

# OGLE SCHOOL

Annual Campus Security Report 2023



[www.ogleschool.edu](http://www.ogleschool.edu)

**OGLE SCHOOL**  
HAIR • SKIN • NAILS

# OGLE SCHOOL MANAGEMENT, LLC

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## **EMPLOYEE ACKNOWLEDGEMENT OF 2022 ANNUAL SECURITY REPORT**

I have received a link to the Annual Security Report and I understand that it is my responsibility to read and comply with the report.

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Employee's Printed Name

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Employee's Signature

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Date

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## About the Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (Clery Act) is a federal law that requires institutions of higher education, such as Ogle School, to comply with certain campus safety and security related requirements as a condition of their participation in federal aid programs authorized under Title IV of the Higher Education Act of 1965 (HEA), as amended.

### Who was Jeanne Clery?

In 1986, Jeanne Clery was a nineteen-year-old liberal arts freshman at Lehigh University in Bethlehem, Pennsylvania. She was sexually assaulted and murdered in her dorm room by a former Lehigh student working as an employee in Lehigh's residential operations. Jeanne Clery's parents believed Lehigh University failed to share vital information with its students regarding campus safety, including the number of felonies committed at and around the campus, as well as certain security practices and risks, such as propping locked doors to residence halls open. Subsequently, the Clery family campaigned for legislative reform requiring colleges and universities to disclose this type information, which ultimately led to the passage of the Clery Act. For more information about the Clery Act, you may visit the Clery Center website located at <https://clerycenter.org/>.

The Ogle Schools' Campus Safety & Security includes campus safety policies, procedures and statistics concerning campus crime. It is for students and employees, parents, prospective students and prospective employees, and it describes steps to prevent and respond to crime, and how students, faculty, and staff can work together to maintain a safe community. This report complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

## Annual Campus Security Report

### Reporting Clery Crimes

The campus community is encouraged to report Clery crimes of which they have knowledge directly to their Campus Security Authority ("CSA"). When CSAs become aware of Clery crimes in non-emergency situations, they should report the crime to local police authorities unless the victim requests the crime not be reported to local authorities. These measures will ensure timely warnings (see below) are issued when appropriate and that the crime is included in Ogle School's annual disclosure of crime statistics.

### Timely Warnings

It is the policy of Ogle School to issue notices (timely warnings) to members of the Ogle School community for Clery crimes that occur within the Clery geography if/when it is determined the incident represents a serious or continuing threat to the Ogle School community. The decision to issue a timely warning is made on a case-by-case basis considering the facts surrounding the crime and, if deemed necessary, are issued to the Ogle School community as soon as pertinent information is available; names of victims are confidential and will be withheld. Timely warnings will be distributed for such incidents whether the incident is reported directly or indirectly through a local police agency or a CSA and include the following information, unless issuing the information risks compromising law enforcement efforts:

- Date and time or timeframe of the incident;
- A brief description of the incident;
- Information that will promote safety and aid in the prevention of similar crimes;
- Suspect description when appropriate;
- Local police contact information; and
- Any other information deemed appropriate.

Ogle School may also follow the timely warning process for crimes that are not categorized as Clery crimes and crimes that occur outside a campus's Clery geography if it is determined the incident represents a serious or continuing threat to the school community.

CSAs and the Campus Support Center ("CSC") work together in issuing timely warnings. CSAs provide details of the incident and CSC reviews, drafts and publishes them electronically via email blast, but may also utilize KlassApp (student mobile app).

CSC updates these electronic communications as new information becomes available. When physical postings are appropriate the CSAs posts notices at the entrance and exits of campus buildings; these notices remain posted for two weeks.

If there is an immediate threat to the health or safety of students or employees occurring on campus, as described in Appendix A of this report, Ogle School will follow its emergency notification procedures. In the case wherein, emergency notification procedures are followed, the school is not required to issue a timely warning based on the same circumstances; however, adequate follow-up information will be provided to the community as needed.

### Preparing the Annual Security Report

Ogle School’s Campus Safety and Security Administrator requests crime statistics from the most recent calendar year for Clery crimes occurring in the Clery geography for each Ogle School campus from local law enforcement agencies and Campus Security Authorities annually in July. This data, once collected, is entered into the Department of Education’s Campus Safety and Security web-based data collection – usually in September. Crime statistics for the three most recent completed years, as well as any other changes to the policies and practices listed herein, are updated in this report annually by October 1st. These statistics are included in this report as Appendix B.

### Campus Security Personnel and Policies

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial and geographic considerations, the issue of campus safety is a vital concern. In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in HEA’s Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, 2000 and 2008. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of Jeanne Clery. It is generally referred to as the Clery Act and is in section 485(f) of the HEA.

Ogle School strives to ensure the safety of everyone especially that of our students, staff and clients. Information about Ogle School’s programs designed to inform students and employees about the prevention of crime, campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others may be found in the section below titled **Crime Prevention, Personal and Campus Security Program**.

### Campus Security Authorities

Campus Security Authorities (CSAs) have the authority to question all persons on school property to determine their legitimate presence and to escort unauthorized persons to the proper office or off school property, control the actions of persons violating school rules or local, state or federal laws and cooperate with local, state or federal law officers should that become necessary. CSAs do not possess arrest power; however, they maintain a highly professional working relationship with local police. Ogle Schools do not have a Memorandum of Understanding (“MOU”) with local police.

Campus	School Director/Campus Security Authority
Arlington	Ronnetta Johnson
Hurst	Vivian Herrarte
Fort Worth	Larissa Chaney
Dallas	Aisha Gant
North Dallas	Dominique Ross
San Antonio	Sylvia Camarillo
Denton	Lindsay Worthen
Stafford	Racheal Young
Houston (Willowbrook)	Stephanie Leviege

In addition to the CSA at each campus, Ogle School has designated Mary Gabriel, Director of Compliance and Student Success Services, as the Campus Safety and Security Administrator for the Campus Support Center. These individuals are also the campus Title IX Coordinators (see OSM-601).

## Campus Access

During business hours, Ogle School will be open to students, staff and the general public. Admittance is permitted only at designated entrances. Emergency only exits are secured from outside entry and equipped with alarms to notify Campus Security Authorities of their use. During non-business hours, access to Ogle School facilities is by key through the facility's main entrance, as issued by the Director of Facilities. Emergencies may necessitate changes or alterations to any posted hours of operation. Campus Security Authorities meet regularly with Ogle School's Chief Executive Officer and Director of Facilities to discuss issues concerning campus security. Ogle School does not have facilities for on-campus residences. CSAs do not possess arrest authority; however, they maintain a highly professional working relationship with local police. Ogle Schools do not have a Memorandum of Understanding ("MOU") with local police

## Accurate, Prompt Reporting to Campus Security Authorities and Local Police

All crime victims and witnesses are strongly encouraged to immediately report the crime to Campus Security Authorities and the appropriate police agency. Ogle School encourages the prompt reporting of all criminal offenses, including incidents when the victim of a crime elects or is unable to make such a report. In the case of an emergency, people should call 911. Once a crime is reported and if appropriate, officers will complete a police report after the required action has been taken. Ogle School in its policies encourages students, staff and the general public to voluntarily report crimes and other emergencies to CSA's and local police in a timely manner. Ogle School is limited in its ability to hold reports of crime made to local authorities in confidence as all such reports are available for public examination.

Non-emergency numbers to local police:

Arlington Police Department: 817-459-5600	Hurst Police Department: 817-788-7188	Fort Worth Police Department: 817-335-4222	Dallas Police Department: 214-744-4444
San Antonio Police Department: 210-207-7273	Denton Police Department: 940-349-6200	Stafford Police Department: 281-261-3950	Houston Police Department: 832-394-3800

Ogle School does not have pastoral counselors or professional counselors on staff, or a policy that encourages pastoral counselors or professional counselors to tell those they counsel to report crimes on a voluntary, confidential basis for inclusion in Ogle School's Clery statistics.

## Risk Reduction and Awareness

Ogle School's commitment to raising awareness of the dangers of sexual misconduct includes offering ongoing education through annual training. We periodically educate and train employees and supervisors regarding the Title IX policy and conduct that could constitute a violation of the policy. As noted above, preventive education and training programs are provided to employees and students and include information about risk reduction, including safe and positive options for bystander intervention.

While it is impossible to prevent all crimes, we believe that persons can be made aware of ways to reduce their chances of becoming victims and increase their chances of staying safe. Students and employees should be assertive, trust their instincts, don't prop open self-locking doors, maintain possession of keys, watch out for unwanted visitors, be wary of isolated spots, travel in groups or pairs, stay or walk in well-lighted areas, report suspicious activities or persons, lock vehicles and personal belongings and know where local police and Campus Security Authorities can be reached at any time.

Ogle Schools place great importance on the safety and security of its students. Please review the following tips to reduce your risk of becoming a victim of sexual assault, domestic violence and stalking or any crime.

- Be alert and aware of your surroundings.
- Walk with confidence and purpose, and limit distractions, such as talking on your cell phone or texting.
- Avoid isolated areas. It is more difficult to get help if no one is around.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable then leave immediately.
- Charge your cell phone and have it with you.
- Walk in well-lit areas and try not to walk alone. Be wary of isolated spots, like parking garages, stairwells, offices after business hours and apartment laundry rooms.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if

you are walking alone.

- Avoid walking or jogging alone, especially at night. Vary your route. Stay in well-traveled, well-lit areas.
- Always have your keys out and ready before you reach your door – home, work or the car. Look inside the car before you get in.
- Lock all entrances (windows, doors and sliding glass doors) into your home at all times.
- Never open the door to strangers. Install a wide-angle peephole in the door, and require salespeople or repair people to show identification.
- If strangers call or come to your door, don't admit that you are alone.
- Know your neighbors so that you can call on them if you need help.
- If you're in a social situation, watch out for your friends and vice versa.
- Never leave your drink unattended, and don't accept drinks from people you don't know or trust.

## Crime Prevention, Personal and Campus Security Program

Ogle School places a high priority on the safety of our students and staff. All prospective students and prospective employees are given information pertaining to this report including the availability of it, its exact electronic address, and a description of its contents as well as an advisement that a paper copy will be provided upon request. A paper copy of the report can be requested via email or in person from the Director of Compliance

[1] All active students and employees receive updated campus crime data (see Appendix B) and information on campus security procedures and practices annually by October 1 as part of this report. Ogle School's Student Catalog and Employee Handbook include campus security procedures and practices to encourage students and employees to be responsible for their own security and the security of others. During orientation, students review the school's campus security procedures and practices. Ogle School is committed to preventing crimes including domestic violence, dating violence, sexual assault and stalking. These topics are covered in the programs listed below.

Ogle School's student crime prevention, personal security and campus security program includes:

- Sexual Assault Prevention for Adult Learners – online course via Everfi
  - Ogle School policies
    - Sexual Misconduct, Harassment and Discrimination (Title IX) – OSM-601
    - Confidential Reporting
    - Campus Security Procedures and Practices
      - student safety
      - crime prevention
  - Title IX of the Education Amendment Acts
    - Values, Identities and Relationships
    - Gender Identities and Stereotypes
    - Sexual Harassment and Stalking
    - Consent, Coercion and Stepping In (Bystanders)
    - Reporting and Responding

Students are assigned the online training course and are encouraged to complete the training. Any student wishing to retake the course may do so upon request.

Ogle School's employee crime prevention, personal security and campus security program includes:

- Intersections: Preventing Harassment & Sexual Violence – online course via Everfi
  - Avoiding Illegal Behavior
  - Avoiding Abusive Behavior
  - Making a Difference
  - Protecting Students – Introduction
    - Key Terms
    - Title IX
    - Campus SaVE Act
  - Crimes & Conduct Violations
  - Your Role & Responsibilities

- Protecting Students – Conclusion
  - Applying Your Knowledge

All Ogle School employees complete this training as a new-hire requirement and repeat the course biennially.

## Drug and Alcohol Abuse and Prevention Policy

Ogle School has made a commitment to its students to prepare them for a long and successful professional career. Because of this commitment, the institution has a compelling obligation to eliminate illegal drug use from the school. We intend to honor this obligation in the following manner:

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

## Drug and Alcohol-Free Environment

Ogle School supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The unlawful manufacture, distribution, dispensation, possession or use of an illicit drugs or alcohol by **anyone** on Ogle School property or as a part of any Ogle School activity is prohibited.

### Employees

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

### Students

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by students on Ogle School property or as a part of any Ogle School activity is prohibited. Students taking prescribed or over-the-counter medication that may affect one's ability to function should so inform Campus Security Authorities.

If a final determination is made that any student of Ogle School is found to be abusing alcohol or using, possessing, manufacturing or distributing controlled substances in violation of the law on Ogle School property or at Ogle School events, they shall be subject to, at a minimum, the referral to counseling and automatic and immediate suspension or dismissal from school. Ogle School imposed sanctions are additional to any legal actions taken by local, state or federal authorities.

The use of alcohol is prohibited on Ogle School property regardless of any legal age requirements that would permit the use of alcohol.

## Prevention Programs

### Students:

- AlcoholEdu for College
  - Overview of Key Definitions
  - Myths and Misperceptions
  - Alcohol and Motivation
  - Standard Drink
  - Blood Alcohol Concentration
  - Key Strategies for Drinkers
  - Key Strategies for Non-Drinkers
  - Bystander Intervention Skills
  - Academic Brain Science
  - Media Literacy and Expectations
  - Alcohol and the Law
  - College, Drinking and Stress

Students are assigned the online training course and are encouraged to complete the training. Any student wishing to retake the course may do so upon request.

### Employees:

- Drugs and Alcohol at Work
  - The Hazards of Drugs and Alcohol
  - Drugs and Alcohol Are a Major Problem
  - Employees Must Be Fit to Work
  - Test Your Knowledge
  - Defining Substance Abuse
  - Common Drugs
  - Test Your Knowledge
  - Signs of Substance Abuse
  - A Word on Addiction

Biennially, on odd years, employees are required to repeat the training course listed above.

## State Resources

DFW AREA	Drug Prevention Resources, Inc.	HOUSTON AREA	Council on Alcohol and Drugs - Houston	SAN ANTONIO AREA	Prevention Resource Center
	1200 Walnut Hill Lane #1500		303 Jackson Hill Street		7500 Hwy. 90 West
	Irving, TX 75038		Houston, TX 77007		San Antonio, TX 78227
	972-518-1821		713-942-4100		210-354-3331

## Referral and Hotline Information

Ogle School does not offer professional counseling services but offers the following resource information:

- National Institution on Drug Abuse (M-F, 8:30 a.m.-4:30 p.m.) 1-800-662-HELP
- National Alcohol & Drug Abuse Hotline 1-800-234-0420
- Cocaine Helpline 1-800-COCAINE
- Reach-Out Hotline 1-800-448-3000 (alcohol, drug-crisis, intervention, mental health referral)
- National Domestic Violence Hotline 1-800-799-SAFE
- National Sexual Assault Hotline 1-800-656-HOPE
- National Women’s Health Information Center 1-800-994-9662 ([www.womenshealth.gov](http://www.womenshealth.gov))
- Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse 1-202-357-6206
- Care Unit Hospital Program 1-800-854-0318
- National Suicide Prevention Lifeline 1-800-273-8255 (24 hours/day)

## Legal Sanctions

The Texas Health and Safety Code sets the possession law, dividing controlled substances into five penalty groups, plus a marijuana category. While some of the substances are legal, it is illegal to possess them without a prescription, and the health code establishes the punishments for illegal possession.

### ILLICIT DRUGS

1	Cocaine, heroin, methamphetamine, GHB, ketamine, oxycodone and hydrocodone
1A	LSD
2	Ecstasy, PCP and mescaline
3	Valium, Xanax and Ritalin
4	Compounds containing Dionine, Motofen, Buprenorphine or Pryovalerone

#### Penalty Group 1

Weight (grams)	Classification	Penalty
Less than 1	State Jail Felony	180 days to 2 years in state jail; fine up to \$10,000
1 or more, less than 4	Third-Degree Felony	2-10 years in state prison; fine up to \$10,000
4 or more, less than 200	Second-Degree Felony	2-20 years in state prison; fine up to \$10,000
200 or more, less than 400	First-Degree Felony	5-99 years in state prison; fine up to \$10,000
400 or more	Enhanced First-Degree Felony	10-99 years in state prison; fine up to \$100,000

#### Penalty Group 1A

Amount (units)	Classification	Penalty
Less than 20	State Jail Felony	180 days to 2 years in state jail; fine up to \$10,000
20-79	Third-Degree Felony	2-10 years in state prison; fine up to \$10,000
80-3999	Second-Degree Felony	2-20 years in state prison; fine up to \$10,000
4000-7999	First-Degree Felony	5-99 years in state prison; fine up to \$10,000
8000 or more	Enhanced First-Degree Felony	15-99 years in state prison; fine up to \$100,000

#### Penalty Group 2

Weight (grams)	Classification	Penalty
Less than 1	State Jail Felony	180 days to 2 years in state jail; fine up to \$10,000
More than 1, less than 4	Third-Degree Felony	2-10 years in state prison; fine up to \$10,000
More than 4, less than 400	Second-Degree Felony	2-20 years in state prison; fine up to \$10,000
400 or more	Enhanced First-Degree Felony	5-99 years in state prison; fine up to \$10,000

Texas law prohibits the possession of drug paraphernalia which is defined as equipment, a product, or material that is used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, or concealing a controlled substance, or in injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of the Texas Controlled Substances Act. For more detailed information on Texas law regarding drugs and paraphernalia, see the Texas Controlled Substance Act (<https://statutes.capitol.texas.gov/Docs/HS/htm/HS.481.htm>).

Federal law prohibits the possession of a controlled substance not directly obtained by a valid prescription, and the manufacture, distribution, dispensation, or possession with intent to manufacture, distribute, or dispense, a controlled substance. A controlled substance under federal law means a drug or other substance, or immediate precursor, covered under the federal Controlled Substances Act. Federal law prohibits the sale, offer for sale, use of mails or interstate commerce, import and export of drug paraphernalia. Drug paraphernalia under federal law means any equipment, product, or material of any kind which is primarily intended or designed for use in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance, possession of which is unlawful under this subchapter.

Offense	Minimum Punishment	Maximum Punishment
Manufacture, distribution or dispensing drugs (includes marijuana)	A term of imprisonment for up to 5 years, and a fine of \$250,000	Life imprisonment without release or parole; fine up to \$8M (for an individual) or \$2M (if other than an individual)
Possession of drugs (includes marijuana)	Imprisonment for up to 1 years, and a fine of \$1,000	Imprisonment of 5-20 years; fine not less than \$5,000 plus costs of investigation/prosecution
Operation of a Common Carrier under the influence of alcohol or drugs	N/A	Imprisonment for up to 15 years and a fine not to exceed \$250,000

For more detailed information on federal laws regarding drugs and paraphernalia, see the Federal Controlled Substances Act here: <https://www.deadiversion.usdoj.gov/21cfr/21usc/>.

## **ALCOHOL**

Offense	Minimum Punishment	Maximum Punishment
Driving while intoxicated (Includes intoxication from alcohol, drugs or both)	Confinement in jail for a term of no more than two years or less than 72 hours, and a fine not more than \$2,000 or less than \$100	Confinement in jail for a term of no more than two years or less than 30 days, or confinement in TDC for a term of not more than 5 years or less than 60 days, and a fine of not more than \$2,000 or more than \$500
Possession, consumption, purchase or attempt to purchase alcohol by a person under 21 years of age (a minor) *	Fine of not less than \$250 or more than \$2,000, confinement in jail for a term not to exceed 180 days	Both the fine and the confinement
Public Intoxication	N/A	A fine not to exceed \$200
Adults and minors who make alcohol available to minors or buy alcohol for minors	N/A	A fine up to \$2,000, confinement in jail for up to 180 days or both
Adults who sell alcohol to a minor	N/A	A fine up to \$4,000, confinement in jail for one year or both

\*Underage drinking in Texas is governed by the Texas Alcoholic Beverage Code, Chapter 106. More detailed information on the laws governing underage drinking in Texas can be found here: [https://www.tabc.state.tx.us/laws/code\\_and\\_rules.asp](https://www.tabc.state.tx.us/laws/code_and_rules.asp).

## **Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol**

### **Alcohol**

May provide a feeling of confidence and being in control. Those likely to be addicted may have an enzyme deficiency that allows them a high rate of consumption without drunkenness, encouraging a belief that since one doesn't get obviously drunk, no harm is done. The tolerance is only on the surface. Liver, brain, heart, and stomach destruction goes on even without apparent symptoms. Over time, beer, wine, and wine coolers, as well as hard alcohol, often cause dependency and may be fatal.

### **Marijuana**

Use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research shows that knowledge retention may be lower when information is given while the person is "high." Motivation and cognition are altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. The tar in marijuana smoke is a highly irritating carcinogenic. Long-term use may develop psychological dependence.

## **Cocaine**

Chronic use can cause ulceration of the mucous membrane in the nose. Cocaine can produce psychological dependency, a feeling that the user cannot function without the drug. Crack or free-base rock, a concentrated form of cocaine, is extremely potent. Its effects are felt within ten seconds of administration. Physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. Cocaine use may lead to death through disruption of the brain's control of heart and respiration.

## **Amphetamines and other stimulants**

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may perspire, experience headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to the physical effects of amphetamines and other stimulants, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period can develop an amphetamine psychosis that includes hallucination, delusions, and paranoia.

## **Narcotics (Including Heroin, Methadone, Morphine, Opium, and Codeine)**

Tolerance to narcotics develops rapidly and dependence is likely. The use of unsterilized syringes may result in transmission of diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and death.

## **Depressants**

The use of depressants can cause both physical and psychological dependence. Regular use over time may result in tolerance to the drug, leading the user to increase the quantity consumed. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can increase the effects of the drugs, thereby multiplying the risks. When regular users stop taking depressant drugs, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems have been associated with these children.

## **Hallucinogens**

Chronic users of PCP report persistent memory problems and speech difficulties. Mood disorders (depression, anxiety, and violent behavior) also occur. In later stages, chronic users often exhibit paranoid and violent behavior and experience hallucinations. Large doses of PCP may produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dizziness, weakness, tremor, nausea, and drowsiness. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after the use has ceased.

## **Designer Drugs**

Underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be hundreds of times stronger than the drugs that they are designed to imitate. Examples of these types of drugs include but are not limited to: Ecstasy, PCP, LSD, GHB, and Ketamine.

The narcotic analogs can cause symptoms such as those seen in Parkinson's disease; uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or perspiration, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perception.

## Review of the Effectiveness of the Drug and Alcohol Abuse and Prevention Program

In September of 2022, Ogle School conducted a review of the effectiveness of our Drug and Alcohol Program, as outlined above. The CFO, the Director of Compliance and Student Success Services, and the Director of Financial Planning (DAAPP review team) met to discuss the policy and any occurrences of drugs on campus or instances in which the policy was violated. The results of our review showed that the presence of drugs and alcohol (or their after-effects) at our campuses isn't measurable and the use of drugs is not impacting our school environments.

On a biennial basis, during the fall, the DAAPP review team performs a review of the effectiveness of our drug and alcohol prevention policy. This review is conducted with support from the School Directors, as needed. To determine if the drug and alcohol prevention policy is meeting its objectives, the below methods are used:

1. Determine how many violations of the drug and alcohol prevention policy occurred during the prior two years;
2. Determine how many students had been terminated due to violation of the drug and alcohol prevention policy;
3. If there are two or less individuals, per campus, who have violations during the period, and one or less individual who has been terminated due to a violation, then Ogle School deems that there is not a drug and/or alcohol issue at the campus - otherwise, there is a potential drug/alcohol issue at the campus;
4. If a campus is determined to have a potential drug/alcohol issue, follow up action is taken
  - a. In such case, the School Director must develop a report to explain the situation and determine if changes to the policy are required (see 4b);
  - b. The School Director report process includes reviewing the violations in order to identify the root causes of the violations and what actions could be taken to address them and provide a summary of recommendations to be reviewed by the DAAPP review team.;
  - c. In reviewing the report, the DAAPP review team will look to see if any of the violations could/should have been prevented or addressed sooner based on previous knowledge, reports, red flags, etc.;
  - d. Based on this analysis, the DAAPP team will make appropriate changes and updates to the drug and alcohol prevention policy so that future violations can be reduced or eliminated

2020 Review Outcomes and Analysis:

1. Number of violations of our drug policy - 0
2. Number of violations that resulted in student termination - 0
3. No campus-wide drug/alcohol issue was identified
4. N/A

No changes were recommended to the drug and alcohol policy as a result.

## Sexual Misconduct, Harassment and Discrimination

Policy OSM-601 is Ogle School's policy on Sexual Harassment, Sexual Misconduct and Discrimination on the Basis of Sex (Title IX). It defines sexual misconduct as a range of non-consensual sexual activity or unwelcome behavior of a sexual nature. Sexual misconduct, as defined by the policy includes dating and domestic violence, sexual assault and stalking, the four Clery Act Violence Against Women Act (VAWA) offenses. This policy applies to all Ogle School employees, students and third parties within Ogle School's control, including visitors and applicants for employment. It applies to conduct regardless of where it occurs, including off-campus property, if it potentially affects the complainant's education or employment with the Ogle School. It also applies regardless of the gender, gender identity or sexual orientation of the complainant or the respondent whether the complaint was made by or against a third party, or whether the complaint was made verbally or in writing. Individuals who engage in sexual misconduct may not only be subject to the criminal justice system, but will be subject to disciplinary action at Ogle School. Ogle School will take prompt disciplinary action against any individuals on its campus who violate this policy. The OSM-601 Policy is included as [Appendix 2](#) C to this report.

## VAWA – Violence Against Women Act Reauthorization

On March 7th, 2013, President Obama signed the Reauthorization of the Violence Against Women Act of 2013 (VAWA) (Pub. Law 113-4), which amended section 485(f) of the HEA also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions of higher education to comply with certain campus safety and security-related requirements as a condition of their participation in the Title IV, HEA programs. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of dating violence, domestic violence,

sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports. Final regulations were put in effect as of July 1, 2015.

Ogle School will not tolerate domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to dismissal from school, disciplinary action (suspension), and/or criminal proceedings. The Jeanne Clery Act was amended by VAWA to require institutions to compile statistics for certain crimes that are reported to campus security authorities or local police agencies, including incidents of sexual assault, domestic violence, dating violence, and stalking.

## Discrimination

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

## Reporting Sexual Misconduct

Ogle School strongly encourages any person who wishes to make a complaint under this policy to bring that complaint to the Responsible Persons at their campus (Campus Security Authorities and/or the Ogle School Title IX Coordinator). However, a student may also bring such a complaint to a student advisor, area manager, campus support personnel, or educator with whom he or she is comfortable. Likewise, an employee may bring such a complaint to their immediate supervisor, another manager, or employee relations. In each case, the complainant should understand that the complaint will be forwarded to the Title IX Coordinator. Students and/or employees who are found to be participating in any form of sexual harassment will be subject to disciplinary action, including but not limited to suspension or dismissal from school or employment. Names and contact information for Title IX coordinators may be found in section titled Campus Security Authorities.

Every Responsible Person is required to immediately report to the Title IX Coordinator any incidents of sexual misconduct and other inappropriate conduct of a sexual nature that come to their attention.

## Victim Confidentiality

Respecting the privacy of the parties in a complaint is a priority for Ogle School. In all instances, Ogle School will comply with the Family Educational Rights and Privacy Act (FERPA), and to the extent possible, will protect the privacy of all victims of domestic violence, dating violence, sexual assault and stalking. Ogle School does not publish the name of crime victims or other identifiable information regarding victims in the annual crime statistics that are disclosed in compliance with the Clery Act.

Under federal law, Responsible Employees who receive a report of *sexual misconduct*, whether from the individual involved or a third party, must share that information with the Title IX Coordinator who may need to act to maintain campus safety, to determine whether to investigate further and for inclusion in the Annual Security Report. Ogle School is obligated by law to act to eliminate sexual misconduct, prevent its recurrence and address its effects. An investigation under Title IX must be initiated *if* Ogle School has enough information to reasonably determine key facts, e.g., time, date, location and names of parties involved in a complaint. Individuals wishing to remain anonymous can file a complaint in any manner, including by telephone or written communication with the Title IX Coordinator. However, electing to remain anonymous may greatly limit the school's ability to stop the sexual misconduct, collect evidence, or take effective action against individuals or organizations accused of violating its policies.

Ogle School will protect the confidentiality of victims of domestic violence, dating violence, sexual assault, and/or stalking. Victims of domestic violence, dating violence, sexual assault, and/or stalking will not be retaliated against and will receive written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration

assistance, student financial aid and other services, both on campus and in the community. Victims of domestic violence, dating violence, sexual assault, and/or stalking will also receive written notification about options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested by the victim and if such accommodations are reasonably available.

## Sexual Assault Information (Aid to Victims of Sexual Violence)

Victims of sexual assault, rape, stalking or dating violence are asked to immediately report the assault or incident to the police by calling 911 on or off campus. Any victim will be assisted by a CSA in notifying law enforcement if the victim so chooses; however, the victim may decline to notify such authorities. Police cannot investigate the incident as a crime unless a report is filed. Time is a critical factor for evidence collection and preservation which may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.

Reporting a crime to the police or to a campus office does not necessarily obligate a student to follow through with criminal prosecution. Filing a police report:

- Ensures that a victim of sexual assault receives necessary medical treatment and tests, at no expense to the victim;
- Provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later;
- Assures the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The Ogle School Director or any school employee will assist victims in obtaining medical assistance. Victims are advised to:

- Go to a hospital emergency room as soon as possible if the assault involved a sexual penetration or other physical injuries. (Evidence can be collected several hours after an attack, but its value may be diminished.) A victim should not wash, change clothing, or otherwise “clean up,” and should bring a full change of clothing because the clothes he/she was wearing at the time of the attack may be kept as evidence.
- Receive follow-up medical care. This is crucially important as the victim may need tests for sexually transmitted diseases and pregnancy.

No matter when or where an assault occurred, the victim, where applicable has the institution’s support and referral resources available. The victim also has the right for orders of protection, “no-contact” orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court, or institution.

### Resources for Victims of Sexual Assault

- The National Center for Victims of Crime: <http://victimsofcrime.org/>
- Rape, Abuse & Incest National Network (RAINN): <https://www.rainn.org/>
- Texas Association Against Sexual Assault: <http://taasa.org/>
- Texas Department of Family and Protective Services: <http://www.dfps.state.tx.us/>

## Investigation and Disciplinary Action

Ogle School applies procedures that provide swift, fair, and impartial investigation and resolution in incidents involving domestic violence, dating violence, sexual assault, and stalking. These procedures are carried out by the Campus Security Authorities located at each campus who receive annual training. Ogle School also provides a lead Title IX Coordinator who provides guidance and assistance to CSAs located at each campus.

During Ogle School’s investigation of sexual assault allegations, both the accused and the accuser have the same opportunity to have an advisor of their choice present during disciplinary proceedings and any related meetings or proceedings; the role of the advisor is to support the student and they may not interact with any others present. The accused/accuser may choose their advisor; however, the role is limited. The school does not need to wait for the outcome of the outside criminal investigation or legal proceedings to follow its internal disciplinary procedures or make a final determination on the outcome of a complaint.

The complainant and the respondent shall be informed concurrently in writing of the result of any disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking. Ogle School does not have an appeal process for this type of proceeding. If a final determination is made that any student or employee of Ogle School is

found to be committing acts of sexual misconduct in violation of the law on Ogle School property or at Ogle School events, they shall be subject to, at a minimum, the referral to counseling, automatic and immediate suspension or dismissal from school or employment. Ogle School imposed sanctions are additional to any legal actions taken by local, state or federal authorities. Student victims have the option to change their academic situation after an alleged sexual assault, if such changes are reasonably available.

The Student Services Department in conjunction with outside organizations and agency assistance are available to assist with carrying out the provisions of the state and federal requirements.

## Record Keeping

Ogle School shall confidentially maintain information related to complaints as required by law. The Title IX Coordinator will document each complaint or request for assistance, whether made by a victim, a third party, or anonymously, and will review and retain copies of all reports generated as a result of investigations. These records will be kept confidential to the extent permitted by law. Any person who knowingly and intentionally makes an unauthorized disclosure of confidential information contained in a complaint or otherwise related to the investigation of a complaint is subject to disciplinary action.

## Registered Sex Offenders

Pursuant to the [“Campus Sex Crimes Prevention Act of 2000”](#), all states that register sex offenders are required to develop procedures whereby institutions of higher education in that state can obtain information concerning registered sex offenders such as where the person is employed, carries on a vocation, or is a student. Beginning in October 2002, the registration information is to be made available to law enforcement agencies with jurisdiction where the institutions of higher education are located. In Texas, information regarding registered sex offenders may be obtained at the [Texas Department of Public Safety web page](#) or by contacting the police department with which the sex offender is registered.

Emergency Response and Evacuation Procedures may be found in Appendix A.

## The Annual Security Report

Ogle School publishes its Annual Security Report (ASR) to keep current and prospective students and employees and prospective students and employees informed regarding campus crime and Ogle School’s safety and security related policies and procedures.

## Clery Crimes

As an institution that receives Title IV, HEA funds, Ogle School must report to the Department of Education (the “Department”) and disclose in its annual security report statistics for the three most recent calendar years concerning the number of each of the following crimes that occurred on or within its Clery geography and that are reported to local police agencies or to a campus security authority:

- Primary crimes, including -
  - Criminal homicide:
    - Murder and non-negligent manslaughter; and
    - Negligent manslaughter
  - Sex offenses:
    - Rape;
    - Fondling;
    - Incest; and
    - Statutory rape
  - Robbery
  - Aggravated assault
  - Burglary
  - Motor vehicle theft
  - Arson
- Arrests and referrals for disciplinary actions, including -
  - Arrests for liquor law violations, drug law violations, and illegal weapons possession
  - Persons not arrested for one of those offenses but who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession

- Hate crimes, including -
  - The number of each type of crime listed in “primary crimes” of this section that are determined to be hate crimes; and
  - The number of the following crimes that are determined to be hate crimes:
    - Larceny-theft
    - Simple assault
    - Intimidation
    - Destruction/damage/vandalism of property
- Dating violence, domestic violence, and stalking as defined in Appendix C and Appendix D

## Clery Geography

For the purposes of collecting statistics on the crimes listed in the section above for submission to the Department and inclusion in Ogle School's annual security report, Clery geography includes -

- Buildings and property that are part of the institution's campus;
- The institution's non-campus buildings and property; and
- Public property within or immediately adjacent to and accessible from the campus

The Clery Geography for each Ogle School campus is unique to its location and crimes are reported accordingly. Ogle School does not officially recognize student organizations and, therefore, does not monitor or record through local police agencies any criminal activity by students at non-campus locations.

## Crime Log

Ogle School does not have a security department and, therefore, is not required to maintain a daily crime log.

## Dissemination

In accordance with federal regulations, this report is published and actively distributed as a single document. On or before October 1 of each year, Ogle School distributes a notice to all students and employees, which includes a statement of the report's availability and its exact electronic address, a description of its contents, as well as an advisement that a paper copy will be provided upon request. A paper copy may be requested via email or in person from the Director of Compliance and Student Success Services. These regulations also require institutions to provide a notice containing this information to all prospective students and prospective employees. This notice must also advise interested parties of their right to request a paper copy of the ASR and to have it furnished upon request. Ogle School distributes its report, and associated statement, description and advisements, as mentioned above, in the following ways:

- Current Employees
  - Via company email address on or before October 1 annually
  - Sent by the Director of Compliance and Student Success Services
- Current Students
  - Via email address provided during enrollment on or before October 1 annually
  - Sent via Ogle School's Student Assistant Manager to all active students on or before October 1 annually
- Prospective Employees
  - Via email address provided during electronic inquiry
  - Via email address provided during verbal inquiry
  - Provided with email sent by Executive Assistant from weekly inquiry list
- Prospective Students
  - Via email address provided during electronic inquiry
    - Provided within automated response sent via website
    - Via email address provided during verbal (phone) inquiry
    - Provided within email sent daily by Admissions Coordinator Manager using Lead Master List Summary report

# Appendix A – Action Plans for Specific Emergencies

In the event of an emergency, school personnel shall respond in the appropriate manner, depending on the type of emergency.

## MEDICAL EMERGENCIES

When calling 911, tell the dispatcher:

- Type of injury or illness of the victim
  - Victim's status (conscious, breathing, or bleeding)
  - Age of victim
  - Check the scene for danger or hazards like exposed electrical wire, broken glass, or chemicals before providing aid
  - DO NOT attempt -- or give ANY medical advice unless properly trained
  - DO NOT move the victim unless he/she is in immediate danger
  - DO NOT jeopardize your health or the health of the victim
  - Remember to use personal protective equipment such as gloves and airway devices
  - For privacy and emergency team accessibility, anyone not directly involved in the situation should stay out of the immediate area
  - Always notify official in charge
- **Heart Attack**
    - Check to see if the victim's airway is open, if he/she is breathing and if he/she has a heart beat
    - Call 911 and state your location – stay on the phone until released by the dispatcher
  - **Burns**
    - Remove victim from source of burn
    - Flush the area with large amount of cool water (DO NOT USE ICE)
    - Do not apply creams or lotions
    - Call 911 and state your location – stay on the phone until released by the dispatcher
  - **Bleeding**
    - Use gloves or other personal protective gear
    - Apply firm but gentle pressure to the wound with a clean cloth
    - Immobilize the body part
    - If you come in contact with blood or bodily fluid, wash with soap & water, seek medical attention
    - Call 911 and state your location – stay on the phone until released by the dispatcher
  - **Suicidal Threats/Attempts**
    - Do not leave the person alone
    - Speak calmly and listen carefully; being positive is extremely critical
    - Do not make sudden movements
    - Have someone notify official in charge
    - Have someone call 911 and state your location

## WEATHER EMERGENCIES

- **Severe Storms**
  - Severe storm **watch**: issued by the National Weather Service when severe weather conditions are possible in the area
  - Severe storm **warning**: issued by the National Weather Service when severe weather has been sighted in the area
    - Monitor local radio stations and NOAA weather radio for announcements
  - Monitor other media outlets such as internet and weather channels for information

## Appendix A – Action Plans for Specific Emergencies (continued)

- **Flooding**
  - Flooding can occur due to major rainstorms, water main breaks and other situations.
  - If you can do so safely, secure vital equipment, records and hazardous materials
  - Shut off non-essential electrical equipment
  - Do not walk or drive through flooded areas
  - Call 911 and state your location, exactly where the flooding is located and if there are any injuries
  - Stay on the phone until released by the dispatcher
  - Notify official in charge
  - Move all personnel to a safe area, away from the affected area/building
  - Move to a clear area at least 500 feet away from the building
  - Keep streets, fire lanes, fire hydrants and all walkways clear for emergency personnel
  - Wait for instructions from emergency personnel or Campus Support Center
  - Do not re-enter the building until you are directed to do so by emergency personnel
  
- **Hurricane (winds of 74 mph or greater, expected within 36 hours)**
  - Office preparation:
  - Unplug, cover and secure vulnerable equipment with plastic
  - When possible, move equipment and other valuable items to interior areas away from windows
  - Tag moved equipment with department contact information for easy identification and retrieval
  - In areas subject to flooding, elevate equipment and other valuable items
  - Clear refrigerators of items that will spoil if power is lost, leave appliances plugged in
  - Place important records and file in cabinets and cover with plastic
  - Back up electronic data and store in multiple locations
  - Clear desktops, tables and exposed horizontal surfaces of materials that could be damaged
  - Place telephone in desk drawer if cord is long enough, do not unplug
  - Take home personnel possessions. Ogle is not responsible for personal items
  - Secure windows and close blinds
  - Change voicemail and automatic e-mail replies to indicate school is closed
  - Close and lock all doors, including interior doors, before leaving
  
- **Extreme Heat**
  - If possible, avoid strenuous activities
  - Stay indoors and limit exposure to the sun
  - If outside, apply sun screen uniformly to cover all exposed areas 15 minutes before exposure
  - Drink plenty of water
  - Stay in a building's lowest level, out of the sun if air conditioning is not available
  - Eat well balanced meals, avoid excessive salt
  - Dress in loose-fitting, light weight and light-colored clothes that cover as much as your body as possible
  - Protect face and head by wearing a hat
  - NEVER leave children or pets in closed vehicles
  - Schedule outdoor events for a cooler time of the day
  - Call 911 if a victim is experiencing:
    - Heavy sweating Paleness Muscle cramps Tiredness
    - Dizziness Headache Nausea Weakness
    - Vomiting Fainting
    - State your location – stay on the phone until released by the dispatcher
  
- **Winter Weather**
  - Look to Ogle website, local TV stations for class delays or campus closing
  - Stay clear of drooping or sagging power lines
  - Avoid areas with many trees; snow & ice may cause limbs to fall
  - Stay inside if possible

## Appendix A – Action Plans for Specific Emergencies (continued)

- Use extreme caution when walking or driving outside
- If you must travel:
  - Travel during the day light
  - Stay on main roads
  - Carry emergency supplies and kits
  - Dress warm to prevent frostbite or hypothermia

### EMERGENCIES RELATED TO THE FACILITY

- **Fire**

- Activate the nearest fire alarm pull station
- Call 911 and state your location, exactly where the fire is located, and if there are any injuries
- Stay on the phone until released by the dispatcher
- Notify official in charge
- Warn others to evacuate and help those needing assistance in the immediate area
- Contain the fire by closing windows and doors (do not lock) as you leave
- Do not open doors that are hot to the touch
- Open cool doors slowly to ensure smoke is not blocking your route
- Be prepared to crawl, if necessary
- Go to the nearest exit in the building
- Move to a clear area at least 500 feet away from the building
- Keep streets, fire lanes, fire hydrants and all walkways clear for emergency personnel
- Do not re-enter the building until you are directed to do so by emergency personnel

#### *How to Use a Fire Extinguisher*

- If the fire is small, and it falls within the scope of your abilities, deploy a fire extinguisher
- Keep your back to the exit; NEVER place the fire between you and the exit
- Remember PASS
  - P = pull the pin
  - A = aim the nozzle at the base of the flame
  - S = squeeze the trigger
  - S = sweep the fire extinguisher from side to side

#### *If you CATCH ON FIRE*

- DO NOT run
- STOP, DROP, and ROLL

#### *If caught in smoke*

- Drop to hands and knees; crawl towards the exit
- Stay low
- Breathe shallowly through your nose; use a shirt or towel as a filter
- Hold your breath as much as possible

#### *If forced to advance through flames*

- Hold your breath
- Move quickly
- Cover your head and hair
- Keep your head down and your eyes closed

#### *If you are trapped and cannot evacuate*

- Close any doors between you and the fire
- Wedge towels or other cloth materials along the bottom of the door to keep smoke out
- If you need air, break a window only as a last resort
- Hang a towel or cloth material from the window as a signal you are trapped
- If someone is disabled and cannot use the stairs, get into the stairwell landing, closing doors behind
- Notify emergency personnel of your exact location (stairwell No.1, 3rd floor landing)

## Appendix A – Action Plans for Specific Emergencies (continued)

- **Active Shooter**

- If possible, exit the building immediately
- Call 911 and state your location – stay on the phone until released by the dispatcher
  - Provide the number of suspects
  - Give subjects' physical description
  - Subjects' location or direction of travel
  - Weapon information
  - Number of victims and type of injuries
  - If you cannot speak, leave the line open to allow dispatcher to hear what is going on
  - Notify official in charge
- If you cannot exit, get out of the area immediately
- Get behind closed doors in a locked or barricaded room
- Turn phone on silent or off to eliminate pinpointing your location
- Stay away from windows
- Look for alternate escape routes
- Never move in a straight line, a zig-zag pattern make a more difficult target
- Position yourself for the element of surprise, if the shooter enters
- Remain calm
- Follow all directions given to you by emergency personnel
- When exiting the building, keep your hands raised in front of you so that responding police see that you are not the shooter
- Move to a clear area at least 500 feet away from the building
- Keep streets, fire lanes, fire hydrants and all walkways clear for emergency personnel
- Do not attempt to confront the shooter, unless as a last resort
- Taking out the shooter is a serious decision ONLY YOU can make
  - Maintain a survival mindset
  - Identify improvised weapons
  - Throw items at the shooters face to cause distraction and disrupt his aim
  - Attack in a group creating multiple points of opposition
  - Swarm the shooter and control his extremities and head
  - Pin him to the ground
  - Continue to fight until you are certain he is no longer a threat
  - Move weapons away from the shooter. DO NOT pick them up

*Law enforcement's #1 priority is to CONTAIN & NEUTRALIZE the shooter*

- Responding officers are trained to proceed directly to the shooter
- If you encounter police, keep your hands visible and follow commands given
- You may be told to get on the ground
- You may be restrained

- **Building Evacuations**

- Know all the evacuation routes of the building
- Take personal belongings and weather appropriate clothing
- If time permits, secure any hazardous material or functioning equipment prior to leaving
- Proceed in an orderly fashion to the nearest exit for the building
- Move to a clear area at least 500 feet away from the building and proceed to a designated evacuation area
- Keep streets, fire lanes, fire hydrants and all walkways clear for emergency personnel
- Take inventory of all personnel evacuated from the building
- Report missing persons (and last known locations) to emergency personnel
- Do not re-enter the building until you are directed to do so by emergency personnel
- Notify official in charge

## Appendix A – Action Plans for Specific Emergencies (continued)

- Secure all doors
- Call 911 and state your location – stay on the phone until released by the dispatcher
  
- **Bomb Threat**
  - Remain calm on the phone with the caller
  - Get as much information as possible from the caller
  - Take notes about the caller, such as, demeanor, tone of voice, location and time of detonation
  - If a written threat-do not touch or move anything
  - Preserve the scene for officials
  - Notify official in charge
  - Call 911 and state your location – stay on the phone until released by the dispatcher
  - Search public areas for any suspicious packages or objects
  - If found: Do not touch
  - Evacuate area
  - Notify bomb squad upon arrival
  
- **Earthquake**
  - Drop to the ground
  - Take cover under a sturdy desk, table or in a doorway
    - If no cover is available, drop into the fetal position, tuck your head into your knees and cover your head with your arms
  - Do not run outdoors

*After Shaking Stops*

  - Do not use matches/lighters or other sources of ignition
  - Power outages may occur; fire alarms and sprinklers may be activated
  - Leave the area if you smell gas or chemical fumes
  - Be prepared for after shocks
  - If you are properly trained and are able, provide assistance to victims
  - Open doors carefully
  - Watch for falling objects

*If Trapped*

  - Do not use matches/lighters or other sources of ignition
  - Cover your mouth and nose with cloth to protect against dust
  - If you are properly trained and are able, provide assistance to victims
  - Do not move about or kick up dust
  - Signal for help by whistling or tapping on the building
  - Shout only as a last resort
  
- **Power Outage**
  - Remain calm and provide assistance to others if necessary
  - Move cautiously to a lighted area
  - Exits may be indicated by lighted signs of the emergency power that is operating
  - Turn off and unplug computers and other voltage-sensitive equipment
  - When notifying the Campus Support Center be prepared to indicate:
    - What areas are affected by the outage
    - How long the power has been out
    - Any significant damage or other utility failure
    - Any injuries
  - Provide appropriate ventilation by opening windows or doors

## Appendix A – Action Plans for Specific Emergencies (continued)

- **Suspicious Activity**
  - Do not confront the person exhibiting the behavior
  - Do not block a person's access to an exit
  - Notify official in charge
  - Call 911 and state your location – stay on the phone until released by the dispatcher
  - Describe suspicious behavior by stating what you saw, where it happened, when it happened, why it was suspicious to you, and how you can be contacted for further information
  
- **Suspicious Packages**
  - Do not touch, open or disturb the package or object
  - Leave the package on a desk or in an area where it can be monitored and left undisturbed
  - Notify official in charge
  - Look for misspelled words, no return address, excessive postage, foreign country origination, poorly typed/written, protruding wires, oddly shaped, rigidity or bulkiness, strange odors, wrong title with name, or addressed to title only, stains and excessive taping or string
  - Do not use any wireless devices within 500 feet of the package or object
  - Call 911 and state your location – stay on the phone until released by the dispatcher
  - Notify official in charge and be prepared to evacuate
  - Meet with officers immediately upon arrival
  
- **Vapors, Fumes and Gas Leaks**
  - Do not pull fire alarms
  - Do not touch light switches or electrical equipment
  - Clear the area
  - Notify official in charge
  - Provide as much information as possible to the Campus Support Center, including what the smell is, where it is coming from, and if there are any injuries
  
- **Hazardous Materials**

For a hazardous material spill, incident or release for which assistance is required

  - Do not handle the material
  - Do not clean the material
  - If indoors, close the doors in order to isolate the area and move to a safe location
  - Turn off the HVAC
  - Call 911 and state your location – stay on the phone until released by the dispatcher
    - Provide as much information as possible to the dispatcher, including the name and quantity of the material, the specific room number, whether any one is injured or exposed to the material
  - Notify official in charge
  - Do not leave the safe area you are calling from as you may need to be decontaminated

*If contaminated with wet chemicals*

  - Flush with water and soap; do not rub the chemical into your skin

*If contaminated with dry chemicals*

  - Using gloves, brush from skin
  - Remove all contaminated clothing
  - Once chemical is removed, flush skin with cool water

# Appendix B – Crime Statistics

A copy of the Employee/Student Drug-Free Workplace/School Drug Prevention Policy Statement and Campus Crime Report is available to all students and employees. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus or on public property. Ogle School does not have residential housing or off-campus property.

Location & Year		Arlington Campus						Hurst Campus						Fort Worth Campus					
		On-Campus			Public Property			On-Campus			Public Property			On-Campus			Public Property		
		2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
City of WAVA Criminal Offenses	Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Motor Vehicle Theft	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
	Arson	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
	Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Arrests Referral	Drug Law Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	Murder/Non-negligent Manslaughter	There were no reported Hate Crimes for 2020, 2021 and 2022 reporting period. Any Hate Crime based on the following bias would be included: Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability or Ethnicity/National Origin.																	
	Rape																		
	Fondling																		
	Incest																		
	Statutory Rape																		
	Robbery																		
	Aggravated Assault																		
	Burglary																		
	Motor Vehicle Theft																		
	Arson																		
	Simple Assault																		
	Larceny - Theft																		
	Destruction/Damage/Vandalism of Property																		
Other	Total Unfounded Crimes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Location & Year		Dallas Campus						North Dallas Campus						San Antonio Campus					
		On-Campus			Public Property			On-Campus			Public Property			On-Campus			Public Property		
		2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
City of WAVA Criminal Offenses	Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Arrests Referral	Drug Law Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	Murder/Non-negligent Manslaughter	There were no reported Hate Crimes for 2020, 2021 and 2022 reporting period. Any Hate Crime based on the following bias would be included: Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability or Ethnicity/National Origin.																	
	Rape																		
	Fondling																		
	Incest																		
	Statutory Rape																		
	Robbery																		
	Aggravated Assault																		
	Burglary																		
	Motor Vehicle Theft																		
	Arson																		
	Simple Assault																		
	Larceny - Theft																		
	Destruction/Damage/Vandalism of Property																		
Other	Total Unfounded Crimes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Location & Year		Denton Campus						Stafford Campus						Houston (Willowbrook) Campus					
		On-Campus			Public Property			On-Campus			Public Property			On-Campus			Public Property		
		2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Reported Offenses	Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	0	N/A	N/A	0
	Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	0	N/A	N/A	0
	Rape	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	0	N/A	N/A	0
	Fondling	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	0	N/A	N/A	0
	Incest	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	0	N/A	N/A	0
	Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	0	N/A	N/A	0
	Robbery	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	0	N/A	N/A	0
	Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	0	N/A	N/A	0
	Burglary	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	0	N/A	N/A	0
	Motor Vehicle Theft	0	0	0	0	0	0	0	1	0	1	0	0	N/A	N/A	0	N/A	N/A	2
	Arson	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	0	N/A	N/A	0
	Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	0	N/A	N/A	0
	Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	0	N/A	N/A	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	0	N/A	N/A	0	
Arrests Referral	Drug Law Violation	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	0	N/A	N/A	0
	Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	0	N/A	N/A	0
	Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	0	N/A	N/A	0
Hate Crimes	Murder/Non-negligent Manslaughter	There were no reported Hate Crimes for 2020, 2021 and 2022 reporting period. Any Hate Crime based on the following bias would be included: Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability or Ethnicity/National Origin.																	
	Rape																		
	Fondling																		
	Incest																		
	Statutory Rape																		
	Robbery																		
	Aggravated Assault																		
	Burglary																		
	Motor Vehicle Theft																		
	Arson																		
	Simple Assault																		
	Larceny - Theft																		
	Destruction/Damage/Vandalism of Property																		
Other	Total Unfounded Crimes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Crimes statistics are compiled using definitions in the Summary Reporting System ("SRS") User Manual from the FBI's UCR program.  
 Crime statistics for fondling, incest and statutory rape using definition the National Incident-Based Reporting System ("NIBRS") User Manual.

## Appendix C



<b>POLICY #</b>	<b>OSM- 601</b>
<b>POLICY SECTION</b>	<b>All Students and Employees</b>
<b>POLICY TITLE</b>	<b>Sexual Harassment, Sexual Misconduct and Discrimination on the Basis of Sex – Title IX</b>
<b>EFFECTIVE DATE</b>	<b>07/2014</b>
<b>NEW / REVISED</b>	<b>Revised 09/2023</b>

### BACKGROUND

Ogle School is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in education programs or activities, Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct, as defined later in this policy (see Definitions and Examples), will not be tolerated and will be subject to disciplinary action. Any student or employee of Ogle School will promptly be disciplined if found in violation of this policy.

To ensure that students, employees and third parties with questions concerning this policy or those who wish to make a complaint of an alleged violation of this policy, a designated Title IX Coordinator has been appointed. In addition, Responsible Persons are employed at each campus location to assist with implementing and enforcing Title IX. Responsible Persons are school employees who have the duty to report incidents of sexual misconduct to the Title IX Coordinator or an employee whom an individual could reasonably infer has this authority. When an investigation is deemed necessary, the Title IX Coordinator and the Responsible Persons act as investigators.

#### **Title IX Coordinator\***

Mary Gabriel  
Ogle School Management LLC  
2208 West Park Row Drive Suite 100  
Arlington, TX 76013  
Phone: (817) 277-6341  
E-mail: [TitleIX@Ogleschool.edu](mailto:TitleIX@Ogleschool.edu)

#### **Responsible Person(s)**

##### **Campus**

Arlington  
Hurst  
Fort Worth  
Dallas  
North Dallas  
San Antonio  
Denton  
Stafford  
Houston (Willowbrook)

##### **School Director**

Ronnetta Johnson [rjohnson@ogleschool.edu](mailto:rjohnson@ogleschool.edu)  
Vivian Herrarte [vherrarte@ogleschool.edu](mailto:vherrarte@ogleschool.edu)  
Larissa Chaney [lchaney@ogleschool.edu](mailto:lchaney@ogleschool.edu)  
Aisha Gant [agant@ogleschool.edu](mailto:agant@ogleschool.edu)  
Dominique Ross [dross@ogleschool.edu](mailto:dross@ogleschool.edu)  
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##### **Assistant School Director**

Nicole Dotie [ndotie@ogleschool.edu](mailto:ndotie@ogleschool.edu)  
N/A  
Rhiannon Sweaza [rsweaza@ogleschool.edu](mailto:rsweaza@ogleschool.edu)  
Randall Woods [rwoods@ogleschool.edu](mailto:rwoods@ogleschool.edu)  
N/A  
N/A  
N/A  
Bridgett Shaw [bshaw@ogleschool.edu](mailto:bshaw@ogleschool.edu)  
N/A

\*Additional information concerning the role and duties of the Title IX Coordinator is provided at the end of this policy.

### POLICY

This policy applies to all Ogle School employees, students and other individuals within the school's control, including visitors and applicants for admission or employment; regardless of gender, gender identity or sexual orientation of those involved. This policy applies to conduct regardless of where it occurs, including off-campus property, if the conduct potentially affects the complainant's employment or education with Ogle School or potentially affects the school. Complaints may be made verbally

or in writing. Although not required, Ogle School encourages each complainant to put his or her complaint in writing, providing a detailed description of the alleged events that are the basis for the complaint and a list of witnesses to the events.

Persons found to be in violation of this policy will be subject to disciplinary action, which may include, but is not limited to, verbal or written warnings, suspension, or termination from Ogle School. This policy is supplemental to Ogle School's policies generally prohibiting illegal discrimination and harassment against students and employees, including on the basis of sex, and includes certain additional safeguards and requirements pursuant to Title IX, as fully described below.

### **Filing a Complaint:**

Any student, employee or other person who believes that he or she has been subjected to any form of sex discrimination, sexual harassment, or sexual assault in violation of this policy should make a complaint. Ogle School takes all such complaints seriously. Criminal complaints and policy violations may be submitted simultaneously.

Ogle School strongly encourages any person who wishes to make a complaint under this policy to bring that complaint to the Responsible Persons at their campus (Campus Security Authorities and/or the Ogle School Title IX Coordinator). However, a student may also bring such a complaint to a student advisor, area manager, campus support personnel, or educator with whom he or she is comfortable. Likewise, an employee may bring such a complaint to their immediate supervisor, another manager, or employee relations. Complaints may be made in writing using OSM-6174 Title IX Complaint Form. In each case, the complainant should understand that the complaint will be forwarded to the Title IX Coordinator.

### **Employee Responsibility:**

At times, Ogle School employees may have knowledge of conduct (by witnessing it or, alternatively, by hearing a second-hand report about the conduct) that may constitute a violation of this policy. Should this occur:

- When the witnessed or reported conduct is perpetrated against a student, any supervisory employee, student advisor, or educator who possesses that knowledge is expected to immediately report the matter to their supervisor and the Title IX Coordinator, even if the individual making a report request that no action be taken; and
- When the witnessed or reported conduct is perpetrated against an employee, any supervisory employee who possesses that knowledge is expected to immediately report the matter to their supervisor and the Title IX Coordinator, even if the individual making a report request that no action be taken

Employees who fail to meet this reporting expectation will be subject to disciplinary action, up to and including termination.

### **Confidentiality & Title IX Complaints:**

Ogle School seeks to handle each complaint and investigation with professionalism and discretion. A fair and effective investigation often requires that the details of the complaint and/or the identity of the complainant be shared with those individuals involved in and/or interviewed in the investigation. Such individuals will, however, be expected to maintain the confidentiality of the matter to the extent possible.

Before beginning an investigation, Ogle will seek consent of the complainant to (i) proceed with the investigation and (ii) identify him or her in connection with the complaint. If the complainant requests that no investigation occur or that his or her name not be disclosed, Ogle will:

- Weigh the request(s) against its broader responsibility to provide an environment free from sex discrimination, sexual harassment, and sexual assault for all, considering the totality of the circumstances, the seriousness of the alleged harassment, whether there have been other harassment complaints about the same individual, etc.
- Inform the complainant whether it can comply with the request(s), as applicable
  - If the request(s) are not granted, conduct the investigation
  - If the request(s) are granted, consider whether there are other steps that may be taken in lieu of investigation and/or identification of the complainant

### **Resources:**

If you experience any form of sexual, domestic, or dating violence, you are encouraged to seek immediate medical care. Also, preserving DNA evidence can be key to identifying the perpetrator in a sexual violence case. Victims can undergo a medical exam to preserve physical evidence with or without police involvement. If possible, this should be done immediately. If an immediate medical exam is not possible, individuals who have experienced a sexual assault may have a Sexual Assault Forensic Exam (SAFE) performed by a Sexual Assault Nurse Examiner (SANE) within four (4) days of the incident. With the examinee's consent, the physical evidence collected during this medical exam can be used in a criminal investigation; however, a person may undergo a SAFE even without contacting, or intending to contact, the police. To undergo a SAFE, go directly to the nearest hospital that provides SAFE services. Local providers of SAFE services can be found by calling (800) 656-4673. Individuals may be prescribed medication by their health provider to prevent sexually transmitted infections and/or pregnancy even if a SAFE is not performed or the police are not contacted.

For more information about the SAFE, see [SAFE](#). The cost of the forensic portion of the exam is covered by the law enforcement agency that is investigating the assault or, in cases where a report will not be made to the police, the Texas Department of Public Safety. This does not include fees related to medical treatment that are not a part of the SAFE. Medical care can be provided at a local emergency room or by a private physician.

If an individual experienced or witnessed sexual misconduct, Ogle School encourages the individual to make a report to the police as described above in this policy, even if time has passed since the misconduct occurred. The police may, in turn, share your report with the Title IX Coordinator. Reporting sexual misconduct to law enforcement does not mean the case will

automatically go to criminal trial or lead to a disciplinary hearing. When appropriate, the police may be able to assist the individual with a ride to the hospital or with obtaining other resources and services. If an individual qualifies, the police will also be able to assist with applying for a Protective Order through the appropriate district or county attorney. A Protective Order is a civil court order issued to prevent further acts of family violence, sexual assault, or stalking. Members of the Ogle School community who have Protective Orders are strongly encouraged to provide copies of their orders to Campus Security Authorities.

See Outcomes below, for additional resources.

### **Investigations**

Ogle School will undertake a prompt and thorough investigation, where appropriate. Except in extraordinary circumstances, Ogle School seeks to conclude each such investigation within 30 calendar days. The investigation process generally occurs in three stages:

- Stage 1: Intake of the complaint by the Title IX Coordinator, including determination of whether an investigation may proceed and the identification of the issues to be determined based on the allegations of the complaint
  - Both parties will receive written notice of the allegations, an equal opportunity to select an adviser of the party's choice (who may be, but does not need to be, an attorney) and an equal opportunity to submit and review evidence throughout the investigation
- Stage 2: Investigation of the allegations by the investigator(s), including investigatory interviews and review of any additional evidence
  - The privacy of both parties will be protected by requiring a party's written consent before using the party's medical, psychological or similar treatment records during a grievance process.
  - Objective evaluation of all relevant evidence will be conducted, avoiding credibility determinations based on a person's status as a complainant, respondent or witness.
  - Maintaining a presumption of innocence during the grievance process, the school bears the burden of proof and that the standard of evidence is applied correctly.
  - Both parties' voluntary written consent will also be obtained before using any kind of "informal resolution" process, such as mediation or restorative justice, and not use an informal process where an employee allegedly sexually harassed a student.
- Stage 3: Notice of outcome determination including, when applicable, disciplinary action(s) and remedial measure(s)

At no time will complainants inappropriately be asked about prior sexual history.

Ogle School seeks to conclude stage one (1) within 10 days, stage two (2) within 15 days of completion of stage one; and stage three (3) within five (5) days of completion of stage two. At times, an extension of these timeframes may be necessary and/or appropriate, due to time taken by a complainant to decide whether to provide consent, unavailability of witnesses, complexity or number of allegations under review, or other factors. Ogle School retains discretion to determine when an extension of the general timelines is warranted based on the totality of the circumstances. Extensions of the timelines, when they occur, will be communicated to the complainant(s).

In this process, the complainant(s) and subject(s) of the complaint may name witnesses and provide other evidence to the investigator(s), as described below. The institution will utilize the preponderance of the evidence standard or the clear and convincing evidence standard and apply it consistently to all formal complaints (whether the respondent is a student or an employee). The steps necessary to thoroughly investigate the complaint will vary, but will often include interviews of the complainant(s), the subject(s) of the complaint, and the identified witnesses, as well as a review of relevant documentation and relevant policies. Where the investigation results in a finding of a violation of this policy, Ogle School will take immediate steps to end the conduct, prevent its recurrence, and address its effects. Further information concerning the notification of outcomes is provided below.

### **Outcomes**

At the conclusion of the investigation, the investigator(s) will make a finding of whether a violation of this policy has occurred. In making this decision, the investigator(s) will apply the preponderance of the evidence standard to the factual allegations, by determining whether the alleged conduct is more likely than not to have occurred. As to the finding of facts reached under this standard, the investigator(s) will also decide whether those facts constitute a violation of this policy. The investigator(s) will give the complainant(s), subject(s) of the complaint, and Title IX Coordinator (if not already involved in said investigation) written notification of the outcome (specifically, whether or not a violation of the Title IX policy was found to have occurred). In the event a violation was found to have occurred, Ogle School will impose disciplinary action and, if appropriate, implement other remedial measures. Such other remedial measures for the complainant, where appropriate, will be tailored to the particular circumstances presented and may include, by example, providing opportunities to retake portions of the curriculum and/or quizzes, rubrics or examinations; granting the complainant's request to change campuses or schedule. When implementing corrective actions or other remedial measures, Ogle School will seek to minimize the burden upon the complainant.

The complainant will generally not be provided information of specific disciplinary action taken against other persons, unless the disciplinary action will directly impact the complainant, such as whether and/or when the subject(s) of the complaint may be present in the school environment.

### **Student Appeals:**

In the event that a student party to a complaint disagrees with the outcome of an investigation under this Title IX policy, the student may seek a review of the outcome by submitting a written appeal statement to:

Student Appeals Committee  
c/o Ogle School  
2208 West Park Row Drive Suite 100  
Arlington, TX 76013  
Email: [StudentAppeals@Ogleschool.edu](mailto:StudentAppeals@Ogleschool.edu)

An appeal under this policy must be made within 14 calendar days of receipt of the written notice of the outcome of the investigation. An appeal may be made on one or more of the following grounds only: one (1) an error occurred that, if corrected, may change the outcome of the investigation; or two (2) new information has arisen, that was not available or known to the student at the time of the investigation, which if considered may change the outcome of the investigation. Information that was known or available to the student during the investigation will not be considered.

The Committee will conduct an impartial review of the appeal and will provide the appealing student with a written determination. The Committee seeks to issue its determination on each appeal within 30 calendar days of its receipt of the appeal; however, this timeframe may be longer in certain cases.

Employee parties to a complaint under the Title IX policy do not have a right of appeal.

### **Anti-Retaliation Policy:**

Ogle School will not retaliate against any person for filing a good-faith complaint or for participating or assisting in good faith in an investigation of alleged sex discrimination, sexual harassment, or sexual assault under this policy. An employee or student who retaliates will be subject to disciplinary action, up to and including termination from Ogle School.

Any student or employee who feels that he or she has been subject to retaliation in violation of this policy should report the matter immediately to the Title IX Coordinator.

### **Definitions and Examples:**

**Coercion** - The use of pressure to compel another individual to initiate or continue sexual activity against an individual's will. Coercion can include a wide range of behaviors, including psychological or emotional pressure, physical or emotional threats, intimidation, manipulation, or blackmail that causes the person to engage in unwelcome sexual activity. A person's words or conduct are sufficient to constitute coercion if they eliminate a reasonable person's freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include but are not limited to threatening to "out" someone based on sexual orientation, gender identity, or gender expression; threatening to harm oneself if the other party does not engage in the sexual activity; and threatening to expose someone's prior sexual activity.

**Complainant** - The student, employee or third party who presents as the victim of any prohibited conduct under this policy, regardless of whether that person makes the report or seeks action under this policy.

**Consent** - A voluntary, mutually understandable agreement that clearly indicates a willingness to engage in each instance of sexual activity. Consent to one act does not imply consent to another. Past consent does not imply future consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Any expression of an unwillingness to engage in any instance of sexual activity establishes a presumptive lack of consent.

A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be a voluntary, mutually understandable agreement that clearly indicates a willingness to engage in each instance of sexual activity.

Consent is not effective if it results from: (a) the use of physical force, (b) a threat of physical force, (c) intimidation, (d) coercion, (e) incapacitation or (f) any other factor that would eliminate an individual's ability to exercise his or her own free will to choose whether or not to have sexual activity.

The definition of consent for the crime of sexual assault in Texas can be found in Section 22.011(b) of the Texas Penal Code.

**Dating Violence** – the term "Dating Violence" means violence committed by a person

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and

- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship.
  - The type of relationship.
  - The frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. It does not include acts covered under the definition of domestic violence.

**Domestic (Family) Violence**– The term “[domestic violence](#)” includes felony or misdemeanor crimes 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 receiving grant monies, or 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.

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 state of Texas, or 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 state of Texas.

**Hostile Environment**– exists when sexual harassment (which is a form of sex-based harassment) is sufficiently severe or pervasive to deny or limit the individual’s ability to participate in or benefit from class/clinic participation or school activities or an employee’s terms and conditions of employment. A hostile environment can be created by anyone involved in the overall school experience (e.g., administrators, employees, students, and visitors).

In determining whether sex-based harassment has created a hostile environment, Ogle School considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not adequate, that the conduct was unwelcome to the individual who was harassed. To conclude that conduct created or contributed to a hostile environment, the school must also find that a reasonable person in the individual’s position would have perceived the conduct as undesirable or offensive.

To ultimately determine whether a hostile environment exists for an individual or individuals, Ogle School considers a variety of factors related to the severity, persistence, or pervasiveness of the sex-based harassment, including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of the persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and (5) the degree to which the conduct affected an individual’s education or employment.

The more severe the sex-based harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the sex-based harassment is not particularly severe.

**Incapacitation**– The inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless, either voluntarily or involuntarily, or the individual is unconscious, asleep, or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if they demonstrate that they are unaware at the time of the incident of where they are, how they got there, or why or how they became engaged in a sexual interaction.

The use of alcohol or other drugs can lower inhibitions and create an atmosphere of confusion about whether consent is effectively sought and freely given. If there is any doubt as to the level or extent of one’s own or the other individual’s intoxication or incapacitation, the safest course of action is to forgo or cease any sexual contact.

*Being impaired by alcohol or other drugs is not a defense to any violation of this policy.*

**Intimidation**– Unlawfully placing 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.

**Other Inappropriate Sexual Conduct** – Includes unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature directed towards another individual that does not rise to the level of sexual harassment but is unprofessional, inappropriate for the workplace or campus and is not protected speech. It also includes consensual sexual conduct that is unprofessional and inappropriate for the workplace or campus. Depending on the facts of a complaint, the conduct may not violate this policy but may violate other Ogle School policies including but not limited to standards of conduct or professionalism policies.

**Quid Pro Quo** - An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual’s participation in unwelcome sexual conduct, i.e., “this for that”.

**Sexual Assault**– The term “[sexual assault](#)” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. An offense that meets the definition of rape, fondling, incest, or statutory rape:

- A. *Rape*: the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- B. *Fondling*: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- C. *Incest*: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- D. *Statutory Rape*: Sexual intercourse with a person who is under the statutory age of consent.

**Sexual Exploitation**– Conduct where an individual takes non-consensual or abusive sexual advantage of another for their own benefit, or to benefit anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to, engaging in voyeurism; forwarding of pornographic or other sexually inappropriate material by email, text, or other channels to non-consenting students/groups; the intentional removal of a condom or other contraceptive barrier during sexual activity without the consent of a sexual partner; and any activity that goes beyond the boundaries of consent, such as recording of sexual activity, letting others watch consensual sex, or knowingly transmitting a sexually transmitted disease (STD) to another.

**Sexual Harassment**– Unwelcome conduct of a sexual nature determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the recipient’s education program or activity, including but not limited to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s student status, employment, or participation in other school activities; or
- B. Such conduct is sufficiently severe or pervasive that it creates a hostile environment, as defined above.

Sexual harassment is a form of sex discrimination that includes:

- A. Sexual violence, sexual assault, sexual exploitation, stalking, domestic violence, dating violence and quid pro quo as defined herein.
- B. Physical conduct, depending on the totality of the circumstances present and frequency and severity, including but not limited to:
  1. unwelcome intentional touching; or
  2. deliberate physical interference with or restriction of movement.
- C. Verbal conduct not necessary to an argument for or against the substance of any political, religious, philosophical, ideological, or academic idea, including oral, written, or symbolic expression, including but not limited to:
  1. explicit or implicit propositions to engage in sexual activity;
  2. gratuitous comments, jokes, questions, anecdotes or remarks of a sexual nature about clothing or bodies;
  3. gratuitous remarks about sexual activities or speculation about sexual experiences;
  4. persistent, unwanted sexual or romantic attention;
  5. subtle or overt pressure for sexual favors;
  6. exposure to sexually suggestive visual displays such as photographs, graffiti, posters, calendars or other materials; or
  7. deliberate, repeated humiliation or intimidation based upon sex.

**Sexual Misconduct** – A broad term encompassing a range of non-consensual sexual activity or unwelcome behavior of a sexual nature. The term includes, but is not limited to, sexual assault, sexual exploitation, sexual intimidation, sexual harassment, domestic violence, dating violence, and stalking. The term also includes “other inappropriate sexual conduct,” as defined above. Sexual misconduct can be committed by any person, including strangers or acquaintances.

**Sexual Violence** – Physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. The term includes, but is not limited to, rape, sexual assault, sexual battery, sexual coercion, sexual abuse, and/or indecency with a child.

**Stalking** – The term “[stalking](#)” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. For the purposes of this definition--

- A. *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- B. *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
- C. *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

### **Role of the Title IX Coordinator**

The investigation of complaints under this policy will be overseen by the Title IX Coordinator. The Title IX Coordinator will not conduct investigations, assess credibility of witnesses, or make findings as to whether a violation of this policy has occurred. Rather, his or her role will be to ensure that Ogle School's Title IX policies and procedures are followed, in part by (i) seeking the complainant's consent to investigate and disclose his or her name in connection with the complaint; (ii) guiding the investigator(s) in order to facilitate and support their compliance with this policy; and (iii) ensuring that the outcome of each such complaint is appropriately communicated. More specifically, the Title IX Coordinator will:

- Consider the complainant's wishes regarding supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain the process for filing a formal complaint.
- Be available to intake both reports and formal complaints and to coordinate effective implementation of supportive measures.
- Upon receiving a complaint of sex discrimination, sexual harassment or sexual assault, seek the consent of the complainant to conduct the investigation and disclose his or her identity in connection with the complaint.
- In the event that a complainant requests that an investigation not be conducted, or that his or her identity not be revealed, communicate the determination on this request to the complainant and direct additional actions as appropriate.
- Recommend any interim protections or other measures to be taken during the course of the investigation, before any findings are determined. Interim measures will be taken within the context of Ogle School policies and might include placing a student or students on an absence for investigation, placing an employee on administrative leave, limiting contact between the parties, or other measures.
- When an investigation may proceed, designate the appropriate investigator(s) to carry out a prompt and impartial investigation.
- Review the procedural requirements for the investigation with the investigator(s), including without limitation that: (i) the complainant(s) and subject(s) of the complaint are provided equal opportunity to provide evidence and to identify witnesses; and (ii) that Ogle School maintain the complaint and investigation confidential to the extent possible.
- Review the investigation documentation to determine whether the investigation, before it is closed, has been sufficient. Where additional steps are merited, the Title IX Coordinator will define those additional steps to be taken by the investigator(s) prior to concluding the investigation.

Additionally, the Title IX Coordinator will document all reports and complaints of sex discrimination, sexual harassment, and sexual assault and establish a protocol for keeping records related to such incidents.

All Title IX personnel receive training on the definition of sexual harassment, the scope of the institution's education program or activity, how to investigate and grievance process and how to serve impartially. Decision-makers and investigators also receive training. At no time will the decision-maker be the same person as the investigator or the Title IX coordinator. Additionally, Ogle School will avoid any potential conflicts of interest or bias relating to Title IX personnel (Title IX coordinators, investigators, decision-makers and people who facilitate any informal resolution process).

### **Live Hearings**

Ogle School will provide for a live hearing with real-time cross-examination. The live hearings are conducted by a decision-maker who is not the Title IX coordinator or the investigator. The hearings may be conducted in-person or virtually at the institution's discretion, and conducted in a manner considering factors such as preventing further trauma, accessibility for witnesses/parties, respecting court restraining orders, ameliorating administrative burdens, etc. If requested by a party, the institution must hold the live hearing in separate rooms utilizing technology to permit real-time audio and visual interactions with each other, the decision-maker and the witness. Parties are to be represented by advisers, who will ask questions of witnesses on behalf of the party—attorneys are permitted to serve as advisers, but advisers are not required to be attorneys. Parties are not permitted to cross-examine witnesses or other parties.

All questions must be relevant. The decision-maker must determine whether each question is relevant before a witness responds, and explain to the party's adviser asking questions any decision to exclude irrelevant questions. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

The decision-maker cannot draw an inference about responsibility based on a party's or witness's absence from the live hearing. Similarly, a decision-maker cannot rely on statements by a party or witness who will not submit to cross-examination at the hearing. Hearsay statements are also not permitted.

Ogle School will create an audio or audiovisual recording or transcript of any live hearing. Decision-makers receive training on any technology used at a live hearing. If the parties give informed, written consent, the recipient may facilitate an informal resolution of the complaint (without a live hearing). Regardless of the level of formality, the institution must maintain records documenting every Title IX investigation and determination.

## **LOCATION MODIFICATIONS**

All Ogle Schools, September 2023

## Appendix D - Emergency Response and Evacuation

All members of the Ogle School community are encouraged to notify the Responsible Persons at their campus of any situation that could potentially create an immediate threat to the health or safety of the Ogle School community. These situations could include, but are not limited to: an active shooter on/near campus; a hostage/barricade situation; bomb threat; building evacuation; civil disturbance; a tornado; a fire/explosion; significant flooding; a gas leak; and hazardous material spills. Students, employees and clients, if present, will be directed by CSAs how to proceed based on the immediate emergency. CSAs understand the importance of remaining calm, avoiding smoking in the immediate area of the emergency, alerting the Campus Support Center and NOT speaking to the media.

### Preparedness

The leadership team at each Ogle School campus has been provided with preparedness training and tools, including the following:

- Know all of the exits closest to you in any building
- Plan escape routes
- Make note of potential furniture or areas that might provide cover
- Be aware of things that may be used as defensive weapons of opportunity
- Know where and how many fire extinguishers are on your floor
- Know who is trained in first aid or CPR
- Understand your roles and responsibilities during an incident
- Be aware of anyone with disabilities in your immediate area
- Be sure students/employees under your supervision are aware of emergency procedures and discuss at the beginning of each class start
- Maintain an Emergency Preparedness Kit containing:
  - operational battery/dynamo wind up weather/AM/FM radio
  - first aid kit
  - operational battery/dynamo flashlight or lantern
  - whistle
  - sanitizing wipes
  - disposable gloves
  - disposable masks
  - tissues

### Action Plans for Specific Emergencies (see Appendix A)

#### Notification

In the event of any significant emergency or dangerous situation involving an immediate threat to their health or safety, students will be notified. Campus Security Authorities and/or local authorities will, without delay, and taking into account the safety of the community, confirm a significant emergency exists, determine who to notify, determine the content and means of the notification and initiate the notification system.

#### Evacuation Plans and Designated Areas

In the event the emergency requires persons within the school to evacuate, everyone should proceed calmly to the nearest exit and reconvene at the school's designated evacuation area. Evacuation plans are posted in several areas throughout the school. Emergency exits are clearly marked and all exit doors remain unlocked during school hours.

## Appendix D - Emergency Response and Evacuation (continued)

### Seek Shelter

In the event the emergency requires persons within the school to seek shelter, everyone should proceed calmly to the school's designated shelter area. Everyone must remain in the shelter area until released to leave by Campus Security Authorities. Ogle School periodically conducts evacuation and shelter drills to test emergency response and evacuation readiness.

An event may require persons within the school to shelter-in-place. Follow instructions and remain in your location until you are released by Campus Security Authorities.

### Safety Drills

Annual Safety Drills are conducted every year at every campus on or around October 1<sup>st</sup>.