

# TULSA WELDING SCHOOL

# ANNUAL SECURITY REPORT

## 2025-2026







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## Introduction

### The Jeanne Clery Act

*The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (Clery Act), formerly the Campus Security Act of 1990, requires Tulsa Welding School Atlanta Metro (TWS) to disclose to the public specific crime-related information on an annual basis. In compliance with this legislation, the school must report campus crime statistics, campus offenses, and security measures to all students and employees by October 1 of each calendar year.

Prospective students and employees shall receive a notice of its availability and a brief summary of its contents. The school may publish the report electronically, but the school must give students, employees, and potential students or employees a paper copy upon request and individually inform them of the availability of the report in electronic format. The school sends official annual notifications with the new report to all currently enrolled students via their email address that is on file with the school and to all faculty and staff via their official school email address. Contact the Campus President at (404) 383-2888 or the Compliance Department at (602) 490-3458 for clarification or additional information.

### Campus Security Authorities

While TWS lies within the jurisdiction of the Decatur Police Department, and is where campus community members should report crimes, we understand that victims and witnesses sometimes tell someone other than the police. The Clery Act designates those individuals with significant

responsibility for student and campus activities as Campus Security Authorities (CSAs). CSAs have a reporting responsibility that includes completing and submitting an incident report form when they become aware of an incident.

Below are the primary CSAs to whom students, employees, and campus visitors should report Clery Act crimes.

Campus President	(404) 383-2888
Human Resources Department	(918) 960-5303
Compliance Department	(602) 490-3458
Student Data Privacy Requests	(602) 336-7118

TWS does not employ professional or pastoral counselors, who would be exempted from CSA reporting requirements when functioning within the scope of their license or certification even though they may have significant responsibility for student and campus activities. TWS will assist victims with accessing external counseling services, who may have professional or ethical reporting requirements beyond the scope of the Clery Act. Victims are encouraged, when they deem appropriate, to inform a CSA to report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics.

Reports filed using any of these methods are collected for inclusion in TWS's Daily Crime Log, possible inclusion in the Annual Security Report (ASR), and for possible issuing of a Timely Warning to the Campus Community when necessary.

## Crime Statistics

The following statistics are reported in accordance with the Uniform Crime Reporting procedures and the Clery Act, which requires all colleges and universities receiving federal funds to publish the occurrence of certain criminal offenses reported to school safety departments, to other appropriate school officials, or to local police. Statistics are reported for the three (3) most recently completed calendar years. Individuals who wish to make a report of a criminal incident for purposes of making timely warnings to our students and staff or for inclusion in this annual report are urged to provide the relevant information to a CSA.

The statistics for campus incidents are compiled from the Compliance Department, who review records on disciplinary referrals, actions reported, and law enforcement records. The Compliance Department makes all determinations for the disposition and classification of each incident.

### Definitions of Criminal Offenses

- **Criminal Homicide** - Murder and non-negligent manslaughter, and manslaughter by negligence.
  - Murder and Non-negligent Manslaughter is defined as the willful (non-negligent) killing of one human being by another.
  - Manslaughter by Negligence is defined as the killing of another person through gross negligence.
- **Rape** - is 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. This offense includes the rape of both males and females.
- **Fondling** - is 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 their age or because of their temporary or permanent mental incapacity.

- **Incest** - is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** - is sexual intercourse with a person who is under the statutory age of consent.
- **Robbery** - is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault** - Aggravated Assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Burglary** - Burglary is the unlawful entry of a structure to commit a felony or a theft.
- **Motor Vehicle Theft** - Motor Vehicle Theft is the theft or attempted theft of a motor vehicle.
- **Arson** - is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

### Definitions of Hate Crimes

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported: Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin, and Disability.

For Clery Act purposes, Hate Crimes include any of the following offenses that are motivated by bias.

- **Murder and Non-negligent Manslaughter** - is defined as the willful (non-negligent) killing of one human being by another.

- **Sexual Assault** - Any nonconsensual sexual act proscribed by federal, tribal, or state law, including when the victim lacks the capacity to consent.
- **Robbery** - is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault** - Aggravated Assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Burglary** - Burglary is the unlawful entry of a structure to commit a felony or a theft.
- **Motor Vehicle Theft** - Motor Vehicle Theft is the theft or attempted theft of a motor vehicle.
- **Arson** - is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Larceny-Theft** - is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **Intimidation** - is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property** - is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Offense. Domestic Violence, Dating Violence, and Stalking are considered crimes for the purposes of Clery Act reporting.

- **Dating Violence** - is defined as 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.
- **Domestic Violence** - is defined as a felony or misdemeanor crime of violence committed-
  - By a current or former spouse or intimate partner of the victim;
  - By a person with whom the victim shares a child in common;
  - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - 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;
  - 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.
- **Stalking** - is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
  - Fear for the person's safety or the safety of others; or
  - Suffer substantial emotional distress.

### **Violence Against Women Act (VAWA) Offenses**

VAWA Offenses are Dating Violence, Domestic Violence, Sexual Assault, and Stalking. Sexual assault is included by the FBI as a Criminal

## Arrest and Disciplinary Referrals for Violations of Weapons, Drug Abuse, and Liquor Laws

- **Arrest-** is defined as persons processed by arrest, citation, or summons.
- **Referred for disciplinary action** - is defined as the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.
- **Weapons: Carrying, Possessing, Etc.,** - is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
- **Drug Abuse Violations** - are defined as 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 violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and the making of narcotic drugs.

- **Liquor Law Violations** - are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

The number of crimes determined to be unfounded and removed from crime statistics must also be reported.

Furthermore, TWS must provide the following geographic breakdown of the crime statistics:

- On-campus;
- On public property within or immediately adjacent to the campus;
- In or on non-campus buildings or property that our institutions owns or controls.

The number of crimes determined to be unfounded and removed from crime statistics must also be reported.

For offenses of domestic violence, dating violence, and stalking, such statistics shall be compiled in accordance with the definitions used in section 40002(9) of the *Violence Against Woman Act of 1994 (42 U.S.C. 13925(a))*. Such statistics shall not identify victims of crimes or persons accused of crimes.

No crimes have been determined unfounded and removed during this reporting period.



*Crime Statistics Table*

TWS Atlanta Metro - 3 Year Historical Crime Data			
Criminal Offenses - On Campus		Criminal Offenses - Public Property	
Criminal offense	Total Occurrences on campus	Criminal offense	Total Occurrences on Public Property
a. Murder/Non-negligent manslaughter		a. Murder/Non-negligent manslaughter	
b. Manslaughter by Negligence		b. Manslaughter by Negligence	
c. Rape		c. Rape	
d. Fondling		d. Fondling	
e. Incest		e. Incest	
f. Statutory rape		f. Statutory rape	
g. Robbery		g. Robbery	
h. Aggravated assault		h. Aggravated assault	
i. Burglary		i. Burglary	
j. Motor vehicle theft		j. Motor vehicle theft	
k. Arson		k. Arson	
Hate Crimes - On Campus		Hate Crimes - Public Property	
Criminal offense	Total Occurrences on campus	Criminal offense	Total Occurrences on Public Property
a. Murder/ Non-negligent manslaughter		a. Murder/ Non-negligent manslaughter	
b. Manslaughter		b. Manslaughter	
c. Rape		c. Rape	
d. Fondling		d. Fondling	
e. Incest		e. Incest	
f. Statutory rape		f. Statutory rape	
g. Robbery		g. Robbery	
h. Aggravated assault		h. Aggravated assault	
i. Burglary		i. Burglary	
j. Motor vehicle theft		j. Motor vehicle theft	
k. Arson		k. Arson	
l. Simple assault		l. Simple assault	
m. Larceny-theft		m. Larceny-theft	
n. Intimidation		n. Intimidation	
o. Destruction/damage/Vandalism of property		o. Destruction/damage/Vandalism of property	
VAWA Offenses - On Campus		VAWA Offenses - Public Property	
Criminal offense	Total Occurrences on campus	Criminal offense	Total Occurrences on Public Property
a. Domestic violence		a. Domestic violence	
b. Dating violence		b. Dating violence	
c. Stalking		c. Stalking	
Hazing Crimes - On Campus		Hazing Crimes - Public Property	
Criminal offense	Total Occurrences on campus	Criminal offense	Total Occurrences on Public Property
a. Hazing		a. Hazing	
Arrests - On Campus		Arrests - Public Property	
Criminal offense	Total Occurrences on campus	Criminal offense	Total Occurrences on Public Property
a. Weapons: carrying, possessing, etc.		a. Weapons: carrying, possessing, etc.	
b. Drug abuse violations		b. Drug abuse violations	
c. Liquor law violations		c. Liquor law violations	
Disciplinary Actions- On Campus		Disciplinary Actions - Public Property	
Criminal offense	Total Occurrences on campus	Criminal offense	Total Occurrences on Public Property
a. Weapons violations		a. Weapons violations	
b. Drug abuse violations		b. Drug abuse violations	
c. Liquor law violations		c. Liquor law violations	
Unfounded Crimes - On Campus		Unfounded Crimes - Public Property	
Criminal offense	Total Occurrences on campus	Criminal offense	Total Occurrences on Public Property
a. Total unfounded crimes		a. Total unfounded crimes	

## Campus Security

### Statement on Campus Police

TWS does not have a campus police department or employ campus police. TWS personnel have no authority to arrest or detain any individual. TWS has no memoranda of understanding (MOU) or any other type of written agreement with any law enforcement agencies for the investigation of alleged criminal offenses. TWS will assist in notifying appropriate law enforcement authorities if a student requests assistance in contacting police. Members of the Campus Community are encouraged to accurately and promptly report all crimes and public safety-related incidents to a CSA, Decatur Police Department, or their local police department. Members of the Campus Community should contact the emergency authorities directly if an immediate emergency situation exists.

### Campus Security Procedures for Reporting Incidents

The safety of students, visitors, faculty, and staff is a top priority of TWS. Each student and staff member is responsible for reporting, as soon as possible, any of the witnessed events to the Campus Administration. Campus emergencies are to be reported to the aforementioned individuals, or a student's instructor. A staff person is to report campus emergencies to the supervisor of the department. Additionally, all crimes, arrests, and hate incidents must be reported to the Compliance Department.

TWS encourages anyone who is a victim or witness to a crime to promptly report the incident to the Decatur Police Department (217) 424-2711, or their local police. Due to police reports being public records under state law, law enforcement agencies cannot hold reports of crimes in confidence. Confidential reports of a crime can be made to Crime Stoppers at (217) 423-8477.

The institution does not have pastoral or professional counselors. Therefore, the institution does not have confidential reporting procedures that encourage pastoral and professional counselors, if and when they deem it appropriate, to inform the

persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. The institution encourages and will provide assistance, if needed, to victims of crimes or offenses to seek out these counseling services.

TWS strongly encourages persons who are victims of a sex offense or that witness a sex offense to report the incident to a CSA voluntarily and on a confidential basis to permit the inclusion of that information in the Institution's annual crime statistics. The institution is required to, and will, keep the identity of victims of sexual violence private in any public report of Clery Act crimes, including this Report. Policies with respect to victims of sex offenses are contained in the Title IX Complaint/Grievance Policy in the school catalog.

TWS encourages students and staff to assume responsibility for their own personal safety and security by taking common-sense precautions. Precautions might include walking to your car at night with a fellow student or asking a TWS Facilities employee to walk you out. Another is keeping your car locked and parked in a well-lit area with valuables placed out of sight.

TWS's administrative offices will be open to staff, students, prospective students and their families, guests, and invitees during business hours (Monday through Thursday, 9:00 am to 6:00 pm, and Friday, 9:00 am to 4:00 pm). Students may access the administrative offices after 5:00 pm to make payments, purchase equipment, or to speak with the Financial Aid department until 7:30 pm, Monday through Thursday. The welding lab and student classrooms at the main location at 1287 Columbia Dr will be open to staff and students during class hours (Monday through Friday, 7:30 am to 11:15 pm, and Saturday and Sunday 8:00 am to 6:00 pm for makeup time). Emergencies may necessitate changes or alterations to any posted schedule.

All reports are investigated. Campus personnel are responsible for completing crime and accident



reports and for responding to emergencies. They are also responsible for enforcing other regulations such as parking, the use of controlled substances, weapons, and underage drinking.

If you are a victim of domestic violence, dating violence, sexual assault, stalking, or any other crime on TWS's campus, you should report this to a CSA or the Decatur Police Department. Reporting of the above crimes is voluntary and reported on a confidential basis when possible.

In the event of accidents or injuries, other medical emergencies, or crime-related incidents, someone witnessing the incident should notify the nearest instructor or staff member immediately. This procedure does not prohibit or impede the reporting of an emergency directly to the appropriate party (i.e., police, fire, ambulance, hospital, etc.). A school administrator will secure professional emergency care if needed.

As a nonresidential school, TWS expects students to secure normal medical services through a family physician. In the case of serious accidents or illnesses, the school will refer students to the nearest hospital for emergency care and will notify their emergency contacts. Students and/or their families are responsible for the cost of such emergency care.

School officials notify TWS Campus Administration or the local police when someone commits a crime on campus or at school-sponsored events. In case of accidents or injuries, other medical emergencies, or crime-related incidents involving students, visitors, or employees, the reporting staff member must complete and return incident report forms to the Compliance Department.

School personnel of chartered campus organizations must report criminal incidents committed by students while participating in school-sponsored activities both on and off campuses and properties. These reports must be submitted in writing to the Director of Education, Director of Training, and/or Director of Student Services. Students who violate the Student Code of Conduct or who commit crimes

of a misdemeanor or felonious nature, as defined by the Criminal Code of Georgia, while participating in school-sponsored activities will be subject to a hearing before a duly appointed committee (see Student Code of Conduct). The Campus President will report violations of local, state, and/or federal laws to the appropriate law enforcement officials.

### **Daily Crime Logs**

TWS maintains a daily crime log documenting reported crime in accordance with the Clery Act. Daily crime logs can be accessed electronically on the Safety & Security page of TWS's website. This log includes the nature, date, time, and general location of each crime; and the disposition of the complaint, if known.

### **Statement Regarding Fire Logs**

As TWS does not have an on-campus student housing facility, it is not required to maintain a Fire Log as defined under *34 CFR 668.49(d)*.

### **Statement Regarding Missing Student Notifications**

As TWS does not have an on-campus student housing facility, it is not required to maintain a Missing Student Notification procedure as defined under *34 CFR 668.46(h)*.

### **Campus Facilities and Security Access**

The Maintenance Department maintains school buildings and grounds with a concern for safety and security. This department inspects campus facilities regularly and promptly makes repairs. Students and employees must notify the Maintenance Department either by phone, or in-person in the Maintenance Office to report any hazard. The Maintenance Department routinely inspects school facilities to review lighting and environmental safety.

Most campus facilities are open to the public during the day and evening hours when classes are in session. Members of the maintenance staff unlock and lock buildings each day. The administrative staff is responsible for securing the facilities if maintenance personnel are not available. When officially closed, all school facilities remain locked and accessible only to authorized employees.

## Timely Warning

In the event that a situation arises either on or off-campus that constitutes an ongoing or continuing threat, a campus-wide “Timely Warning” will be issued. The timely warning will be issued by the Campus president timely warning will be issued by the Campus president via the Emergency Communication System (ECS) application to students, faculty, and staff or via campus intercom/paging system. The decision to issue a Timely Warning is made on a case-by-case basis, and the timing of the notification shall be based upon whether the crime is considered a serious or continuing threat and the possible risk of compromising law enforcement efforts.

Some examples of crimes for which a timely warning would be issued are:

- Arson
- Burglary
- Aggravated Assault/Battery
- Criminal Homicide
- Motor Vehicle Theft
- Robbery
- Sex offenses
- Hate Crimes

Anyone with information warranting a Timely Warning should immediately report the circumstances to a CSA. Once the report is received, they will confer with the Campus President to issue a Timely Warning, if necessary.

When a Timely Warning is issued, the warning may include, but is not limited to, the following information:

- Crime type
- Date
- Time
- Location of crime
- Available suspect information
- Possible actions that TWS members can take to avoid the incident.

## Personal Safety and Crime Prevention

TWS recognizes the importance of security for all students and staff while on campus property. Furthermore, TWS supports law enforcement agencies and works with them where appropriate to

minimize crime. TWS endorses all applicable city, state, and federal laws. Security issues affect all students, visitors, and staff on campus property, which includes the parking lots. TWS does not have campus housing. The Campus Administration will make available information for staff on safety and security measures.

The Director of Facilities serves as security coordinator for the campus. As such, they do not have the authority to arrest individuals; however, they do work with local, state, and federal law enforcement agencies. The department is responsible for opening and closing the facilities on campus. Instructors provide information on safety and security precautions for all new students on the first day of training.

Following these safety tips helps reduce the chance of becoming a victim of crime:

- Avoid dark, secluded places when alone.
- Walk with others, making sure to stay in well-lit areas.
- Lock car doors while on campus and keep valuables locked in the automobile trunks and/or out of sight.
- Tell someone where you are going and when you can be expected to return.
- Vary your route and schedule if you exercise outdoors on a regular basis.
- Do not overload yourself with books or other items. Keep your hands free.
- Carry a purse close to your body, preferably in front. If it has a shoulder strap, be prepared to let it go if snatched.
- When confronted by thieves, give them what they want. Do not pursue the thieves. Get a detailed description and call the police immediately.
- Never leave laptop computers, textbooks, cellular telephones, book bags, purses, or other valuables unattended in classrooms, the library, common study areas, or outdoor spaces.
- Head to an area with other people present if a stranger approaches you and you feel concerned or uncomfortable.



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TWS will conduct semi-annual safety programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their security and the security of others.

### **Safety Escorts**

Students who would like safety escorts from classes to their vehicles should contact TWS Facilities or Security personnel.



## Emergency Procedures

### Emergency Notification and Evacuation Procedures

TWS has emergency notification and evacuation procedures in response to adverse events such as emergencies or dangerous situations. Whenever there is an immediate threat to health or safety at a TWS location these emergency notification procedures will be used.

Emergency notifications and/or Timely Warnings are used for adverse events such as:

- Active shooters
- Bomb threat
- Explosions
- Hazardous Materials
- Hostage situation
- Hurricane
- Tornado
- Flood
- Fire

For incidents involving an immediate threat, the determination to initiate an emergency notification via the Emergency Communication System (ECS) is made by senior management. The nature of the emergency determines the content of the notification.

TWS is responsible for developing contingency plans and continuity of operations plans for the staff and areas of responsibility in the event of an emergency. TWS conducts semiannual emergency response exercises, such as field exercises and tests of its ECS at each owned or operated site. These tests are designed to assess and evaluate TWS's emergency plans and capabilities. Campus Security Authorities (CSAs) and other personnel receive training in responding to adverse events. When a serious incident occurs that causes an immediate threat to one or more sites, the first responders to the scene are usually the local police, paramedics, or fire departments and they typically respond and work together to manage the incident. Depending on the nature of the incident, other local, state, or federal agencies could also be involved in responding to the incident.

All personnel and students are notified on an annual basis that they are required to notify the CSAs of any situation or incident on a campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to health and safety. The CSAs have the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. CSAs have the responsibility to respond to such incidents to determine if the situation poses a threat to TWS such that an emergency notification and or Timely Warning or other notification must be issued.

If the CSA(s) confirm(s) that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Campus Community, the CSA and other TWS personnel, as appropriate, will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the Campus Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The CSA will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The CSA(s) will confirm the emergency or dangerous situation by witnessing the situation, communicating with another TWS official who has witnessed the situation or somehow verifies that an emergency exists. The appropriate segment of the community is defined as the entire Campus Community. The CSA will determine the content of the notification by obtaining enough information about the emergency situation so that the person receiving the notification will have enough timely information to understand the situation and what

action to take and will initiate the notification system by an appropriate means determined by the severity of the significant emergency or dangerous situation.

TWS will disseminate the emergency to the larger community by notifying the local Emergency services of the dangerous situation on the campus, and the Institution will rely upon the emergency officials to use their professional judgment in regard to notifying the neighboring community outside of the institution.

In the event of a serious incident that poses an immediate threat to members of the Campus Community, the institution has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the Campus Community. These methods of communication may include activation of the fire alarm system, email to the Campus Community and a public announcement system (or megaphone).

Any bomb threat, fire alarm, or notification by emergency services automatically constitutes a threat sufficient to activate the institution's evacuation procedures. In addition, any other threat that could result in bodily harm and could affect any portion of the employees or students may constitute a threat sufficient to activate the evacuation procedures. Upon notification of the need to evacuate, all students, faculty, and staff, should exit their rooms and the building, quickly but orderly, and follow the Emergency Exit guidelines to the predetermined outside areas to wait for further information. The CSAs or their designees will inform the Campus Community when it is okay to reenter the building.

During instances of the need to lock-down the school (i.e., Tornado or Active Shooter), employees and students should take cover immediately and wait to be told everything is clear. If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the

area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in until it is safe to go outside.

The institution's evacuation procedure and testing methods are designed to ensure the safety of everyone on campus. Tests will be conducted quarterly and evaluated for effectiveness; these could include drills, exercises, and follow-through activities. An evacuation drill is coordinated by the CSAs for all buildings housing classrooms. During these drills, students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for short-term building evacuation. During these drills, CSAs will staff the scene and will communicate information to students regarding the developing situation or any evacuation status changes.

TWS's procedures to test the emergency response and evacuation procedures on a quarterly basis include:

1. Drills that may be announced or unannounced;
2. Publicizing its emergency response and evacuation procedures in conjunction with at least one test per the calendar year (Example: Post in a public area the school's evacuation or lockdown procedures); and
3. Documentation, for each drill, a description of the exercise, the date, time, and whether it was announced or unannounced and how it was conducted is kept on file.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At the institution, evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also may provide the institution an opportunity to test for the proper operation of fire

alarm system components. Evacuation drills are monitored by the CSA.

Students receive information about evacuation and shelter-in-place procedures during educational sessions that they participate in throughout the year.

### General Site Evacuation Instructions

Fires, explosions, bomb threats, and hazardous material accidents are among the occurrences that may require emergency evacuation of TWS facilities. Continuous sound and flashing of fire alarm horns and strobes in any TWS owned, leased, or operated facility is the evacuation signal. Everyone who is alerted by this alarm is required to evacuate the facility as quickly and as calmly as possible.

#### Procedure

TWS requires that all facility occupants respond to the alarm signal by immediately initiating the evacuation procedures outlined below:

1. Stop all activities immediately. Complete the internal departmental or class procedures that have been determined to be essential prior to emergency evacuation.
2. Assess that all persons can evacuate the area. Supervisors and instructors are required to assure that everyone, including individuals with mobility limitations, have evacuated their area.

*Note: Evacuation plans for persons with disabilities must be made part of each campus' documented emergency evacuation procedures.*

3. Follow EXIT signs to the nearest safe exit. Do not use elevators! Special care should be taken with some footwear, such as open-toed shoes, that could hamper rapid and safe evacuation.
4. Use the stairs. Never use the elevator. Walk briskly, but do not run. Stay on the right in order to allow emergency response personnel clear access up the stairs, along the left side.
5. Allow others to enter the stairwell. As you approach the landing of each floor, allow

evacuees from that level to enter the stairwell.

6. Steer clear of hazards. If evacuation becomes difficult via a chosen route, because of smoke, flames or blockage, re-enter the facility on a safe floor. Continue evacuation via the nearest safe exit route.
7. Move away from the building. Proceed to your Evacuation Assembly Area.
8. Do not re-enter the building without an "all clear". Do not, under any circumstances, re-enter the facility unless authorized by police department personnel, fire department personnel, or until a CSA broadcasts the "all clear" message.

For the quickest way out of the building, refer to the fire maps on the walls located throughout the building(s) on campus or at the corporate offices.

### Designated Evacuation Assembly Area

#### ***Atlanta Metro Campus - 1287 Columbia Dr***

All persons in the building will meet at the Northeast corner of the student parking lot, in front of the Bank of America ATM.

### Safety Instructions for Specific Adverse Events

#### ***Hazardous Materials Accident***

A hazardous materials (HazMat) accident can occur anywhere. Hazardous materials are transported daily on our roadways, railways, waterways, and by air. A hazardous material is defined by the U.S. Department of Transportation as "a substance or material which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported for commerce, and which has been so designated."

Any substance that is capable of harming people, animals, plants, or the environment, if handled improperly is considered a hazardous material. It is difficult, if not impossible, to detect some hazardous materials. For your safety and the safety of others at an accident scene, you should consider any unknown material to be a hazardous material until it is known not to be.

If you suspect a hazardous materials situation:



- Look for signs that indicate hazardous materials may be present.
- Do not walk into, touch, or inhale any material.
- Stay uphill and upwind from the incident.
- Request assistance by calling 911.

### ***Tornado***

A tornado is a mobile, destructive vortex of violently rotating winds having the appearance of a funnel-shaped cloud and advancing beneath a large storm system. If a tornado warning is issued, students and personnel should do the following:

- In the classrooms, individuals shall take cover under classroom tables. Students and staff in the lab will also go to the classrooms.
- In the office area, students, staff, and visitors will go to the administrative services office.
- All other personnel should take cover away from any windows and under outer walls that are made of cement block and steel.
- If sufficient time exists, the Director of Facilities or designee will shut off all welding gases and electrical power to the building immediately.
- After the event, the staff will provide immediate assistance to any person who is injured.
- Stay at the designated location and check in with your instructor. Instructors will account for all students using the class rosters. Wait for further instructions. Do Not Leave.

### ***Hurricane***

A hurricane by nature is a slow-moving event with water damage being the most costly part of a hurricane. If such a magnitude disaster stops instruction, students and staff will be given phone numbers and specific TV and radio stations to receive updates on alternative instruction sites and/or repair schedules. If at a TWS site, students and personnel should:

- In the classrooms, individuals shall take cover under classroom tables. Students and staff in the lab will also go to the classrooms.

- In the office area, students, staff, and visitors will go to the administrative services office.
- All other personnel should take cover away from any windows and under outer walls that are made of cement block and steel.
- If sufficient time exists, the Director of Facilities or designee will shut off all welding gases and electrical power to the building immediately.
- After the event, the staff will provide immediate assistance to any person who is injured.
  - Stay at the designated location and check in with your instructor. Instructors will account for all students using the class rosters. Wait for further instructions. Do Not Leave.

### ***Flooding***

Flooding is a coast-to-coast threat to some part of the United States and its territories nearly every day of the year. If you know what to do before, during, and after a flood you can increase your chances of survival and better protect your property. For instance, it is vital to know what to do if you are driving and hit a flooded road.

During a flood, water levels and the rate the water is flowing can quickly change. Remain aware and monitor local radio and television outlets. Avoid flood waters at all costs and evacuate immediately when water starts to rise. Don't wait until it's too late!

- Stay Informed: Listen to radio and television, including NOAA Weather Radio if possible, check the Internet and social media for information and updates.
- Get to Higher Ground: If you live in a flood prone area or are camping in a low lying area, get to higher ground immediately.
- Obey Evacuation Orders: If told to evacuate, do so immediately. Lock your home when you leave. If you have time, disconnect utilities and appliances.
- Practice Electrical Safety: Don't go into a basement, or any room, if water covers the electrical outlets or if cords are submerged. If you see sparks or hear buzzing, crackling,

snapping or popping noises--get out! Stay out of water that may have electricity in it!

- Avoid Flood Waters: Don't walk through flood waters. It only takes 6 inches of moving water to knock you off your feet. If you are trapped by moving water, move to the highest possible point and call 911 if possible. Do NOT drive into flooded roadways or around a barricade; Turn Around, Don't Drown! Water may be deeper than it appears and can hide hazards such as sharp objects, washed out road surfaces, electrical wires, chemicals, etc. A vehicle caught in swiftly moving water can be swept away in seconds 12 inches of water can float a car or small SUV, 18 inches of water can carry away large vehicles.

### ***Other Adverse Weather Conditions***

In the advent of other unforeseen adverse weather events such as extreme temperatures or storms, students and personnel should follow best practices, which can be found at the [National Weather Service official website](#).

Extremely cold air comes every winter into at least part of the country and affects millions of people across the United States. The arctic air can be dangerous. Combined with brisk winds, dangerously cold wind chill values can result. People exposed to extreme cold are susceptible to frostbite and can succumb to hypothermia in a matter of minutes. Areas most prone to frostbite are uncovered skin and extremities, such as hands and feet. Hypothermia occurs when the body loses heat faster than it can produce it.

Heat is one of the leading weather-related killers in the United States, resulting in hundreds of fatalities each year. Heat can be very taxing on the body and heat-related illnesses can occur with even a short period of exposure. Everyone can be vulnerable to heat, but some more so than others. During extremely hot and humid weather, a person's body's ability to cool itself is challenged. When the body heats too rapidly to cool itself properly, or when too much fluid or salt is lost through dehydration or sweating, body temperature rises and a person may

experience a heat-related illness. It is important to know the symptoms of excessive heat exposure and the appropriate responses.

### ***Power Outage***

Power outages can occur from a variety of situations, such as overwhelmed power systems during extreme heat situations or natural disaster situations. Power outages present unique challenges when they occur in the workplace. Prepare now to ensure the safety of TWS and protect your equipment and business. In case of a power outage:

- Assess the extent of the outage in your area.
- Report the outage to campus administration.
- Help persons in darkened classrooms or work areas move to safety.
- Check elevators to determine if anyone is trapped inside. If so, immediately call for help. Do not try to force elevator doors or make any other rescue attempt. Wait for qualified personnel.
- Unplug desktop computers, equipment and appliances during the outage, especially if no surge protector is connected.
- Shutdown any equipment or process that could be hazardous if power suddenly returns.

### ***Fire***

In the event of a fire, students and personnel should be familiar with the locations of nearby fire extinguishers, alarms, and safe evacuation routes. These are indicated on the building's fire safety map. Located on the school's safety & security portal and throughout each building, these maps provide the locations of all pull switches, fire extinguishers, and evacuation routes.

All buildings are inspected annually to meet Title IV requirements. Inspection reports are on file with the campuses city offices. TWS personnel and students are offered optional fire extinguisher training multiple times each year as part of each campus' safety program.

When a fire occurs, no one is expected to endanger themselves in order to control a hazard or to effect or assist with evacuation of others, but everyone has a duty to ensure that other occupants are aware of

an emergency. Trigger the nearest fire alarm then follow the evacuation procedures as described on [pg.32](#).

### ***Explosion***

When working with reactive gases, the risk of an explosion occurring is present. Should such an event occur TWS personnel and personnel should:

1. Immediately take cover under tables, desks or other such objects that will give protection against flying glass and debris.
2. After the effects of the explosion have subsided, call 911.
3. Try to establish what exploded, the extent of the damage and possible life-threatening hazards to determine your next course of action.
4. Take immediate action to ensure their safety and the safety of others. Evacuate according to the procedures described [here](#) if necessary; otherwise, remain in your place of cover. If necessary, activate the building alarm system.
5. Seek and assist any disabled persons in evacuating the building. Exit via stairway. **DO NOT USE ELEVATORS.**
6. If you evacuate, go to an area upwind from the explosion site to avoid possible toxic fumes. Once outside, move at least 150 feet away from the effected building. Keep roadways and walkways clear for emergency vehicles.
7. **WAIT FOR INSTRUCTIONS** from emergency personnel. **DO NOT RE-ENTER THE BUILDING** until instructed to do so by a CSA or other properly identified emergency personnel.

### ***Bomb Threat***

Bomb threats involve any communication that indicates the presence of, or intent to detonate an explosive device. While these threats can be connected to actual acts of violence in which explosives are used, they are increasingly used as a tactic to disrupt, distract, or harass locations or organizations. The operational, financial, and psychological impacts that bomb threats can have

on a location, an organization, an event, a community, and personnel can be dangerous and costly, even if no explosive device is present.

The primary reason for employing bomb threats when no explosive device is present is to disrupt, distract, and harass. Perpetrators generally want to disrupt normal operations and threats of violence that generate panic can be an effective method. Once in a state of anxiety, an organization is at much higher risk for personal injury, property damage, and operational disruption. The most common targets of bomb threats include schools, government facilities, commercial businesses, healthcare facilities, and faith-based organizations. Bomb threats also have cascading impacts on communities by placing strains on first responders and emergency management activities, draining public resources. Bomb threats are mostly received via phone, but are also made in person or via: email, social media, written note, or other means. Every bomb threat is unique and should be handled in the context of the facility or environment in which it occurs.

1. If you receive a phoned threat:
  - a. Remain calm & do not hang up, keep the caller on the line for as long as possible
  - b. If possible, signal other staff members to listen & notify Site Decision Maker(s)
  - c. If the phone has a display, copy the number and/or letters on the display
  - d. Write down the exact wording of the threat
  - e. Record the call, if possible
  - f. Fill out the Bomb Threat Checklist immediately
2. If you receive a social media or email threat:
  - a. Do not turn off or log out of the account
  - b. Leave the message open on the device
  - c. Take a screenshot, or copy the message and subject line
  - d. Note the date and time
  - e. Notify the organization Site Decision Maker(s)
3. If you receive a written threat:
  - a. Handle the document as little as possible



- b. Note date, time, and location the document was found
- c. Secure the document and do not alter the item in any way
- d. Notify the organization Site Decision Maker(s)

### **Active Shooter**

An active shooter is an individual actively engaged in killing or attempting to kill people in a populated area.

- Victims are selected at random.
- Event is unpredictable and evolves quickly.
- Knowing what to do can save lives.

What is Active Shooter Attack Prevention and Preparedness (ASAPP)? Active Shooter Attack Prevention and Preparedness (ASAPP) was created by the FBI Office of Partner Engagement's Violence Reduction Unit.

The goal of ASAPP training is to empower participants with the knowledge and skills necessary to survive an active shooter incident in any environment (i.e., an office, shopping center, house of worship, school, or government building).

Personnel are shown "Run, Hide, Fight". They also learn and practice procedures to control bleeding and otherwise assist the injured until proper medical care becomes available. The techniques are:

1. *Run*
  - a. Wherever you go, be aware of alternate exits.
  - b. Quickly and cautiously evacuate in a direction away from the attacker.
  - c. Don't hesitate. Seconds matter.
  - d. Remember windows and emergency exits.
  - e. Leave belongings behind. Keep empty hands raised and clearly visible.
  - f. Follow all instructions from the police.
  - g. Don't stop until you are sure you have reached a safe location.
2. *Hide*
  - a. If there is no safe escape route, find a good hiding place.

- b. Lock and barricade the door.
- c. Silence cell phones.
3. *Fight*
  - a. Fight only as a last resort.
  - b. Use available objects as improvised weapons.
  - c. Use teamwork and surprise. A coordinated ambush can incapacitate an attacker.
  - d. You are fighting for your life. Don't fight fair!

When safe to do so, persons should contact 911. Students and personnel should provide the following information to the 911 operator, if known:

- Location(s) of the active shooter(s)
- Number of shooters
- Physical description of the shooters
- Number and type of weapons shooter(s) have/have
- Number of potential victims at location

When law enforcement arrives:

- Remain calm and follow instructions.
- Drop items in your hands. (e.g., bags, jackets)
- Raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid quick movements toward officers, such as holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not ask questions when evacuating.

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove the injured.

Once you have reached a safe location, you likely will be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.

## Drugs, Alcohol, & Weapons Policies

### Weapons Policy

TWS is committed to providing all employees, students, volunteers, visitors, vendors, and contractors a safe and secure workplace and academic setting by expressly prohibiting the possession of a firearm, weapon, or explosive compound or material on any campus property or within the designated school safety zone, which is defined as being in, on, or within 1,000 feet of the campus or other designated worksites. This policy extends to any school sanctioned function.

Unless otherwise provided by law, it is unlawful for individuals to carry, possess, or have under their control any firearm, weapon, or unlawful explosive compound while within a school safety zone, a school building, on school property, at a school-sanctioned function, or on a bus or other transportation furnished by the school. Such buildings include any public-owned, public-leased, or public-operated building that houses any educational function.

The following are applicable exemptions to the weapons restrictions:

- Participants in organized sport shooting events or firearm training courses.
- Persons participating in military training programs conducted by the armed forces of the United States or the Florida Department of Defense.
- Persons participating in law enforcement training conducted by a certified police academy.
- Peace officers, law enforcement officers, prosecuting attorneys, campus police or security officers, and medical examiners employed by the state when acting in the performance of their official duties or en route to or from their official duties.
- A weapon that is in a locked compartment of a motor vehicle or a locked firearms rack which is on a motor vehicle when that vehicle is being used by an adult over 21 who is not a student attending the school in

order to bring or pick up a student at the school.

- Teachers and other school personnel who are otherwise authorized to possess or carry weapons provided the weapon are in a locked compartment of a motor vehicle or in a located container, or locked firearms rack which is on a motor vehicle.

Unless otherwise provided by law, it is an express violation of school policy for any individuals to use, possess, manufacture, distribute, maintain, transport, or receive any of the following on any school campus, on school property, at a school-sanctioned function, or on a bus or other transportation furnished by the school:

- Any firearm whether operable or inoperable as defined by state law, or any facsimile thereof including, but not limited to, paintball guns, BB guns, potato guns, airsoft guns, or any device that propels a projectile of any kind.
- A dangerous weapon, machine gun, sawed-off shotgun or rifle, shotgun, or silencer/suppressor as defined by state law.
- A weapon whether operable or inoperable as defined by state law, or any facsimile thereof including, but not limited to, any knife with a blade that is two or more inches in length (e.g., switchblade, ballistic knife, straight-edge razor or razor blade, any bludgeon-type instrument (e.g., blackjack, bat, or club), any flailing instrument (e.g., nunchuck or fighting chain), stun gun or Taser, or weapon designed to be thrown (e.g., throwing star or oriental dart).
- Any bacteriological weapon, biological weapon, destructive device, detonator, explosive, incendiary, over-pressure device, or poison gas as defined by state law.
- Any explosive compound or material as defined by state law.
- Any hoax device, a replica of a destructive device or configuration or explosive materials with the appearance of a

destructive device including, but not limited to, fake bombs and packages containing substances with the appearance of chemical explosives or toxic materials.

Any employee or student who violates the provisions of this weapons policy shall be subject to disciplinary action up to and including dismissal. From a legal perspective, any person who violates this restriction shall be guilty of a felony and upon conviction shall be punished by a fine of up to \$10,000 and/or imprisonment for between two and ten years. Vendors or contractors who violate the provisions of this policy shall be subject to the termination of their business relationship with the school.

### **Alcohol & Drug-Free Campus Policy**

In accordance with *the Drug-Free Schools and Communities Act Amendments of 1989*, TWS implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. School standards of conduct clearly prohibit the unlawful possession, use, or distribution of alcohol, marijuana, a controlled substance, or other illegal or dangerous drugs on campus or as part of any student-sponsored activities.

School policies prohibit the possession or consumption of alcoholic beverages and illicit drugs on the campuses, in school facilities, or at school-related functions. School policies also prohibit students under the influence of alcohol or nonprescription drugs from appearing on the campuses, at clinical facilities, or at student-related functions and activities. The State of Florida sets 21 as the minimum age to purchase or possess any alcoholic beverages. The Student Advisors provide information on drug and alcohol policies and procedures during new student orientation, including reviewing and signing the school's Drug and Alcohol Policy. The staff is provided the same information prior to hiring and continued annually.

As noted in the Student Code of Conduct, the school will impose sanctions up to and including dismissal and referral for prosecution for the violation of these standards. TWS assists students with drug- or alcohol-related problems by referring

them to appropriate community resources designed to address these problems.

### **Federal Drug Legal Sanctions**

#### **Marijuana (21 U.S.C. §§ 812, 841, 844)**

Marijuana is a Schedule I drug under federal law, and the punishment for manufacturing, distributing, or possessing with the intent to manufacture or distribute it varies based on the quantity of the drug. For trafficking of less than 50 kilograms of marijuana, ten kilograms of hashish, or one kilogram of hashish oil, the maximum penalties are imprisonment for up to five years and a fine of up to \$250,000. Maximum punishments increase in severity for larger quantities of substances and other factors. For the first conviction of possession of marijuana or the distribution of a small amount of marijuana without payment, the maximum sentence is up to one year of imprisonment and/or a fine of \$1,000.

#### **Other Drug Offenses (21 U.S.C. §§ 812, 841, 844, 844a, 860)**

Federal law prohibits the manufacture, distribution, or possession with the intent to manufacture or distribute, of controlled substances. It also prohibits the creation of counterfeit substances. Punishments for these offenses vary widely, and if an offense occurs within 1,000 feet of a public or private college or university (or other property such as schools, youth centers and public housing facilities), maximum punishments can be doubled, and at least one year of imprisonment must be imposed.

Possession of controlled substances is also illegal, and punishable with imprisonment for up to one year and/or a minimum fine of at least \$1,000. Multiple offenses carry more severe punishments. Civil penalties, with fines of up to \$10,000, can be imposed for possession offenses.

### **Georgia State Drug and Alcohol Legal Sanctions**

#### **Alcoholic Beverages (GA Code §§ 3-3-23)**

Georgia prohibits possession of alcohol by those under age 21, barring specific circumstances. It is unlawful for an underage person to purchase or attempt to purchase alcohol. It is also unlawful for an underage person to misstate or misrepresent their age or another person's age for purposes of seeking



alcohol for an underage person from someone with a license to sell alcohol. It is also illegal to provide alcohol to a person under age 21, except in limited circumstances. These offenses are misdemeanors, and punishable by not more than six (6) months' imprisonment or a fine of not more than \$300.00, or both.

It is also a misdemeanor of a high and aggravated nature when a person knowingly or intentionally acts as an agent to purchase or acquire any alcoholic beverage for or on behalf of a person under 21 years of age.

### **Controlled Substances Offenses** (*GA Code § 16-13-30*)

It is illegal to manufacture, deliver, distribute, dispense, administer, sell, or possess with intent to distribute a controlled substance. The severity of the charge depends on the controlled substance in question—some violations of this law are misdemeanor, some are felonies. A felony is punishable by imprisonment that may not exceed thirty (30) years and/or a fine of up to \$20,000. Penalties also may increase when the violation takes place near certain spaces, such as schools, parks, places of worship, convenience businesses, public housing facilities, assisted living facilities, and public or private postsecondary institutions. Other aggravating circumstances, such as selling to a person under the age of 18, also may increase the penalty.

### **Alcohol/Drug Use and Substance Abuse**

Much has been written in recent years about the health benefits of moderate alcohol use. Unfortunately, that information has also been viewed by some as permission to continue their ongoing abuse of alcohol. Likewise, while there are valid medical reasons to take legally prescribed drugs, it is not uncommon for an individual to lose

control over their use of those medications and in some instance advance to such risk-taking behavior as seeking illegal drugs as a substitute.

Once an addiction begins, it can carry a host of additional issues, including loss of self-control, judgment, motivation, memory, and the ability to learn. People who choose to abuse alcohol and/or drugs run the risk of incurring serious health problems such as high blood pressure, increased risk of cancer, heart disease, hepatitis, cirrhosis, alcoholism, drug addiction, brain damage, and in extreme cases sudden death. Additionally, individuals with substance abuse problems pose a serious risk to themselves and to others when they elect to drive under the influence.

Any student who suspects that they or a friend might have a problem with alcohol or drug use should contact the Student Services Department for assistance.

The Student Services Department schedules alcohol and substance abuse events throughout the year. Notices will be posted on bulletin boards around campus, electronic message boards, and the school website announcing these events.

### **Drug Testing/Background Checks**

Certain employers who hire our graduates require students to complete drug testing and/or criminal background checks prior to allowing students to be hired. TWS has a program whereby students are randomly selected for drug testing. Unless otherwise noted, students are responsible for the costs associated with drug testing and/or criminal background checks. Based on the hiring company, the results of background checks and/or drug tests may prevent students from completing their programs of study and/or being hired by certain employers.

## Drug and Alcohol Abuse Prevention Program

### Statement of Purpose

The purpose of the Drug-Free Schools and Campuses Regulations is to implement section 22 of the [Drug-Free Schools and Communities Act Amendments of 1989](#), which adds section 1213 to the [Higher Education Act of 1965](#) and Section 5145 to the [Drug-Free Schools and Communities Act](#). These amendments require that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education must certify that it has adopted and implemented a drug prevention program.

As a result, TWS has implemented the following Drug and Alcohol Abuse Prevention Program (DAAPP), which applies to all students and employees, and may apply to other TWS personnel dependent on role and jurisdiction.

### Policy for Providing a Drug-free Workplace

- 1) It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance in the workplace or any area that is on TWS property or during school-sponsored activities. This also includes possession and use of alcohol.
  - a) This act applies to TWS personnel and students.
  - b) Alcohol or tobacco products are not considered controlled substances; however mild prescriptions to the worst street drugs are included.
  - c) The school is not responsible for the conduct of their personnel or students outside the workplace/school.
- 2) TWS personnel or students who are found in violation of this policy will be given a letter of reprimand which will become a part of their records until such time as said person seeks and successfully completes drug or alcohol counseling, rehabilitation, or an assistance program.
  - a) Upon a second (2<sup>nd</sup>) and subsequent violation of this policy occurring in or affecting the school, personnel may be placed on probation or terminated

dependent on the individual circumstances of the case. A student in this circumstance will be dismissed.

- b) On the third (3<sup>rd</sup>) violation of this act, personnel will be dismissed.
- 3) TWS Education Group has established a drug-free awareness program with local and state agencies to inform personnel and students about:
  - a) The dangers of drug abuse in the workplace or on school property.
  - b) TWS's policy on maintaining a drug-free workplace.
  - c) TWS's agreement to assist any personnel or student who are in need of drug counseling, rehabilitation, and/or assistance programs by direct or indirect referrals and providing brochures to those personnel and students seeking help from approved agencies.
  - d) In addition, biannual meetings will be held lasting at least one (1) hour in duration for speakers to discuss and assess the success of TWS's program.
- 4) As a condition of employment, contract, or enrollment, personnel and students must notify TWS of any criminal drug statute conviction no later than five (5) calendar days after starting their employment/program or conviction.
  - a) TWS will give each of its personnel or students a copy of this policy statement.
  - b) Within thirty (30) calendar days of learning of such a conviction, the personnel or student will be required to enter a drug rehabilitation program, which they must complete.
  - c) TWS will communicate to its personnel and students its policy for maintaining a drug-free workplace, the dangers of workplace drug abuse, penalties it will impose for drug violations, and information about any available drug

- counseling, rehabilitation, or personnel or student assistance programs.
- d) Applicants for full-time employment must pass a drug test prior to receiving an offer of employment from TWS.
  - e) Applicants will make a good faith effort to preserve a drug-free workplace by continuing to observe the preceding requirements.
  - f) All personnel and students will receive a copy of this statement and will be held liable for its contents and strict adherence to those guidelines.
- 5) TWS issues this statement to notify its personnel, because it is and wishes to remain a recipient of federal funds; it is TWS's policy to maintain a drug-free workplace. All personnel are hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited at TWS worksites. As a condition of employment, contract, or enrollment at TWS, personnel and students must:
- a) Abide by the terms of this statement; and
  - b) Applicants for full-time employment must pass a drug test prior to receiving an offer of employment from TWS; and
  - c) Applicants must notify TWS of any criminal drug statute conviction no later than five (5) calendar days of starting employment/program or conviction.
- 6) Upon notification of such conviction, TWS must notify the U.S. Department of Education within ten (10) calendar days and take one or more of the following actions with respect to any employee so convicted:
- a) Take appropriate personnel action, up to and including termination of employment or contract; and/or
  - b) Require such personnel to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state, or local health, law enforcement, or other appropriate agency.

- 7) For the purposes of assuring compliance with the above, personnel will be subject to substance screening under the circumstances described below. "Substance Screening" means the testing of blood, urine, a drug/alcohol test, or otherwise as reasonably deemed necessary to determine possession or impairment. This screening will be done by an independent qualified laboratory, following testing methods and collection procedures designed to assure accuracy and reliance on the results.

### **Substance Screening**

Substance screening will be conducted under the circumstances described below:

- 1) As part of a randomized testing regimen.
- 2) Due to suspected impairment. When there is reasonable evidence to suspect that because of an individual's actions they could cause harm to themselves or to others.
- 3) Post-accident/incident. If involved in an accident involving the apparent violation of a safety rule or standard, which did or could have resulted in serious injury or property damage, concern as to reasonable cause may require the individual to be subject to substance screening.
- 4) Privacy. The results of any program screening will be considered a medical report disseminated only in strict compliance under applicable local, state, and federal privacy regulations and TWS's own *STEG-POL-70006 Global Privacy Policy*.
- 5) Disabilities. The program will be administered in a manner conformant with, and in compliance of, the ADA so as not to interfere with the rights of disabled persons, except to the extent any substance abuse handicap would directly interfere with performance.

### **Consent**

- 1) As stated above a urine drug test procedures may be conducted without prior notice at any time as deemed appropriate by TWS's administrative personnel.

- 2) However, no student or personnel will be subjected to testing without prior written and signed consent. Current personnel, as well as prospective personnel, who refuse to sign *STEG-FRM-80004 Drug & Alcohol Screening Consent Form*, will be considered to have voluntarily resigned by choosing not to comply with TWS's policy.
- 3) In all instances, testing will be performed by an independent third-party with concern and respect for each person's privacy. Results will be kept confidential, and only released on a need-to-know basis.

### Policy Exclusions

Excluded from this policy is the legitimate possession and proper use of medication prescribed for students or personnel by a medical doctor, and over-the-counter medication, provided such medications are being used in strict compliance with the prescription or manufacturer's recommendations and do not affect the person's performance or create a risk to the safety of the person or to others. The persons so using are responsible for knowing the possible side effects of prescription and non-prescription medication they intend to use while working and must notify their instructor or supervisor if such use could affect their performance, judgment, and/or physical reaction time. All prescriptions must be in the person's name and must be carried in their original containers. TWS reserves the right to consult with and rely on its own medical sources as to any issues of safety or reliability of any person at a TWS worksite while taking certain medications.

### Disciplinary Action

All persons subject to testing have the right to explain, in confidence, their test results. All persons may explain to either their managers and/or the executive leadership team. All students may also explain to the Director of Education or the Student Advisor. Each person tested has the right to obtain copies of all information and records related to their testing, where permitted by law. Those individuals who are disciplined in accordance with this policy and its procedures have the right to appeal, the

appeal procedures are outlined in their campus' school catalog and in the TWS Personnel Handbook.

### Drug & Alcohol Prevention & Treatment Facilities

Prevention and treatment start with acknowledgement of an existing problem, addressing the consequences of a person's choices, improving resistance skills, and addressing problematic use or addiction by getting help. To obtain information on drug and alcohol prevention and treatment facilities, students may contact their campus' Student Advisor. TWS personnel may reach out to the Human Resources Department.

TWS personnel and students may also contact any of the following counseling facilities for assessment, treatment, and referrals:

#### National Hotline

*The SAMHSA's National Helpline*  
1-800-622-HELP



## Legal Sanctions

Federal laws enforce grave penalties on persons who illegally possess, use, or distribute drugs. These sanctions include, but are not limited to,

incarceration and monetary fines. The major penalties are pulled from the Drug Enforcement Administration's (DEA) [Campus Drug Prevention](#) program and are summarized as follows:

Drug/Schedule	Quantity	Penalties	Quantity	Penalties
Cocaine (Schedule II)	500 - 4999 grams mixture	<i>First Offense:</i> Not less than 5 years, and not more than 40 years. If death or serious injury, not less than 20 years or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. <i>Second Offense:</i> Not less than 10 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs or more mixture	<i>First Offense:</i> Not less than 10 years, and not more than life. If death or serious injury, not less than 20 years or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. <i>Second Offense:</i> Not less than 15 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. <i>2 or More Prior Offenses:</i> Not less than 25 years. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		100 gm or more pure or 1 kg or more mixture	

Drug/Schedule	Amount	Penalties
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<i>First Offense:</i> Not more than 20 years. If death or serious injury, not less than 20 years, or more than life. Fine \$1 million if an individual, \$5 million if not an individual. <i>Second Offense:</i> Not more than 30 years. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual
Flunitrazepam (Schedule IV)	1 gram	
Other Schedule III drugs	Any amount	<i>First Offense:</i> Not more than 10 years. If death or serious injury, not more than 15 years. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. <i>Second Offense:</i> Not more than 20 years. If death or serious injury, not more than 30 years. Fine not more than \$1 million if an individual, \$5 million if not an individual.
Flunitrazepam (Schedule IV)	Other than 1 gram or more	<i>First Offense:</i> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. <i>Second Offense:</i> Not more than 10 years. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Other Schedule IV drugs	Any amount	
All Schedule V drugs	Any amount	<i>First Offense:</i> Not more than 1 year. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. <i>Second Offense:</i> Not more than 4 years. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

Federal Trafficking Penalties – Marijuana			
Drug	Quantity	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 years. or more than life. If death or serious bodily injury, not less than 20 years., or more than life. Fine not more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 15 years. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 years. or more than 40 years. If death or serious bodily injury, not less than 20 years., or more than life. Fine not more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 years. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50 million if other than an individual.
	More than 10 kg hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not less than 20 years. If death or serious bodily injury, not less than 20 years, or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not less than 30 years. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
	Less than 50 kg marijuana (except 50 or more marijuana plants regardless of weight); 1 to 49 marijuana plants	Not more than 5 years. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 years. Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule I)	10 kg or less	Not more than 5 years. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 years. Fine \$500,000 if an individual, \$2 million if other than individual
Hashish Oil (Schedule I)	1 kg or less	Not more than 5 years. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 years. Fine \$500,000 if an individual, \$2 million if other than individual

*\*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a not less than 25 years imprisonment and a fine up to \$20 million if an individual and \$75 million if other than an individual.*

Various states laws may also provide similar, or harsher, penalties with regard to the simple possession, distribution, or possession with the intent to distribute of a controlled substance.

TWS personnel who have been found to be in violation of any of the provisions of this policy may be subject to disciplinary action up to and including termination of employment or contract, and may not be eligible for rehire with the organization.

Students who are determined to be in violation of any of the provisions of this policy are subject to the disciplinary actions described in the memorandum and consent form signed by the student.

Furthermore according to state laws of Florida any person under the age of 21 years old found in possession of low-point

alcohol can be convicted of a misdemeanor and punished by fines not exceeding \$300 or is expected to perform community service for the first offense. Person convicted for a second offense will be convicted of a misdemeanor and fined \$600. A person who furnishes low-point alcohol to anyone under 21 years of age will be convicted of a misdemeanor, fined up to \$500, or imprisoned in jail for one year. A person with an incurring second conviction will be fined \$2,500 and or a year in jail ([http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0800-0899/0893/Sections/0893.13.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0800-0899/0893/Sections/0893.13.html)).

### Dangers of Drug Abuse

A person's personal expenses due to a drug habit can range from \$200.00 to \$3,000.00 or more per week, in addition, the costs of that addiction to one's future, family, lifestyle, and

career as well as to their physical well-being and self-respect is. The use of illicit drugs and/or alcohol would diminish a person's ability to perform their job.

Per the White House's [Office of National Drug Control Policy](#), more than 25,000 U.S. citizens die each year from drug-related accidents or health problems. With most drugs, it is possible that users will develop psychological and physical dependency. The general categories of drugs and their effects are as follows:

- *Alcohol* produces short-term and long-term effects that include behavioral changes, impairment of judgment and coordination, and irreversible physical and mental abnormalities in newborn babies (fetal alcohol syndrome). Alcohol abuse can result in damage to the liver, heart, and brain. Long-term abuse is known to cause ulcers, gastritis, malnutrition, delirium tremens, and cancer.
- *Depressants* (e.g., barbiturates, opiates, quaaludes) slow down the central nervous system and can cause slowing heart and breathing rates, can lower blood pressure, as well as slow down one's reaction time. They also cause a person to be confused, have a sense of false of reality, convulsions, coma, and death.
- *Hallucinogens* (e.g., PCP, mushrooms, angel dust, LSD) physical effects include dilated pupils, increased heart rate and blood pressure, nausea, blurred vision, dizziness, and decreased awareness can also occur. Certain sensations may occur giving the feeling of hearing sounds and seeing objects that do not really appear to be there. Furthermore, use of

hallucinogens may result in self-inflicted injuries, impaired coordination, incoherent speech, depression, anxiety, and violent behavior.

- *Marijuana* (e.g., chronic, mary jane, dope) destroys short-term memory, comprehension, concentration, coordination and motivation. It also increases heart rate and blood pressure. It may also cause paranoia and psychosis. The way in which marijuana is smoked also enhances the risk of lung cancer.
- *Nicotine* and other stimulants (e.g., cocaine, crank, caffeine, amphetamines, methamphetamines) speeds up the central nervous system and can cause increased heart, breathing rates, and blood pressure. It also causes a decrease in appetite, headaches, blurred vision, dizziness, insomnia, anxiety, hallucinations, paranoia, depression, seizures, and death due to heart attack or respiratory failure. Additionally, it can cause cancer of the lungs, larynx, esophagus, bladder, pancreas, and kidney for those who are smokers at increased rates. Stimulants are addictive, both physically and psychologically.

For more information see the sources below:

- <http://www.niaaa.nih.gov>
- <http://www.drugabuse.gov>
- <http://www.whitehousedrugpolicy.gov/drugfact/hallucinogens/index.html>
- <http://www.drugabuse.gov/ResearchReports/Marijuana/Marijuana3.html#physicalhealth>
- <http://www.whitehousedrugpolicy.gov/drugfact/index.html>

## Sexual Offence Policies

### Sexual Assault and Other Crimes

It is important for all students, faculty, and staff members to know where to turn for help and what to do if they or someone they know becomes the victim of domestic violence, dating violence, stalking, and sexual assault. Whether the assailants are strangers, acquaintances, close friends, or dates, everyone needs to know how to get necessary treatment, counseling, and other services. Domestic violence, dating violence, stalking, and sexual assault are criminal offenses subject to prosecution under the law. These acts are also violations of the *Student Code of Conduct*.

Studies show that “acquaintance rape” occurs more frequently among school-age students than among any other group. This form of rape is one of the most unrecognized and under-reported crimes because few people identify it as a crime punishable by law.

### Reducing Risk

Steps to take to reduce your risk of being a victim of sex crimes include:

- See the Personal Safety and Crime Prevention section for steps to follow for your own personal safety.
- Consider your alternatives if confronted by a rapist.
- Practice possible responses to situations so that you can recall them, even under the stress of a real encounter.
- Realizing that you could be a victim is the first step in self-protection.
- Use awareness and common sense to avoid potentially dangerous situations.
- Participate in a self-defense training class.

With regard to date rape and acquaintance rape, remember the following precautions:

- Know your own sexual values, expectations, wishes, and intentions, and communicate them clearly and openly.
- Be observant of your acquaintance’s or date’s attitudes toward you.

- Avoid using mood-altering chemicals such as drugs and alcohol. Studies have shown that being under the influence of alcohol or drugs contributes to increased incidences of date rape.
- Be assertive about your needs and rights.
- Reinforce your verbal “no” with physical resistance, unless you feel this will further endanger you.
- Tell your assailant that he or she is committing a sexual act to which you do not consent and that he or she is breaking the law.

### What to Do If Victimized

You need to remember to take the following steps if someone attacks you:

- Be aware of your capabilities and limitations. Your judgment and thinking will be your best weapons.
- Evaluate the situation for possible avenues of escape.
- Your first concern should be for your safety and survival.
- Use your judgment to do what is necessary to save your life. That may mean making a scene and drawing attention to yourself so that the assailant leaves. It may buy you enough time to escape. This action may mean fighting back. It may mean not physically resisting.
- If you choose not to physically resist the attack, it does not mean that you have asked to be raped. It means that you did what you needed to do to survive.
- Remember—there is no one “right” way to respond. The person under attack is the best judge of which options will work well in that situation.

If someone assaults or attempts to assault you or someone you know, you should take the following steps:

- Get to a safe place as soon as you can.
- Try to preserve all physical evidence. Do not bathe, douche, use the toilet, or change



clothing. Preserving evidence may assist in proving that the alleged conduct occurred or may be helpful in obtaining a police protective order.

- If the attack occurred on campus, contact the Student Services Department at (904) 646-9353.
- If the attack occurred off-campus, immediately contact a local law enforcement agency by dialing 911.
- Get medical attention as soon as possible to determine the presence of physical injury, sexually transmittable diseases, or pregnancy. Medical personal can also obtain evidence to assist in criminal prosecution.

Sex crimes can cause psychological after-effects. Counseling is a good idea, whether or not you think you need it. Remember, sex crimes are never the victim's fault. For assistance, contact the Student Services Department.

The Student Services Department will, upon request, help address any concerns victims might have because of an assault. The school will also assist victims in changing their academic or living situations after the assault if requested and reasonably available. If the assailant is a student, the victim may file a written complaint with the Campus President. Under the *Student Code of Conduct*, the school affords both the accused and the accuser the same rights.

The Student Services Department schedules events on Domestic Violence, Dating Violence, Stalking, and Sexual Assault prevention throughout the year. Notices announcing these events will be posted on bulletin boards around campus, electronic message boards, and the school website.

The Institution strongly advocates that members of the Campus Community and any victim of sexual violence report the incident to police in a timely manner and, if requested to do so by the victim, the Institution will assist the victim in contacting the police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. The

victim has the right at all times to decline to notify police of the incident.

Where applicable, the victim has the right, and it is the institution's responsibility to honor orders of protection, "no contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court, or by the institution.

### **Campus Sex Crimes Prevention Act**

The *Campus Sex Crimes Prevention Act* amended the *Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act* to require certain convicted sex offenders to notify states of each institution of higher education at which the individual is a student or employee. The act also requires states to make such information available promptly to law enforcement agencies having jurisdiction of the location of the applicable institutions of higher education. The act also specifies that local law enforcement officials must enter this information into appropriate state records or data systems. The act also requires institutions to notify the campus community where they can obtain from law enforcement agencies' information concerning registered sex offenders.

### **Georgia Sex Offender Registry**

The Georgia Sex Offender Registry website provides access to an "Offender Lookup" registry. Please visit their website at [state.sor.gbi.ga.gov/sort\\_public/OffenderSearch.aspx](http://state.sor.gbi.ga.gov/sort_public/OffenderSearch.aspx).

This information may also be obtained from either the U.S. Department of Justice's Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART) through the Dru Sjodin National Sex Offender Public Website at [www.nsopw.gov](http://www.nsopw.gov) or the Jacksonville Sheriff's Office on their website at [www.sheriffalerts.com](http://www.sheriffalerts.com).

### **Responding to Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

TWS will not tolerate dating violence, domestic violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings.

These procedures apply to all reports of sex offenses. The institution's CSA(s) and Title IX Coordinator are responsible for receiving and evaluating reports of a sexual offense. Any student, employee, or third party may file a report of a sexual offense to the CSA or Title IX Coordinator.

Once the CSA and/or Title IX Coordinator receives a report of a sexual offense such as sexual violence, including dating violence, domestic violence, and sexual assault or stalking, the following steps will be followed:

1. The CSA will immediately assess whether the information in the sex offense report warrants a timely warning and if so, will contact the institution's Campus President immediately to execute that procedure. The CSA will immediately provide the reporting party with a copy of these procedures, including the TWS Title IX policy and Title IX grievance procedure as contained in the school catalog. The CSA will immediately contact the Title IX Coordinator to take further action pursuant to the Title IX policy. The CSA will determine if the sex offense is a Clery Act reportable crime and if so, will prepare and maintain an accurate Clery Act crime report for such offense for inclusion in the institution's annual crime statistics. TWS protects the identity of and any personally identifiable information about the victim of the sex offense in any public crime statistics report issued by the institution by requiring the CSA to maintain Clery crime statistics records, whether electronic or hard copy, that exclude or redact the name and personally identifiable information for all victims of sexual assault, dating violence, domestic violence and stalking and by prohibiting the CSA and any other employee from including such information in connection with statistics in this Report or as reported to the U.S. Department of Education.
2. Title IX Coordinator, who has primary authority for investigating sex offenses pursuant to the TWS Title IX policy and

Title IX grievance procedure contained in the school catalog, will immediately inform the victim of the institution's Title IX Complaint/Grievance Procedure Policy, including Their right to "interim measures" during the pendency of an investigation including obtaining an order of protection, a no-contact order, restraining order or similar lawful order from the police or TWS; the institution's obligation to protect the identity of the victim in any Clery Act report or in other publicly available recordkeeping and to keep any interim measures provided to the victim to the extent maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measure. The Title IX Coordinator will inform the CSA of the sex offense report without the inclusion of any personally identifiable information for determination of any timely warning and for inclusion in the TWS crime statistics.

3. The institution will provide written notification to members of the Campus Community about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the institution and in the community.
4. The institution will provide written notification to victims within the Campus Community about available options and assistance, including how to request these changes and who to contact at the institution for the following: academic, living, transportation and working situations including protective measures. These accommodations/protective measures are provided if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.
5. The institution will provide an explanation of the procedures for institutional disciplinary action in cases of alleged dating

violence, domestic violence, sexual assault, or stalking.

6. The institution, when a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off-campus, will provide the student or employee a written explanation of the student's or employee's right and options.

### **Disciplinary Procedures for Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

The procedures for institutional disciplinary actions in cases of an alleged sexual offense such as sexual violence, including dating violence, domestic violence, and sexual assault or stalking, the following steps will be followed and will be applied as appropriate to the institution's Campus Community.

The institution is committed to providing a prompt, fair, and impartial process from the initial investigation to the final result. The CSA and all other officials involved in the process receive, at a minimum, annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking, and how to conduct an investigation and formal or informal meetings that protects the safety of victims and promotes accountability. At all times during the process, the accuser and accused will be provided the same opportunities to have others present during the proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The institution will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or during the process. However, the Institute may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

A proceeding is a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations and meetings. The type of proceeding will be based on the facts of alleged sexual offense reported.

The institution does not provide for a formal hearing process, but both parties may be assisted by a support person of choice, including an attorney.

In all cases, the CSA will maintain regular, simultaneous communications in writing with both the accuser and accused and provide both parties with equal opportunity to provide information, witness statements, evidence, and other information that may be necessary for the CSA to fully evaluate the alleged offense.

The accuser and accused will be provided timely notice of meetings at which the accuser or accused, or both, may be present, and will be provided with timely and equal access to the accuser, accused and appropriate officials to any information that will be used during the disciplinary process.

The CSA will, barring extenuating circumstance, complete the investigation and make a determination regarding any necessary discipline of accused and remedies to accuser within sixty (60) days of the date that the report is first received by the CSA. The Institute may allow for an extension of that time frame for a good cause with written notice to the accuser and accused of the delay and the reason for the delay.

Any student, employee, or a third party may file a report of a sexual offense to the CSA whose contact information is located within this report. There is no complaint form that needs to be completed. A complaint can be filed in person, by phone or email.

If the accused is subject to sanctions, the institution shall use the preponderance of evidence standard (meaning that the party presenting the evidence must, by the evidence presented, establish that what he or she is required to prove is more likely to be true than not true) in deciding to initiate formal conduct procedures or not and will use such standard during the disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking.

If a disciplinary proceeding is held where a final determination is made regarding dating violence, domestic violence, sexual assault, and Stalking rape, acquaintance, rape, or other sexual offenses

the school may impose sanctions as listed in the of Conduct section of the School Catalog, which includes up to dismissal from the program/institution.

Both parties involved have the right to appeal the determination regarding responsibility or the dismissal of a formal complaint to the Appeals Officer. Notice of intent to appeal must be submitted within fifteen (15) calendar days of the written notification of the determination or dismissal, and will be based on one or more of the following grounds:

1. Procedural irregularity that affected the outcome of the matter.
2. New evidence, which was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter.
3. The Title IX Coordinator(s), Investigator(s), or Hearing Official(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The written notice of the intent to appeal must provide a written statement challenging the outcome. Both parties will be provided with a copy of the notice of intent to file an appeal and the appeal procedures by the Title IX Coordinator. The non-appealing party may submit a written statement supporting the outcome and/or objecting to the grounds on which the appeal was filed within fifteen (15) calendar days of receipt of the notice of appeal. The Appeals Officer will consider the related documents (such as the investigative report, hearing transcript, determination of responsibility, and prior disciplinary records) but will not consider information that is not relevant, including information about the prior sexual history of the complainant. The Appeals Officer will issue a written decision describing the result of the appeal, the rationale for the result and the grounds on which the appeal was granted or denied. The decision of the Appeals Officer is final and will be issued

simultaneously to both the complainant and the respondent, typically within fifteen (15) calendar days of the deadline by which the parties must submit their written statements, absent extenuating circumstances.

The school will provide simultaneous notification, in writing, to both the accuser and the accused outlining the initial appeals process, any changes to the results due to the appeals process, and when the results of the appellate determination are finalized.

TWS prohibits retaliation by its officers, employees, students, or agents against a person who exercises Their rights or responsibilities under any provision of federal or state law, including *Title IX* and the *Campus Sexual Violence Elimination Act*, or this policy.

### **Definitions Applicable to Federal Law**

**Domestic Violence** – Federal law defines domestic violence as “family violence” any commission of a battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, criminal trespass, or any felony committed between the following persons:

- current or former spouses;
- persons who are parents of the same child;
- parents and children;
- stepparents and stepchildren;
- foster parents and foster children; or
- persons currently or formerly living in the same household.

The definition of family violence expressly excludes a parent’s “reasonable discipline” of a child that takes the form of corporal punishment, restraint, or detention.

**Dating Violence** – Dating violence is defined as the physical, sexual, psychological, or emotional violence within a dating relationship.

**Sexual Assault** – A person commits the offense of sexual battery when he/she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person.



**Stalking** – A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person. For the purpose of this article, the terms "computer" and "computer network" shall have the same meaning; the term "contact" shall mean any communication including, without being limited to, communication in person, by telephone, by mail, by broadcast, by computer, by computer network, or by any other electronic device; and the place or places that contact by telephone, mail, broadcast, computer, computer network, or any other electronic device is deemed to occur shall be the place or places where such communication is received.

**Consent** – is when someone agrees, gives permission, or says yes enthusiastically to sexual activity with someone else. Central to the concept of consent is the understanding that every person has a right to control their body and to not be acted upon by someone else in a sexual manner unless he/she gives clear permission to do so. The person initiating the sexual activity is responsible for obtaining permission from the person or persons he/she wants to engage in sexual activity with. Consent is always freely given, and every person involved in a sexual situation must feel that they are able to say “yes” or “no” at any point during sexual activity. Absence of clear permission means you can’t touch someone, not that you can. In most cases, consent should be a clear verbal agreement. However, if a person is seeking consent from someone who cannot communicate verbally, he/she should obtain consent using another agreed-upon method of communication. Non-verbal communication includes sign language, writing or typing messages, gestures, nodding or shaking one’s head, and blinking, to name just a few.

### Definitions Applicable to Georgia State Law

**Domestic Violence** – Georgia code do not define Domestic Violence. See the definition of “Family Violence” below.

**Family Violence** (*GA. Code. § 19-13-1*) – the term “family violence” means the occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household:

- Any felony; or
- Commission of offenses of battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass.

The term “family violence” shall not be deemed to include reasonable discipline administered by a parent to a child in the form of corporal punishment, restraint, or detention.

**Dating Violence** (*GA. Code. § 19-13A-1*) – Dating relationship means a committed romantic relationship characterized by a level of intimacy that is not associated with mere friendship or between persons in an ordinary business, social, or educational context; provided, however, that such term shall not require sexual involvement.

Dating violence" means the occurrence of one or more of the following acts between persons through whom a current pregnancy has developed or who are currently, or within the last 12 months were, in a dating relationship:

- Any felony; or
- Commission of the offenses of simple battery, battery, simple assault, or stalking.

**Rape** (*GA Code § – 16-6-1A*) - A person commits the offense of rape when he has carnal knowledge of:

- A female forcibly and against her will; or
- A female who is less than ten years of age.

Carnal knowledge in rape occurs when there is any penetration of the female sex organ by the male sex organ. The fact that the person allegedly raped is the wife of the defendant shall not be a defense to a charge of rape.

**Statutory Rape** – (*GA Code § – 16-6-3A*) A person commits the offense of statutory rape when he or she engages in sexual intercourse with any person

under the age of 16 years and not his or her spouse, provided that no conviction shall be had for this offense on the unsupported testimony of the victim.

**Sexual Assault** – Georgia Code does not define Sexual Assault. See the definition of “Sexual Battery” below.

**Sexual Battery** (*GA Code § 16-6-22.1*) – A person commits the offense of sexual battery when he or she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person.

**Aggravate Sexual Battery** (*GA Code § 16-6-22.2*) - A person commits the offense of aggravated sexual battery when he or she intentionally penetrates with a foreign object the sexual organ or anus of another person without the consent of that person.

**Stalking** (*GA Code § 784.048(2)*) – A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person.

**Aggravated Stalking** (*GA Code § 16-5-91*) – A person commits the offense of aggravated stalking when such person, in violation of a bond to keep the peace posted pursuant to [Georgia] *Code Section 17-6-110*, temporary restraining order, temporary protective order, permanent restraining order, permanent protective order, preliminary injunction, good behavior bond, or permanent injunction or condition of pretrial release, condition of probation, or condition of parole in effect prohibiting the behavior described in this subsection, follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person.

**Consent** – Georgia Code does not define Consent in reference to sexual activity.

### **How To Be An Active Bystander**

Bystanders play a critical role in the prevention of sexual and relationship violence. They are

individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help.

If you or someone else is in immediate danger, dial 9-1-1. This could be when a person is yelling at or being physically abusive towards another, and it is not safe for you to interrupt. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK. Confront and report people who seclude, hit on, try to make out with, or have sex with people who are incapacitated. Speak up when someone discusses plans to take advantage of another person. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking. Refer people to on- or off-campus resources listed in this document for support or assistance.

### **Prevention Efforts**

TWS attempts to foster a safe learning and working environment for all members of the campus community. To accomplish this, TWS considers the educational programming that addresses all aspects of domestic violence, dating violence, sexual assault, and stalking (safety precautions and prevention, crisis management, reporting, medical and counseling services, TWS discipline systems, academic schedules, the campus response to sexual violence, domestic violence, dating violence, and instances of stalking, and physical surroundings throughout the campus community).

TWS develops educational programs concerning domestic violence, dating violence, sexual assault, and stalking. Involved students, faculty, staff, and community members provide information and promote discussion on interpersonal abuse and violence issues. The school supports educational programs by providing input and personnel to accomplish this task. For additional information

about campus educational programs concerning domestic violence, dating violence, sexual assault, and stalking, contact the Student Services Department.

TWS continually reviews and modifies its physical surroundings to enhance security and safety, such as campus lighting, locking procedures, signage, etc. For additional safety information, contact TWS at (404) 383-2888.

### **Risk Reduction Tips**

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment.

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

something suspicious, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).

- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

If you need to get out of an uncomfortable or scary situation, here are some things that you can try:

- Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
- Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- Have a code word with your friends or family so that if you don't feel comfortable, you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.

- Lie. If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything

### **Ongoing Care**

Students may seek assistance at any time from the TWS Student Services Department at no charge. Referrals may be made upon request for relatives, partners, and friends of either the complainant or respondent to various support agencies.

Benefited staff and faculty may seek assistance at any time from any medical facility or the Employee Assistance Program (EAP).



## Hazing Policies

### Hazing Policy Statement

Tulsa Welding School is committed to providing a safe learning environment that supports the dignity of all campus community members. Hazing is a violation of state and federal law and is strictly prohibited by TWS both on and off campus. Violations of this policy may result in both disciplinary action and criminal charges.

### Definition Under Federal Law

“Hazing” means to subject a student to an activity which:

- 1) endangers or is likely to endanger the physical health of a student;
- 2) forces or coerces the student through the use of social or physical pressure to consume any food, liquid, alcohol, drug, or other substance which subjects the student to a likely risk of vomiting, intoxication, or unconsciousness; or
- 3) causes an individual pain, embarrassment, ridicule or harassment as a condition or precondition of gaining acceptance, membership, office or other status in a student group, whether or not such group is formally recognized by the university.

Examples of activities that may violate this policy include but are not limited to the following:

- forcing, requiring or encouraging nudity at any time;
- paddle swats;
- treeings (e.g., tying someone up and throwing food or other substances on them);
- line-ups (e.g., yelling at or harassing people in a formation);
- calisthenics (e.g., push-ups, sit-ups, jogging, runs);
- causing an individual to be sleep deprived and/or to suffer from unreasonable fatigue;
- conducting activities that do not allow adequate time for class attendance, study

and completion of assignments, participation in group projects;

- theft of any property;
- road trips (e.g., dropping someone off and leaving them to find their own way back);
- performing acts of personal servitude for members (e.g., driving them to class, cleaning their individual rooms, serving meals, washing cars, shopping, laundry);
- scavenger hunts without prior approval from the appropriate university appointed official, or which includes activity that would otherwise constitute hazing;
- forcing or requiring the violation of university policies, federal, state, or local law.

For purposes of this definition, Hazing occurs regardless of whether the action, activity, or situation is intentionally, negligently, or recklessly caused, and regardless of a student’s willingness to participate. Also, for purposes of this definition, “student group” or “school organization” means any association, corporation, order, club, society, fraternity, sorority, athletic team, or a group living together which has students or alumni as its principal members, including local affiliate organizations.

### Definition under Georgia Law

“Haze” or “hazing” means to subject a student to an activity which endangers or is likely to endanger the physical health of a student or coerces the student through the use of social or physical pressure to consume any food, liquid, alcohol, drug, or other substance which subjects the student to a likely risk of vomiting, intoxication, or unconsciousness regardless of a student's willingness to participate in such activity.

### Prohibitions Against Hazing

Under federal and state law, solicitation of hazing, aiding and/or abetting hazing, or engaging in hazing is prohibited. Furthermore, it is not a defense to a violation of this hazing policy if the hazing victim consented to or acquiesced in the hazing activity.



### Prevention

RSI will offer research-informed, campus-wide prevention programming designed to reach all members of the campus community which addresses:

- 1) this policy;
- 2) how to report hazing;
- 3) information about the school's hazing response process;
- 4) any applicable state, local, or tribal law; and
- 5) primary prevention strategies.

All students, instructors, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of the hazing policy.

Requests for training can be made to Student Services, the Campus President, or the school's Compliance Department.

### Reporting Hazing Violation

All members of the campus community are strongly encouraged to report suspected instances of hazing to a CSA, the Campus President, and/or the school's Compliance Department. Additionally, violations of this policy must be reported to appropriate law enforcement authorities should the school's compliance department determine that the alleged activities may have been criminal in nature under Arizona criminal code (*Ariz. Rev. Stat. § 13.1215*).

### Investigating Reports of Hazing Violations

RSI may use internal employees, or contract with an outside investigator. In either case, the individual(s) will investigate formal complaints of hazing in a thorough, impartial, and prompt fashion. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the institution.

The Investigator will oversee the collecting of facts related to any reported instances of hazing and will notify and interview complainants, respondents, and witnesses.

At the conclusion of the investigation, the Investigator will prepare a written Preliminary Investigative Report fairly summarizing the relevant exculpatory and inculpatory

evidence. The Investigator will provide all parties and their advisors with a copy of the preliminary investigative report allowing a ten (10) day response period for all parties to review and respond to the report.

Once this ten (10) day response period is concluded, the Investigator will review any responses received and finalize the report. All parties and their advisors will simultaneously receive a copy of the Final Investigative Report.

The Investigator will investigate the complaint independent of any external law enforcement investigations that may be ongoing. Investigators may need to postpone the investigation until law enforcement has concluded the evidence gathering portion of their investigation but will resume the investigation as quickly as possible.

### School as the Complainant

All reports of Hazing are investigated to determine whether there is sufficient basis to believe that a violation of the Student Code of Conduct may have occurred. Based on this review, the school administration may choose to initiate charges, not initiate charges or dismiss a case administratively if the claim does not appear to be supported by the facts. If charges are initiated, the school will serve as the Complainant throughout the student code process.

### Institutional Penalties for Engaging in Hazing and Related Activities

If any person or organization is found to be liable for hazing or related activities after an investigation by RSI may face academic probation, academic suspension, academic dismissal, or suspension or termination of employment or contract.

### Criminal Enforcement

Hazing is a violation of state and federal law and may lead to criminal or civil penalties for individuals or organizations engaging in such activities. Depending on the severity of the action, it may be classified as a misdemeanor or felony with monetary penalties for organizations up to \$15,000 for each violation.

TWS Atlanta Metro - 5 Year Campus Hazing Transparency Report	
2025 Calendar Year (01-01-2025 to 05-31-2025)	
There were no violations found or reported during the listed time period.	
2025 Calendar Year (06-01-2025 to 09-30-2025)	
There were no violations found or reported during the listed time period.	

## Revision History

*Current version supersedes all previous versions.*

Ver.	Effective Date	Author	Reason for Change	Training Requirements
Current Version				
02.00	10-01-2025	Cameron Bell, Data Privacy Analyst	Biannual revision.	Public document, no training required.
Previous Versions				
01.00	10-01-2024	Cameron Bell, Data Privacy Analyst	Initial Document creation.	Public document, no training required.



