esthetics requires 1200 hours of education, Manicuring requires 600 hours of education, and our instructor course requires 500 hours of education.

Information on hour requirements in other states is available in our school catalog and on our school website. We encourage all students and/or applicants to review consumer information and compare hours and regulations in other states in case the need to transfer arises.

Educational hours for all programs must be completed on campus. Fosbre Academy does not enroll students in other states to participate though distance education.

Fosbre Academy also informs students/applicants that we cannot guarantee that credits earned while enrolled at the Academy will transfer to any other institution as our curriculum is not reviewed to determine compliance with other states licensure requirements.

The curriculum taught at Fosbre Academy was developed by owner Noah Fosbre in conjunction with State rules and regulations using both (recognized as the national standard by the National Interstate Counsel), Pivot Point Textbooks and educational materials, and Sassoon educational materials

APPENDIX**LEAVE OF ABSENCE POLICY AND REQUEST**

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so, and that:

- The request must be in writing
- The request must include the student's reason for the LOA; and
- The request must include the student's signature

The reasons for which a Leave of Absence may be approved include:

- Personal and/or family medical issues
- Death in the Family
- Vacation
- Other mitigating circumstances

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

- The institution documents the reason for its decision
- The institution collects the request from the student at a later date; and
- The institution establishes the start date of the approved LOA as the first date the student was unable to attend.

If approved, the official Leave will extend the contract period by the same number of days designated in the leave document or actually used by the student. No additional charges will be assessed as a result of an LOA. A student granted an LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at this time.

The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in a twelve month period. For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. A contract addendum will be completed and signed by all parties upon return from the LOA to extend the ending date by the applicable number of days.

A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

I, _____, hereby request a Leave of Absence from my enrollment from _____ to _____.

The reason for the request

- Personal and/or family medical issues
- Death in the Family
- Vacation
- Other: _____

I understand that, if approved, all conditions of the above state policy will apply

Student Signature

Date of Request

APPROVED: _____ YES _____ NO

School Official Signature

Leave requested: _____ In person _____ By Phone _____ Via letter/email _____ Student will sign upon return

Note: Utilize dates listed above with the NACCAS LOA calculator

Fosbre Academy of Hair Design

2703 Capitol Mall Drive SW, Olympia, WA. 98502 360.481.6816

AUTHORIZATION FOR RELEASE OF INFORMATION FOR

STUDENT NAME

I understand that I have the right to gain access to my records by requesting an appointment with the appropriate office official.

I understand that I have the right to authorize certain individuals and potential employers to gain access to certain information in my student file by submitting the request in writing to the appropriate office official.

I hereby authorize _____ to have access to the following information:

Student Signature Date

***Every** third-party request for information will require written authorization from the student or parent/guardian of a dependent minor for each separate case.

Refund and Cancellation Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation or withdrawal. Official cancellation or withdrawal shall on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid, except a non-refundable application fee of \$100.
2. A student (or legal guardian) cancels their enrollment in writing within 3 business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded except a non-refundable application fee of \$100, regardless of whether or not the student has actually started class
3. A student cancels their enrollment after three business days of signing the contract by prior to starting classes. In these cases they shall be entitled to a refund of all monies paid to the school except a non-refundable application fee of \$100 and the withdrawal fee of \$150.
4. A student notifies the instruction of their withdrawal in writing
5. A student on an approved leave of absence notifies the school that they will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the LOA or the date the student notifies the institution that they will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the intuition by monitoring attendance at least every 30 days)
7. In type 2, 3, 4, or 5, official cancellations or withdrawals, the cancellation date will be determined by the most mark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. For student who enroll and begin classes, but withdraw prior to course completing (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on SCHEDULED hours:

PERCENT OF SCHEDULED TIME ENROLLED TO A COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and Over	100%

- All refunds will be calculated based on the students last day of attendance. Any monies due to a student who withdraws shall be refunded within 45 calendar days of determination that a student has withdrawn, whether official or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair settlement will be made.
- If the course is canceled subsequent to a student's enrollment, and before instruction in the course/program has begun, the school will either provide: a full refund of all monies paid OR completion of the course/program.
- If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide:
 - A pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR
 - Provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide:
 - A pro rata refund of tuition to the student OR participate in a Teach-Out Agreement
- Student who withdraw or terminate prior to course completion are charged a termination fee of \$150. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (I.E. extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

INSTITUTIONAL REFUND CALCULATION WORKSHEET

Student: _____
 Address: _____
 Phone: _____
 Course: _____
 Start Date: _____
 Hours Clocked: _____
 Percent of Program Elapsed: _____
 Date of Withdrawal Determination: _____
 Reason for Withdrawal: _____

Date of Refund: _____
 City, State, Zip: _____
 Email: _____
 Hours Contracted: _____
 Last Day Attended: _____
 Hours Elapsed: _____
 Date Calculation Completed: _____

CONTRACT COSTS:

Registration/Application Fee __\$100__
 Tuition: _____
 Misc/Other: _____
 Total Costs: _____

SETTLEMENT FORMULA**Scheduled Time Elapsed****In Total Program**

.01% to 4.9%
 5% to 9.9%
 10% to 14.9%
 15% to 24.9%
 25% to 49.9%
 50% & Over

Total Tuition School**Shall have Earned (Circle %)**

20%
 30%
 40%
 45%
 70%
 100%

ACCOUNT INFORMATION:**Amount Received by School**

Cash \$ _____
 Other \$ _____
 \$ _____

Total Paid \$ _____

Amount Earned

Tuition Earned in Program: \$ _____
 Registration Fee: \$ _____
 Books/Kit/Unreturned Property \$ _____
 Withdrawal Fee/Other \$ _____
 Total Earned \$ _____

Amount Refunded (If applicable)

Total Paid to School \$ _____
 Total Earned by School \$ _____
 Total Refund Due \$ _____

Amount Owed to School:

Total Earned by School \$ _____
 Total Paid to School: \$ _____
 Total Owed to School \$ _____

Comments:

Calculation Completed By: _____

Treatment Of Title IV Funds When A Student Withdraws From A Clock-Hour Program

Student's Name	Scooby D Doo	Social Security Number	444-77-2222
Date form completed	5 / 5 / 2021	Date of school's determination that student withdrew	5 / 5 / 2021
Period used for calculation (check one)	<input checked="" type="checkbox"/> Payment period	<input type="checkbox"/> Period of enrollment	

Monetary amounts should be in dollars and cents (rounded to the nearest penny).
When calculating percentages, round to three decimal places. (For example, .4486 = .449, or 44.9%)

STEP 1: Student's Title IV Aid Information

Title IV Grant Programs	Amount Disbursed	Amount that Could Have Been Disbursed	E. Total Title IV aid disbursed for the period.
1. Pell Grant	3172		A. 3172
2. FSEOG			+ B. 4701
3. TEACH Grant			= E. \$ 7873 .
4. Iraq and Afghanistan Service Grant			
	A. 3172	C. Subtotal	F. Total Title IV grant aid disbursed and that could have been disbursed for the period.
	Subtotal		A. 3172
			+ C. Subtotal
			= F. \$ 3172 .
Title IV Loan Programs	Net Amount Disbursed	Net Amount that Could Have Been Disbursed	G. Total Title IV aid disbursed and that could have been disbursed for the period.
5. Unsubsidized Direct Loan	2969		A. 3172
6. Subsidized Direct Loan	1732		B. 4701
7. Direct Grad PLUS Loan			C. Subtotal
8. Direct Parent PLUS Loan			+ D. Subtotal
	B. 4701	D. Subtotal	= G. \$ 7873 .
	Subtotal		

STEP 2: Percentage of Title IV Aid Earned

Withdrawal date 5 / 5 / 2021

H. Determine the percentage of the period completed:
Divide the clock hours scheduled to have been completed as of the withdrawal date in the period by the total clock hours in the period.

200 ÷ 450 = 44 . %

Hours scheduled to complete Total hours in period

► If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.

► If this percentage is less than or equal to 60%, enter that percentage in Box H, and proceed to Step 3.

H. 44 . %

STEP 3: Amount of Title IV Aid Earned by the Student

Multiply the percentage of Title IV aid earned (Box H) by the total Title IV aid disbursed and that could have been disbursed for the period (Box G).

44 % x 7873 = I. \$ 3464 . 12

Box H Box G

STEP 4: Title IV Aid to be Disbursed or Returned

- If the amount in Box I is greater than the amount in Box E, go to Item J (Post-withdrawal disbursement).
- If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).
- If the amounts in Box I and Box E are equal, **STOP**. No further action is necessary.

J. Post-withdrawal disbursement

From the amount of Title IV aid earned by the student (Box I) subtract the total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.

3464.12 - 7873 = J. \$.

Box I Box E

If there's an entry for "J," **STOP** here, and enter the amount in Box 1 on Page 3 (Post-withdrawal disbursement tracking sheet).

K. Title IV aid to be returned

From the total Title IV aid disbursed for the period (Box E) subtract the amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

7873 - 3464.12 = K. \$ 4408 . 88

Box E Box I

You should use this format when the withdrawal date is on or after 7/1/2018.

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Treatment Of Title IV Funds When A Student Withdraws From A Clock-Hour Program

<p>Student's Name Scooby D Doo</p>	<p>Social Security Number 444-77-2222</p>
---	--

STEP 5: Amount of Unearned Title IV Aid Due from the School

L. Institutional charges for the period

Tuition	4774
Room	
Board	
Other	
Other	
Other	4774

Total Institutional Charges (Add all the charges together) = **L. \$4774**

M. Percentage of unearned Title IV aid

100% - **44** % = **M. 56** %

Box H

N. Amount of unearned charges
Multiply institutional charges for the period (Box L) by the percentage of unearned Title IV aid (Box M).

4774 x **56** % = **N. \$2673 .44**

Box L Box M

O. Amount for school to return
Compare the amount of Title IV aid to be returned (Box K) to amount of unearned charges (Box N), and enter the lesser amount.

O. \$2673 .44

STEP 8: Repayment of the Student's Loans

From the Net loans disbursed to the student (Box B) subtract the total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These loans consist of loans the student has earned, or unearned loan funds the school is not responsible for repaying. They are repaid to the loan holders according to the terms of the borrower's promissory note.

4701 - **2673.44** = **R. \$207 .56**

Box B Box P

► If Box Q is less than or equal to Box R, **STOP**.
The only action a school must take is to notify the holders of the loans of the student's withdrawal date.

► If Box Q is greater than Box R, proceed to Step 9.

STEP 6: Return of Funds by the School

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

Title IV Programs	Amount for School to Return
1. Unsubsidized Direct Loan	2673.44
2. Subsidized Direct Loan	
3. Direct Graduate PLUS Loan	
4. Direct Parent PLUS Loan	

Total loans the school must return = **P. \$2673 .44**

5. Pell Grant	
6. FSEOG	
7. TEACH Grant	
8. Iraq and Afghanistan Service Grant	

STEP 9: Grant Funds to be Returned

S. Initial amount of Title IV grants for student to return
From the initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).

1735.44 - **207.56** = **S. -292 .12**

Box Q Box R

T. Amount of Title IV grant protection
Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.

3172 x **50%** = **T. 1586 .**

Box F

U. Title IV grant funds for student to return
From the initial amount of Title IV grants for student to return (Box S) subtract the amount of Title IV grant protection (Box T).

-292.12 - **1586** = **U. -1878 .12**

Box S Box T

► If Box U is less than or equal to zero, **STOP**. If not, go to Step 10.

STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student

From the amount of Title IV aid to be returned (Box K) subtract the amount for the school to return (Box O).

4408.88 - **2673.44** = **Q. \$1735 .44**

Box K Box O

► If Box Q is ≤ zero, **STOP**. If greater than zero, go to Step 8.

STEP 10: Return of Grant Funds by the Student

Except as noted below, the student must return the unearned grant funds for which he or she is responsible (Box U). The grant funds returned by the student are applied in order as indicated, up to the amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program in Step 6.

Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.

Title IV Grant Programs	Amount To Return
1. Pell Grant	
2. FSEOG	
3. TEACH Grant	
4. Iraq and Afghanistan Service Grant	

You should use this format when the withdrawal date is on or after 7/1/2018.

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Treatment Of Title IV Funds When A Student Withdraws From A Clock-Hour Program

POST-WITHDRAWAL DISBURSEMENT TRACKING SHEETStudent's Name Social Security Number Date of school's determination that student withdrew / / **I. Amount of Post-withdrawal Disbursement (PWD)**Amount from "Box J" of the Treatment of Title IV Funds When a Student Withdraws worksheet **Box 1** \$.**II. Outstanding Charges For Educationally Related Expenses Remaining On Student's Account**Total Outstanding Charges Scheduled to be Paid from PWD **Box 2** \$.
(Note: Prior-year charges cannot exceed \$200.)**III. Post-withdrawal Disbursement Offered Directly to Student and/or Parent**

From the total Post-withdrawal Disbursement due (Box 1), subtract the Post-withdrawal Disbursement to be credited to the student's account (Box 2). This is the amount you must make to the student (grant) or offer to the student or parent (loan) as a direct disbursement.

\$ <input type="text"/> .	-	\$ <input type="text"/> .	=	Box 3	\$ <input type="text"/> .
Box 1		Box 2			

IV. Allocation of Post-withdrawal Disbursement

Because COD will only accept whole dollar entries for Direct Loans, a Direct Loan disbursement will have to be rounded up or down to the nearest whole dollar, not to exceed annual or aggregate limits.

If an institution only awards Pell and Iraq and Afghanistan Service Grants in whole dollars, the total award to the student for the period must be rounded up or down to the nearest whole dollar, not to exceed the annual or lifetime eligibility limitations.

Type of Aid	Loan Amount School Seeks to Credit to Account	Loan Amount Authorized to Credit to Account	Title IV Aid Credited to Account	Loan Amount Offered as Direct Disbursement	Loan Amount Accepted as Direct Disbursement	Title IV Aid Disbursed Directly to Student
Pell Grant	N/A	N/A		N/A	N/A	
FSEOG	N/A	N/A		N/A	N/A	
TEACH Grant	N/A	N/A		N/A	N/A	
Iraq Afghanistan Svc. Grant	N/A	N/A		N/A	N/A	
Subsidized Direct Loan						
Unsubsidized Direct Loan						
Direct Grad Plus Loan						
Direct Parent Plus Loan						
Totals						

V. Authorizations and NotificationsPost-withdrawal disbursement loan notification sent to student and/or parent on / / Deadline for student and/or parent to respond / / ☐ Response received from student and/or parent on / / ☐ Response not received☐ School does not accept late response**VI. Date Funds Sent**Date Direct Disbursement mailed or transferred Grant / / Loan / /

You should use this format when the withdrawal date is on or after 7/1/2018

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EXTERNSHIP CONTRACT

Name of Student: _____

School Email Address: reception@fosbreacademy.com

School Phone: (360) 481 -6816

School Contact: Noah Fosbre

Fosbre Academy of Hair Design, A Washington State Licensed Cosmetology School and _____
 Salon/Spa, a contracted salon, have entered into an agreement for externship training for _____

Before your Externship may being:

1. The Salon/Spa has filled out paperwork required for the externship, and Fosbre has received the required documents.
2. Overseeing professional must be licensed for a least 1 year and salon/spa must have been in business for at least one year.
3. Students must extern on non-school days.
4. Student receives and agrees to attend the schedule given to them by _____
 Salon/spa

Fosbre Academy's externship will only be meeting requirements of hands-on skillsets, and sanitation. Any other requirements the school has toward graduation must be completed before the externship begins.

Licensed cosmetologists and or estheticians must be physically present when students are training.

Injuries to the student that occur while externing for their chosen Salon/Spa are the financial responsibility of the student.

Students should have personal insurance coverage. Washington State L&I benefits DO NOT apply to students during their externship.

The student is under the supervision of _____ Salon/Spa and is operating under their liability insurance. Hours given to the student by the Salon/Spa shall be credited toward completing the course of study as required in RCW 18.16.100. Under such regulation, the student will not receive any wages or commission for hours earned.

_____ Salon/Spa will provide weekly reports to the enrolled school, including hours completed. The student will immediately receive hours reported by the Salon/Spa from the school enrolled to go toward their requirements. At the end of the externship the Salon/Spa will give an evaluation of the student.

The student will follow the attendance requirements and policies of the Salon/Spa. Should the Salon/Spa determine that the student is unwilling or unable to meet those requirements, the student's externship will be terminated, and the student will return to their enrolled school to complete unearned hours. Should the student choose to terminate the externship with their chosen Salon/Spa, they may return to their enrolled school to complete their unearned hours. The student must return to their enrolled school if they must complete unearned hours or any graduation requirements.

Agreed by:

Overseeing Professional: _____

Date: _____ License# _____

Student: _____

Date: _____

School Official _____

Date: _____

STUDENT GRIEVANCE FORM

Student Name: _____

Cell Phone #: _____

Email: _____

1. Please provide a one or two sentence description of your grievance:

2. Please describe the nature of your grievance in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side:

3. Indicate when and with whom you have already spoken to regarding this grievance and what attempts have been made toward a resolution.

4. Indicate what specific resolution you are seeking or recommending:

I hereby certify that the statements made pertaining to my grievance are truthful and accurate.

Student Signature_____
Date

STUDENT ADVISING FORM

Directions: This form is used for recording student advising sessions with students whether performed routinely or as needed.

Student Name: _____ Course: _____

Cumulative Attendance Percentage _____% Cumulative Written Grade Average _____%

Practical Skills Performance

_____ Excellent _____ Very Good _____ Satisfactory _____ Development Opportunity

Professionalism/Attitude

_____ Excellent _____ Very Good _____ Satisfactory _____ Development Opportunity

Identify Development Opportunities and Create an Action Plan for Improvement as Follows:

_____ Practice skills in _____

_____ Attend academic and practical learning classes regularly and on time.

_____ Complete more practical skills experiences in: _____

_____ Adhere to Standards of Conduct and School Policies at all times.

_____ Increase speed in: _____

_____ Disciplinary Probation, Suspension, or Dismissal (Explain in comments)

_____ Other: _____

Comments:

Student Signature

Date

School Official Name/Signature

Date

Satisfactory Academy Progress Evaluation Form

Student Name: _____ Date: _____

State Date: _____ Eval Hour Mark: _____

Scheduled Hours: _____ Cumulative Attendance %: _____

Actual Hours: _____ Cumulative GPA %: _____

Student is Making Satisfactory Academy Progress? _____ YES _____ NO

Notice of Warning Provided to Student? _____ YES _____ NO

Reason for Warning: _____ Attendance _____ Academics

Notice of Probation Provided To Student? _____ YES _____ NO

Reason for Probation: _____ Attendance _____ Academics

WARNING:

A Satisfactory Academic Progress warning stipulates that the student must bring their grades and/or attendance percentages up to the required 67% Attendance and 76% Academic GPA by the next evaluation period.

PROBATION:

If the student has still not met the requirements by the next evaluation period/end of warning period, the student is considered not to be making satisfactory academic progress. In order for the student to be placed on probation and continue to receive federal financial aid, the student must appeal the satisfactory academic progress decision and prevail upon request. If an appeal is granted the student will have until their next evaluation period to bring their grades and/or attendance up to the minimum requirements, or the requirements set forth in an agreed upon academic plan. If satisfactory academic progress is not achieved by the end of the probationary period according to satisfactory academic progress requirements or academic plan, or if your appeal is denied, your federal financial aid will be interrupted. You will be responsible for payment of tuition balances. If grades and/or attendance can be brought back up to satisfactory academic progress, financial aid may be reinstated.

ADDITIONAL COMMENTS: _____

Student Signature: _____

Date: _____

Accepted by School Official: _____

Date: _____

I wish to appeal the decision checked above. The mitigating circumstances and pertinent information relating to the decision or policy are stated below.

[illegible]

Student signature _____ date _____

<p align="center"><u>OFFICE USE ONLY</u></p> <p align="center">_____ APPEAL GRANTED _____ APPEAL DENIED</p>	
<p>Requirements of student to achieve Satisfactory Academic Progress at the end of the probationary period/next evaluation mark:</p>	

Date _____

Pre-Enrollment Checklist

Student Name: _____

Program: _____ Start Date: _____

Email Address: _____ Phone #: _____

I have received the following information concerning the following topics prior to signing my enrollment contract/agreement:

- _____ School Catalog
- _____ Orientation Materials
- _____ Graduation Rates
- _____ Placement Rates
- _____ Licensure Rates
- _____ Certification/Graduation Requirements
- _____ State/Licensure Requirements
- _____ Employment Prerequisites
- _____ Satisfactory Academic Progress Policy

Student Signature_____
Date

ENROLLMENT AGREEMENT ADDENDUM

Student name

Program

Original Start Date

Original End Date

SCHEDULE CHANGE

From	To
Revised Contract End Date	

LEAVE OF ABSENCE

LOA BEGINS	LOA ENDS	SCHEDULE DATE OF RETURN
Actual Date of Return:		
Revised Contract End Date		

Student Signature

Date

Parent/Guardian

Date

Accepted by School Official

Date

2022 ANNUAL SECURITY REPORT AND CAMPUS SAFETY AND SECURITY SURVEY

The purpose of this document is to inform student and employees about Fosbre Academy of Hair Design's safety and security policies and procedures. Under the Crime Awareness Campus Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the school updates this report annually by contacting the local police department, using their suggested site neighborhoodscout.com, and maintaining an onsite campus security log to report any incidents. The following outlines the school's policy regarding crime, accident prevention, public safety, criminal and accident reporting procedures, fire safety, and procedures to follow if certain events were to arise. We always encourage students and staff to ask questions if anything is unclear, because their safety and security is our top priority. The students are given an updated copy of the report each year in October, it is posted to our website fosbre-academy.com, and is always accessible in the Fosbre Academy Admissions/Financial Aid Office. While we are required to provide all students and faculty with the following safety information about our campus, we also emphasize the need for them to always be vigilant and responsible for their safety and security while on campus.

This Annual Security Report has also been updated to reflect recent changes in crime reporting, policies and procedures required by the Violence Against Women Reauthorization Act of 2013 (VAWA) effective July 1, 2015. Fosbre Academy does not employ security professionals but does have a good working relationship with the Olympia police department who are able to support and provide services promptly in the event of an incident. We encourage accurate and prompt reporting of all crimes to the local police.

DEFINITION OF CAMPUS:

For the purposes of this report and informing students and staff how to report any campus crimes or accidents, the campus includes Fosbre Academy of Hair Design located at 2703 Capital Mall Drive Southwest Suite 101, Olympia WA 98502. This includes the entirety of the building as well as the parking lot leading up to the sidewalk next to Capital Mall Drive. The campus is considered private property and any crime or accident reports are limited to this space. Parking is also reserved for clientele so the wherever a student chooses to park near local businesses is done at their own risk.

CAMPUS SECURITY AUTHORITIES

Staff responsible: Owner & Administrative Staff are responsible for Campus Safety & Security Compliance.

School Phone Number: 360.481.6816

Office Responsible: Fosbre Academy Office of Admissions and Financial Aid

Area Information is Located: Fosbre Website/Paper copy provided in October & by request.

Date of Last Updated: January 1st 2022

Policies & Procedures Update: January 1st 2022

Command Decision Team, (CDT) are responsible CDT Members consisting of:

Fosbre Academy Owner, Financial Aid Officer, Fosbre Academy Admissions Personnel, Administrative Staff, Front Desk Manager, and Instructional Staff.

Under the Crime Awareness Campus Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), we are required to provide all students and faculty with the following safety information about our campus. This Annual Security Report has also been updated to reflect recent changes in crime reporting, policies and procedures required by the Violence Against Women Reauthorization Act of 2013 (VAWA) effective July 1, 2015.

FOSBRE ACADEMY is committed to providing safety to all its students, faculty, and staff. If a crime happens to a student or the student's property or if there is an emergency occurring on campus, report the incident to a facilitator or the owner immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force.

FOSBRE ACADEMY will provide students, faculty, and staff with a copy of the crime report from the previous calendar year by October 1st of the following year. Statistics will be gathered from the local police and compiled in the annual report.

The report will show the number of incidents on campus, including FOSBRE ACADEMY parking lot. At any time, statistics can be accessed from FOSBRE ACADEMY Admissions Office.

Although FOSBRE ACADEMY does not employ security Officers, FOSBRE ACADEMY has a working relationship with the local police who are able to support and provide services promptly in the event of an incident. We encourage accurate and prompt reporting of all crimes to the local police.

ANNUAL SECURITY REPORT

FOSBRE ACADEMY publishes and distributes an annual security report by October 1st each year to all enrolled students and all faculty.

POLICIES

POLICY: PREPARATION OF DISCLOSURE OF CRIME STATISTICS

Noah Fosbre, Owner, and a member of the CDT, prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) as amended by the Violence Against Women Reauthorization Act of 2013. The full text of this report can be located on our web site at www.fosbre-academy.com This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus.

Local law enforcement provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest, and referral statistics include those reported to the Police Department and Command Decision Team. These statistics may also include crimes that have occurred in private residences or businesses is not required by law. Fosbre Academy accepts information on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an e-mail notification is made to all enrolled students that provide the web site to access this report. Faculty receives similar notification at our faculty meetings and Professional Development. All prospective faculty, potential students may obtain copies of the report at FOSBRE ACADEMY in the Admissions Office or by

calling 360.481.6816.

POLICY: HOW TO REPORT CRIMINAL OFFENSES

To report a crime on or *off* campus:

Contact Police Department at (360) 704 2740 (non-emergency dispatch),

Dial 9-1-1- (emergencies only). Additionally, you may report a crime to the following areas:

FOSBRE ACADEMY Command Decision Team (CDT) Admissions Office (360) 481-6816

POLICY: VOLUNTARY CONFIDENTIAL REPORTING

If you are the victim of a crime and do not want to pursue action within FOSBRE ACADEMY or the criminal; justice system, you may still want to consider making a confidential report. With your permission, the CDT can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, FOSBRE ACADEMY can keep an accurate record of the number of incidents involving students; determine where there is a pattern of crime regarding a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. FOSBRE ACADEMY prohibits any retaliation against anyone who in good faith reports any violations of the campus security policy.

POLICY: LIMITED VOLUNTARY CONFIDENTIAL REPORTING

The Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because policy reports are public records under state law, the police department cannot hold reports of crime in confidence. Confidential reports for the purposes of inclusion in the annual disclosure of crime statistics can generally be made to CDT campus security authorities as identified above. Confidential reports of crime may also be made to organizations such as Crime Stoppers.

STATEMENT: INSTITUTION THAT HAS A MEMORANDUM OF UNDERSTANDING, (MOU)

FOSBRE ACADEMY recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of FOSBRE ACADEMY. All persons on campus are always subjected to these laws and rules. While FOSBRE ACADEMY is private property, and constitutional protections apply, law enforcement officers may enter the campus to conduct business as needed. Additionally, the officers are invited to patrol the campus to assist CDT in determining crime. All law enforcement agencies are asked to call the Financial Aid Office prior to entering FOSBRE ACADEMY. CDT is recognized by the Police Department. CDT enjoys an especially good relationship with the police. The response time of the police department to campus averages 2 minutes for emergency calls. The exercise of that authority is described in a “memorandum of understanding” (MOU) between Police and CDT that outlines which law enforcement agency will

have jurisdiction over which types of offenses.

As noted in the introduction and emergency policies, the Police Department is notified of all serious crimes on campus and is immediately notified of major crimes via the telephone number 360 481-6816. FOSBRE ACADEMY relies on this number to contact the county emergency dispatch center for fire and emergency medical needs. All victims are offered an opportunity to report crimes to the Olympia Police Department. Annually, FOSBRE ACADEMY receives an email report of all crimes committed on the campus from the Police Department, when available.

POLICY: ENCOURAGEMENT OF ACCURATE AND PROMPT CRIME REPORTING

Faculty, students, and guests are encouraged to report all crimes and public safety related incidents to FOSBRE ACADEMY in a timely manner. To report a crime or emergency to FOSBRE ACADEMY call the CDT LEADER.

CDT TEAM LEADER:

CDT will investigate and report when it is deemed appropriate.

If assistance is required from the Police or Fire Department, CDT will contact the appropriate unit. If a sexual assault or rape should occur, faculty on the scene, including CDT, will offer the victim a wide variety of services.

POLICY: COUNSELORS AND CONFIDENTIAL CRIME REPORTING

FOSBRE ACADEMY does not employ professional or pastoral counselors. All reports of crime will be investigated. Violations of the law will be referred to law enforcement agencies and when appropriate, to FOSBRE ACADEMY CDT Leader for review.

POLICY: SECURITY AWARENESS PROGRAMS FOR FACULTY AND STUDENTS

Prior to course start, orientation is held. Students are informed that FOSBRE ACADEMY does not have campus police. Students are informed about the campus security policies and procedures contained in this report and about crime awareness at FOSBRE ACADEMY and in surrounding neighborhoods. Similar information is presented to new CDT Members. A common theme of all awareness and crime prevention programs is to encourage faculty and students to be aware of their responsibility for their own security and the security of others.

POLICY: SECURITY OF AND ACCESS TO CAMPUS FACILITIES:

FOSBRE ACADEMY has 5 entrances/exits equipped with locks. Two of the exits are located on the north and south ends of the buildings up a flight of stairs and the three others are located on the west side of the building, one on each end, and one directly in front of the reception area. The front entrance (west middle) is monitored by the front desk staff when FOSBRE ACADEMY is open for business 9:30AM to 4:30PM Wednesday to Saturday. The North and South exits are unable to be opened from the outside but can be opened from the inside at any time. All faculty have keys to all outside doors. Students only have access to

enter the west side middle door which is monitored by the front desk staff.

POLICY: CRIME PREVENTION PROGRAMS FOR FACULTY AND STUDENTS

Crime Prevention Programs on personal safety and theft prevention are discussed at orientation.

To enhance personal safety, and especially after dark, walk with friends or colleagues from FOSBRE ACADEMY to your destination.

POLICY: ADDRESSING ALCOHOLIC BEVERAGES

The possession, sale, or the furnishing of alcohol on FOSBRE ACADEMY's campus is prohibited. FOSBRE ACADEMY has been designated a "drug, alcohol, and tobacco free" campus and under no circumstances is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Police Department. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to see, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under the age of 21 in a public place or a place open to the public is illegal. It is also a violation of FOSBRE ACADEMY alcohol policy for anyone to consume or possess alcohol in any public or private area of FOSBRE ACADEMY.

Organization or groups violating alcohol/substance policies or laws may be subject to sanctions by the Police.

POLICY: ILLEGAL DRUG POSSESSION

FOSBRE ACADEMY has been designated a "Drug Free," and under no circumstances is the possession, use, or sale of illegal drugs permitted. The possession, sale or manufacture, or distribution of any controlled substance is illegal under both federal and state laws. Such laws are strictly enforced by the police department. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment. The possession, use or sale of illegal drugs on the campus is a violation of FOSBRE ACADEMY's illegal drug possession policy.

POLICY: MEDICAL MARIJUANA

Although Washington State permits the use, possession, and cultivation of medical marijuana by individuals possessing lawfully issued medical marijuana cards, federal law prohibits use, possession, or cultivation in educational institutions and other recipients of federal funding. Therefore, the use, possession, and/or cultivation is prohibited at FOSBRE ACADEMY, including on campus, on FOSBRE ACADEMY's property, or at events sponsored by FOSBRE ACADEMY. Even if a student, faculty, or staff member possess the appropriate documentation permitting the use, possession, and/or cultivation of medical marijuana, these activities are prohibited and are subject to disciplinary action.

The intent of this notice is to protect the health and safety of our faculty, staff, guests, and students.

POLICY: SUBSTANCE ABUSE EDUCATION

FOSBRE ACADEMY has developed a contact list to prevent the illicit use of drugs and the abuse of alcohol by

faculty and students. The list provides services related to drug use and abuse including dissemination of informational materials, educational programs, and counseling services.

POLICY: CAMPUS SAFETY

All reported incidents are reviewed, and applicable information is collected and presented to the proper authorities. **To ensure that our campus remains safe, it is important for members of the campus to report this information in a timely manner.** Any suspicion activity should be considered a reasonable suspicion and reported. (Examples of suspicious activities include seeing an unescorted guest in an unapproved area, doors propped open, or unauthorized individuals using campus equipment or offices.) If it seems a situation appears abnormal to you in any way, please report it.

POLICY: BULLYING & HARASSMENT POLICY

Bullying or implied threat, intimidation, sexual harassment, and violence will not be tolerated at FOSBRE ACADEMY.

Weapons of any kind are not permitted on campus; this includes the FOSBRE ACADEMY building and surrounding parking lot.

FOSBRE ACADEMY will address issues involving harassment or bullying in any form; student to student; student to faculty member(s); faculty member(s) to student; or faculty member to faculty member. All faculty members and students have a responsibility to cooperate fully with the investigation of an alleged bullying or harassment complaint. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or faculty. It is further defined as; unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting or dehumanizing gestures by a student or faculty that has the potential to create an intimidating, hostile or offensive educational environment or cause long term damage; to cause discomfort or humiliation or unreasonably interfere with the individual's academic performance or participation, is carried out repeatedly, and is often characterized by an imbalance of power.

BULLYING may involve, but is not limited to unwanted teasing, threatening, intimidating, stalking, cyber stalking, cyber bullying, physical violence, theft, sexual, religious, or racial harassment, public humiliation, destruction of FOSBRE ACADEMY or personal property, social exclusion, including incitement and/or coercion, rumors, or spreading of falsehoods.

HARASSMENT is defined as any threatening, insulting, or dehumanizing gestures, use of technology, computer software, written, verbal, or physical conduct directed against a student or employee that places a student or employee in reasonable fear of harm to their person or damage to their property. Also, if it has the effect of substantially interfering with a student's educational performance, or an employee's work performance; has the effect of substantially and negatively impacting a student or employee's emotional or mental well-being; has the

effect of substantially disrupting the orderly operation of FOSBRE ACADEMY.

SEXUAL HARASSMENT is defined as intimidating, bullying, threatening, or coercion of unwanted sexual advances either physical or verbally, including by means of social media and/or technological devices. Sexual harassment can also include inappropriate promise for sexual favors. Sexual harassment can take the form of crude language of a sexual nature, mild annoyances/transgressions to actual sexual assault and/or abuse.

SEX OFFENDER REGISTRY:

Individuals wishing to learn additional information about registered sex offenders may check website information for the City of Olympia.

If bullying or harassment in any form occurs at FOSBRE ACADEMY, contact any member of the faculty of FOSBRE ACADEMY or contact the Police department to file a report immediately. FOSBRE ACADEMY will do everything possible to assist in this serious matter. If such a serious offense occurs, it is important to preserve the evidence of the criminal offense. Information regarding area counseling centers will be provided upon request by a student or faculty member. If an offense happens where both the accused and accuser attend FOSBRE ACADEMY, both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and will be informed of FOSBRE ACADEMY's final determination of any school disciplinary proceedings with respect to the alleged offense and any sanction that is imposed against the accused. Dismissal may occur following a final determination of said proceedings.

FOSBRE ACADEMY will work with students to change their situation (i.e. allowing the student to take a leave of absence or enroll in a later course) if a change is requested by the victim and the change is reasonably available.

TIMELY WARNING

If a situation arises, or a crime occurs, either on or off campus, that, in the judgment of the Command Decision Team (CDT), constitutes a threat to students and employees, a campus wide "timely warning" will be issued. The warning will be issued through FOSBRE ACADEMY by either, verbal communications, intercom broadcast system, cell phones, email, text, social media, and signage to staff, students, and guests. If the situation or crime occurs on campus and represents an immediate threat to the health or safety of students or employees, the institution will follow the Emergency Notification procedures contained in this report in lieu of the Timely Warning procedures.

Anyone with information warranting a timely warning should report the circumstances to the CDT, by 360.481.6816 or in person at 2703 Capital Mall Drive SW Olympia WA 98502

INFORMATION FOR CRIME VICTIMS ABOUT DISCIPLINARY PROCEEDINGS

Information will be disclosed upon written request, to any alleged victim of any crime of violence or non-forcible sex offense, regarding the results of any disciplinary proceedings conducted by FOSBRE ACADEMY against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased because of

the crime or offence, the information shall be provided upon request, to the next of kin of the alleged victim.

STATISTICS FROM LOCAL LAW ENFORCEMENT AGENCIES

FOSBRE ACADEMY does not employ security officers but does have a direct working relationship with the Olympia Police Department. Oly PD provides prompt service and can support FOSBRE ACADEMY with any crime issues. We encourage accurate and prompt reporting of all crimes to the Olympia Police Department.

If for inclusion in the annual disclosure of crime statistics a student would like to report a crime on a voluntary, confidential basis they can do so through the CDT.

Annually, FOSBRE ACADEMY collects and reviews crime statistics from:

FOSBRE ACADEMY'S crime log, the police department, and the state police.

UNIFORM CRIME REPORTS

The Uniform Crime Reporting (UCR) Program has been the starting place for law enforcement executives, students of criminal justice, researchers, members of the media, and the public at large seeking information on crime in the nation. The program was conceived in 1929 by the International Association of Chiefs of Police to meet the need for reliable uniform crime statistics in the nation. In 1930, the FBI (Federal Bureau of Investigation) was tasked with collecting, publishing, and archiving those statistics.

THE DAILY CRIME LOG

FOSBRE ACADEMY updates and keeps the Daily Crime Log in the Emergency Procedures and Evacuation Binder. The binder is kept in the back office for all CDT members and the public to access. The CDT team maintains the log.

The report at a minimum denotes the nature of the crime, date and time when the crime occurred, the general location of the crime, and the disposition of the complaint if known.

Disposition is defined as, "pending", "judicial", "referral", or "criminal arrest." SAMPLE

DAILY CRIME LOG					
Nature	Reported by:	Date/Time Reported	Time/Time Occurred	General Location	Disposition

CRIME STATISTICS

Campus Security Act Information Disclosure - Under the Crime Awareness Campus Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), we are required to provide the student with the following safety information about our campus. This Annual Security Report has also been updated to reflect recent changes in crime reporting, policies and procedures required by the Violence Against Women Reauthorization Act of 2013(VAWA).

FOSBRE ACADEMY is committed to providing a violence-free campus.

STUDENT DISCLOSURE OF ANNUAL CRIME STATISTICS - FOSBRE ACADEMY agrees to comply and provide all faculty and students a copy of the campus security report at the beginning of each calendar year and to all prospective students' enrolling at FOSBRE ACADEMY. The report will include the previous calendar year statistics to comply with the consumer reporting requirement of the most recent 3 completed calendar years.

Statistics will be gathered from the Olympia Police Department/daily crime logs and compiled in the disclosure.

These same statistics will be entered into our annual security report and entered on the Web-based data collection prior to October 31st of each year.

CRIME DEFINITIONS

The definitions listed below are used by FOSBRE ACADEMY to classify the criminal offenses listed in the annual security report statistics:

Advisor: any individual who provides the accuser or accused support, guidance, or advice.

Aggravated Assault/Battery: an unlawful attack by one person upon another for the purpose of inflicting severe or substantial bodily injury. This type of assault may be accompanied using a weapon or other means likely to produce death or grievous bodily harm. (It is not necessary that the injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Arson: Any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft, or personal property of another, etc.

Awareness Programs: community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Burglary: The unlawful entry of a structure to commit a felony or theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit larceny; housebreaking, safecracking, and all attempts to commit any of the aforementioned.

Bystander Intervention: safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene.

Criminal Homicide: Murder and non-negligent manslaughter: the willful (non-negligent) killing of one human being by another. Negligent manslaughter: the killing of another person by gross negligence.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, type of the relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

- A. Dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse
- B. Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Cleary Act Reporting.

Destruction, Damage, or Vandalism to Property: to willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Domestic Violence: A felony or misdemeanor crime of violence committed by:

- a. A current or former spouse or intimate partner of the victim
- b. A person with whom the victim shares a child in common
- c. By a person who is cohabitating with, or has cohabitated with the victim as a spouse or intimate partner
- d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- e. By any other person against an adult or youth victim who is protected from that person's acts

under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Drug Law Violation: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacturing, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug

or narcotic substance. Arrests for violation of state and local laws relating to unlawfully possessing, selling, using, growing, manufacturing, and making narcotic drugs.

Embezzlement: confidence games, forgery, worthless checks, theft of company funds, personal use of company funds, etc.

Hate Crimes: a crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For purposes of this section, the categories of bias include the victim's actual perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

Intimidation: To unlawfully place another person in reasonably 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.

Larceny-Theft (except for motor vehicle theft): the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.

Liquor Law Violation: the violation of State or local laws or ordinances prohibiting the manufacturing, selling, purchasing, transporting, possessing or use of alcoholic beverages, not including driving under the influence and drunkenness.

Motor Vehicle Theft: the theft or attempted theft of a motor vehicle. For reporting purposes, this crime includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.

Ongoing prevention and awareness campaigns: programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Primary Prevention Programs: programming, initiatives, and strategies informed by research or addressed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual

assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in a healthy and safe direction.

Proceeding: all activities related to a non-criminal resolution of an institutional disciplinary complaint, including but not limited to: fact finding investigations, formal or informal meetings, and hearings.

Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking: comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns to end dating violence, domestic violence, sexual assault, and stalking that:

- Are currently relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs.
- Informed by research or assessed for value, effectiveness, or outcome
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

Prompt, Fair, and Impartial Proceeding: a proceeding that is completed within reasonably prompt time frames designated by an institution's policy, including a process that allows for extension of time frames for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay. Conducted in a manner that:

- Is consistent with the institution's policies and transparent to both the accuser and accused
- Includes timely notice of meetings at which the accuser or accused, or both may be present
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

Rape: the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent of the victim.

Result: any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution.

Risk reduction: options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims to promote safety and to help individuals and communities address conditions that facilitate violence.

Robbery: the taking or attempting to take anything of value from the care, custody, or control of a person(s) by force or threat of force or violence and/or by putting the victim in fear for themselves.

Sexual Assault/Offences: any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- A. Fondling: the touching of private body parts of another person for the purpose of sexual gratification without consent of the victim including instances where the victim is incapable of giving consent because of their age, and/or their temporary or permanent mental incapacity.
- B. Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- C. Statutory Rape: sexual intercourse with a person who is under the age of consent.

Sexual Assault: an offense that meets the definition of rape, fondling, incest, or statutory rape as contained herein. Coercing or attempting to coerce any sexual contact or behavior without consent. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demanding manner.

Sexual Violence: any physical sexual acts engaged in without consent of the other person or when the other person is unable to consent to the activity. This includes assault, rape, batter, sexual coercion, domestic violence, dating violence, and stalking.

Simple Assault/Battery: an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to
A) fear for their safety or the safety of others or B) suffer substantial emotional distress.

For the purposes of this definition:

- A. Course of Conduct means two or more acts including but not limited to acts in which the stalker directly, indirectly, or through third parties by any action method, device, or means follows monitors, observes, surveils, threatens, communicates to or about a person, or interferes with a person's property.

- B. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim
- C. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medial or other professional treatment or counseling. Any incident meeting this definition is considered a crime for the purposes of Clear Act Reporting

Weapon Law Violation: the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, and other deadly weapons.

DRUG FREE CAMPUS

The Drug Prevention Policy and its effectiveness are reviewed yearly by FOSBRE ACADEMY. If changes are necessary, faculty will be notified at the next faculty meeting. The new policy will be presented in written form to all students and will be implemented from that point forward.

FOSBRE ACADEMY prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by faculty and students on the property or as part of any FOSBRE ACADEMY activities.

In some cases, conviction of drug-related offenses could result in the student's ineligibility of Title IV funding

FOSBRE ACADEMY will expel students and terminate faculty involved in unlawful possession, use or distribution of illicit drugs and alcohol on FOSBRE ACADEMY premises and will refer such cases to the proper authorities for prosecution.

Faculty and students may be reinstated upon completion of an appropriate rehabilitation program.

If an arrest for drug or alcohol related incidences occurs off site, the student/faculty is required to inform FOSBRE ACADEMY so FOSBRE ACADEMY can assist with providing resources to aid the student/faculty member.

As a condition of employment, faculty must notify FOSBRE ACADEMY of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

FOSBRE ACADEMY policy supports and enforces state underage drinking and illicit drug laws.

The Biennial Review method of distribution for newly enrolling students is during the orientation process. The Biennial Review method of distribution for all current students is handing out a copy in the class.

To ensure all students will receive a copy, students who are absent on the day of distribution will be handed a copy by their facilitator upon the student's return.

The facilitator will take an attendance role call during class to determine missing students.

The Biennial Review distribution for faculty is annually during a faculty meeting. Absent CDT Members will be given a copy upon their return.

If new faculty joins after the annual distribution, all drug related material will be given as part of the new hire program.

DRUG AND ALCOHOL ABUSE PREVENTION

FOSBRE ACADEMY will immediately contact law enforcement officials to report all unlawful activity.

The health risks of illicit drugs and alcohol abuse requires FOSBRE ACADEMY to provide education and referrals for faculty and students. FOSBRE ACADEMY provides education and distribution of materials annually and refers faculty and students to local services.

Health risks associated with the use of illicit drugs and the abuse of alcohol include:

Impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death.

The following information was obtained from the U.S. Department of Justice and Drug Enforcement Administration's Diversion Control Division. (Title 21 United States Code (USC) Controlled Substances Act - Section 801-971 <https://www.deadiversion.usdoj.gov>)

FEDERAL DRUG LAWS: POSSESSION

According to Title 21 Part D Section 844: "It shall be unlawful for any person knowingly or intentionally to possess a controlled substance unless such substance was obtained directly, or pursuant to a valid prescription or order, from a practitioner, while acting in the course of his professional practice..."

Penalties for simple possession, depending on the amount of controlled substances found, include:

1. First offence may result in being sentenced to a term of imprisonment up to 1 year and fined a minimum of \$1,000.
2. Second offence the individual shall be sentenced to a term of imprisonment for not less than 15 days and not more than 2 years and fined a minimum of \$2,500.
3. Third offence the individual shall be sentenced to a term of imprisonment for not less than 90 days but not more than three years and fined a minimum of \$5,000.

Civil Penalty for possession of small amounts of certain controlled substances:

1. Any individual who possesses a controlled substances listed in section 841 that are in violation of section 844 in an amount that is a personal use amount is liable for a penalty in an amount not to exceed \$10,000 per violation.

FEDERAL DRUG LAWS: TRAFFICKING

According to Title 21 of the United States Code (USC) Controlled Substances Act:

"it shall be unlawful for any person knowingly or intentionally—

- (1) to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance; or
- (2) to create, distribute, or dispense, or possess with intent to distribute or dispense, a counterfeit substance.” (Part D Section 841: Prohibited Acts A(a))

FEDERAL DRUG TRAFFICKING PENALTIES

Penalties for federal drug trafficking convictions vary according to the quantity and type of the controlled substance involved:

1. Any individual violating federal drug trafficking laws shall be sentenced to a term of imprisonment of which may not be less than 10 years or more than life.
 - if death or serious bodily injury occurs from the use of the trafficked substance, the sentence shall be not less than 20 years, or more than life with fines up to \$10 million if acting alone, or up to \$50 million if not acting alone.
2. Subsequent convictions will result in a term of imprisonment not less than 20 year or more than life.
 - If death or serious bodily injury occurs during a second offence the sentence is life in prison with fines up to \$20 million for an individual acting alone, or \$75 million if not acting alone. (Part D Section 841: Prohibited Acts A(b))
3. Any person who violates federal drug trafficking laws within one thousand feet of property comprising public or private schools/colleges is subject to twice the maximum punishment.

DRUG POSSESSION IN WASHINGTON STATE

DRUG POSSESSION PENALTIES IN Washington State

The Washington State laws relating to the unlawful manufacture, distribution, possession, or use of a controlled substance are found respectively in Olympia Washington.

45-9-101. Criminal distribution of dangerous drugs.

- (1) Except as provided in Title 50, chapter 46, a person commits the offense of criminal distribution of dangerous drugs if the person sells, barter, exchanges, gives away, or offers to sell, barter, exchange, or give away any dangerous drug, as defined in 50-32-101.
- (2) A person convicted of criminal distribution of a narcotic drug, as defined in 50-32-101(18)(d), or an opiate, as defined in 50-32-101(19), shall be imprisoned in the state prison for a term of no less than 2 years or more than life, and may be fined no more than \$40,000, except as provided in 46-18-222.
- (3)
 - a. A person convicted of criminal distribution of a dangerous drug included in Schedule I or

Schedule II pursuant to 50-32-222 or 50-32-224, except marijuana or tetrahydrocannabinol, who has a prior conviction for criminal distribution of such a drug shall be imprisoned in the state prison for a term of not less than 10 years or more than life and may be fined not more than \$50,000 except as provided in 46-18-222.

- b. Upon a third or subsequent conviction for criminal distribution of such a drug, the person shall be imprisoned in the state prison for a term of not less than 20 years or more than life and may be fined not more than \$50,000, except as provided in 46-18-222.
- c. Upon a third or subsequent conviction for criminal distribution of such a drug, the person shall be imprisoned in the state prison for a term of not less than 20 years or more than life and may be fined not more than \$50,000, except as provided in 46-18-222.
- d. The exception for marijuana or tetrahydrocannabinol in subsection (3)(a) does not apply to synthetic cannabinoids listed as dangerous drugs in 50-32-222.

(4) A person convicted of criminal distribution of a dangerous drug, not otherwise provided for in subsection (2), (3), or (5), shall be imprisoned in the state prison for a term of not less than 1 year or more than life or be fined an amount of not more than \$50,000, or both.

(5) A person who was an adult at the time of distribution and who is convicted of criminal distribution of dangerous drugs to a minor shall be sentenced as follows:

- a. If convicted pursuant to subsection (2), the person shall be imprisoned in the state prison for not less than 4 years or more than life and may be fined not more than \$50,000, except as provided in 46-18-222.
- b. If convicted of the distribution of a dangerous drug included in Schedule I or Schedule II pursuant to 50-32-222 or 50-32-224 and if previously convicted of such a distribution, the person shall be imprisoned in the state prison for not less than 20 years or more than life and may be fined not more than \$50,000, except as provided in 46-18-222.
- c. If convicted of the distribution of a dangerous drug included in Schedule I or Schedule II pursuant to 50-32-222 or 50-32-224 and if previously convicted of two or more such distributions, the person shall be imprisoned in the state prison for not less than 40 years or more than life and may be fined not more than \$50,000, except as provided in 46-18-222.
- d. If convicted pursuant to subsection (4), the person shall be imprisoned in the state prison for not less than 2 years or more than life and may be fined not more than \$50,000, except as provided in 46-18-222.

(6) Practitioners, as defined in 50-32-101, and agents under their supervision acting in the course of a professional practice are exempt from this section.

45-9-102. Criminal possession of dangerous drugs.

- 1) Except as provided in Title 50, chapter 46, a person commits the offense of criminal possession of dangerous drugs if the person possesses any dangerous drug, as defined in 50-32-101.
- 2) A person convicted of criminal possession of marijuana or its derivatives in an amount the aggregate weight of which does not exceed 60 grams of marijuana, or 1 gram of hashish is, for the first offense, guilty of a misdemeanor and shall be punished by a fine of not less than \$100 or more than \$500 and by imprisonment in the county jail for not more than 6 months. The minimum fine must be imposed as a condition of a suspended or deferred sentence. A person convicted of a second or subsequent offense under this subsection is punishable by a fine not to exceed \$1,000 or by imprisonment in the county jail for a term not to exceed 1 year or in the state prison for a term not to exceed 3 years or by both. This subsection does not apply to the possession of synthetic cannabinoids listed as dangerous drugs in 50-32-222.
- 3) A person convicted of criminal possession of an anabolic steroid as listed in 50-32-226 is, for the first offense, guilty of a misdemeanor and shall be punished by a fine of not less than \$100 or more than \$500 or by imprisonment in the county jail for not more than 6 months, or both.
- 4) A person convicted of criminal possession of an opiate, as defined in 50-32-101(19), shall be imprisoned in the state prison for a term of not less than 2 years or more than 5 years and may be fined not more than \$50,000, except as provided in 46-18-222.
- 5)
 - a) A person convicted of a second or subsequent offense of criminal possession of methamphetamine shall be punished by:
 - i) Imprisonment for a term not to exceed 5 years or by a fine not to exceed \$50,000, or both; or
 - ii) commitment to the department of corrections for placement in an appropriate correctional facility or program for a term of not less than 3 years or more than 5 years. If the person successfully completes a residential methamphetamine treatment program operated or approved by the department of corrections during the first 3 years of a term, the remainder of the term must be suspended. The court may also impose a fine not to exceed \$50,000.
 - b) During the first 3 years of a term under subsection (5) (a)(ii), the department of corrections may place the person in a residential methamphetamine treatment program operated or approved by the department of corrections or in a prison or program. The residential methamphetamine treatment program must consist of time spent in a residential methamphetamine treatment facility and time spent in a community-based prerelease center.
 - c) The court shall, as conditions of probation pursuant to subsection (5) (a), order:

- i) The person to abide by the standard conditions of probation established by the department of corrections.
 - ii) Payment of the costs of imprisonment, probation, and any methamphetamine treatment by the person if the person is financially able to pay those costs.
 - iii) That the person may not enter an establishment where alcoholic beverages are sold for consumption on the premises or where gambling takes place.
 - iv) That the person may not consume alcoholic beverages.
 - v) The person to enter and remain in an aftercare program as directed by the person's probation officer; and
 - vi) The person to submit to random or routine drug and alcohol testing.
- 6) A person convicted of criminal possession of dangerous drugs not otherwise provided for in subsections (2) through (5) shall be imprisoned in the state prison for a term not to exceed 5 years or be fined an amount not to exceed \$50,000, or both.
- 7) A person convicted of a first violation under this section is presumed to be entitled to a deferred imposition of sentence of imprisonment.
- 8) Ultimate users and practitioners, as defined in 50-32-101, and agents under their supervision acting during a professional practice are exempt from this section.

45-9-103. Criminal possession with intent to distribute.

- (1) Except as provided in Title 50, chapter 46, a person commits the offense of criminal possession with intent to distribute if the person possesses with intent to distribute any dangerous drug as defined in 50-32-101.
- (2) A person convicted of criminal possession of an opiate, as defined in 50-32-101(19), with intent to distribute shall be imprisoned in the state prison for a term of not less than 2 years or more than 20 years and may be fined not more than \$50,000, except as provided in 46-18-222.
- (3) A person convicted of criminal possession with intent to distribute not otherwise provided for in subsection (2) shall be imprisoned in the state prison for a term of not more than 20 years or be fined an amount not to exceed \$50,000, or both.
- (4) Practitioners, as defined in 50-32-101, and agents under their supervision acting in the course of a professional practice are exempt from this section.

45-9-110. Criminal production or manufacture of dangerous drugs.

- (1) Except as provided in Title 50, chapter 46, a person commits the offence of criminal production or

manufacture of dangerous drugs if the person knowingly or purposely produces, manufactures, prepares, cultivates, compounds, or processes a dangerous drug, as defined in 50-32-101.

- (2) A person convicted of criminal production or manufacture of a narcotic drug, as defined in 50-32-101 (18)(d), or an opiate as defined in 50-32-101(19), shall be imprisoned in the state prison for a term of not less than 5 years or more than life and may be fined not more than \$50,000, except as provided in 46-18-222
- (3) A person convicted of criminal production or manufacture of a dangerous drug included in schedule 1 of 50- 32-222 or Schedule II of 50-32-224, except marijuana or tetrahydrocannabinol, who has a prior conviction that has become final for criminal production or manufacture of a Schedule I or Schedule II drug shall be imprisoned in the state prison for a term of not less than 20 years or more than life and may be fined not more than \$50,000 except as provided in 46-18-222. Upon a third or subsequent conviction that has become final for criminal production or manufacture of a Schedule I or Schedule II drug, the person shall be imprisoned in the state prison for a term of not less than 40 years or more than life and may be fined not more than \$50,000 except as provided in 46-18-222. The penalties provided for in this subsection also apply to the criminal production or manufacture of synthetics cannabinoids listed as dangerous drugs in 50-32-222.
- (4) A person convicted of a criminal production or manufacture of marijuana, tetrahydrocannabinol, or a dangerous drug not referred to in sections (2) and (3) shall be imprisoned in the state prison for a term not to exceed 10 years and may be fined not more than \$50,000, except that if the dangerous drug is marijuana and the total weight is more than a pound or the number of plants is more than 30, the person shall be imprisoned in the state prison for not less than 2 years, or more than life and may be fined not more than \$50,000. "Weight" means the weight of the dry plant and includes the leaves and stem structure but does not include the root structure. A person convicted under this subsection who has a prior conviction that has become final for criminal production or manufacture of a drug under this subsection shall be imprisoned in the state prison for a term not to exceed twice the authorized for a first offense under this subsection and it may not be fined more than \$100,000.
- (5) Practitioners, as defined in 50-32-101, and agents under their supervision acting in the course of a professional practice are exempt from this section.

SEX OFFENSES

Please contact Olympia Police Department to report any sex offences immediately. The seriousness of this type of offence makes it vital to preserve the evidence for proof of the criminal offence. FOSBRE ACADEMY will help in any way possible. Information on counseling or referral centers is released to the faculty and students upon request. If a sex offence happens where both the accused and the accuser attend FOSBRE ACADEMY, both the accuser and the accused:

- Are entitled to the same opportunities to have others present during a disciplinary proceeding and will be informed of FOSBRE ACADEMY'S final determination of any FOSBRE ACADEMY disciplinary proceeding with respect to the alleged sex offense.
- Also, any sanction that is imposed against the accused and the dismissal that will occur following a final determination of any proceedings regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.

FOSBRE ACADEMY will work with students to change their academic situation (i.e. allowing the student to take a leave of absence, allowing the student to re-enroll in a later program, etc.) if the change is requested by the victim and the change is reasonably available.

FOSBRE ACADEMY does not provide any programs on campus regarding sexual assault prevention. If students or faculty wish to learn more about the prevention of sexual assault, contact the Olympia Police Department.

Individuals wishing to learn additional information about registered sex offenders may check website information for the www.OlympiaPolice.com.

VIOLENCE AGAINST WOMEN ACT (VAWA)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) was amended by the Violence Against Women Reauthorization Act of 2013 (VAWA). To require FOSBRE ACADEMY to report on the additional crime categories of Dating Violence, Domestic Violence, and Stalking as part of our annual Clery Act crime statistics to the U.S. Department of Education and in our annual security report. The VAWA amendments also require specific additional procedures for all victims of alleged VAWA crimes as well as a primary prevention and awareness training for new students and faculty and ongoing prevention and awareness training for current students and faculty. The Annual Security Report has also been updated to reflect the recent changes in the law.

In 1994 Congress passed the Violence Against Women Act (VAWA) in recognition of the severity of crimes associated with domestic violence, sexual assault, and stalking. This Act emerged from the efforts of a broad, grassroots coalition of advocates and survivors who informed the work of Congress. In the two decades prior to VAWA, a movement had grown within the United States to respond appropriately to violent crimes against women. Rape crisis centers and women's shelters were established in localities and state and local laws had changed.

However, the progress had been uneven around the country. VAWA was borne out of the need for a national solution. This Act enhances the investigation and prosecution of violent crimes against women.

HOTLINES

National Domestic Violence Hotline
National Sexual Assault Hotline

1-800-799-SAFE(7233)
1-800-656-HOPE(4673)

***FOSBRE ACADEMY had a good faith obligation to comply with changes made by VAWA prior to issuance of the final rule.**

FOSBRE ACADEMY & WASHINGTON STATE REQUIREMENTS SEXUAL HARASSMENT AND VIOLENCE POLICY SUMMARY

The Clery Act, as amended by VAWA, requires FOSBRE ACADEMY to include crimes of domestic violence, dating violence, and stalking into its annual crime statistics according to the federal definitions in this report. VAWA also requires FOSBRE ACADEMY to provide the definitions of dating violence, domestic violence, stalking, and consent under Washington State Law, which can be found above.

STATE LAW DEFINITIONS OF DOMESTIC VIOLENCE, DATING VIOLENCE, STALKING, AND CONSENT

Partners and Family Members: includes parents, children, and siblings related by blood, marriage, or adoption; spouses, former spouses, people who have children together, and people of the opposite sex who are dating or who have dated.

PARTNER OR FAMILY MEMBER ASSAULT (Domestic Violence)

In Washington State, a person commits the crime of partner or family assault by

- Causing bodily injury
- Negligently causing bodily injury with a weapon or
- Creating reasonable apprehension of bodily injury against a partner or family member.

People act negligently when they fail to be aware of or consider the risk their behavior poses to others. Negligent behavior is always a gross departure from how a reasonable person would act. For example, firing a gun inside your house and hitting your boyfriend would be negligent and would be considered domestic violence. Other examples of domestic violence including hitting your child and threatening to hit your wife if the threat creates a reasonable fear of injury.

This policy also addresses sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment includes sexual violence (see definition above). FOSBRE ACADEMY will respond to reports of any such conduct in accordance with its policy.

Sexual harassment may include incidents between any members of the FOSBRE ACADEMY community including faculty or other staff, student employees, students, coaches, interns, and non-student or non-

employee participants in programs (e.g., vendors, contractors, and visitors). Sexual Harassment may occur in hierarchical relationships between peers, or between individuals of the same or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of conduct as well as the totality of the circumstances, including the context in which the conduct occurred. Harassment of one student by another student is defined as unwelcome conduct of a sexual nature that is so severe or pervasive and objectively offensive that substantially impairs a person's access to FOSBRE ACADEMY Programs or activities that the person is effectively denied equal access to the school's resources and opportunities.

FOSBRE ACADEMY is committed to creating and maintaining a community where all individuals who participate in its programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that FOSBRE ACADEMY prohibits sexual harassment and sexual violence, and that such behavior violates both law and FOSBRE ACADEMY policy. FOSBRE ACADEMY will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, correct, and when necessary, to discipline behavior that violates this policy. The policy applies to all employees and students and furthers FOSBRE ACADEMY's commitment to compliance with the law.

I. POLICY TEXT

A. General

FOSBRE ACADEMY prohibits sexual harassment and sexual violence. Such behavior violates both law and FOSBRE ACADEMY policy. FOSBRE ACADEMY will respond promptly and effectively to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary to discipline behavior that violates this policy.

B. Prohibited Acts

This policy prohibits sexual harassment and sexual violence as defined in this policy. Conduct by an employee that is sexual harassment or sexual violence in violation of this policy is considered to be outside the course and scope of employment.

C. Consensual Relationships

This policy covers unwelcome conduct of a sexual nature. Consensual romantic relationships between members of the FOSBRE ACADEMY community are not subject to this policy.

D. Gender identity, Gender Expression, or Sexual Orientation Discrimination

Harassment that is not sexual in nature but is based on gender, gender identity, gender expression, sex or gender stereotyping, or sexual orientation is also prohibited by FOSBRE ACADEMY's non-discrimination policy if it denies or limits a person's ability to participate in or benefit from FOSBRE ACADEMY'S education programs, employment, or services. While discrimination based on these factors may be distinguished from sexual harassment, these types of discrimination may contribute to the creation of a hostile work or academic environment. Thus, in determining whether a hostile environment due to sexual harassment exists, FOSBRE ACADEMY may consider acts of discrimination based on gender, gender expression, sex or gender stereotyping, or sexual orientation.

This policy prohibits retaliation against a person who reports sexual harassment or sexual violence, assists someone with a report of sexual harassment or sexual violence, or participates in any manner in an investigation or resolution of a sexual harassment or sexual violence report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

E. Dissemination of the Policy, Educational Programs, and Employee Training

As a part of FOSBRE ACADEMY's commitment to providing a working and learning environment free from sexual harassment and sexual violence, this policy shall be disseminated widely to the FOSBRE ACADEMY community through publications, websites, new employee orientations, student orientations, and other appropriate channels of communication. FOSBRE ACADEMY makes preventative educational materials available to all members of the community to promote compliance with this policy and familiarity with FOSBRE ACADEMY procedures. FOSBRE ACADEMY has designated an employee responsible for reporting sexual harassment and sexual violence and makes available prevention training to designated employees. The School's Title IX Coordinator is Jana Leicht.

In addition, the school provides annual training to the Title IX Coordinator and all staff involved as investigators, and hearing officers in sexual harassment and sexual violence disciplinary procedures.

F. Reporting Sexual Harassment or Sexual Violence

Any member of the FOSBRE ACADEMY community may report conduct that may constitute sexual harassment or sexual violence to any supervisor, manager, or Title IX Coordinator. Supervisors, managers, and other designated employees are responsible for promptly forwarding such reports to the Title IX Coordinator to review and investigate sexual harassment and sexual violence complaints. Any manager, supervisor, or designated employee responsible for reporting or responding to sexual harassment or sexual violence who knew about an incident and took no action to stop it or failed to report the prohibited act may be subject to disciplinary action up to and including termination of employment.

FOSBRE ACADEMY has designated the Title IX Coordinator as the person whom members of the FOSBRE ACADEMY community can consult for advice and information regarding making a report of sexual harassment or sexual violence. Requests regarding the confidentiality of reports of sexual harassment or

sexual violence will be considered in determining an appropriate response. However, such requests will be considered in the dual contexts of FOSBRE ACADEMY's obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the rights of the accused to be informed of the allegations and their source. Also, an individual may file a complaint or grievance alleging sexual harassment or sexual violence under FOSBRE ACADEMY's grievance procedure.

G. RESPONSE TO REPORTS OF SEXUAL HARASSMENT OR SEXUAL VIOLENCE

FOSBRE ACADEMY shall provide prompt and effective response to reports of sexual harassment or sexual violence which may include early resolution, formal investigation, and/or targeted prevention training or educational programs.

If an individual reports to FOSBRE ACADEMY that the individual has been a victim of domestic violence, dating violence, sexual assault, or stalking, they shall be provided with a written explanation of the individual's right and options whether the offense occurred on-or-off campus.

Upon a finding of sexual harassment or sexual violence, FOSBRE ACADEMY may offer remedies to the individual or individuals harmed by the harassment and/or violence consistent with applicable compliant resolution and grievance procedures. Such remedies may include counseling, an opportunity to repeat course work without penalty, or other appropriate interventions such as changes in academic, living, transportation, or working situations.

Any member of the FOSBRE ACADEMY community who is found to have engaged in sexual harassment or sexual violence is subject to disciplinary action including dismissal in accordance with the applicable FOSBRE ACADEMY disciplinary procedure or other FOSBRE ACADEMY policy. Generally, disciplinary action will be recommended when the conduct is sufficiently severe, persistent, or pervasive that it alters the conditions of employment or limits the opportunity to participate in or benefit from educational programs.

PROCEDURES

A. FOSBRE ACADEMY Responsibilities

In accordance with state and federal laws, FOSBRE ACADEMY shall:

- Offer sexual harassment prevention training and education to the FOSBRE ACADEMY Community, and provide sexual harassment prevention training and education to each supervisory employee
- Offer prevention education programs to all incoming students and new employees, and ongoing prevention and awareness campaigns to the FOSBRE ACADEMY community, to promote awareness of rape and acquaintance rape, domestic violence, dating violence, sexual assault and stalking. Including the definition of consent, options for bystander intervention, and risk reduction awareness information

- Offer annual training on issues related to sexual violence, as defined in policy for individuals conducting formal investigations of reports or conducting hearings.
- Provide all members of the Academy community with a process for reporting sexual harassment or sexual violence in accordance with the policy
- Identify on and off campus resources for reporting sexual harassment or sexual violence, including law enforcement, medical, and victim support services.
- Provide prompt and effective responses to reports of sexual harassment, sexual violence, or reports of retaliation related to reports of sexual harassment or sexual violence in accordance with the policy.

Provide written notification of this policy; and

- Designate trained individuals, including, or other than, the Title IX Coordinator, to serve as resources for members of the School community who have questions or concerns regarding behavior that may be sexual harassment or sexual violence.

Title IX Coordinator

The School has designated a single Title IX Coordinator: Jana Leicht

The responsibilities of the Title IX Coordinator include, but may not be limited to, the duties listed below:

- Coordinate with other responsible units to ensure that local sexual harassment and sexual violence prevention education and training programs are offered and provided as required by the policy
- Disseminate the policy widely to the Academy Community
- Provide educational materials to promote compliance with the policy and familiarity with local reporting procedures
- Train school employees responsible for reporting or responding to reports of sexual harassment
- Provide prompt and effective responses to reports of sexual harassment and sexual violence in accordance with policy
- Maintain Records of reports of sexual harassment and sexual violence at the Academy and actions take in response to reports, including records of investigations, voluntary resolutions, and disciplinary action as appropriate and
- Identify and address any patterns or systemic problems that arise during the review of sexual harassment and sexual violence complaints.

Procedures for Reporting and Responding to Reports of Sexual Harassment or Sexual Violence

All members of the Academy community are encouraged to contact the Title IX Coordinator if they observe or

encounter conduct that may be subject to this policy. This includes conduct by employees, student or third parties. Reports of sexual harassment or violence may be brought to the Title IX Coordinator, or to any manager, supervisor, or other designated employee responsible for responding to reports of sexual harassment or violence. If the person to whom harassment normally be reported is the individual accused of harassment, reports may be made to another manager, supervisor, or designated employee. Managers, supervisors, and designated employees are required to notify the Title IX Coordinator or appropriate official designated to review and investigate sexual harassment complaints when a report is received.

Reports of sexual harassment or violence should be brought forward as soon as possible after the alleged conduct occurs. While there is not state timeframe for reporting, prompt reporting will better enable the Academy to respond to the report, determine the issues, and provide appropriate remedy, and/or action. All incidents should be reported even in a significant amount of time has passed. However, delaying a report may impede FOSBRE ACADEMY's ability to investigate and/or to take appropriate remedial actions.

1. Required Notifications for Reports of Sexual Violence

The school will provide a written explanation of the available rights and options, including procedures to follow when the school receives a report that a student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking whether the offense occurred on or off campus or in connection with any school program. The written information shall include:

- i) To whom the alleged offense should be reported
- ii) Options reporting to law enforcement and campus authorities, including the option to notify local or on- campus law enforcement authorities, the right to be assisted by campus authorities in notifying law enforcement authorities if the complainant chooses to do so and the right to decline to notify such authorities.
- iii) The rights of complainants regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by criminal or civil courts and the Academy's responsibilities regarding such orders.
- i) The importance of preserving evidence as it may be necessary to prove criminal domestic violence, dating violence, sexual assault or stalking to obtain a protection order
- ii) Existing campus and community services available for victims including counseling, health, mental health, victim advocacy, legal assistance, and other services.
- iii) Options for, and available assistance to change academic, living, transportation, and working situations if requested by the complainant and if reasonably available regardless of whether the victim chooses to report the crime to campus police or local law enforcement.
- iv) Any applicable procedures for institutional disciplinary action.

2. Options for resolution

Individuals reporting sexual harassment or violence shall be informed about options for resolving potential violations of the policy. These options shall include procedures for early resolution, procedures for formal investigation, and filing complaints or grievances under applicable Academy complaint resolution or grievances procedures. Individuals making reports shall also be informed about policies applying to confidentiality of reports under this policy. The Academy shall respond to the greatest extent possible to reports of sexual harassment and violence brought anonymously or brought by third parties not directly involved in the asserted offenses.

However, the response to such reports may be limited if information contained in the report can not be verified by independent facts.

Individuals reporting sexual harassment and violence shall be informed about the range of possible outcomes of the report, including interim protections, remedies for the individual harmed by the incident, and disciplinary actions that might be taken against the accused regarding the report, including information about the procedures leading to such outcomes.

An individual who is subjected to retaliation (threats, intimidation, reprisals, or adverse employment or educational actions) for having made a report of sexual harassment or violence in good faith, who assisted someone with a report of sexual harassment or violence, or who participated in any manner in an investigation or resolution of a report of sexual harassment or violence may make a report of retaliation under these procedures. The report of retaliation shall be subject to the procedures herein.

3. Procedures for Early Resolution

The goal of early resolution is to resolve concerns at the earliest stage possible with the cooperation of all parties involved. The Academy utilizes Early Resolution options when the parties desire to resolve the situation cooperatively and/or when a Formal Investigation is not likely to lead to a satisfactory outcome. Participation in the Early Resolution process is voluntary. Early Resolution may include an inquiry into the facts, but typically does not include a formal investigation. Means for early resolution shall be flexible and encompass a full range of possible appropriate outcomes. Early Resolution includes options such as mediating an agreement between parties, separating the parties, referring the parties to counseling programs, negotiating an agreement for disciplinary action, conducting targeted preventative education, and training programs, or providing remedies for the individual harmed by the offense. Early resolution also includes options such as discussions with the parties, making recommendations for resolution, and conducting a follow-up review after a period to assure that the resolution has been implemented effectively.

Early Resolution may be appropriate for responding to anonymous reports and/or third-party reports. Steps taken to encourage Early Resolution and agreements reached through Early Resolution efforts

should be documented.

While the Academy encourages Early Resolution of a complaint, the Academy does not require that parties participate in Early Resolution prior to the Academy's decision to initiate a Formal Investigation. Some reports of sexual harassment or violence may not be appropriate for mediation by may require a Formal Investigation at the discretion of the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment complaints. Fosbre Academy will not compel a complainant to engage in mediation. Mediation, even if voluntary, may not be used in cases involving sexual violence.

4. Procedures for Formal Investigation

In cases where Early Resolution is inappropriate or in cases where Early Resolution is unsuccessful, the Academy may conduct a Formal Investigation. In such cases, the individual making the report may be encouraged to file a written request of Formal investigation. The wishes of the individual making the request shall be considered but are not determinative in the decision to initiate a formal investigation of a report of sexual harassment or violence. In cases where there is not written request, the Title IX Officer (Sexual Harassment Officer) in consultation with the administration may initiate a formal investigation after making a preliminary inquiry into the facts.

In cases where a complainant states they do not want to pursue a Formal Investigation, the Title IX Coordinator should inform the complainant the ability to investigate may be limited. When determining whether to go forward with a Formal Investigation, the Title IX Coordinator may consider: 1. The seriousness of the allegation, 2. The case of student complainant, and their age, 3. Whether there have been other complaints or reports against the accused and 4. The rights of the accused individual to receive information about the complainant and the allegations if formal proceedings with sanctions may result from the investigation. Even if a complainant does not want to pursue an investigation, under some circumstances, the Title IX Coordinator may have an obligation to investigate a complaint, such as where there is a risk to the campus community if the accused remains on campus. The complainant should be made aware of this independent obligation to investigate the complaint.

- a. To provide a prompt, fair, and impartial investigation and resolution, any Formal investigation of reports of sexual harassment and/or violence should incorporate the following standards.
 - i. The individual(s) accused of conduct violating the policy shall be provided a copy of the written request for Formal Investigation or otherwise given a full and complete written statement of the allegations, and a copy of the policy and
 - ii. The individual(s) conducting the investigation shall be familiar with the policy, have training or experience in conducting investigations, and as relevant to the investigation, be familiar with policies and procedures specific to students, staff, faculty, and visitors. For cases involving allegations of sexual violence, the

individual(s) conducting the investigation must receive annual training on issues related to sexual violence. Such training includes how to investigate that protects the safety of the complainants and promotes accountability.

- b. The complainant shall be informed if there were findings make that they policy was or was not violated and of actions take to resolve the complaint, if any, that are directly related to the complaint, such as an order that the accused not contact the complainant. In accordance with FOSBRE ACADEMY polices protecting individuals' privacy, the complainant may generally be notified that receiving annual training on issues related to sexual violence. Such training includes how to investigate that protects the safety of the complainants and promotes accountability.
- c. If the alleged conduct is also subject of a criminal investigation, the campus may not wait of the conclusion of the criminal investigation to begin an investigation pursuant to this policy. However, a campus may need to coordinate its fact-finding efforts with the police investigation. Once notified that the police department has completed its gathering of evidence (not the ultimate outcome of the investigation or the filing of any criminal charges) the campus must promptly resume and complete its fact finding for the sexual harassment or violence investigation.

The investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. Disclosure of facts to parties and witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. Participants in an investigation shall be advised that maintaining confidentiality is essential to protect the integrity of the investigation.

- d. The investigator shall apply a preponderance of evidence standard to determine whether there has been a violation of this policy
- e. Upon request, the complainant and the accused may each have a representative present when they are interviews, and at any subsequent proceeding or related meeting. Otherwise, witnesses may have a representative present at the discretion of the investigator or as required by applicable Academy policy or collective bargaining agreement.
- f. At any time during the investigation, the investigator may recommend the interim protections or remedies for the parties or witnesses to be provided by appropriate Academy officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative working or housing arrangements, Failure to comply with the terms of the interim protections may be considered a separate violation of this policy
- g. The investigation shall be completed as promptly as possible and in most cases within 60

working days of the date the request for formal investigation was filed. This deadline may be extended on approval by a designated Academy official.

- h. Generally, an investigation results in a written report that at a minimum includes a statement of the allegations and issues, the positions of the parties, a summary of the evidence, findings of facts, and a determination by the investigator whether this policy has been violated. The report also may contain a recommendation of actions to resolve the complaint, including preventative educational programs, remedies for the complainant, and a referral to disciplinary procedures as appropriate. The report is submitted to a designated school official with the authority to implement the actions as necessary to resolve the complaint. The report may be used as evidence in other related procedures, such as subsequent complaints, grievances, and/or disciplinary actions.

they matter has been referred for disciplinary action but shall not be informed of the details of the recommended disciplinary action without the consent of the accused, consistent with this policy.

- i. The complainant and the accused may request a copy of the investigative report pursuant to FOSBRE ACADEMY's policy governing privacy and access to personal information. However, in accordance with school policy, the report shall be redacted to protect the privacy of personal and confidential information regarding all individuals other than the individual requesting the report.
- j. At the conclusion of any disciplinary proceeding arising from an allegation of domestic violence, dating violence, sexual assault, or staling the complainant and the accused will be simultaneously informed in writing of:
 - i. The outcome of any school disciplinary proceeding
 - ii. The schools' procedures for appealing the results of the proceeding
 - iii. Any change to the results that occur prior to the time that such results become final, and
 - iv. When results become final.

COMPLAINTS OR GRIEVANCES INVOLVING ALLEGATIONS OF SEXUAL HARASSMENT OR VIOLENCE

An individual who believes they have been subjected to sexual harassment or violence may file a complaint or grievance pursuant to the applicable complain resolution or grievance procedure listed in Appendix H which can also be found under Grievance Policy in the catalog above. Such complain to grievance may be filed either instead of or in addition to making a report of sexual harassment to the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment and violence complains under this policy. A compliant or grievance alleging sexual harassment or violence must meet all the requirements under the applicable compliant resolution or grievance procedure, including time limits for filing.

If a complaint or grievance alleging sexual harassment or violence is filed in addition to report made to the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment complaints under this policy, the complaint or grievance procedure, pending the outcome of the Early Resolution or Formal Investigation procedures. If the individual wishes to proceed with the complaint or grievance, the Early Resolution or Formal Investigation shall constitute the first step or steps of the applicable complaint resolution or grievance procedure.

An individual who has made a report of sexual harassment or violence may also file a complaint or grievance alleging that the actions taken in response to the report of sexual harassment or violence did not follow policy. Such a complaint or grievance may not be filed to address a disciplinary sanction imposed upon the accused. Any complaint or grievance regarding the resolution of a report of sexual harassment or violence must be filed in timely manner. The time-period for filing begins on the date the individual was notified of the outcome of the sexual harassment or violence investigation or other resolution process pursuant to this policy, and/or the actions taken by the administration in response to the report of sexual harassment or violence, whichever is later.

B. Remedies and Referral to Disciplinary Procedures

Findings of policy violations may be considered to determine remedies for individuals harmed by sexual harassment or violence and shall be referred to applicable disciplinary procedures. Procedures under this policy shall be coordinated with applicable local complaint resolution, grievance, and disciplinary procedures to avoid duplication in the fact-finding process whenever possible. Violations of the policy may include engaging in sexual harassment or violence or violating interim protections. Investigative reports made pursuant to this policy may be used as evidence in subsequent complaint resolution, grievance, and disciplinary proceedings as permitted by the applicable procedures.

C. Privacy

The Academy shall protect the privacy of individuals involved in a report of sexual harassment or violence to the extent permitted by law and FOSBRE ACADEMY policy. A report of sexual harassment or violence may result in the gather of extremely sensitive information about individuals in the FOSBRE ACADEMY community. While which information is considered confidential, Academy policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual harassment or violence. In such cases, every effort shall be made to redact the records to protect the privacy of the individual(s). An individual who has made a report of sexual harassment or violence may be advised of sanctions imposed against the accused. The individual needs to be aware of the sanction for it to be fully effective. (Such as restrictions on communication or contact with the individual that made the report.) In addition, when the offense involves a crime of violence or a non-forcible sex offense, the Family Educational Rights and Privacy Act (FERPA) permits disclosure to the complainant the results of a disciplinary proceeding against the alleged accused, regardless of whether the Academy concluded that a

violation was committed. Information regarding disciplinary action taken against the accused shall not be disclosed without the accused's consent, unless permitted by law as noted above, or unless it is necessary to ensure compliance with the action or the safety of individuals.

D. Confidentiality of Reports of Sexual Harassment and Sexual Violence

The school does not employ professional or pastoral counselors. FOSBRE ACADEMY notifies the Academy community that the Title IX Coordinator, managers, supervisors, and other designated employees have an obligation to respond to reports of sexual harassment or violence, even if the individual making the report requests that no action be taken. An individual's request regarding the confidentiality of reports of sexual harassment or violence will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the Academy's legal obligation to secure a working and learning environment free from sexual harassment and violence and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a completed and fair investigation, although the Academy will comply with requests for confidentiality to the extent possible.

E. Retention of Records Regarding Reports of Sexual Harassment and Sexual Violence

The office of the Title IX Coordinator is responsible for maintaining records relating to sexual harassment and sexual violence reports, investigations, and resolutions. Records shall be maintained in accordance with the Academy's records policies. All record pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from legal counsel.

SAFETY, EMERGENCY PREPAREDNESS, AND SUPPORT

List of housing resources: Homeless shelters, supportive housing, halfway housing, transitional housing, day shelters, low-income housing, residential alcohol, and drug treatment centers.

We have listed the shelters and low-cost housing services in Thurston County. This list has homeless shelters, halfway houses, affordable housing etc. The database consists of emergency shelters, homeless shelters, day shelters, transitional housing, shared housing, residential drug and alcohol rehabilitation programs and permanent affordable housing.

SAFE PLACE is the only shelter for battered women and children, and on of the only such shelters in the state of Washington to offer around the clock security. Resident advocates are also present 24 hours a day to provide practical and emotional support.

Places that offer food, clothing, shelter, and spiritual guidance to homeless men, women, and children in need:

- Housing Authority, Low Income Affordable Housing, Public Housing Consumer Credit Counseling Services Agency that provides HUD Approved Housing Assistance Programs

TYPES OF SHELTERS AND SERVICE INFORMATION

Day Shelters supplement homeless and low-income people when the shelter they are staying in only offers shelter on an overnight basis. Case management is often provided and sometimes there are laundry and shower facilities. Meals and basic hygiene may also be offered. Almost all Day Shelters provide their services free of charge. Any emergency or homeless shelter that allows clients to stay during the day is also classified under this category.

Emergency Homeless Shelters both provide short term relief for the homeless and low-income. Usually there is a maximum stay of 3 months or less. Many of these shelters ask their clients to leave during the day. Meals and other supportive services are often offered. 3 times out of 5 these shelters their services free of charge.

Halfway Housing helps transition individuals and families from shelters or homelessness to permanent housing. Length of stay is usually anywhere from 6 months to 2 years. Residents are often required to pay at least 30% of their income toward program fees. Sometimes the money they pay in fees is returned to them when they leave. Any emergency or homeless shelter that allows their clients to stay more than 6 months is also classified under this category.

Permanent Affordable Housing is a long-term solution for housing. Residents are often allowed to stay if they remain in the low-income bracket, but it is sometimes limited to 3 to 5 years. Residents pay no more than 20% of their income towards rent. Emergency shelters, homeless shelters and transitional housing programs that allow their clients to stay without a maximum stay are also classified under this category.

Drug and Alcohol Rehab programs are intended to treat alcohol and/or drug dependency. The cost of participating in one of these programs and the method of treatment range significantly. The database operated on this website only includes residential rehab programs (not outpatient programs). We all provide Access to Recovery (ATR) Grant programs for substance abuse treatment.

Supportive Housing programs that provide an alternative living arrangement who, because of age, disability, substance abuse, mental illness, chronic homelessness, or other circumstances, are unable to live independently without care, supervision and/or support to help them in the activities of daily living; or who need access to case management, housing support, vocational, employment and other services to transition to independent living.

Shared Housing programs help bring low-income persons together and helps prevent homelessness by providing affordable housing options. This service is good for families, disabled persons, and others wanting more companionship. Shelterlists.org finds these shared housing locations and lists them throughout their website.

Rooming or Boarding House a rooming house is a building in which renters occupy single rooms and share kitchens, bathrooms, and common areas. The location may be a converted single-family home, a converted hotel, or a purpose-built structure. Rooming houses are low-cost housing and may have as few as three

rooms for rent, or more than a hundred. The same goes for boarding houses. These types of residences can also be found on shelterlistigs.org.

Transitional housing is affordable low-cost supportive housing designed to provide housing and appropriate support services to persons who are homeless or who are close to homelessness. The transition is to help them become more self-sufficient to move toward independent living on their own. Services provided at transitional housing facilities can vary from substance abuse treatment, psychological assistance, job training, domestic violence assistance, etc. The assistance provided varies, but it is generally affordable and low-cost housing. Read the descriptions of each of the transitional living locations for more detailed information.

IN CASE OF EMERGENCY

EMERGENCY NOTIFICATION

An emergency notification is an immediate notification of an unforeseen combination of circumstances that calls for immediate action. The faculty has received training on how to handle a pending emergency and is trained in the following Emergency Code.

CODES FOR AN EMERGENCY SITUATION

Code Lock Down: A lock down situation has occurred. Faculty, students, and guests are to remain calm and do not leave FOSBRE ACADEMY.

Code Evacuate Front: Indicates a need to evacuate FOSBRE ACADEMY immediately and exit through a front entrance only.

Code Evacuate Back: Indicates a need to evacuate through the back entrance only.

Code Dangerous: Indicates a dangerous situation has occurred outside FOSBRE ACADEMY and no one is allowed to leave FOSBRE ACADEMY.

Code Hostage: A hostage, criminal, or terrorist threat/situation.

EMERGENCY RESPONSE PROCEDURES

At the time of an urgent unanticipated event, CDT Members will assess the situation to determine the significance of an emergency. Without delay, the CDT will consider the safety of its faculty, students, guests, and community neighbors.

The CDT will identify/determine the extent of the emergency and enact appropriate means of notifications. The CDT will respond by assisting any victim(s), respond to/or contain the emergency at hand and diffuse the dangerous situation if possible.

The CDT will determine the extent of information that needs to be released and will disseminate to faculty, students, and guests/the public as appropriate.

In the event of a dangerous situation, and without delay, the CDT will assess the situation and will contact the authorities and/or determine the course of action needed to protect the entire FOSBRE ACADEMY population. CDT will determine the means of notification through, but not limited to, verbal communication, intercom broadcast system, cellular telephones, emails, text messages, social media, and singe to deliver emergency messages. If necessary, a member of the CDT will notify the local radio and television stations.

The verbal/written communication will include the type(s) of emergency steps for the specific emergency.

FOSBRE ACADEMY will provide the Fire and Police Department with a floor plan of the building. The administration will also notify these agencies of any new construction, long-term functions, or any other events which may affect routing or access to the campus. In addition to the floor plans, the Police and Fire departments, and other local emergency officials are encouraged to tour and walk thought the campus regularly.

At least annually, during student training, the faculty will conduct an announced or unannounced test. The test(s) are document by dates, times, and whether the exercise was announced or unannounced. The results are published in the Emergency and Safety Book. The testing reminds faculty and students of the procedures necessary for safety, security, and crime prevention both on and off campus.

Annually Oly PD will speak on practicing safety for faculty and students. Faculty and students complete a tour of FOSBRE ACADEMY, so they are aware of exits and where fire extinguishers are placed, as well as being informed of what to do in case of an emergency.

Roll call will be taken as soon as reasonably possible to ensure all faculty and students have been accounted for at the time of the emergency.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Prior to Preparing for an Emergency

EMERGENCY KIT:

FOSBRE ACADEMY does not supply the complete “BASIC EMERGENCY KIT” as listed below. While we do have most of the items, we do not store food or water.

MAKE A COMMUNICATION PLAN:

FOSBRE ACADEMY communicates through verbal communication, intercom broadcast system, cellular telephones, emails, texts, social media, and signage to deliver emergency messages. If necessary, a member of the CDT will notify local radio and television stations to confirm significant emergency or dangerous situations involving immediate threats to the health or safety of students and faculty occurring on the campus.

BASIC EMERGENCY KIT

A basic emergency supply kit could include the following recommended items: **Water:**

one gallon of water per person, per day for at least 3 days for drinking and sanitation.

Food: at least a three-day supply of non-perishable food.

Battery powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both.

Flashlights and extra batteries, first aid kit, local maps, whistle to signal for help, dust mask to help filter contaminated air, plastic sheeting, and duct tape to create shelter, moist towelettes, garbage bags, and plastic ties for personal sanitation. Wrench or pliers to turn off utilities.

EVACUATION GUIDELINES

There may be conditions under which you will decide to get away, or there may be situations where you are ordered to leave.

Follow these guidelines for **EVACUATION:**

- If you have a car, keep a full tank of gas in it if an evacuation seems likely
- Keep half a tank of gas in it at all times in case of an unexpected need to evacuate. Gas stations may be closed during emergencies or unable to pump gas during power outages.
- Become familiar with alternate routes and other means of transportation out of your area.
- Leave early enough to avoid being trapped by severe weather
- Follow recommended evacuation routes. Do not take shortcuts as they may be blocked
- Be alert for road hazards such as washed-out roads, bridges, downed trees and/or powerlines.
- Do not drive into flooded areas.
- If you do not have a car, plan on how you will leave if you must. Make arrangements with your family, friends, or your local government.

IF TIME ALLOWS

- Call, text, or email your family.
- Secure FOSBRE ACADEMY by closing and locking the doors.
- Unplug electrical equipment such as radios, televisions, and small appliances. Leave freezers and refrigerators plugged in unless there is risk of flooding. If there is damage to FOSBRE ACADEMY and you are instructed to do so, shut off water, gas, and electricity before leaving.
- Leave a note telling others when you left and where you are going
- Wear sturdy shoes and clothing that provide protection such as long pants and long-sleeved shirts and a hat

IN CASE OF SERIOUS ACCIDENT OR ILLNESS

Call 9-1-1

Do not move sick or injured person(s)

Be careful to avoid personal contact with any bodily fluids such as blood, vomit, or saliva. Stay with the victim and reassure them that help is on the way.

POWER FAILURE

Remain calm, do not move, and await instructions from the

CDT. If instructed to evacuate, use designated emergency

exits ONLY. **SAFETY PROCEDURES**

- **First Aid:** A first aid kit is in each classroom and dispensary, as well as the front desk.
- **Fainting:** do not move the person; call 911. Give as many facts to the 911 dispatcher as possible. Keep calm and notify other CDT Members for help, if necessary. Make the person comfortable
- **Cut finger:** educator should immediately check the wound to see how deep the cut is. Small cuts should be washed, dried, and then covered with a bandage.
- **Cuts Requiring Stitches:** if possible, a faculty member should take the student to the doctor.

Dangerous Situations, Alerting Faculty, Students, Guests and/or Neighbors

Are brought to the attention of the Command Decision Team (CDT) and if confirmed, will alert and students by announcing, emailing, text and/or a written notification that will be posted in a conspicuous area, directly them to either a safe location or the Thurston County Health Department.

Once the dangerous situation is diminished, an announcement, email, text and/or a written notification will be posted or sent to students when classes will resume.

Extreme Weather Conditions Procedures

Are issued from the Local Weather Service, FOSBRE ACADEMY offices are closed, and classes are cancelled. Once the weather conditions are diminished, the CDT will alert the faculty and students when classes will resume.

Winter Storms and Extreme Cold

Before: To prepare for a winter storm you should do following

- Before winter approaches, add the following supplies to your automobile
 - Sand to improve traction
 - Snow shovels and other snow removal equipment
 - Sufficient heating fuel
 - Adequate clothing and blankets to keep you warm

During:

FOSBRE ACADEMY will notify the traveling student if a winter storm and extreme cold weather is expected. If the student is traveling long distances, the student will be advised to leave early or not travel at all. If the winter storm and extreme cold happens while faculty, students, and guests are in attendance, the following will apply:

- Stay indoors during the storm
- Walk carefully on snowy, icy, walkways
- Let someone know your destination, your route, and when you expect to arrive.

After:

If FOSBRE ACADEMY loses power or heat for more than a few hours or if you do not have adequate supplies to stay warm in the FOSBRE ACADEMY facility, you may want to go to a designated public shelter if you can get there safely. Text SHELTER + your Zip code to 43362 (4FEMA) to find the nearest shelter in your area.

Take precautions when traveling to the shelter. Dress warmly in layers, wear boots, mittens, and a hat. Continue to protect yourself from frostbite and hypothermia by wearing warming, loose-fitting, lightweight clothing in several layers. Stay indoors, if possible.

THUNDERSTORMS & LIGHTNING PROCEDURES

Before: To prepare for a thunderstorm you should:

- Secure outdoor objects that could blow away or cause damage.
- Get inside FOSBRE ACADEMY or an automobile (not a convertible). Although you may be injured if lightning strikes your car, you are much safer inside a vehicle than outside.
- Close window blinds, shades, or curtains
- Unplug any electronic equipment before the storm arrives.

BE ADVISED: Rubber-soled shoes and rubber tires provide NO PROTECTION from lightning.

During If thunderstorm and lightning are occurring in your area, you should:

- Avoid contact with corded phones and devices including those plugged into electric for charging. Cordless and wireless phones not connected to wall outlets are OK to use.
- Avoid contact with electrical equipment or cords
- Unplug appliances and other electrical items such as computers and turn off air conditioners. Power surges from lightning can cause serious damage
- Avoid contact with plumbing

- Do not wash your hands and do not do laundry Plumbing and bathroom fixtures can conduct electricity.
- Stay away from doors and windows
- Do not lie on concrete floors and do not lean against concrete walls
- Take shelter in a sturdy building
- Avoid isolated sheds or other small structures in open areas
- Avoid contact with anything metal-motorcycles and bicycles
 - If lightning strikes you or someone you know, call 900 for medical assistance as soon as possible. The following are things you should check when you give aid to a victim of lightening:
 - Breathing- if breathing has stopped, begin mouth to mouth resuscitation
 - Heartbeat- if the heart has stopped, administer CPR
 - Pulse- if the victim has a pulse and is breathing look for other possible injuries. Check for burns where the lightning entered and left the body. Also be alert for nervous system damage, broken bones, and loss of hearing and eyesight.

After

Never drive through a flooded roadway. Turn around, do not drown! Stay away from downed power lines and report them immediately. Plan for a pandemic.

Get involved in your community as it works to prepare for an influenza pandemic. Limit the spread of germs and prevent infection

Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick.

If possible, stay home

Cover your mouth and nose with a tissue when coughing or sneezing.

Washing your hands often will help protect you from germs

Avoid touching your eyes, nose, or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches their eyes, nose, or mouth.

Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.

If possible, stay home.

UTILITY SHUT OFF

NATURAL GAS

Natural gas leaks and explosions are responsible for a significant number of fires following disasters. It is vital that all faculty knows how to shut off natural gas.

Because there are different gas shut-off procedures for different gas meter configurations, it is important to contact your local gas company for guidance on preparations and response regarding gas service to FOSBRE ACADEMY.

If you smell gas or hear a blowing or hissing noise, get everyone out quickly. Turn off the gas if you can and call the gas company.

CAUTION: if you turn the gas off for any reason, a qualified professional must turn it back on. NEVER attempt to turn it back on yourself.

WATER

Water quickly becomes a precious resource following many disasters. It is vital that all faculty learn how to shut off the water.

Locate the shut-off valve for the water line that enters FOSBRE ACADEMY and label this valve with a tag for easy identification

The effects of gravity may drain the water in your hot water heater and toilet tanks unless you trap it in FOSBRE ACADEMY by shutting off the main house valve. (This is not the street valve in the cement box at the curb-the street valve is extremely difficult to turn and requires a special tool.)

ELECTRICITY

Electrical sparks have the potential of igniting natural gas if is leaking. It is wise to each all-responsible faculty where and how to shut of the electricity.

Locate your electrical circuit box. For your safety, always shut off all the individual circuits before shutting off the main circuit.

FIRE PROCEDURES

If you smell smoke or see fire, report it immediately to a facilitator. Proceed as follows:

- Students exit in single file out of the closest doors. If you have a guest at the time, the guest is your responsibility.
- After exiting FOSBRE ACADEMY, proceed safely away from FOSBRE ACADEMY and locate the support faculty. The front desk will help guests in reception area out the front doors.
- Proceed to safety away from FOSBRE ACADEMY

- Familiarize yourself with your evacuation route and the location of all emergency and regular exits
- The evacuation route illustration is found next to the fire extinguisher in the student's lounge, laundry room, and salon area.

VIOLATION OF FIRE SAFETY RULES PUTS LIVES IN JEOPARDY. TAMPERING WITH FIRE ALARMS OR FIRE EQUIPMENT CAN RESULT IN FINES AND POSSIBLE INCARCERATION ACCORDING TO STATE LAWS

FLOOD

BEFORE: Even if you feel you live in community with a low risk of flooding, remember that anywhere it rains, it can flood. Just because you have not experienced a flood in the past, does not mean you will not in the future. Flood risk is not just based on history; it is also based on several factors including rainfall, topography, flood-control measures, river flow and tidal-surge data, and changes due to new construction and development.

To prepare for a flood, you should:

“Check Valves” are installed in the sinks to prevent water from backing up into the drains.

DURING

- If a flood is likely in your area, you should: Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to evacuate.
- If you must prepare to evacuate you should do the following:
 - Secure FOSBRE ACADEMY
 - Turn off utilities at the main switches or valves if instructed to do so.
 - Disconnect electrical appliances do not touch electrical equipment if you are wet or standing in water. If you must leave FOSBRE ACADEMY, remember these evacuation tips:
 - Do not walk-through moving water. Six inches of moving water can make you fall. If you must walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
 - Do not drive into flooded areas. If flood waters rise around your car, abandon the car, and move to higher ground, when water is not moving or not more than a few inches deep. You and the vehicle can be swept away quickly. If your vehicle is trapped in rapidly moving water, stay in the vehicle. If the water is rising inside the vehicle, seek refuge on the roof.
 - Do not camp or park your vehicle along streams, rivers, or creeks, particularly during threatening conditions.

AFTER: although flood waters may be down in some areas, many dangers still exist. Here are some things to

remember in the days ahead:

- Use local alerts and warning systems to get information and expert informed advice as soon as available.
- Avoid moving water
- Stay away from damaged areas unless your assistance has been specifically requested by police, fire, or relief organizations.
- Emergency workers will be assisting people in flooded areas. You can help them by staying off the roads and out of the way.
- Play it safe. Additional flooding or flash floods can occur. Listen for local warnings and information. If your car stalls in rapidly rising waters, get out immediately and climb to higher ground.
- Return home only when authorities indicate it is safe.
- Roads may still be closed because they have been damaged or covered by water. Barricades have been placed for your protection. If you come upon a barricade or a flooded road, go another way.
- If you must walk or drive in areas that have been flooded:
 - Stay on firm ground. Moving water only 6 inches deep can sweep you off your feet. Standing water may be electrically charged from underground or downed power lines.
 - Flooding may have caused familiar places to change. Flood waters often erode roads and walkways. Flood debris may hide things like animals and broken bottles, and it can be slippery. Avoid walking or driving through it.
 - Be aware of areas where flood waters have receded. Roads may have weakened and could collapse under the weight of a car. Stay out of any building if it is surrounded by flood waters.
 - Use extreme caution when entering buildings; there may be hidden damage, particularly in the foundations.

EARTHQUAKE

BEFORE: make every attempt to secure shelves, heavy objects, mirrors, and electronics such as computers and printers.

DURING: Drop, cover, and hold on. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure that exiting is safe.

If Indoors:

- Drop to your hands and knees
- Cover your head and neck with your arms. This position protects you from falling and provides some protection for vital organs. Because moving can put you in danger from the debris in your path, only move if you need to get away from the danger of falling objects. If you can move safely, crawl for additional cover under a sturdy desk or table. If there is low furniture, or an interior wall or corner nearby and the path is clear, these may also provide some additional cover. Stay away from glass,

windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.

- Hold on to any sturdy shelter until the shaking stops.
- DO NOT get in a doorway as this does not provide protection from falling or flying objects and you likely will not be able to remain standing.
- Stay inside until the shaking stops and it is safe to go outside. Do not exit FOSBRE ACADEMY during shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave the building.
- Be aware that the electricity may go out or the sprinkler system or fire alarms may turn on.

AFTER

- Do not light a match
- Do not move about our kick up dust
- Cover your mouth with a handkerchief or clothing. Tap on a pip or wall so rescuers can locate you.
- Use a whistle if one is available. Should only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.
- When the shaking stops look around to make sure it is safe to move and there is a safe way through the debris and then exit FOSBRE ACADEMY
- Expect aftershocks. These secondary shockwaves are usually less violent than the main earthquake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake. Drop, Cover, and Hold On whenever you feel shaking.
- Check for injuries and aid if you have training. Assist with rescues if you can do this safely. Look for and extinguish small fires. Fire is the most common hazard after an earthquake. Never use a lighter or matches near damaged areas. Use the telephone for emergency calls only
- Go to a designated public shelter if your home has been damaged and is not longer safe. Text Shelter+ your zip code to 43362 (4FEMA) to find the nearest shelter in your area.
- Stay away from damaged areas. Stay away unless your assistance has been specifically requested by police, fire, or relief organizations. Return home only when authorities say it is safe.
- Be careful when driving after an earthquake and anticipate traffic light outages.
- After it is determined that it's safe to return, your safety should be your primary priority as you begin cleaning up and recovery.
- Leave the area if you smell gas or fumes from other chemicals. Inspect utilities (follow the utility shut off)

BOMB THREATS: most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Faculty and students are to act quickly but remain calm and obtain as much information as possible and write it down. If a bomb threat is received by phone, remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does. Listen carefully, be polite, and show interest. Try to keep talking to learn

more information:

- If possible, write a note to a faculty member or student to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- If your phone has a display, copy the number and or letters on the window display. Write down as much detail as you can remember. Try to get exact words.
- Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS (Federal Protective Services) immediately with information and await instructions

If A Bomb Threat Is Received By Handwritten Note

- Call 9-1-1
- Handle note as minimally as possible

If A Bomb Threat Is Received By Email

- Call 911
- Do not delete the message.

Signs of a Suspicious Package

- No return address • Poorly handwritten • Excessive postage • Misspelled words • Stains • Incorrect titles • Strange odor • Foreign postage • Strange sounds • Restrictive notes • Unexpected delivery

Do Not

- Use cell phones, radio signals have to potential to set of bombs
- Evacuate FOSBRE ACADEMY until police arrive and evaluate the threat
- Activate the Fire Alarm
- Touch or move a suspicious package.

Bomb Threat Call Procedures and Checklist/Who to Contact (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police 1-877-4-FPS-411 (1-877-437-7411)
- 911

ASK CALLER

When asking the caller questions, take notes on everything you might forget, and include:

- Where is the bomb located? (Building/Floor/Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?

- Did you place the bomb? Yes/ No
- Why?
- What is your name?

Exact Words of Threat/ Information about Caller

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points: Take any notes that might help in the investigation.

EXPLOSION

Before: The following are things you can do to protect yourself in the event of an explosion. Know your communities warning system and disaster plans, including evacuation routes.

During

- Get under a sturdy table
- Exit FOSBRE ACADEMY as quickly as possible. Stay low if there is smoke. Do not stop to retrieve personal possessions or make phone calls.
- Check for fire and other hazards
- Once you are out, attempt to meet at a designated area.
- Move away from sidewalks or streets to be used by emergency officials or others still exiting FOSBRE ACADEMY. Tap on a pipe or wall so rescuers can hear where you are.
- If possible, whistle to signal rescuers, shout only as a last resort. Shouting can cause a person to inhale a dangerous amount of dust.
- Avoid unnecessary movement so you do not kick up dust
- Cover your nose and mouth with anything you have on hand.

AFTER: As we learned from the events of September 11, 2001, the following things can happen after a terrorist attack:

- There can be a significant number of casualties and/or damage to buildings and in the infrastructure. Employers/Staff need up-to-date information about any medical needs you may have and how to contact your designated beneficiaries.
- Heavy law enforcement involvement at local, state, and federal levels follow a terrorist attack due to the event's criminal nature.
- Health and mental health resources in the affected communities can be strained to their limits.
- Extensive media coverage, strong public fear, and international implications

and consequences can continue for a prolonged period.

- FOSBRE ACADEMY may be closed
- FOSBRE ACADEMY may have to evacuate, avoid blocked roads for your safety.
- Clean-up may take many months.

TERRORIST ATTACKS

FOSBRE ACADEMY does not want to dismiss or diminish the possibility of terrorism; however, we believe the risk is low in relationship to Threat/Hazards based on:

- Small faculty of less than 15
- Small student body, less than 100
- Building and location are not of significant interest
- No luggage is stored or kept on premises
- No underground parking.

TIMELY WARNING

If a situation arises, either on or off campus, that, in the judgement of the Command Decision Team (CDT), constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through FOSBRE ACADEMY by either: verbal communication, intercom broadcast system, cell phones, text messages, email, social media and signage to faculty, students, and guests. Anyone with information warranting a timely warning should report the circumstances to the CDT by phone or in person.

2022 Campus Safety and Security Survey

Provided 10/1/2022

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred [On Campus](#).

Criminal offense	Total occurrences On campus		
	2019	2020	2021
a. Murder/Non-negligent manslaughter	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. Manslaughter by Negligence	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. Rape	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. Fondling	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. Incest	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. Statutory rape	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. Robbery	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. Aggravated assault	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. Burglary	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
j. Motor vehicle theft (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. Arson	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

For Year 2020 item i was changed from 2 to 1 because one of the events happened in 2021 not 2020.

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on [Public Property](#).

Criminal offense	Total occurrences on Public Property		
	2019	2020	2021
a. Murder/Non-negligent manslaughter	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. Manslaughter by Negligence	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. Rape	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. Fondling	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. Incest	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. Statutory rape	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. Robbery	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. Aggravated assault	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. Burglary	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. Motor vehicle theft (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. Arson	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

[illegible][illegible]

YEAR 2019

[illegible]

Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

YEAR 2021

[illegible]

YEAR 2020

Criminal offense

Total

Occurrences of Hate crimes (Category of Bias for crimes)

		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/ vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

YEAR 2019

Criminal offense

Total

Occurrences of Hate crimes (Category of Bias for crimes)

		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/ vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime

Total occurrences On Campus

	2019	2020	2021
a. <u>Domestic violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Dating violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Stalking</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2019	2020	2021
a. <u>Domestic violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Dating violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Stalking</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Crime	Number of Arrests		
	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Crime	Number of Arrests		
	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

	Number		
	2019	2020	2021
a. <u>Total unfounded crimes</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>