The Salon Professional Academy
2025 Annual Security Report

October 1, 2025

Introduction

The safety of our campus community is very important to The Salon Professional Academy. Involvement of our campus and community helps ensure that we are able to provide a safe learning environment and foster growth on campus. The following information is provided regarding our campus security, and we ask that you read it carefully, and ask questions about anything you may not understand. This information is provided to encourage a safe campus, and as a member of our campus, we ask that you share in this responsibility to prevent crime from occurring on our campus.

The Annual Security Report includes statistics for the most recent three year period concerning reported crimes that occurred on campus and on public property within, or immediately adjacent to and accessible from the campus. Additionally, the report covers any off-campus buildings owned or controlled by an institution though The Salon Professional Academy does not currently own or control any off-campus property. The report also includes policies concerning alcohol and drug use, crime prevention, reporting of crimes, sexual misconduct, and safety and security matters. Colleges and universities that participate in federal student financial assistance programs must publish an Annual Security Report each year by October 1st.

This report is distributed to students and employees in hard or electronic copy at the end of September. For further information on the Annual Security Report and the policies contained within it, see the Owner/Director, the Director of Education, or the Compliance Specialist. Additionally, the Annual Security Report is available on the Salon Professional Academy's website: https://salonproacademy.com/

Preparation of the Annual Security Report

In order to comply with U.S. Department of Education requirements and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, The Salon Professional Academy compiles crime statistics and related policies on an annual basis for student and community review. These crime statistics are gathered from those reported to campus authorities and local law enforcement agencies. The report is prepared by the Academy's Compliance Specialist with assistance from the Owner/Director, the Director of Education, and local law enforcement agencies.

The report will be disseminated to students and staff on or before October 1, 2025, and is available from the Compliance Specialist upon request.

Updated: October 1 2025

Reporting Crimes and Emergencies

Preventing campus crime is a responsibility that should be taken very seriously. Never assume that someone else has already reported a crime or suspicious activity. All criminal actions, suspicions, or emergencies must be reported to an educator, administrator, or owner immediately. The staff member will then assist you in reporting to the local police or other appropriate security force. A staff member made aware of a crime will notify the rest of the staff as soon as possible, perhaps even prior to notifying police, depending on the situation. It is critical that all staff be aware of any report of crime and that the local police be notified immediately.

In the event of an emergency, please use the following telephone numbers to report a crime or receive assistance. **Department Telephone Number Location**

Onalaska Police Department, Emergency Emergency 911****

Onalaska Police Department, non-Emergency Dispatch
(608) 782-7575
415 Main street Onalaska,WI 54650

Owner/Director, Sue Kolve
(608) 386-7111
Director of Education, Penny Nelson
(608)792-4091
566 Theater Road Onalaska, WI 54650

All reported incidents are reviewed and applicable information is collected and presented to the proper authorities. In order to ensure that the campus remains safe, it is important for members of the campus to report this information in a timely manner.

Any suspicious activity should be considered a reasonable suspicion and reported. Examples of suspicious activities include (but are not limited to) the following:

- Seeing an unescorted guest in an unapproved area
- Doors propped open
- Unauthorized individuals using campus equipment or offices

If a situation appears abnormal in any way, report it.

Reporting Crimes on an Anonymous Basis

If you have witnessed or experienced a crime but do not want to pursue action through formal channels, you may want to consider reporting the crime anonymously. Crimes can be reported confidentially to the local authorities by simply requesting that the complaint be made

anonymously. The Salon Professional Academy does not have specific policies or procedures for confidential crime reporting. Anonymous reports may be disclosed in the Annual Security

Report statistics if the crime took place on campus or on public property within or immediately adjacent to campus though the person who reported the crime will not be identified.

Campus Security Personnel

The Salon Professional Academy does not employ any security personnel or have any written memoranda of understanding between the school and security institutions but works closely with local law enforcement and emergency response officials.

Depending on the nature of the problem, the proper authorities will be notified by the staff (or administration, if possible) of The Salon Professional Academy. Chosen authorities will be dependent on the nature of the danger and could include any or all of the following:

- Onalaska Police Department,
- La Crosse Sheriff's Department,
- Onalaska Fire Department,
- Ambulance services or
- Emergency Services (911).

At least once annually, the administration at The Salon Professional Academy will provide the Onalaska Fire Department and the Onalaska Police Department with a floor plan of the building. The administration will also notify these agencies of any new construction, long-term functions or any other events which may impact routing or access to the campus. In addition to floor plans, the Onalaska Police Department, Onalaska Fire Department, and other local emergency officials are encouraged to tour and walk through the campus regularly.

Pastoral and Professional Counselor Reporting Requirements

Pastoral and professional counselors should be encouraged, at their discretion, to inform those they counsel on the procedures for reporting crimes voluntarily and confidentially for inclusion in the Annual Security Report.

The Salon Professional Academy does not employ any pastoral or professional counselors, and therefore, it does not have policies regarding these professionals. Resource information can be found in the student services manual

Building Access

The facilities are open Monday through Friday and some Saturdays according to assigned class/styling area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner. Only educators, administrators, maintenance/cleaning staff, and owners have keys to the

building thus preventing internal crimes to as great an extent as possible.

The Salon Professional Academy has no campus residences or off-campus locations of student organizations which are officially recognized (examples include: sororities, fraternities, etc.).

Building Maintenance

On an annual basis coinciding with the release of the Annual Security Report, The Director of Education works with local emergency response agencies to identify any hazards or other safety concerns that need to be addressed.

Students and staff should alert the Director of Education of any safety or security concerns related to the facility and its maintenance.

Educational Programing for Crime Prevention and Safety

At regular intervals during training, staff and students will be reminded of security and safety procedures including crime prevention, personal safety on and off campus, fire safety, dangerous weather procedures, etc. Local police speakers will be scheduled at least once annually for all students and staff.

In addition, The Salon Professional Academy conducts in-house testing of emergency evacuation procedures at least once annually. Students and staff complete a walk-through of the fire and tornado exit procedures and are informed of what to do in case of an emergency.

Safety Procedures and Safety Equipment

Safety Procedures

● ***First Aid*****:** Basic first aid kits are located in the classrooms and the front desk.

o Cut finger: Educators should immediately check the wound to see how deep the cut is. Small cuts should be washed, dried, and then covered with a bandage.

Burns: Small burns (3 inches or less in diameter) Cool affected area with cool (not cold) running water or compress. Wrap loosely with sterile gauze.

o In the case of a medical situation requiring more than basic first aid, call 911. TSPA staff are not trained first responders and are not permitted to drive individuals for medical care.

● **Fainting**: Do not move the person; call 911. Give facts as much as possible. Keep calm, and notify other staff members for help, if necessary. Make the person comfortable.

● **Fire Exit Procedure:** If you smell smoke or see fire, report it immediately to an educator. DO NOT PANIC!!!

o Proceed as follows:

Students in the salon area: Exit single file out the front doors. If you have a guest at the time, the guest is your responsibility. After exiting from the school, proceed into the parking lot away from the building.

▪ Receptionists at the front desk will help guests in the reception area out the main doors. Proceed into the parking lot.

▪***Students in the classrooms***: Exit through the rear or side doors in single file. Proceed to the front by going around the end of the building.

● **Tornado Warning Procedure**: Stay away from all windows. Remain there until instructed to go back to your previous activity.
o Proceed as follows:
Students and guests in the styling area:
Walk to the classrooms or restrooms designated as Emergency Shelters.
Be seated on the floor making space available for others.
Students in classrooms: Remain there.
● ***Emergency Response Committee:*** This committee meets annually to review, and improve policy, procedures, and systems and programs related to emergency prevention and response.

Safety Equipment
● ***First Aid*****:** A first aid kit is located at the front desk and classrooms.
● ***Surveillance Cameras:*** Surveillance Cameras are located throughout the campus in an effort to deter criminal activity and wrongdoing.
● ***Fire extinguishers:*** Fire extinguishers are located upstairs, by library and laundry, next to bathrooms and front door. Maps are located in every room with fire extinguisher locations.
● ***Motorola two way radios:*** Worn daily by staff for real time communication.
● ***Emergency Response Plan***: The Emergency Response Plan is available in classrooms, the front desk, and offices.
● ***Evacuation Maps***: Evacuation maps are posted in each room.

Educational Programs
● ***Behavioral Intervention:*** refer to administration and/or local medical resources listed in EOP and the learning resource center.
● ***Code of Student Conduct:*** The Code of Student Conduct prohibits many unsafe behaviors. The Code of Student Conduct is available in the student handbook.
● ***New Student Orientation***: All new, incoming students attend on or before their first day of school.

Communication and Emergency Notification Procedures

In the event of a dangerous or emergency situation which could pose an immediate threat to the health or safety of students, employees, or guests on campus, The Salon Professional Academy's owner/director Sue Kolve or director of education Penny Nelson are responsible for issuing/initiating the appropriate emergency procedure, they will communicate the EOP is activated to the staff who will immediately notify everyone on campus. Individuals (when appropriate) will be notified of what the danger is and what actions should (or should not) be taken to best protect themselves from the danger.

In addition to notifying individuals, the local Police Department and/or Sheriff's Department will be contacted and will consult with the administration in an effort to maintain order and isolate the situation until the danger is contained. Additionally, The Salon Professional Academy will

post timely written notices and warnings explaining the danger and instructions on how to ensure the safety and health of individuals by avoiding the affected area.

On Campus Notification

Upon confirmation of an emergency or dangerous situation, The Salon Professional Academy will:

- Without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification, unless in the professional judgment of responsible authorities the issuance of the notification could compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency.
- Immediately notify all staff in the building. Staff members will then be responsible for notifying all students and guests and ensuring the proper procedure for the specific danger (example: Fire Exit Procedure) is followed.
- Contact the local authorities (if necessary) to assist in the containment of the emergency or dangerous situation.
- Contact the Owner/Director and Director of Education (if they are not presently in the building) to inform them of the situation and consult with them in an effort to maintain order and isolate the situation until the danger is contained.
- If the danger is contained to a small area of the building, the administration will post written notices and warnings on the inside and outside of all entry/exit doors and in other locations as necessary. The notices will include a description of the danger, what actions should be taken to minimize any possible harm, and an estimated duration of the danger. (If the danger consumes the entire building, the administration will post these notices, as possible, avoiding areas that could pose a threat of possible harm to staff members.)

On Campus Notification of a Potential Danger (Example: heavy storms or tornadoes)

If there is anticipation of a danger which causes the campus to close for a period of time, the administration at The Salon Professional Academy will:

- Notify local television and radio stations of the closure.
- Post written notices and warnings on the inside and outside of all entry/exit doors and in other locations as necessary. The notices will include a description of the danger, what actions should be taken to minimize any possible harm, and an estimated duration of the danger.
- If the campus is open prior to the danger, the administration will notify all staff of the possible danger and what actions can be taken to avoid such danger. The staff will then notify all students and guests on campus who may be affected by the danger. If time permits, all guests who have scheduled appointments will be notified of the closure and possible rescheduling options.

Testing of Emergency Response Evacuation Procedures

The Salon Professional Academy conducts in-house testing of emergency evacuation procedures at least once annually. Students and staff complete a walk-through of the fire and tornado exit procedures and are informed of what to do in case of an emergency.

Timely Warning Policy

Under the provisions of the Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act, The Salon Professional Academy must issue timely warnings under certain circumstances. Those circumstances are as follows:

- **A *Clery Act* crime** including aggravated assault, arson, burglary, dating violence, domestic violence, motor vehicle theft, murder and non-negligent manslaughter, negligent manslaughter, robbery, sex offenses (rape, fondling, incest, statutory rape, and stalking) hazing,and certain crimes motivated by bias,
- **Occurring in The Salon Professional Academy's *Clery Act* geography** including on campus property, on public property within, or immediately adjacent to and accessible from the campus, and on off campus property owned or controlled by the Academy,
- **That is reported to Campus Security Authorities or local police agencies,** and
- **Is considered by the Academy to pose a serious or ongoing threat to students and employees.**

The Salon Professional Academy will make the decision to issue timely warnings on a case-by-case basis and will consider the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts when making that decision. The administration will make every effort to inform the campus that a warning has been put in place within 24 hours of the determination being made.

The decision to issue a warning will be made by the Owner/Director or the Director of Education and will contain as much of the following information as possible and if available:

Date and time the warning was issued
Connections to previous incidents
Composite drawing of the suspect
Description of the suspect
Any other information that may be relevant
Any information relating to tips to remain safe

Depending on the circumstances surrounding the warning, The Salon Professional Academy will inform the campus through means such as social media, signage in or around the building, or possibly notifying local television and radio stations.

2024 Annual Crime Statistics

The following table is a compilation of the *Clery Act* crimes that occurred on The Salon Professional Academy's Campus and its adjacent public property from January 1, 2024 to December 31, 2024. The table also includes reported statistics from 2022 to 2023.

Offense On-Campus Public Property *Criminal Offenses*	**2022**	**2023**	**2024**
Manslaughter by Negligence	0	0	0
Murder/Non-negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VAWA Offenses			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Arrests and Disciplinary Referrals			
Arrests: Weapons: Carrying, Possessing, etc.	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	0	0	0
Arrests: Drug Abuse Violations	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0
Arrests: Liquor Law Violations	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0

Hate Crimes*	0	0	0

1. *Under the *Clery Act*, a Hate crime is a *Clery Act* Criminal Offense with the exception of negligent manslaughter and the addition of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The *Clery Act* monitors Hate Crimes in eight categories of bias including race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability. The Salon Professional Academy reported zero Hate Crimes in 2022,2023 and 2024.

The Salon Professional Academy will inform students and employees of any crimes committed on campus within two days of the incident. This information will also be entered into a hard copy of the Campus Crime Log within two days of the incident unless the disclosure is prohibited by law or could impact the confidentiality of the victim. Incidents which have occurred in the most recent 60 days and entered in the crime log are open for public inspection during regular business hours, and incidents which are older than 60 days will be provided for public inspection within two business days of the request. The Campus Crime Statistics listed are prepared annually and are provided to all students and employees.

Disciplinary Procedures: Disclosure of Information
The Academy will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in 18 U.S. § 16), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the Academy against a student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

In the case of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault or stalking, the Academy will provide simultaneous notification of the results of the proceeding to both the alleged perpetrator and the alleged victim.

Crime Definitions

The definitions listed below are taken from the Federal Bureau of Investigation's Uniform Crime Reporting Handbook, and are used to classify the criminal offenses listed in the statistics.

- **Murder and non-negligent manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Negligent manslaughter:** The killing of another person through gross negligence.
- **Sexual Assault (Sex Offenses).** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
  - **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
  - **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- ❖ **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- ❖ **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

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

● **Aggravated Assault** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

● **Burglary** is the unlawful entry of a structure to commit a felony or a theft.

● **Motor Vehicle Theft** is the theft or attempted theft of a motor vehicle.

● **Arson** is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

● **Hate Crime** is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of Clery, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and disability. .

● **Larceny-Theft** is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

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

● **Intimidation** is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

● **Destruction/Damage/Vandalism of Property** is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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

● **Domestic Violence** is defined as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; 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 in which the crime of violence occurred

● **Stalking** is defined as engaging in a course of conduct directed at a specific person that

would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.
● **Weapons: Carrying, Possessing, Etc.,** is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

● **Drug Abuse Violations** are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
● **Liquor Law Violations** are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug and Alcohol Abuse Information

The Salon Professional Academy has a **Zero tolerance policy** which prohibits unlawful possession, use, or distribution of illicit drugs/alcohol by students and employees. This policy applies on campus and during school-related activities. Law enforcement will be notified of any violations. The Academy reserves the right to **r**equire drug and/or alcohol testing of students and employees based on individualized suspicion, unless such testing is prohibited by federal or state law. The full Drug and Alcohol Prevention Program and Policy (DAAPP) can be found on the salonproacademy.com website, printed copies are available upon request from the owner/ director of education.

Preventing and Responding to Sex Discrimination, Sexual Harassment, and Sexual Misconduct

Introduction

The Salon Professional Academy does not tolerate and expressly condemns any harassment of our employees, students, or guests by any employee, student, or non-employee. Any form of harassment or discrimination relating to a person's race, color, gender, gender identity, religion, national origin, age, sexual orientation, marital status, veteran status, disability, or any other protected classification is a violation of our policy and will be treated as a disciplinary matter.

The Academy does not discriminate on the basis of sex in its educational programs or in the context of employment.

Sexual harassment and sexual misconduct are forms of sex discrimination prohibited by Title IX of the Education Amendments of 1972, a federal law which provides*: No person in the United*

States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Sexual harassment is also prohibited under Title VII of the Civil Rights Act of 1964 and Wisconsin law.

Definitions Related to Sex Discrimination, Sexual Harassment, and Sexual Misconduct

The Salon Professional Academy prohibits dating violence, domestic violence, sexual assault and stalking, as they are defined for purposes of the Clery Act.

- **Dating Violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence** is defined as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated
  to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; 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 in which the crime of violence occurred
- **Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.
- **Sexual Assault (Sex Offenses).** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
  - o **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
  - o **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
  - o **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - o **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

Wisconsin Definitions

Dating Violence*
Violence that occurs in a "Dating relationship" which means a romantic or intimate social relationship between 2 adult individuals, but "dating relationship" does not include a casual relationship or an ordinary fraternization between 2 individuals in a business or social context.

Domestic Abuse**
“Domestic abuse" means any of the following engaged in by an adult family member or adult household member against another adult family member or adult household member, by an adult caregiver against an adult who is under the caregiver's care, by an adult against his or her adult former spouse, by an adult against an adult with whom the individual has or had a dating relationship, or by an adult against an adult with whom the person has a child in common: 1. Intentional infliction of physical pain, physical injury or illness.
2. Intentional impairment of physical condition.
3. A violation of s. 940.225 (1), (2) or (3).
4. A violation of s. 940.32.
5. A violation of s. 943.01, involving property that belongs to the individual. 6. A threat to engage in the conduct under subd. 1., 2., 3., 4., or 5.

Stalking***

Whoever meets all of the following criteria is guilty of a Class I felony:

- The actor intentionally engages in a course of conduct directed at a specific person that would cause a reasonable person under the same circumstances to suffer serious emotional distress or to fear bodily injury to or the death of himself or herself or a member of his or her family or household.
- The actor knows or should know that at least one of the acts that constitute the course of conduct will cause the specific person to suffer serious emotional distress or place the specific person in reasonable fear of bodily injury to or the death of himself or herself or a member of his or her family or household.
- The actor's acts cause the specific person to suffer serious emotional distress or induce fear in the specific person of bodily injury to or the death of himself or herself or a member of his or her family or household.

Whoever meets all of the following criteria is guilty of a Class I felony:

- After having been convicted of sexual assault under s. 940.225, 948.02, 948.025, or 948.085 or a domestic abuse offense, the actor engages in any of the acts listed in sub. (1) (a) 1. to 10., if the act is directed at the victim of the sexual assault or the domestic abuse offense.
- The actor knows or should know that the act will cause the specific person to suffer serious emotional distress or place the specific person in reasonable fear of bodily injury to or the death of himself or herself or a member of his or her family or household.

- The actor's act causes the specific person to suffer serious emotional distress or induces fear in the specific person of bodily injury to or the death of himself or herself or a member of his or her family or household.

Whoever violates sub. (2) is guilty of a Class H felony if any of the following applies:

- The actor has a previous conviction for a violent crime, as defined in s. 939.632 (1) (e) 1., or a previous conviction under this section or s. 947.013 (1r), (1t), (1v), or (1x).

- The actor has a previous conviction for a crime, the victim of that crime is the victim of the present violation of sub. (2), and the present violation occurs within 7 years after the prior conviction.
- The actor intentionally gains access or causes another person to gain access to a record in electronic format that contains personally identifiable information regarding the victim in order to facilitate the violation.
- The person violates s. 968.31 (1) or 968.34 (1) in order to facilitate the violation ● The victim is under the age of 18 years at the time of the violation.

Whoever violates sub. (2) is guilty of a Class F felony if any of the following applies:

- The act results in bodily harm to the victim or a member of the victim's family or household.
- The actor has a previous conviction for a violent crime, as defined in s. 939.632 (1) (e) 1., or a previous conviction under this section or s. 947.013 (1r), (1t), (1v) or (1x), the victim of that crime is the victim of the present violation of sub. (2), and the present violation occurs within 7 years after the prior conviction.

- The actor uses a dangerous weapon in carrying out any of the acts listed in sub. (1) (a) 1. to 9.

Sexual Assault****

First Degree Sexual Assault: Whoever does any of the following is guilty of a Class B felony:

- Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person.
- Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the victim reasonably to believe it to be a dangerous weapon.
- Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.
- Commits a violation under sub. (2) against an individual who is 60 years of age or older. This paragraph applies irrespective of whether the defendant had actual knowledge of the victim's age. A mistake regarding the victim's age is not a defense to a prosecution under this paragraph.

Second Degree Sexual Assault: Whoever does any of the following is guilty of a Class C felony:

- Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.
- Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim.
- Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition.
- Has sexual contact or sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that person incapable of giving consent if the defendant has actual knowledge that the person is incapable of giving consent and the defendant has the purpose to have sexual contact or sexual intercourse with the person while the person is incapable of giving consent.
- Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious.
- Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person.
- Is an employee of a facility or program under s. 940.295 (2) (b), (c), (h) or (k) and has sexual contact or sexual intercourse with a person who is a patient or resident of the facility or program.
- Has sexual contact or sexual intercourse with an individual who is confined in a correctional institution if the actor is a correctional staff member. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.
- Has sexual contact or sexual intercourse with an individual who is on probation, parole, or extended supervision if the actor is a probation, parole, or extended supervision agent

  who supervises the individual, either directly or through a subordinate, in his or her capacity as a probation, parole, or extended supervision agent or who has influenced or has attempted to influence another probation, parole, or extended supervision agent's supervision of the individual. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.
- Is a licensee, employee, or nonclient resident of an entity, as defined in s. 48.685 (1) (b) or 50.065 (1) (c), and has sexual contact or sexual intercourse with a client of the entity.
- Is a law enforcement officer and has sexual contact or sexual intercourse with any person who is detained by any law enforcement officer, as provided under s. 968.24, or is in the custody of any law enforcement officer. This paragraph applies whether the custody is lawful or unlawful and whether the detainment or custody is actual or constructive. Consent is not an issue in an action under this paragraph.

Third Degree Sexual Assault: Whoever has sexual intercourse with a person without the

consent of that person is guilty of a Class G felony. Whoever has sexual contact in the manner described in sub. (5) (b) 2. or 3. with a person without the consent of that person is guilty of a Class G felony.

Fourth Degree Sexual Assault: Except as provided in sub. (3), whoever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor.

*Wis. Stat. §813.12 (1)(ag) (2022). **Wis. Stat. §813.12(1)(am)(2022). ***Wis. Stat. § 940.32 (2022). ****Wis. Stat. §940.225 (2022).

Definition of Consent

Wisconsin defines **consent*** in its sexual assault statute as:

- Words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact.
- The following persons are presumed incapable of consent but the presumption may be rebutted by competent evidence, subject to the provisions of s. 972.11 (2):
  - o A person suffering from a mental illness or defect which impairs capacity to appraise personal conduct.
  - o A person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act.

*Wis. Stat. §940.225 (2022)

Other Relevant Definitions

- **Harassment** includes, but is not necessarily limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's race, color, gender, gender identity religion, national origin, age, sexual orientation, marital status, veteran status, disability, or other protected classification.
  - o Harassment also includes unwelcome sexual or social advances, request for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature.
  - o Additionally, harassment includes all forms of sexual violence, including but not limited to rape, sexual assault, sexual battery, and sexual coercion.
- **Sex discrimination** is conduct based upon an individual's sex that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of, an individual's employment, education, or participation in a program or activity. Sex discrimination encompasses all forms of sexual harassment, sexual misconduct, differential treatment, and gender-based harassment.
- **Sexual harassment** is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.
- **Sexual misconduct** is a severe form of sexual harassment and includes sexual exploitation, sexual assault or other sexual violence, domestic violence, dating violence, and stalking. Many types of sexual misconduct may include nonconsensual sexual

contact, but nonconsensual sexual contact is not a necessary component.

- **Retaliation** means adverse action taken against an individual for making a good faith report of a violation of this Policy, for supporting another person's report, or participating in an investigation or other proceedings based on the report.

The Salon Professional Academy's Educational Resources to Promote Awareness of Dating Violence, Domestic Violence, Stalking and Sexual Assault

1. New Student Orientation: Sexual Misconduct policies are reviewed with each new class prior to the start of classes at new student orientation with the Director of Education.

2. Annually, a police officer speaks to students and staff regarding safety and crime prevention.

3. Annually, staff and faculty are strongly encouraged to participate in Title IX training.

Bystander Intervention

Bystander intervention encourages all members of The Salon Professional Academy's community to recognize, intervene, prevent, and/or stop any inappropriate comments, actions, or behaviors related to sexual assault, sexual misconduct, relationship violence, and/or stalking. As a bystander, it is important to do the following:

- Notice the incident or event--educate yourself about issues related to sexual assault, relationship violence, and stalking in order to be aware of the behaviors and educate others.
- Evaluate the situation –determine whether it is an emergency (call 911) or at least a situation where someone needs immediate assistance.

- Intervene –give help at an **appropriate** and **safe** level. Others are more likely to help when they see others helping as well. Don't assume someone else will take care of it.
- Ways to help –help the person leave the situation, redirect the focus somewhere else, confront the behavior, engage a conversation, or call for other support/security/law enforcement.

<u>Tips for Intervening</u>:

- Approach in a friendly, non-confrontational manner.
- Avoid using violence.
- Be honest and direct whenever possible.
- Recruit help if necessary.
- Keep yourself safe.
- Contact police if things get out of hand or become too serious

Sexual Violence Risk Reduction Strategies

The following tips may reduce your risk for many different types of crimes, including sexual violence.*

- **Know your resources.** Who should you contact if you or a friend needs help? Where should you go? Locate resources such as campus administrators, the police station, and a local sexual assault service provider.
- **Stay alert.** When you're moving around on campus or in the surrounding areas, be aware of your surroundings. If you're alone, only use headphones in one ear to stay aware of your surroundings.
- **Be careful about posting your location**. Many social media sites use geolocation to publicly share your location. Consider disabling this function and reviewing other social media settings.
- **Make others earn your trust.** A college environment can foster a false sense of security. They may feel like fast friends, but give people time to earn your trust before relying on them.
- **Think about Plan B**. Spend some time thinking about back-up plans for potentially sticky situations. If your phone dies, do you have a few numbers memorized to get help? Do you have emergency cash in case you can't use a credit card? If you drive, is there a spare key hidden, gas in your car, and a set of jumper cables?
- **Be secure.** Lock your door and windows when you're asleep and when you leave the room. If people constantly prop open the main door to the dorm or apartment, tell security or a trusted authority figure.

Safety in social settings

It's possible to relax and have a good time while still making safety a priority. Consider these tips for staying safe and looking out for your friends in social settings.

- **Make a plan**. If you're going to a party, go with people you trust. Agree to watch out for each other and plan to leave together. If your plans change, make sure to touch base with

  the other people in your group. Don't leave someone stranded in an unfamiliar or unsafe situation.
- **Protect your drink.** Don't leave your drink unattended, and watch out for your friends' drinks if you can. If you go to the bathroom or step outside, take the drink with you or toss it out. Drink from unopened containers or drinks you watched being made and poured. It's not always possible to know if something has been added to someone's drink. In drug-facilitated sexual assault, a perpetrator could use a substance that has no color, taste, or odor.
- **Know your limits.** Keep track of how many drinks you've had, and be aware of your friends' behavior. If one of you feels extremely tired or more drunk than you should, you may have been drugged. Leave the party or situation and find help immediately.
- **It's okay to lie.** If you want to exit a situation immediately and are concerned about frightening or upsetting someone, it's okay to lie. You are never obligated to remain in a

situation that makes you feel uncomfortable, pressured, or threatened. You can also lie to help a friend leave a situation that you think may be dangerous. Some excuses you could use are needing to take care of another friend or family member, an urgent phone call, not feeling well, and having to be somewhere else by a certain time.

- **Be a good friend.** Trust your instincts. If you notice something that doesn't feel right, it probably isn't.

*Obtained from https://www.rainn.org/articles/staying-safe-campus

If You Experience Sexual Violence

1. Be safe and go to a safe place.
2. Get medical care (if needed). If you are physically injured, medical care is vital. You can get medical care at any hospital emergency room. If you are 18 years or older, you can get treatment for your immediate injuries without filing a police report.
3. To get support and assistance with the assault process, you should consider calling as soon as possible one of these 24 hour services:

24 Hour Service Telephone Number	Alternate Phone Number
Mayo Safe Path Domestic Abuse and Sexual Assault Services	(608) 392-7804 1-800-362-5454, extension 7804
Gundersen Sexual Assault Services Crisis Line	(608) 775-5950 1-800-362-9567, extension 55950

4. Tell someone you can trust: a counselor, a friend, a relative, a medical provider, a minister, or the police.
5. If you intend to report the assault, or leave this option open in the future, physical specimens collected soon after the assault/rape will be valuable evidence. Do not shower, bathe, wash your hands, eat, drink, or brush your teeth. Place each item of clothing in a separate paper bag (no plastic). Leave the area where the assault occurred undisturbed.
6. You make the decision when and how to utilize law enforcement. However, the longer you wait to report the assault, the greater the likelihood that valuable evidence (e.g., DNA, collaborative interviews from witnesses) may be lost. Evidence collection is usually done in the county where the assault occurred, usually within the first 72 hours following the assault (the earlier, the better). If you chose to contact law enforcement and would like assistance from The Salon Professional Academy, contact the Owner/Director or the Director of Education.

You have three ways to contact law enforcement:
a. Call 911 if an emergency, or if not emergent, call the police department dispatch where the crime occurred.
b. Go to the police station in the jurisdiction where the assault occurred to file a police report, or
c. If you go to the hospital, ask that they notify the police.

Filing a Report on Campus

Reports of sex discrimination, sexual harassment, and sexual misconduct made to the Academy should include as much information as possible, including the names of those involved, and the date, time, place, and circumstances of the incident(s). You can make a report by contacting the Title IX Coordinator: Penny Nelson

Director of Education
566 Theater Road
Onalaska, WI 54650
(608) 519-3739
pennynelson@salonproacademy.com

Filing a Report with the Police

A Salon Professional Academy student or employee has the right to report sexual misconduct or relationship violence to the police and/or to academy administration. It is the individual's choice to report. Assistance from an academy official with filing a report with the police is available to students who request it. There are three ways to contact law enforcement to file a report:

1. Call 911 if an emergency, or if not an emergency, call the police department dispatch where the crime occurred. In Onalaska, the non-emergency number is 608-782-7575.
2. Go to the police station in the jurisdiction where the assault occurred to file a police report. The Onalaska Police Department is located at 415 Main Street, Onalaska, WI 54650.
3. If you go to the hospital, ask that the hospital notifies the police.

Protective Orders

Forms to request temporary, harassment, and domestic abuse restraining orders are available at and submitted to the La Crosse County Clerk of Courts at the Law Enforcement Center located at 333 Vine Street in La Crosse, Wisconsin.

While The Salon Professional Academy does not issue protective orders, it will work, in conjunction with local law enforcement, to comply with the terms of protective orders issued by criminal, civil, and tribal courts.

Campus Procedures for Incidents Discrimination, Sexual Harassment, and/or Sexual Misconduct

Reports of discrimination, sexual harassment, and sexual misconduct made to the Academy should include as much information as possible, including the names of those involved, and the date, time, place, and circumstances of the incident(s).

● Reports can be made verbally in person or via telephone, email, or written report. ● Reports should be made to the Title IX Coordinator:

Penny Nelson
Director of Education
566 Theater Road
Onalaska, WI 54650
(608) 519-3739
pennynelson@salonproacademy.com

When reported, the individual reporting the sexual misconduct is provided with the option to report the incident to the police/law enforcement. Reporting to the police does not obligate prosecution, but it does make legal action possible if the decision to prosecute is made later. The earlier an incident is reported, the easier it is to collect valuable evidence. Assistance and support will be provided by an academy official to the individual reporting sexual misconduct should he or she choose to report the incident(s) to law enforcement.

Review, Investigation, and Resolution

For respondents who are Salon Professional Academy students, after a preliminary review, an investigation and a formal resolution will take place as determined by the facts of each particular case. Proven violation shall subject the respondent student to disciplinary action up to and including termination from the program, and if appropriate, information will be provided to local law enforcement authorities. For respondents who are Salon Professional Academy employees, an investigation and formal resolution will also take place. Proven violation shall subject the respondent employee to disciplinary action up to and including termination and provision of information to local authorities.

The student disciplinary process is outlined in the Student Catalog and is as follows unless the action can potentially cause harm to the health and safety of the students or staff, in which case the school reserves the right to indefinitely suspend the student immediately.

- First and all subsequent infractions will result in a written reprimand.
- Three (3) written reprimands will result in a three (3) day suspension from school.
- If a student receives two (2) three (3) day suspensions, the third suspension will result in indefinite suspension.

During a student suspension, student prices do not apply and vouchers for services will not be honored. Regular prices must be paid for all services. Indefinite suspension may result in the

student being required to appear before the Review Board. If the student is asked to appear, he or she will be notified by mail or may be required to sign a form specifying the date and the time of the Review Board.

- Review Board members may consist of the Owner/Director, Title IX Coordinator, the Director of Education, Financial Aid Administrator, and an educator.
- When the Review Board occurs, the student will state the situation, give alternate solutions and answer any questions asked by Board members. Minutes will be taken, and the meeting will be recorded. Following the meeting, the Board will decide upon the action to be taken.
- The Board will send its written decision to the individual by return receipt mail within ten (10) business days following the meeting.
- The Review Board may expel the student, impose a set term of suspension, end the suspension, or take other appropriate action in its discretion.

Each case will be considered on an individual basis, and minor offenses may be viewed as major in light of recent history or habitual offenses of other school rules. Expelled students must show cause in writing why they should be allowed to return to school. Upon being allowed to return to
school by the Review Board, a student will be terminated for three minor infractions or any major violation of policies

A complainant has the right to request changes to academic, transportation, or working situations whether or not she or he files a report of sexual harassment, sexual misconduct, or relationship violence to the Salon Professional Academy. The Academy is obligated to comply with a student's reasonable requests for changes in the above noted situations. The Title IX Coordinator will determine what is reasonable on a case-by-case basis and will consider factors like the specific need expressed by the complainant, the severity or pervasiveness of the allegations, the ages of the parties involved, and additional pertinent information. Any accommodations or protective measures provided to the victim will be kept confidential to the extent that maintaining confidentiality would not impair the ability of the Academy to provide the accommodations or protective measures.

Both the complainant and the respondent will have the same opportunities to be accompanied by an advisor of his or her choice. Those reporting incidents of sexual misconduct are notified of their rights, options, and available services including written notification of existing community counseling, health, mental health, victim advocacy, legal assistance, visa, and immigration
assistance. Assistance and support will be provided to the individual filing the report as requested.

Both the complainant and the respondent will be notified simultaneously, in writing, of the result of any institutional disciplinary proceedings arising from an allegation of dating violence, domestic violence, sexual assault, or stalking. Both parties will be notified of any appeals processes that are available and of when the results become final.

Sexual Offender Registry

A list of registered sex offenders in Wisconsin is available from the Wisconsin Department of Corrections at http://offender.doc.state.wi.us/public/. Any Salon Professional Academy employee or student who is required by law to register as a sex offender is expected to comply with all reporting and registration requirements under applicable state and federal laws.

NOTICE OF NON-DISCRIMINATION

TSPA is committed to maintaining a work and learning environment free from unlawful harassment and discrimination for all employees and students. TSPA does not discriminate on the basis of an individual's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender expression or identity, physical or mental disability, or any other basis protected by federal, state or local law.

Statement Regarding Sex Discrimination under Title IX

The Salon Professional Academy does not discriminate in its employment practices or in its Educational Programs or Activities on the basis of sex. TSPA also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Reports of misconduct, questions regarding Title IX, and concerns about noncompliance should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please contact the Title IX Coordinator or the Assistant Secretary of Education within the Office for Civil Rights (OCR) https://www2.ed.gov/about/offices/list/ocr/contactus2.html.