

**AVEDA INSTITUTE MAINE ANNUAL SAFETY AND SECURITY REPORT**

 Including Clery Act Disclosures of Campus Security Policy, Crime Statistics

and the Violence Against Women Reauthorization Act

Campus Reporting Including Years 2022, 2023 and 2024

 Crime Statistics Published October 1, 2025

At Aveda institute Maine we strive to maintain a safe environment for all our students, staff, and guests. Aveda Institute Maine collects and publishes all information regarding the school’s security policies and crime statistics. The Campus Security Act (Public Law 102-26) requires all postsecondary institutions/schools to disclose the number and types of crimes that have occurred in the buildings, or the property owned by the school.

**Reporting the Annual Disclosure of Crime Statistics**

Each year the school prepares this report to comply with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Higher Education Act requirements, and related regulations, to promote and improve safety and security at Aveda Institute Maine. Each year the Campus Security Officer collects and publishes information regarding the Institute’s security policies and crime statistics. The collected information is presented annually in the Annual Safety and Security Report to prospective students, current students, staff and to the public. Any questions about this report should be directed to Anthony Coco or Frank Coco the Title IV Coordinator at 207-621-9941 extension 2.

The full report is located on our web site at www.capilo.com. The report is prepared with the information from local law enforcement agencies. Every year by October 1 notification to all enrolled students and employees are provided at the school’s website ([www.capilo.com](http://www.capilo.com)) to access this report. A copy of the report may also be obtained in person from the admissions office at 207-621-9941 The Report also includes the school’s current policies required pursuant to 34 C.F.R. § 668.46 and the Violence Against Women Reauthorization Act of 2013 (VAWA), Pub. Law 113-4.

Each year notification is made to all enrolled students and employees that provides the web site to access this report. Copies of the report may also be obtained in person from the Campus Director or by the Admissions Office calling (207) 621-9941. All prospective employees may obtain a copy by contacting at (207) 621-9941. An updated version of the report has been posted to the school’s at [www.capilo.com](http://www.capilo.com) in the consumer discloser page or at <https://irp.cdn-website.com/ad07e06f376548ce8d2bff408f3f4416/files/uploaded/Title%20IX%20Coordinator%20Information_1.pdf>

**DESCRIPTION OF THE CAMPUS and GEOGRAPHICAL AREA**

Under the Clery Act each institution is required to disclose crime statistics in three different areas: campus, non-campus buildings or property, and public property areas. **Campus** is defined as any building or property owned or controlled by the institution and within the same reasonably geographic area used by the institution for educational purposes. This would also include any buildings or property in that area owned by the institution but run by another person, if it is used to support institutional services. (Such as a food or retail vendor). Public property as defined in 34 CFR 668.46(a) is public property that is located within the same reasonably geographic area such as sidewalks, the streets or a public parking lot that is adjacent to the institution for purposes related to the institution’s educational purposes. Any crimes occurring on public property must also be reported. Any **non-campus** building, or property is defined as any building or property owned or controlled by a school recognized student organization, or one that is owned or controlled by the institution and used by students or by the institution for education-related purposes and that is not within the same reasonably contiguous geographic area of the campus. Any crimes occurring that are on “non-campus property” must be also reported. Any incidents occurring on public property that is adjacent to non-campus buildings or property do not have to be included. Aveda Institute Maine doesn’t have any non-campus property.

**Reporting Crimes and Emergencies**

Aveda Institute Maine does not have any campus security personnel. If any suspicious person or activity inside or around the school property should be reported to school or by call Augusta Police Department. The institute does encourage employees and students to report all criminal activity or emergencies to one of the individuals who is a Campus Security Authority (CSA). The designated CSA will be able to assist a victim in filing out a police report. At that time, the Institute will also determine whether there is a need for a timely warning to the entire campus or, in the case of an emergency, the Institute will determine whether an emergency notification should be issued. At anytime an individual can call Frank Coco the school director and Title IV at 207-621-9941 extension 2 or at frank@avedamaine.com

 **Reporting an Emergency:** This would include any type of dangerous situation that would be an immediate threat to the health or safety of any staff, students, or guests on or near the school’s campus should immediately call 9-1-1. If feasible any information about the emergency should also be communicated to the School Director or any other available staff for purposes of activation of its Emergency Response and Evaluation Procedures.

**Reporting Crimes:** Any crimes should be reported to the School Director or other staff or students. This would include murder and non-negligent manslaughter, manslaughter by negligence, rape, fondling, incest, statutory rape, dating violence, domestic violence, stalking, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, drug and alcohol violations, illegal weapons possession and hate crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. If uncertain or have any question about whether something is a crime, a report should be made to the School Director or any other school official to determine if it should be reported. All reports of a crime are on a confidential basis except for the annual Crime Statistics Report.

If you are involved or witness any type of crime on campus or on public property, including the streets, sidewalks, and parking lots, within the school’s campus a student should immediately notify the School Director, other CSA or the nearest available school staff. All staff members and employees are trained to notify the Campus Security Survey Administrator or School Director immediately of any crimes reported to them. All staff members should immediately notify the School Director or other CSA.

School Director – Frank Coco 207-621-9941 extension 2 or at frank@avedamaine.com

Aveda Institute Maine encourages all crimes in the report to be accurate and submitted in timely manner. Upon written request, the Institute will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the Institute against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

**Procedure for Institutional Response**

Upon receiving a report of an Emergency or Crime the School Director will decide based on the information whether the situation requires contacting local law enforcement, emergency response team to be called and a possible evacuation procedure. A possible timely warning to the campus could be issued if needed. With any reported incident of a sex offense, immediately contact the Institute’s Title IX Coordinator who has authority to evaluate and respond to the reported sex offense in accordance with the Institute’s Sexual Harassment and Sex Offenses Policies and Procedures contained in Section X.

In the case of any reported crimes, the School Director will contact the Campus Security Survey Administrator within 24 hours of the incident to provide all available and relevant information including the date, time, location, and description of the incident. The School Director will work directly with the Campus Security Survey Administrator and or the Title IX Coordinator to investigate and collect any additional information if needed to determine whether the incident must be reported in the crime statistics contained in this Report.

**Timely Warning of Reported Crime**

If a situation arises, either on or off campus, that School Director feels an ongoing or continuing threat to staff and students about any crime reportable pursuant to the Clery Act, a campus wide “timely warning” will be issued. Depending on the circumstances of the crime, especially in all situations that could pose an immediate threat to the staff and students, the Institute will post a warning via one or more of the following means of communication: local media, email, text message, verbal, or written notice. The intent of a timely warning is to provide adequate information necessary to enable the campus community to protect themselves when a significant emergency or dangerous situation occurs. The content of the timely warning will not disclose information that may compromise law enforcement efforts. Anyone with information warranting a timely warning should report the circumstances to the School Director or his/her on-campus designee by phone at 207-242-1251 or in person.

**Emergency Response and Evacuation Procedures**

Any major emergency or dangerous situation involving an immediate threat to the health or safety of staff and students occurring on the campus or on public property, including streets, sidewalks, and parking lots, within the campus or immediately adjacent to or accessible from the campus, as confirmed by the School Director or their on-campus designee after consultation with others as appropriate, such that it is deemed necessary to close, evacuate or lock down all or portions of the Institute’s buildings, the following procedures are implemented:

* The emergent situation will be assessed by the School Director, or in his absence, his/her on-site designee, in cooperation with other individuals or law enforcement as appropriate. Should the determination be made that the situation justifies total or partial closure, evacuation or lockdown of the school, a call will immediately be made to 911. A determination will be made relative to characteristics of emergency as to what segment of the campus community must be notified and what portions of the campus will be evacuated or locked down.
* In the event the building needs to be evacuated or locked down for any reason, maps of the evacuation route have been posted in each office, common areas, clinic and classroom.
* The Institution will, without delay, and taking into account the safety of the students, staff, faculty, guests and the community, determine the appropriate content of the notification and initiate the emergency notification system to the appropriate segment or segments of the campus community, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.
* The emergency notification will be disseminated to the campus community by one or more of the following: verbal on-site announcement, activation of a fire alarm, email, text or other means appropriate to quickly notify the relevant segment of the campus community. The School Director or his/her designee will notify the local police, fire or other appropriate first responder to assist with the emergency.
* The procedure for disseminating emergency information to the larger community includes notice to the local police and or fire department, and, where appropriate, the local media.
* Depending on the situation, additional alerts will be disseminated as information becomes available. Evacuations to safe locations will be implemented when necessary and proceed in an organized manner per policy and procedure. This policy and procedure can be obtained from the Operations Manual located in the Administrative Office. in the Operations Manual. All students are required to comply with the plan and the directions given to them by campus safety staff, faculty, or public emergency response teams or law enforcement agencies during actual emergencies and drills for their personal safety. At no time during an actual campus emergency or drill shall students be permitted to leave the campus unless directed to do so. The Institute tests its emergency response and evacuation procedures at least once annually on an announced or unannounced basis

**Student Services, Counseling Policy & Teacher Advisor Program (TAP)**

The Administrative Staff is available to students to assist with financial assistance counseling regarding school and personal concerns, etc. Any student may schedule a conference with their teacher advisor or any member of our staff. The Institute has no Professional Counselors on Campus. Crisis, Mental Health and Victim Resource Hotline numbers are posted on the school’s bulletin boards in the break rooms

Students are assigned a Teacher Advisor to counsel and assist students in getting the most out of their course. Guidance is a crucial component in creating a supportive learning environment. The teacher advisor program (TAP) is designed to give students guidance and/or assistance on a regular monthly basis. The Teacher Advisor Program (TAP) is also a very effective way to directly involve teachers with the students in developing informed and wise career decisions.

###### School Closures

The school Director or the School Owner can make the decision to close the Institute due to weather related conditions. The Institute will use email, text message, social media, radio stations and local television stations as the primary means to inform staff, students, and clinic guests as soon as possible after the closure decision is made. The school is also closed for Memorial Day weekend (Saturday), Independence Day/Summer Break (full week in July), Labor Day weekend (Saturday), Thanksgiving weekend (Thursday, Friday, & Saturday), and Christmas/Winter Break. Other official school closures are announced in writing in advance. The Institute may also be closed in the event of national, state, or local declaration, extremely inclement weather, or unavoidable circumstance.

Each student also has the responsibility of making a reasonable judgment about slippery or bad weather conditions. Some of our students travel a significant distance throughout various areas of the state and may be experiencing different weather conditions then the state capitol area. If the school is not closed and a student does not feel safe with the road conditions in the town they live in, they should stay home. In the event of the school closing due to bad weather, it is the student’s responsibility to find out if school will be in session.

**Campus Access Policy, Security of Campus Buildings & Security for Maintenance**

The Institute hours are Tuesday through Saturday from 9am to 4pm. Student Students are required to use the student entrance on the west side of the building. Doors open for the students at 8:55 am each day. The campus front entrance opens at 8:30am for staff members each day. During non-business hours access to buildings for maintenance for each school entrance is with a key and password for the security system. Security cameras are posted in main areas and doorways for monitoring purposes only.

**Campus Security Law Enforcement Policies**

Aveda Institute Maine does not have campus police or employ any security personnel. Staff and employees have no authority to arrest or detain any individual. The Institute will give assistance in notifying appropriate law enforcement authorities if a student needs assistance in contacting local police. Staff and other employees are encouraged to report all crimes and public safety related incidents accurately and promptly to the Institute and to notify local police. If you are a victim of or witness to a crime and do not want to pursue action through the Institute’s procedures or the criminal justice system, the Institute encourages you to consider reporting the incident to the School Director or other CSA for the limited purpose of permitting the Institute to include the incident in its crime statistic reporting without revealing your identity. The Institute will keep an accurate record of the number of similar incidents, determine where there is a pattern of crime about a particular location, method, or assailant, and alert the campus community to potential danger. To comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) the Institute will make best efforts, to the extent permitted by law, to maintain the privacy of that information. All police reports are public records under state law, the Institute cannot hold reports of crime obtained from police records in confidence.

**Crime Prevention and Security Awareness**

Starting on the first day all new students and employees are informed of the Institute’s current security and crime prevention policies and practices as well as other prevention and personal safety reminders. On the first day of orientations the policies contained in this report are discussed and reviewed. The orientation will include the training required by Title IX of the Higher Education Act regarding preventing and responding to sexual harassment. The Title IX training material is also posted on the school’s website under the discloser information ([www.capilo.com](http://www.capilo.com)). The information may also be released to the campus community through the timely warning procedures contained in this report.

Aveda Institute Maine recommends the following precautions to ensure the safety of students, staff, and clients: No one should leave the building at night alone. After the clinic floor is closed, all doors shall be locked, and no one will be permitted to re-enter or remain in the building alone. All students should store any personal property in their lockers or caddies, and staff should keep their valuables items in a secure place. If a student is dismissed, graduates, or fails to return from a leave of absence it is his/her responsibility to empty his/her locker. Failure to do so will result in the lock being cut and contents boxed and held for 10 days. All locker contents held after 10 days will be disposed of.

**Safety and Security Tips**

* Use common sense in regards to personal safety.
* Close all windows when your car is parked in the parking lot.
* Always lock the doors and trunk of your car.
* Do not leave valuables in plain view.
* Keep your home keys and your car keys separate.
* Never attach a tag with your name & address to your key ring.
* Avoid parking on the street and avoid areas of parking that limit your visibility.
* Never leave your valuable items unattended.
* Avoid walking alone or waiting for a ride in the dark.
* Try not to walk alone after dark. For safety reasons, a staff member will assist you to your vehicle upon request.
* Be responsible for their own safety and assist others in the school community
* When outside be aware of your surroundings
* Park in a well-lighted area and have your keys ready
* Do not bring valuables or excess money to school.
* Do not leave books or personal property unattended in the classrooms, student break rooms or clinics.
* Mark your personal belongings and equipment for easy identification.
* Notify the school director of suspicious persons who are loitering around the campus.

**Protection Orders**

The Institute will abide by any Restraining Orders or also known as Protection Orders. Protection orders are typically issued by a municipal court to protect a person, entity, or the public involving alleged assault, domestic violence, harassment, stalking or sexual assault. In the event of a court order effecting a staff member or student the Title IX Coordinator will provide a picture of the subject to all staff members.

**Policies Regarding Alcohol & Illegal Drugs**

Aveda Institute Maine is a drug and alcohol-free campus. The Institute is committed to full compliance with the Drug Free Workplace Act and the Drug-Free Schools and Communities Act regulations as contained in 34 C.F.R. Part 86. All students and employees are prohibited from any of the following: distribution, dispensing, sale, purchase, possession or use of illegal drugs and alcohol anywhere on the Institute’s property including campus buildings, parking lots, or anywhere within the building, or while participating in any of the Institute’s activities. Students and employees are also prohibited from being under the influence of alcohol, or any other substance that could adversely affect the health and the safety of others. This also includes marijuana.

**Disciplinary Action:** Use of any illegal drugs or alcohol can have penalties, including loss of Title IV eligibility, community service, suspension, participation in a substance abuse rehabilitation program, jail time, and fines. The Institute will impose disciplinary sanctions on students and employees consistent with federal, state, and local laws. Any student who violates the Institute’s prohibitions against drug and alcohol are subject to disciplinary actions up to and including termination of their enrollment at the institute. Any employee who violates this policy will be subject to disciplinary action up to and including immediate termination of their employment. As a condition of enrollment or employment, students and employees must abide by the standards contained in this policy or the Institute will take one or more of the following actions with respect to any student or employee who violates this policy:

* reporting it to law enforcement officials
* disciplinary action against student or employee and this could include expulsion or termination

**Reporting to Local State Law Enforcement:** Local law enforcement may be contacted as may be required by federal and state drug laws. This would also include any student who is found in possession of illegal drugs on the school’s campus as well as anyone who is found to have broken any state laws regarding underage drinking.

**Drug and Alcohol Laws:** The unauthorized possession, sale, or distribution of any controlled substance is illegal under both state and federal laws. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal under state law. Under federal regulations, the Institute reviews at least biennially to determine the effectiveness of this policy to ensure consistent enforcement of applicable drug and alcohol related statutes, ordinances, and institutional policies against students and employees found to be in violation

**Title IX**

**SEXUAL HARASSMENT POLICIES & GRIEVANCE PROCEDURES**

**Any questions regarding Title IX may be referred to Aveda Institute Maine’s Title IX Coordinator, Frank Coco, by calling 207-621-9941 extension 2 or at** **frank@avedamaine.com****.**

Aveda Institute Maine is committed to providing a working and educational environment for all students and staff that is free from sexual discrimination or sexual harassment. All staff and students should be aware that the Institute is strongly opposed to sexual harassment, and that such behavior is prohibited by state and federal laws. The Institute does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that 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.

**This Policy does not allow and prohibits all forms of sexual harassment.**

The Institute is commitment to providing a working and learning environment free from sexual harassment, this Policy shall be distributed widely to the Institute community through publications, website, employee handbook, and the student orientations on the first day. Team leaders are trained to handle any allegations of sexual harassment promptly and effectively. The Aveda Institute Maine will respond promptly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this Policy.

The Title IX Coordinator is responsible for implementing the Institute’s Title IX policy, intaking reports and Formal Complaints of Sexual Harassment, providing supportive measures and maintaining accurate Clery Act crime statistics.

This Policy governs sexual harassment that occurs in the Institute’s education programs. This Policy applies to all students, staff, and others conducting business with the Institute, regardless of the gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. The Institute encourages any victims of sexual harassment to talk to somebody about the matter so the victims can get the support they need, and so the respective institute can respond appropriately. The Institute will respect a victim’s request for confidentiality to the extent possible, while remaining ever mindful of the victim’s well-being.

**Inappropriate & Prohibited Conduct**

Unwelcome conduct determined by a reasonable person to be so pervasive, severe, and objectively offensive that it effectively denies a person equal access to the Institute’s education programs or activities also constitutes sexual harassment. Sexual assault, stalking, domestic violence, and dating violence are all forms of sexual harassment. Retaliation after an incident of alleged sexual harassment or attempted sexual harassment is strictly prohibited. Sexual harassment can occur between total strangers or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different sex or gender.

**Assistance Following an Incident of Sexual Harassment**

The Institute strongly encourages any victims of sexual harassment to get immediate help and assistance. By getting prompt assistance it may be important to ensure a victim’s physical safety or to get immediate medical help. The institutes strongly advocate that a victim of sexual harassment report the incident as soon as possible. Time can be a critical factor for evidence collection. Reporting Incidents of Sexual Harassment Victims of sexual harassment may file a report with the local Police Department. A victims should also file a report with the Institute’s Title IX Coordinator. The Institute will respond promptly when it has actual knowledge of sexual harassment on the campus. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures as described below, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The Institute will also provide the complainant with a written notification about assistance available both within and outside of the Institute community. A complainant may choose for the investigation to be pursued through the criminal justice system or through the Institute’s disciplinary procedures by filing a formal complaint as described in this Policy. The Institute will work independently from the criminal justice system. Law enforcement officers do not determine whether a violation of this Policy has occurred. The Title IX Coordinator will guide the complainant through the available options and support the complainant in his or her decision.

**Supportive Measures**

The Title IX Coordinator will work with all students affected by sexual harassment to ensure their safety and support their wellbeing. Assistance may include providing supportive measures to support or protect a student after an incident of sexual harassment and while an investigation or disciplinary proceeding is pending. Supportive measures are non-disciplinary, non-punitive individualized 8 services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the Institute’s education programs and activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Institute’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

The Institute will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the Institute to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. The measures needed by each student may change over time, and the Title IX Coordinator will communicate with each student throughout any investigation to ensure that any supportive measures are necessary and effective based on the students’ evolving needs. Students who report an incident of sexual harassment may also be able to obtain a formal protection order from a civil or criminal court. The Institute will work with the student and the applicable court to assist in the enforcement of any such protective orders.

**Support Services**

Counseling, advocacy and support services are available for complainants, whether or not a complainant chooses to make an official report or participate in the Institute’s disciplinary or criminal process.

National Resources:

National Sexual Assault Hotline: 800-656-4673

National Domestic Violence Hotline: 800-799-7233

National Institute of Mental Health: www.nimh.nih.gov Substance Abuse and Mental Health Administration: www.samhsa.gov/find-help/national-helpline, 1- 800-662-HELP (4357)

**Evidence Preservation**

Victims of sexual assault, domestic violence or dating violence should consider seeking medical attention as soon as possible. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen where they were assaulted so that evidence necessary to prove criminal activity may be preserved. In circumstances where the victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address health concerns. Victims of sexual harassment are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful in connection with an Institute or police investigation.

**Title IX Coordinator**

The Institute’s Title IX Coordinator is responsible for monitoring and overseeing the Institute’s compliance with Title IX and the prevention of sexual harassment and discrimination. The Title IX Coordinator is trained in Institute policies and procedures and relevant state and federal laws. The Title IX Coordinator is available to advise any individual, including a complainant, respondent, or a third party, about Institute and community resources and reporting options. The Title IX Coordinator is available to provide assistance to any Institute employee regarding how to respond appropriately to a report of Title IX-related prohibited conduct and related retaliation The Title IX Coordinator will participate in ensuring the effective implementation of this Policy, including monitoring compliance with all procedural requirements, record keeping, and timeframes; and is responsible for overseeing training, prevention, and education efforts and annual reviews of climate and culture. Per regulation all Title IX Coordinator training for the Institute can be found on our website. Any concerns or inquiries about Title IX may be referred to the Institute’s Title IX Coordinator:

**Frank Coco, by calling 207-621-9941 extension 2 or at** **frank@avedamaine.com**

**Policy on Reporting**

Aveda Institute Maine strongly encourages all staff, students or clients report information about any incident of sexual harassment as soon as possible. Reports can be made directly with the Institute or to law enforcement. Reporting to the Institute An incident of sexual harassment may be reported to the Institute’s Title IX Coordinator or to a designated Institute official. No other Institute officials or employees have the authority to institute corrective measures under these Policies and Procedures on behalf of the Institute. The Institute will not be deemed to have actual knowledge of alleged sexual harassment unless the Institute’s Title IX Coordinator or a designated Institute official possess such knowledge. Reports of sexual harassment to Institute officials or employees other than the Title IX Coordinator or a designated Institute official will not confer actual knowledge to the Institute of such allegations, unless the Title IX Coordinator or designated Institute official subsequently obtain such actual knowledge. If the Institute’s Title IX Coordinator is the alleged perpetrator of the sexual harassment, the report should be submitted to a designated Institute official. Filing a report with an Institute official will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

Anybody may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator or a designated Institute official receiving the person’s verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator. While there is no time limit for reporting, reports of sex discrimination or harassment should be brought forward as soon as possible. All incidents should be reported even if significant time has elapsed, but prompt reporting will better enable the Institute to respond, investigate, provide an appropriate remedy, and impose discipline if appropriate. Note that if a complainant seeks to file a formal complaint for the Institute to initiate an investigation into allegations of sexual harassment, the complainant must be participating in or attempting to participate in the Institute’s education programs or activities at the time of filing such formal complaint.

**Reporting to Local Law Enforcement**

Sexual harassment can be reported to law enforcement at any time, 24 hours a day/7 days a week, by calling 911. At the complainant’s request, the Institute will assist the complainant in contacting law enforcement. If the complainant decides to pursue the criminal process, the Institute will cooperate with law enforcement agencies to the extent permitted by law. A complainant has the option to decide whether or not to participate in any investigation conducted by law enforcement. Filing a police report will ensure that a victim of sexual assault receives the necessary medical treatment and provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)

**Clery Act Reporting**

Institute administrators will issue timely warnings for incidents reported that pose a substantial threat of bodily harm or danger to other members of the campus community. The Institute will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

The Institute reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status. Personally, identifiable information for victims of Sexual Assault, Dating Violence, Domestic Violence and Stalking will not be included in any publicly available recordkeeping, including Clery Act Reporting.

**Timely Warning & No Retaliation**

In the case a station occurs the Director constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The Director will immediately notify all staff and students upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, unless issuing a notification will compromise efforts to contain the emergency. The warning will be issued through the most effective and efficient means available and may include instant messaging to students and Institute employees. Notices may also be posted in the common areas throughout the Institute. Anyone with information warranting a timely warning should report the circumstances to the Director by phone at 207-621-9941 Ext, 204 or in person at the Institute.

The Institute does not allow any type of retaliation against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing. Any incident of retaliation should be promptly reported to the Title IX Coordinator or the Institute Director. Charging an individual with a violation of the Institute’s code of conduct for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith. Coordination With Drug Free Institute Policy Students may be reluctant to report instances of sexual harassment because they fear being disciplined pursuant to the Institute’s alcohol or drug policies. The Institute encourages students to report all instances of sexual harassment and will take into consideration the importance of reporting sexual harassment in addressing violations of the Institute’s alcohol and drug policies.

**Dismissal of a Formal Complaint**

Dismissal of a Formal Complaint may occur under several circumstances. The Institute must dismiss a Formal Complaint if the allegations do not meet the definition of Sexual Harassment, did not occur in the Institute’s education Program or Activity, or did not occur against a person in the United States. The Institute may dismiss a Formal Complaint if the Complainant informs the Title IX Coordinator, in writing, that he, she, or they withdraw the Formal Complaint or allegations therein; the Respondent is no longer enrolled or employed by the Institute; or if specific circumstances prevent the Institute from gathering sufficient evidence to reach a determination. If a Formal Complaint is dismissed, the Parties will be provided written notice of the dismissal outlining the reason(s) for dismissal. A dismissal does not preclude action by the Institute under Code of Conduct Policy.

**Investigation of Formal Complaints**

The Institute will investigate Sexual Harassment allegations in a Formal Complaint filed by a Complainant or signed by the Title IX Coordinator. The Title IX Coordinator will respect the Complainant’s wishes as to whether the Institute investigates an allegation of Sexual Harassment unless the Title IX Coordinator determines that not investigating would be deliberately indifferent or harmful to the Institute community. The Institute may consolidate Formal Complaints where the allegations arise out of the same facts.

Upon receipt of a Formal Complaint, written notice will be sent to the Parties. The Notice of Investigation will include: details of the allegations (including identities of the Parties involved, specific section of the policy alleged to have been violated, the conduct that would be considered Sexual Harassment, the date of the incident(s) and the location of the incident(s)); a statement that the Respondent is presumed to be not responsible for the alleged conduct until a determination is made according to the Institute’s.

Grievance Process; a statement that the Parties may have an Advisor of their choice; and a reminder of the expectation of truthfulness including consequences for submitting false information. The Parties will also be provided with separate written notice of any investigative interview, meeting, or hearing. Interview/meeting notices will include the date, time, location, participants and purpose of the investigative interview or meeting. Formal Complaints involving employees will also be referred to Human Resources and simultaneously evaluated under employee conduct policies and procedures.

During the investigation, the Title IX Coordinator or his/her designee (“Investigator”) will conduct interviews and gather evidence. No unauthorized audio or video recording of any kind is permitted during investigation interviews/meetings. The Parties will be provided an equal opportunity to present fact and expert witnesses or other evidence. The Parties (and their Advisors) will be provided with evidence directly related to the allegations, in electronic format or hardcopy, with at least 10 days for the Parties to inspect, review, and respond to the evidence. The Investigator will consider the responses received from the Parties before issuing the investigative report.

Once the investigation has concluded, the Investigator will draft an investigative report (hardcopy or electronic) that fairly summarizes relevant evidence. The investigative report will be sent to the Parties (and their Advisors) at least 10 days prior to a Live Hearing. The Parties may provide a written response to the investigative report.

**Informal Resolution**

If the Complainant and Respondent voluntarily consent in writing, Formal Complaints can be resolved through Informal Resolution, such as mediation. The Title IX Coordinator will facilitate an appropriate Informal Resolution process depending on the nature of the allegations, the Parties involved, and the overall circumstances. Informal Resolution will be conducted by a facilitator, who may or may not be the Title IX Coordinator. It is not necessary to pursue Informal Resolution first in order to purse the Institute’s Grievance Process. At any time prior to agreeing to a resolution, any party has the right to withdraw from the Informal Resolution process and resume the Grievance Process. Informal Resolution is unavailable to resolve allegations that an employee sexually harassed a student.

**Live Hearing**

If a Formal Complaint is not or cannot be resolved through Informal Resolution, the Institute will conduct a Live Hearing. Live Hearings are facilitated by designated Decision-Maker, separate from the Title IX Coordinator or Investigator. The Decision Maker will be selected by the Title IX Coordinator.

Live Hearings will be conducted directly, orally, and in real time by the party’s Advisor and not by a party personally. The Decision-Maker will permit each party’s Advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain to the party’s Advisor asking cross-examination questions any decision to exclude a question as not relevant.

Rape shield protections are applied to Complainants, deeming irrelevant questions and evidence about a Complainant’s prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged Sexual Harassment or offered to prove consent.

If a party or witness does not submit to cross-examination at the Live Hearing, the Decision-Maker will not rely on any statement of that party or witness in reaching a determination regarding responsibility. The Decision-Maker will not draw an inference about the determination regarding responsibility based solely on a party’s or witness’s absence from the Live Hearing or refusal to answer cross-examination or other questions.

At the request of either party, the Institute will provide for the entire Live Hearing (including cross-examination) to occur with the Parties located in separate rooms with technology enabling the Parties to see and hear each other. Live Hearings may be conducted with all Parties physically present in the same geographic location or, at the Institute’s discretion, any or all Parties, witnesses, and other participants may appear at the Live Hearing virtually. An audio or audiovisual recording, or transcript, of any Live Hearing will be created and maintained for seven (7) years.

During the Grievance Process, the Institute will not use, rely on, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. The Institute will not access or use a party’s medical, psychological, and similar treatment records unless the party provides voluntary, written consent.

**Disciplinary Actions and Remedies**

Disciplinary Actions against the Respondent will not be imposed before completion of the Institute’s Grievance Process. Following a determination of responsibility, appropriate corrective action will be taken, and the Institute will take steps to prevent recurrence. Disciplinary Actions taken will be determined on a case-by-case basis. Factors considered when determining Disciplinary Action may include but are not limited to: Nature, severity of, and circumstances surrounding the violations(s); Respondent’s disciplinary history; Previous allegations or allegations involving similar conduct; Need for disciplinary action to bring an end/prevent future reoccurrence of the violation; Need for disciplinary action to remedy the effects on the Complainant and the Institute community; Impact on the parties; Any other information deemed relevant by the Decision-Maker. Any employee determined by the Institute to be responsible for an act of Sexual Harassment will be subject to appropriate Disciplinary Action, up to and including termination. Employees are also subject to processes and discipline determined by the Human Resources Department. The HR process is separate and apart from the Title IX process and not constrained by the outcome of the Title IX process. Disciplinary Action for student-related claims may include, but are not limited to, additional training, a restriction on contact, warning, suspension, or termination. Failure to abide by imposed Disciplinary Actions (whether by refusal, neglect, or any other reason), may result in additional Disciplinary Action, including suspension or termination. 17 DM1\12400886.1 Remedies are provided to a Complainant whenever a Respondent is found responsible. Remedies are implemented by the Title IX Coordinator and may be disciplinary and punitive. Student Remedies are designed to maintain the Complainant’s equal access to education. Remedies will be determined on a case-by-case basis and may include supportive measures. Individuals who make a materially false statement in bad faith in the course of a Title IX Grievance Process will be subject to the Institute’s Code of Conduct Policy.

**Written Determination**

The Decision-Maker will issue a Written Determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, a description of the procedure from Formal Complaint through the Live Hearing, Disciplinary Actions imposed on the Respondent and whether Remedies will be provided to the Complainant. The determination will be sent simultaneously to the Parties along with information on how to file an appeal.

**Appeal Processes**

Both Parties have the right to appeal a determination regarding responsibility, the Institute’s dismissal of a Formal Complaint or any allegations therein if: (1) procedural irregularity affected the outcome of the matter; (2) there is newly discovered evidence that could affect the outcome of the matter; and/or (3) Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter.

An appeal must be submitted in writing to the Title IX Coordinator within 10 days of the delivery of the Written Determination.

**Training**

The Institute ensures that its Title IX personnel have adequate training. The Title IX Coordinator and Investigators are trained on the definition of Sexual Harassment, the scope of the Institute’s Education Program or Activity, how to conduct an investigation, the Institute’s Grievance Process (including Live Hearings, appeals, and Informal Resolution processes, as applicable) and how to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Decision-Makers are trained on the definition of Sexual Harassment, the Live Hearing process, technology to be used in Live Hearings, and issues of relevance (including how to apply the rape shield protections provided for Complainants). Informal Resolution facilitators are trained on the Informal Resolution process.

 Materials used to train Title IX personnel are posted on the Institute’s website: <https://www.capilo.com/consumer-disclosure-information>

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (“Clery Act”) and the Violence Against Women Reauthorization Act of 2013 (“VAWA”), the Institute will provide primary prevention and awareness programs to prevent Sexual Assault, Dating Violence, Domestic Violence and Stalking to incoming students (during new student orientation) and new employees (upon hire) and generally every year thereafter.

**Conflict of Interest**

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact: Anthony Coco, Owner, 43 Bridge Street, Augusta ME 04330, 207-621-9941 Ext 203, avedamaine@gmail.com. Concerns of bias or potential conflict of interest by any other Title IX personnel should be raised with the Title IX Coordinator.

**Emergency Removal**

The Institute can remove a Respondent entirely or partially from the Education Program or Activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical or safety of any student or other individual justifies removal. The risk analysis is performed by the Title IX Coordinator in conjunction with Institute Director.

In cases in which an emergency removal is imposed, the Respondent will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified. This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

The Institute will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: temporarily re-assigning an employee, restricting a student’s or employee’s access to the campus, allowing a student to withdraw or take grades of incomplete without financial penalty, and authorizing an administrative leave.

**Disability Accommodations**

The Institute is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the Institute’s Grievance Process. Anyone needing an accommodation should contact the ADA Compliance Coordinator (contact information below) to request an accommodation: Frank Coco, 43 Bridge Street , Augusta ME 04330 or by calling 207-621-9941 extension 2 or at frank@avedamaine.com

Additional Information Students and employees may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the Parties. For more information, visit the OCR website at http://www.hhs.gov/ocr/. To the extent that an employee or contract worker is not satisfied with the Institute’s handling of a complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

**Prevention and Education**

In accordance with the Clery Act and VAWA, The Institute offers a range of campaigns, strategies, and initiatives to promote awareness, education, risk reduction, and prevention in an effort to reduce the frequency of sex or gender-based discrimination, harassment, and violence amongst members of the campus community.

The Institute offers programming to identify and prevent Sexual Assault, Dating Violence, Domestic Violence (including stranger and known offender assaults), and Stalking each year. Educational programs are offered to raise awareness for all incoming students and employees and are often conducted during new student and new employee orientation.

Programs and other campaigns offered throughout the year to students and employees include information regarding awareness and primary prevention (including normative messaging, environmental management, and bystander intervention), and discuss the Institute’s policies. Programs also offer information on risk reduction that strives to empower individuals who experience these incidents, how to recognize warning signs, and how to avoid potential attacks, and do so without biased approaches.

Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies, and/or creating distractions. Bystander empowerment training highlights the need for those who intervene to ensure their own safety in the intervention techniques they choose and motivates them to intervene as stakeholders in the safety of the Institute community when others might choose to be bystanders.

**POLICY STATEMENT ADDRESSING SEX OFFENDER REGISTRATION INFORMATION**

In accordance with the Campus Sex Crimes Prevention Act of 2000, the Clery Act and the Family Educational Rights and Privacy Act of 1974, the local Police Department provides a link to the Ohio State Police Sex Offender Registry. The Institute is required to inform students and employees about where law enforcement information provided by a State concerning registered sex offenders may be obtained. The law also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of Ohio, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the State of Maine. Follow the link below to access the registry:

<https://sor.informe.org/cgi-bin/sor/index.pl>

**Clery Act Crime Report Statistics**

|  |  |  |  |
| --- | --- | --- | --- |
| **Offense** | **On Campus** | **Non Campus** | **Public Property** |
|  | 2022 | 2023 | 2024 | 2022 | 2023 | 2024 | 2022 | 2023 | 2024 |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **VAWA Offenses** |  |  |  |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Arrests & Disciplinary Referrals** |  |  |  |
| Liquor Law Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violations Referred for Disciplinary Action | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Law Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Law Arrests Referred for Disciplinary Action | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Illegal Weapons Possession Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Illegal Weapons Possession Violations Referred for Disciplinary Action | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Hate Crimes** – There were no Hate Crimes reported for 2019, 2020 or 2021.

## AVEDA INSTITUTE MAINE

## DRUG AND ALCOHOL PREVENTION POLICY

Aveda Institute Maine believes that it is very important to provide a safe environment for all of its students and employees. Substance abuse, while at work, school or otherwise, seriously endangers the safety of students and Team Members, as well as the general public, and creates a variety of problems including increased theft, decreased morale, decreased productivity, and a decline in the quality of services provided. It is also our Policy to prevent the use and/or presence of these substances in the school. The Institute will strive to provide an environment conducive to making conscientious and healthy decisions when students are faced with difficult choices associated with the use of legal and illegal drugs.

It is a violation of school policy for any employee or student to:

* Use illegal drugs or misuse prescription drugs;
* Misuse alcohol;
* Possess, trade, manufacture, distribute, dispense, buy or offer for sale alcohol, illegal and/or prescription drugs while on duty, during break periods, or on school property;
* Arrive or return to school intoxicated from use of illegal drugs, misused prescription drugs or alcohol;
* Engage in the use of illegal drugs, misuse of prescription drugs or alcohol during school hours or while on school property (including parking lots);
* Use prescription drugs or non-prescription drugs that may affect the safety of the student or fellow students, and members of the public;

No employee or student is to report to work, attend class, or participate in any activity while under the influence of one or more illegal drugs or alcohol.

Any student who is taking any prescription or non-prescription drug which might impair safety, performance, or any motor functions must advise his/her instructor or the Campus Director before providing services under such medication.

The possession and use of alcoholic beverages by employees, students, and guest of the school are always subject to applicable state alcoholic beverage laws, as well as city ordinances within our service area, and the school’s policy. Students are individually responsible for being aware of applicable laws, regulations, ordinances, and the school’s policy for complying with them. The Institute will assist in that endeavor by providing current information on an ongoing basis to all students.

## Drug & Alcohol Health Risks

**Alcohol:** People drink to socialize, celebrate, and relax. Alcohol often has a strong effect on people—and throughout history, people have struggled to understand and manage alcohol’s power. Why does alcohol cause people to act and feel differently? How much is too much? Why do some people become addicted while others do not?

Alcohol’s effects vary from person to person, depending on a variety of factors, including:

* How much you drink
* How often you drink
* Your age
* Your health status
* Your family history

While drinking alcohol is itself not necessarily a problem—drinking too much can cause a range of consequences and increase your risk for a variety of problems.

**Cocaine:** Cocaine is a powerfully addictive stimulant drug. Cocaine increases levels of the natural chemical messenger *dopamine* in brain circuits controlling pleasure and movement. This flood of dopamine ultimately disrupts normal brain communication and causes cocaine's high.

Short-term effects include constricted blood vessels, nausea, faster heartbeat, extreme happiness and energy, irritability and paranoia. Long-term effects include nosebleeds, severe bowel decay, higher risk of contracting HIV, hepatitis C, and other bloodborne diseases, malnourishment, restlessness, and severe paranoia with auditory hallucinations. A person can overdose on cocaine, which can lead to death.

**Marijuana:** Marijuana contains the mind-altering chemical THC and other related compounds. THC over- activates certain brain cell receptors, resulting in effects such as altered senses, changes in mood, impaired body movement, difficulty with thinking and problem-solving, and impaired memory and learning. Marijuana use can have a wide range of health effects, including hallucinations and paranoia, breathing problems, and possible harm to a fetus's brain in pregnant women. Marijuana use can cause some very uncomfortable side effects, such as anxiety and paranoia and, in rare cases, extreme psychotic reactions. Marijuana use can lead to a substance use disorder, which can develop into an addiction in severe cases.

**Hallucinogens and Dissociative Drugs:** Hallucinogens and dissociative drugs—which have street names like acid, angel dust, and vitamin K—distort the way a user perceives time, motion, colors, sounds, and self. These drugs can disrupt a person’s ability to think and communicate rationally, or even to recognize reality, sometimes resulting in bizarre or dangerous behavior. Hallucinogens such as LSD, psilocybin, peyote, DMT, and ayahuasca cause emotions to swing wildly and real-world sensations to appear unreal, sometimes frightening. Dissociative drugs like PCP, ketamine, dextromethorphan, and *Salvia divinorum* may make a user feel out of control and disconnected from their body and environment. In addition to their short-term effects on perception and mood, hallucinogenic drugs are associated with psychotic-like episodes that can occur long after a person has taken the drug, and dissociative drugs can cause respiratory depression, heart rate abnormalities, and a withdrawal syndrome.

**Methamphetamine:** The abuse of methamphetamine—a potent and highly addictive stimulant—remains an extremely serious problem in the United States. The consequences of methamphetamine abuse are terrible for the individual––psychologically, medically, and socially. Abusing the drug can cause memory loss, aggression, psychotic behavior, damage to the cardiovascular system, malnutrition, and severe dental problems. Methamphetamine abuse has also been shown to contribute to increased transmission of infectious diseases, such as hepatitis and HIV/AIDS.

## Reasonable Search:

To ensure that illegal drugs and alcohol do not enter or affect the Institute, the Institute reserves the right to search all vehicles, containers, lockers, or other items on Institute property in furtherance of this Policy. Individuals may be requested to display personal property for visual inspection upon the Institute’s request. Searches will be conducted only where the Institute has reason to believe that the student has violated the Institute’s Policy. Failure to consent to a search or display of personal property for visual inspection will be grounds for discipline, up to and including termination from the program or denial of access to Institute premises. Searches of a student’s personal property will take place only in the

student’s presence. All searches under this Policy will occur with the utmost discretion and consideration for the student involved. Individuals may be required to empty their pockets, but under no circumstances will a student be required to remove articles of clothing to be physically searched.

## Student Assistance:

The Institute holds all students accountable in terms of substance use but also supports getting help for students. Students who come forward voluntarily to identify that they have a substance problem will not be reprimanded. It is important for the student to come to an understanding regarding the extent of the problem in order to correct the problem and be able to avoid future usage in violation of the Institute’s Policy. If the student is willing to actively engage in resolving the substance use problem, the Institute will refer the student to a Substance Abuse Professional for an assessment and possible outpatient counseling at the student’s expense. If a leave of absence is requested, it must follow the Leave of Absence Policy as stipulated in the catalog. This leave will be conditioned upon receipt of reports from the treatment providers that the student is cooperating and making reasonable progress in the treatment program. The student will be permitted to return to school only if (s)he passes a drug /alcohol test and has satisfactory medical evidence that (s)he is fit for attendance.

This protection does not cover a student who confesses a problem after an incident or accident that requires a substance use test, or after being notified that a reasonable suspicion test is required.

## Alcohol & Drug Prevention & Treatment

**If you have a medical emergency, please call 9-1-1**

If you or someone you know is struggling with alcohol and/or drug use, call 211 to get help today. We offer information and referrals to a number of programs from outpatient treatment facilities to hospitalization options. We can refer you to **local support groups, recovery services, continuing care programs,**and supportive services such as**child care, transportation,**and**parenting skills development**. 211 can also provide referrals to services that address problem gambling for yourself or someone you know.

**Opiate Use Disorder Resources & Helpline**

For those dealing with opiate use disorder, 211 Maine in partnership with the Maine Department of Health and Human Services, provides a toll-free statewide information and referral **Opiate Helpline** where you can speak with a specialist to identify treatment options and other resources in your area.

For pregnant women struggling with opiate use, we can connect you with local resources for help and/or offer an immediate transfer to a service provider so you can get help today. We will even follow up (with your permission) to make sure you could access services. You are not alone. Help is available.

211 Maine is more than a hotline: we provide help, information, and privacy when and how you need it.

* [Maine Crisis Line (MCL)](https://heretohelpmaine.com/):**888-568-1112:**Call, text or chat support for individuals or families experiencing a behavioral health crisis or having thoughts of suicide and/or self-harm. Free, confidential, 24/7 support for anyone needing support.
* 988 Suicide & Crisis Lifeline:**Call or text 988 or chat**[**988lifeline.org**](https://988lifeline.org/)**,**a national suicide and behavioral health crisis hotline. Calls to 988 will be answered by trained crisis specialists at the Maine Crisis Line. Free, confidential, 24/7 support for anyone needing support.
* Intentional Peer Support Warmline:Speak with staff who have lived experience with mental health conditions:**866-771-9276**
* Teen Text Line- **207-515-8398**
* National Suicide Prevention Lifeline: **800-273-TALK (800-273-8255)**
* The FrontLine WarmLine: Support for clinicians and first responders from 8 am to 8 pm, 7 days a week by calling**(207) 221-8196 or 866-367-4440**
* StrengthenME Helpline: Free stress management and resiliency resources to anyone in Maine experiencing stress reactions to the COVID-19 Pandemic from 8 am to 8 pm, 7 days a week by calling **207-221-8198**
* **211** and [**211maine.org**](https://211maine.org/): Provides general COVID-19 information, including how to access behavioral health and social service resources

## Disciplinary Action:

Violation of the policy and laws referenced above by an employee or student will be grounds for disciplinary action up to and including termination or expulsion in accordance with applicable Institute policies. Violators may also be subject to local, state, and federal criminal laws. Disciplinary action taken against a student or employee of the Institute does not preclude the possibility of criminal charges being filed against that individual. The filing of criminal charges similarly does not preclude disciplinary action by the Institute. Students or employees who believe disciplinary action was taken in error should follow the grievance procedures outlined in the student or employee handbook as appropriate.