International School

of Skin Nailcare & Massage Therapy

ANNUAL CAMPUS SECURITY REPORT Oct. 2022 – October 2025

This report is available online on the website of the International School of Skin, Nailcare and Massage Therapy at www.issnmtschool.com . For any additional information relating to campus safety and security concerns, please contact Ms. Pamela Jones at ptjones@aeholding.net or Michael Johson at Michael.Johnson@issnschool.com

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Annual Security Report 2026

International School of Skin Nailcare and Massage Therapy

Calendar year crime statistics for 2023, 2024 and 2025

7840 Roswell Road, Building 500, Suite 550
Sandy Springs, Georgia 30350
School telephone 404-843-1005
Website: www.issnmtschool.com

Prepared for institutional review on October 1, 2026
Prepared by Michael D. Johnson, Chief Compliance Officer

This report explains how to report crime, obtain assistance, receive safety alerts, and respond to emergencies. It describes campus access, prevention programs, alcohol and drug policies, responses to sexual violence and stalking, and crime statistics for the School's Clery geography.

Report availability

ISSNMT prepares an Annual Security Report for current and prospective students and employees. The Compliance Officer coordinates collection of reports from campus security authorities and requests relevant crime information from local law enforcement. Campus security authorities are identified by their responsibilities, rather than by whether they hold a security job title. Reported incidents are reviewed for classification, location, reporting year, and duplication before statistics are finalized.

The annual report covers the three preceding calendar years, January 1 through December 31. Accordingly, a report issued in 2026 reports 2023, 2024, and 2025. Policies reflect current procedures as of the publication date. An incident need not result in arrest, prosecution, or a finding of responsibility to be included in Clery statistics.

ISSNMT distributes the report to current students and employees by October 1 each year, through individual delivery or a direct electronic notice containing the exact report link, a description of its contents, and information about obtaining a free paper copy. Prospective students and employees receive notice of availability and instructions for obtaining a copy. Posting the report on a bulletin board alone does not replace required distribution.

ISSNMT's Annual Security Report is available through the School's website at https://issnmtschool.com. Free paper copies are available upon request from: Requests may be made through the School at 404-843-1005 or;

- **Michael Johnson — Compliance – Michael.johnson@issnschool.com**
- **Suzette Malcolm — Student Services – Smalcolm@issnschool.com**
- **Pam Jones — Campus President – Ptjones@aeholding.net**

2025 Annual Security and Fire Report

On November 8, 1990, President George H. W. Bush signed the "Student Right to Know and Campus Security Act of 1990." The Act applies to every institution of higher education that receives federal financial aid. Title II of the Act was called the "Campus Crime Awareness and Campus Security Act of 1990." It requires institutions of higher education to distribute to all current students and employees, and applicants for enrollment or employment, two types of information: (1) Descriptions of policies related to campus security, and (2) Statistics concerning specific types of crimes. Amendments enacted in 1998 renamed Title II, and it is now known as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." The amendments require the disclosure of crimes that are reported to police and campus officials other than police, along with a breakdown of locations of criminal activity to be specified as on-campus, non-campus, or public property. The ISSNMT Administration publishes this report to inform the ISSNMT staff, faculty, students and prospective students of campus security policies, initiatives to prevent and respond to crime and emergencies, and the occurrence of crime on campus. This report is available on the website at www.issnmtschool.com or at as well as onsite for prospective students. Currently attending students, staff and faculty are provided with this report annually, when the report is updated, via either email, or on the student Campus Security bulletin board, on is available in paper copy. It can also be found on the following website: www.ope.ed.gov/campussafety

Preparation of the Annual Security Report and Disclosure of Crime Statistics

This report complies with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act and uses information maintained by the Administration and information provided by local law enforcement agencies surrounding campus. This report provides statistics for the previous three years concerning reported crimes that occurred on campus or property owned, leased, or controlled by the school. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol, and other drugs.

The Campus Sexual Violence Elimination (SaVE) Act increases transparency on campus about incidents of sexual violence, guarantees victims enhanced rights, sets standards for disciplinary proceedings, and requires campuswide prevention education programs. The Campus SaVE Act amends the Clery Act, which addresses campus sexual assault policies within the Higher Education Act of 1965. President Barack Obama signed SaVE into law on March 7, 2013, as part of the Violence Against Women Act (VAWA) Reauthorization.

The Campus SaVE Act amends the Clery Act, which requires campuses to provide annual statistics on incidents of campus crimes, including sexual assaults occurring on campus and reported to campus authorities or local police. The Act broadens this requirement to mandate fuller reporting of sexual violence to include incidents of domestic violence, dating violence, and stalking.

Campus crime statistics include those reported to the ISSNMT Administrative Offices, other campus officials, and those reported to us by local law enforcement agencies because of our request for such data. These statistics may also include crimes that have occurred in public areas (not owned or controlled by the school) but utilized by our students, faculty, and staff.

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act require that our institution. report crimes on campus, and campus buildings or properties that meet all the following criteria:

- The institution owns or controls them.
- They are contiguous to one another.
- They directly support or relate to the institution's educational purposes.

We have adopted the reporting geography of all contiguous property to our campus located within the confines of Morgan Falles Business Park, located at 57840 BLDG 500 Roswell Rd. NE, Atlanta, Georgia 30350.

Working Relationship with Local, State, and Federal Law Enforcement Agencies

ISSNMT works closely with other community law enforcement agencies such as the Sandy Springs Police Department in investigations of shared concern.

ISSNMT does not provide on-campus student housing. Residential facilities and residential crime statistics are therefore not applicable. Housing-related missing-student procedures and the separate federal annual fire safety report requirement do not apply on that basis; fire and evacuation procedures remain part of campus safety.

Reporting Crimes and Other Emergencies

Call 911 immediately for a crime in progress, fire, serious medical emergency, threat of violence, or other immediate danger. Give the campus address, exact location, nature of the emergency, and available information about injuries or threats. Notify ISSNMT Administration when it is safe to do so. Do not delay emergency assistance while locating a school official.

Contact	How to reach the contact
Emergency police fire or medical assistance	911
ISSNMT Administration	404-843-1005 or the campus administrative office
Campus President Pamela Jones	ptjones@aeholding.net 404-293-2538 as listed in the source report
Compliance Officer Michael D. Johnson	Michael.Johnson@issnschool.com - 404-843-1005Ext. 136
Title IX Coordinator Michael D. Johnson	Michael.Johnson@issnschool.com - 404-843-1005 Ext. 136

Emails are not monitored continuously and should not be used for urgent assistance. Reports may be made in person, by telephone, or in writing to the Campus President, Compliance Officer, or Title IX Coordinator. These designated reporting officials are campus security authorities.

Students, employees, clients, and visitors are encouraged to report crimes accurately and promptly to local police and the School, including when a victim cannot or chooses not to make a report. Report suspicious behavior, unauthorized entry, threats, and unsafe conditions without confronting a person or investigating personally. An instructor or employee receiving a report must promptly forward it to the designated official; urgent matters require immediate action.

If you are the victim of a crime and do not want to pursue action within the school system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus President or a designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Which such information, the school can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime about a particular location, method, or assailant, and alert the school community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the school Administration and to the local Sandy Springs Police Department in a timely manner. Only by the prompt reporting of crime and the subsequent action by appropriate authorities can issues be quickly investigated, and resolutions affected. By making accurate and prompt reports the community, students, faculty, staff, and guests help ensure increased safety for all.

Pastoral and professional counselors

A pastoral or professional counselor acting within the scope of the qualifying counseling role is not a campus security authority solely by virtue of that counseling role. Ordinary advising or student-services support does not create that exemption.

In an emergency, ISSNMT will assist students and employees in accessing qualified outside counselors, crisis services, or other appropriate support. School administrative support does not constitute confidential professional counseling.

When appropriate, ISSNMT will encourage outside counselors to inform individuals of the option to voluntarily report crimes to the School for inclusion in campus crime statistics without disclosing identifying information. Individuals are not required to waive counseling confidentiality or pursue disciplinary or criminal action to request assistance.

The source report states that Administration maintains an incident log available through the Compliance office. ISSNMT reports having no campus police or security department, do not describe a voluntary incident log as a mandatory Clery daily crime log without verifying applicability.

Georgia Sex Offender Registry

In connection with the federal Campus Sex Crimes Prevention Act, effective October 28, 2002, the school provides information from the State of Georgia related to registered convicted sex offenders in the state may be obtained through the Georgia Bureau of Investigation at www.gbi.georgia.gov/georgia-sex-offenderregistry or for questions concerning Georgia's Sex Offender Registry, please e-mail GCICSexOffenders@gbi.ga.gov or call 404-270-8465 or 404-270-8622

Missing student notification

ISSNMT does not maintain on-campus student housing facilities. The federal missing-student notification policy requirement for residents of on-campus housing therefore does not apply. Nevertheless, report concerns about a potentially missing person promptly to law enforcement and Administration. Call 911 when immediate danger is suspected; do not wait 24 hours to seek assistance.

Security authority and campus access

Personnel and law enforcement

ISSNMT does not employ sworn campus police officers, commissioned law enforcement officers, or campus security officers. Administrative personnel, faculty, and staff have no special law enforcement or arrest authority. Criminal investigations and law enforcement interventions are referred to the Sandy Springs Police Department or other appropriate agency. School officials cooperate with police concerning incidents, investigations, and emergency response.

Access during and after operating hours

During operating hours, campus access is available for legitimate school business to enrolled students, employees, scheduled clients, prospective students, and authorized visitors, vendors, and contractors. Public access is limited to reception and approved service or business areas. Classrooms, laboratories, administrative offices, records, storage, and employee-only areas are restricted to authorized persons. Administration may restrict access when necessary for safety or orderly operations.

Outside operating hours, entrances remain secured and access is limited to authorized employees or specifically approved activities and visitors. Students may not enter or remain after hours without authorization. Authorized personnel must keep secured doors closed and prevent unauthorized entry. Exit routes must remain usable; securing entrances must not obstruct emergency egress

Securing and maintaining facilities

Administration oversees facility security and designates employees to secure exterior entrances and restricted areas at closing. Faculty and staff secure their work areas and protect equipment and records. Secured doors must not be propped open. Report malfunctioning locks, doors, windows, lighting, obstructed exits, or damaged emergency equipment promptly to Administration. The School coordinates repairs with property management or the provider responsible and prioritizes conditions presenting immediate safety risks.

After-hours occupants should remain alert, avoid allowing unapproved persons inside, and consider leaving with another person. If departure appears unsafe, remain in a safe location when possible and contact police. Call 911 for immediate danger.

Timely warnings of reported crimes

The Campus President, Campus Director, or authorized designee evaluates reported Clery crimes within Clery geography for a serious or continuing threat to students or employees. Decisions consider the nature of the crime, continuing risk, available reliable information, and appropriate consultation with law enforcement. The warning identifies the threat and protective steps without identifying a victim. All reportable Clery categories are considered; evaluation is not limited to the abbreviated offense list in the prior report.

Warnings are issued promptly through appropriate available channels, including email, text, Remind, direct announcements, and the School website. Bulletin boards may supplement electronic or direct delivery. ISSNMT may also issue advisory notices about other safety concerns. Information may be updated as reliable details become available. Reports qualifying pastoral or professional counselors are treated under the applicable Clery exemption.

The Administration maintains a daily log of all criminal activity; the log is available for viewing in the Campus Director's office at any time by any person.

Confirming an immediate emergency

An emergency includes a confirmed significant emergency or dangerous situation presenting an immediate threat to the health or safety of students or employees on campus. Examples include fire, severe weather, an active threat, hazardous conditions, and serious medical incidents. Administration promptly assesses reports and consults police, fire personnel, emergency medical services, or building management as appropriate to confirm the nature and location of the danger.

The Campus President, Campus Director, or authorized designee is responsible for confirmation, selecting affected campus segments, determining message content, and initiating notification. These officials may act on reliable information without waiting for unnecessary approval.

Once an immediate campus threat is confirmed, ISSNMT determines the message and initiates notification without delay, considering community safety. Notification may be delayed only when responsible authorities professionally judge that it would compromise victim assistance or efforts to contain, respond to, or mitigate the emergency. Messages state the danger, affected area, protective action, and how to obtain updates. Initially targeted notices are expanded if the threat affects additional people.

Available delivery methods include direct verbal announcements, personnel notifications, email, text messaging, Remind, and the School website. Administration shares emergency information with the larger community through public website updates and, as appropriate, coordination with property management, responders, and local media. Urgent direct alerts take priority over website or bulletin-board postings.

Evacuation and other protective actions

1. Stop activities and leave by the nearest safe exit when a fire alarm or evacuation order is issued. Follow posted routes and responder instructions.
2. Use stairs during fire evacuation. Do not use elevators. Avoid smoke or heat and choose another safe route if an exit is blocked. Do not open a hot door.
3. Assist others only when safe. Notify responders of anyone needing assistance and the person's last known location. Do not attempt an unsafe rescue.
4. Proceed to the designated assembly area, keep access clear for emergency vehicles, and report anyone unaccounted for to school personnel.
5. Remain outside until authorized by emergency responders or Administration acting in coordination with them. Call 911 as soon as it is safe if outside assistance is needed.

When evacuation would increase danger, officials may direct shelter in place or lockdown. Move to the instructed safe area, limit exposure, and follow official updates. Do not leave a safe area until instructed or when necessary to escape immediate danger.

Tests and publicizing procedures

ISSNMT tests emergency response and evacuation procedures at least annually through announced or unannounced exercises. Administration documents each exercise's description, date, time, and announced or unannounced status, evaluates performance, and addresses identified weaknesses. Emergency response and evacuation procedures are publicized in conjunction with at least one test each calendar year, with additional information provided through orientation, training, campus postings, and electronic communication.

Fire prevention

Leave the building when an alarm sounds. Fire extinguishers are inspected at least annually and replaced as needed under the School's stated policy. Fire alarms are inspected annually. Smoking and vaping are prohibited inside school buildings; use only permitted outdoor locations. Setting unauthorized fires, using explosive devices, tampering with safety equipment, and initiating false alarms are prohibited and may result in discipline and referral to police.

Tests are performed regularly at least twice a year.

Mechanisms to communicate with the faculty, staff, students, and others in one or more of the following ways:

- ISSNMT Website under News (www.ISSNMTschool.com)
- WSB News (when appropriate)
- Email
- Text Messaging
- Remind App to inform students currently enrolled.
- ISSNMT Facebook
- School Announcement Board

Anyone with information about an emergency or other situation warranting a timely warning should contact the school at 404-843-1005 or text the Campus Director at 404-293-2538.

Safety education and prevention programs

New Student Orientation covers campus reporting procedures, personal and property safety, school conduct expectations, and awareness of dating violence, domestic violence, sexual assault, and stalking. The source report also describes scheduled safety presentations for students and employees and information on the Campus Security and Crime Prevention Bulletin Board. Students and employees are encouraged to protect their property, secure restricted areas, and promptly report concerns.

Description of Programs

Campus Safety: Outlines general safety tips for life on campus and is provided as part of New Student Orientation.

Dating and Domestic Violence: This is discussed in New Student Orientation and includes discussion on alcohol and sexual misconduct as key elements of this program. Domestic Violence, Stalking and Sexual Assault Laws are also covered in this program. The Campus Crime bulletin board provides information for individuals seeking community assistance in each of these areas.

Responsible Student: How to be a responsible student is presented to all incoming students during New Student Orientation and covers the Student Code of Conduct on campus.

Promoting Awareness: To ensure students can identify the various aspects of the Clery Act and be aware of what constitutes rape, acquaintance rape, and other sexual offenses information is discussed during New Student Orientation and is available on the Campus Security bulletin board. The Campus Sexual Violence Elimination (Save) Act.

Prevention instruction addresses prohibited conduct, Georgia definitions, consent, reporting options, assistance, disciplinary procedures, bystander intervention, and risk reduction. Incoming employees must receive equivalent primary prevention information; ongoing awareness activities must reach both students and employees.

Safe bystander options include checking on someone, creating a distraction, asking an instructor or administrator for help, and calling police when danger is present. Choose an option that does not create additional risk. Risk-reduction education addresses recognizing controlling or abusive behavior, planning safe transportation, avoiding isolation when help is needed, and protecting personal boundaries. Responsibility for misconduct rests with the person committing it, regardless of a victim's precautions.

Personal Responsibility

All students, faculty, and staff members must assume responsibility for their own personal safety and security of their personal property by practicing caution and common sense. The cooperation and involvement of the ISSNMT community in a campus safety program is essential to its success.

Sexual Misconduct

Introduction

ISSNMT strives to create a respectful, safe, and non-threatening environment for its students. This policy describes prohibited conduct and establishes procedures for responding to sexual misconduct incidents, where the respondent (the accused) is a student.

These incidents include sexual assault, sexual harassment and other unwelcome behaviors as explained below. Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities; the school's Title IX Coordinator oversees policies and procedures that apply to complaints alleging sex discrimination (including sexual harassment, sexual assault, and sexual violence) by employees, students or third parties.

The Title IX Coordinator investigates sexual misconduct by students. Responsibilities performed in this policy by "the Title IX Coordinator" may be performed by the Title IX Coordinator, or by another school employee trained by, and acting under the supervision of, the Title IX Coordinator.

Students, staff, faculty who believe that they have experienced potential sexual misconduct from a student or staff/faculty member may submit a complaint in writing or in person to the Title IX Coordinator. Any student, staff, or faculty member, who is notified by a student of an incident of sexual misconduct by another student is required to report the incident immediately (but not later than five calendar days) to the Title IX Coordinator.

While maintaining a complainant's confidentiality, the school Administration must report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the complainant – helps keep the Title IX Coordinator informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator, these individuals will consult with the complainant to ensure that no personally identifying details are shared with the Title IX Coordinator.

A complainant who requests confidentiality or privacy must understand that, if the complainant wants to maintain confidentiality or privacy, the school will be unable to investigate the incident or pursue conduct action against the respondent. A complainant who at first requests confidentiality may later decide to file a complaint with the school or report the incident to local law enforcement, and thus have the incident fully investigated.

While the Administration may maintain a complainant's privacy within the school it may have reporting or other obligations under state law including an obligation to respond to lawfully issued subpoenas. If the school determines that the Respondent(s) pose(s) a serious and immediate threat to the community, the local police department may be called upon to assist. Any such warning should not include any information that identifies the complainant. Students also are encouraged to immediately contact the Title IX Coordinator they have been sexually assaulted and to seek immediate medical attention. Students should seek medical attention even if they do not wish to pursue criminal charges or otherwise pursue a complaint against a respondent.

Relationship between Student Conduct Adjudication and the School's Title IX Responsibilities

The adjudication of complaints of sexual misconduct is only a part of the school's responsibilities under Title IX when a student has experienced sexual harassment by another student or staff/faculty member. While a hearing board may have a hearing and pronounce sanctions for a student who violates the sexual misconduct policy, the school has a broader responsibility to respond to the needs of student complainants.

Therefore, regardless of whether a charge is brought against a student through the student conduct process, the Title IX Coordinator will evaluate each case to determine whether the overall response of the school (including resources provided or offered to the complainant and interim steps taken to protect the complainant and others) satisfies the requirements of Title IX.

Policy Statement

ISSNMT prohibits sexual misconduct in any form, including sexual assault or sexual abuse, sexual harassment, and other forms of nonconsensual sexual conduct. Students should be able to study, attend classes and perform clinical/spa and salon services in a learning environment free from sexual misconduct. This includes any clients who utilize the Student Salon and Spa and all misconduct from a client must be reported immediately for the Campus President or Dean of Students to act. It is the position of the school that sexual misconduct in any form will not be excused or tolerated. Criminal, civil and School disciplinary processes are available to a student with a complaint. The school is committed to prompt, effective and fair procedures to investigate and resolve reports of sexual misconduct and to the education of the employees about the importance of responding to all forms of sexual misconduct. Special emphasis is placed on the rights, needs, and privacy of the student with the complaint, as well as the needs and privacy of the respondent. At the same time, the school adheres to all federal, state, and local requirements for intervention and crime reporting related to sexual misconduct.

Privacy and Procedure

When a student is the complainant of sexual misconduct, the Title IX Coordinator first will request that the complainant cooperate during an investigation. If a complainant requests confidentiality or asks that the complaint not be pursued, the Title IX Coordinator will take all reasonable steps to investigate and respond to the complaint consistent with the complainant's request; however, the Title IX Coordinator may determine that the circum- stances of the sexual misconduct incident are so severe or that the circumstances otherwise indicate there is an on-going danger to the complainant and/or members of the School community such that action must be taken on the part of the School beyond the action requested by the complainant. When determining whether to proceed without cooperation from the complainant, the Title IX Coordinator will weigh several factors. Examples of factors the Title IX coordinator will consider are the following: the risk of the respondent committing additional acts; if the respondent has threatened to commit additional acts; if other complaints have been reported about the same respondent; if the complaint involves multiple respondents; the respondent's history of arrests or other conduct records; the involvement of a weapon; the ages of the complainant and respondent; and the School's ability to move forward with the investigation without the complainant.

If the Title IX Coordinator moves forward with the investigation, with or without the complainant's participation, information will only be shared with those individuals who are responsible for handling the school's response to the complaint and those necessary to the investigation. The Title IX Coordinator will inform the complainant, to the extent possible, of individuals with whom information about the complaint will be shared.

Effective Consent Definitions

Effective consent is the basis of this policy because effective consent maintains the value that all persons have the right to feel respected, acknowledged, and safe during sexual activity.

Sexual intimacy requires that all participants consent to the activity. Consent between two or more people is defined as an affirmative agreement – through clear actions or words – to engage in sexual activity. The person giving the consent must act freely, voluntarily, and with an understanding of his or her actions when giving the consent.

Lack of protest or resistance does not constitute consent, nor does silence mean consent has been given. Relying solely on non-verbal communication can lead to misunderstanding. Persons who want to engage in sexual activity are responsible for obtaining consent – it should never be assumed.

A prior relationship or prior sexual activity is not sufficient to demonstrate consent.

Consent must be present throughout the sexual activity – at any time, a participant can communicate that he or she no longer consents to continuing the activity. If there is confusion as to whether anyone has consented or continues to consent to sexual activity, it is essential that the participants stop the activity until the confusion can be clearly resolved.

Effective Consent is NOT:

Effective consent cannot result from force, or threat of force, coercion, fraud, or intimidation. In addition, an incapacitated person is not able to give consent. The use of force to obtain sexual access or to induce consent violates this policy whether the force is physical in nature, violent, or involves threats, intimidation, or coercion.

• Physical force includes but is not limited to hitting, kicking, and restraining. Physical force means someone is physically exerting control of another person through violence.

• Threatening someone to obtain consent for a sexual act is a violation of this policy. Threats exist where a reasonable person would have been compelled by the words or actions of another to give permission to sexual activity to which he or she otherwise would not have consented.

• Intimidation is an implied threat. Intimidation exists when a reasonable person feels threatened or coerced even though there may not be any threat made explicitly or physical force. Intimidation is evaluated based on the intensity, frequency, or duration of the comments or actions.

• Incapacitation: It is a violation of this policy if the initiator has sex with someone the initiator knows, or reasonably should know, to be incapacitated by alcohol, drugs, sleep, or illness. A person who is unconscious, unaware, or otherwise physically helpless cannot give effective consent to sexual activity. Someone is incapacitated when he or she cannot understand who, what, when, where, why, or how, with respect to the sexual interaction.

PROHIBITED CONDUCT:

Sexual misconduct is a broad term encompassing any sexual behavior that was committed without effective consent. Sexual misconduct may vary in severity and consist of arrange of behaviors. The requirements of this policy apply regardless of sexual orientation and/or gender identity of individuals engaging in sexual activity.

The use of alcohol or other drugs never excuses behavior that violates this policy.

The following descriptions represent sexual behaviors that violate the school's community standards and values of respect, civility, and personal integrity. These behaviors are serious violations and represent a threat to the safety of the school community.

1. Sexual Penetration: Sexual intercourse, or sexual penetration, however slight, with any object or body part without effective consent.

2. Sexual Touching: Any intentional touching of intimate body parts without effective consent. Sexual touching includes bodily contact or contact made with an object.

3. Sexual Harassment: Harassment of a sexual nature that is so objectively offensive, pervasive, or severe that it effectively denies the complainant access to the school's resources and opportunities, unreasonably interferes with the complainant's work or living environment, or deprives the complaint of some other protected right.

4. Sexual Exploitation: Sexual exploitation occurs when a student takes non-consensual, unfair, or abusive advantage of another sexually for his or her own advantage or benefit, even though that behavior does not constitute one of the other sexual misconduct offenses. Examples include, but are not limited to:

    - *Non-consensual videotaping, audiotaping, or photographing of sexual activity even if the sexual act is consensual.*
    - *Non-consensual posting, publishing, sharing, or displaying photo, audio, or video of sexual activity even if the activity was originally recorded with effective consent.*

5. Voyeurism: is a form of sexual exploitation in which one individual engages in secretive observation or nonconsensual video or audio taping of another for personal sexual pleasure.
    - *Any dis-robing of another or exposure to another without effective consent.*

6. Stalking: Stalking is sexual misconduct when the content of the messages or the nature of the physical stalking is of a sexual nature.

7. Attempted Act/Accomplice to Sexual Misconduct: Attempts to commit sexual misconduct also are prohibited under this policy, as is aiding in the commission of sexual misconduct as an accomplice.

8. Use of Drugs and/or Alcohol to Induce Incapacity: This policy also prohibits sexual activity or attempted sexual activity with someone whose incapacity results from the taking of a drug or alcohol. Possession, use and/or distribution of any "date-rape" drug or licit or illicit substances are prohibited and administering or attempting to administer any of these drugs or substances, including alcohol, to someone else for the purpose of inducing incapacity is a violation of this policy. A student may be charged with a violation of this policy even if no sexual activity took place.

9. Retaliation: Retaliation against an individual who initiates sexual misconduct complaint, participates in an investigation, or pursues legal action, is prohibited. The school defines retaliation as any adverse action (including intimidation) taken against an individual who has participated in any manner in an investigation, proceeding, or hearing under these policies and procedures.

Independent action may be taken against anyone engaging in retaliation, including individuals who are acting on behalf of the respondent or complainant, with or without the knowledge of the respondent. Retaliation may occur in person or electronically.

To avoid retaliation, prevent recurrence of any discrimination or discriminatory effects, and provide for the safety of all parties, the school will implement all necessary remedies during an investigation period and/or at the conclusion of an investigation. These remedies may include, but are not limited to academic accommodations, "no contact" letters, changes in course schedules, and changes in housing assignments.

The following are descriptions of criminal offenses that will be investigated.

Criminal Offenses

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, and accidental deaths are excluded.

Robbery: 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: An unlawful attack by one person upon another for inflicting severe or aggravated bodily injury. This type of assault usually is accompanied using a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

Burglary: The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on the surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

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

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

Criminal Sex Offenses

Forcible Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. Forcible Rape The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
B. Forcible Sodomy Oral or anal sexual intercourse with another person, forcibly and/or against that Person's will: or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
C. Sexual Assault with An Object The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
D. Forcible Fondling The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Criminal Sex Offenses-Non-forcible Unlawful, non-forcible sexual intercourse.

A. Incest: Non-forcible sexual intercourse between people who are related to each other within the degree wherein marriage is prohibited by law.
B. Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Hate Crimes

Any criminal offense (as listed above) committed against a person or property, which is motivated, in whole or part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, or ethnicity/national origin.

The Clery Act Categories of Bias:

Race: A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, Black people, whites).

Gender: A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

Sexual orientation: A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of a different sex (e.g., gays, lesbians, heterosexuals).

Ethnicity/national origin: A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions (e.g., Arabs, Hispanics).

Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness.

In conjunction with the Clery Act, hate crimes include any of the offenses listed above and the offenses motivated by bias below:

Simple Assault: 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: 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: To destroy willfully or maliciously, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Arrests and Referrals for Disciplinary Actions

The Clery Act requires reporting of arrests and referrals for disciplinary actions for the following violations:

Liquor Law Violations: State and/or local liquor law violations except drunkenness and driving under the influence. Federal violations are excluded.

Drug Law Violations: State and/or local offenses relating to the unlawful possession, sale, use, growing, and manufacturing of narcotic drugs. The following drug categories are specified: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics - manufactured narcotics that can cause true addiction.

Weapons Violations: All violations of regulations or statutes controlling the carrying, using, possessing, furnishing, and manufacturing of deadly weapons or silencers. Attempts are included.

Reporting Student Misconduct, Safety and Security Issues Process:

It is imperative that all serious threats and sexual misconduct are reported timely and immediately. However, a formal grievance procedure is in place to handle all grievances and reporting of campus security, student conduct issues, as well as all grievances, and the school is committed to this process.

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in the New Student Orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files to determine the frequency, nature, and patterns of complaints for the institution.

Proposed procedure for other conduct matters

For matters outside the Title IX process, a trained impartial investigator gathers interviews, documents, and other relevant evidence, offers both parties equal opportunities to identify witnesses and information, and prepares a record for review. A separate impartial decision maker or panel reviews the evidence, permits each party an equivalent opportunity to respond, and determines responsibility and any sanction. Student respondents are handled under student conduct rules; employees under employment rules. Clients or visitors may have campus access restricted and may be referred to police.

Proposed timeframes for institutional adoption are an initial response within five business days, investigation and determination ordinarily within 60 calendar days of initiation, and an appeal filed within ten business days of the written result. An appeal is ordinarily decided within 20 business days. Good-cause extensions require written notice to both parties explaining the reason and revised timeframe. These targets do not override required review periods or governing Title IX procedures.

Michael D. Johnson serves as ISSNMT's Title IX Coordinator and oversees reports, supportive measures, notices, and grievance-process timelines. The Campus President appoints a trained, impartial investigator, hearing decision-maker, and appeal decision-maker. The hearing decision-maker is separate from the Coordinator and investigator; the appeal decision-maker is separate from all three.

ISSNMT adopts the **preponderance of the evidence** standard for all formal complaints under its Title IX Sexual Harassment Grievance Policy, including complaints against students, staff, and faculty. This means the evidence must show that the alleged violation **is more likely than not occurred**. A report initiates review; its existence alone does not establish responsibility. Decisions must rest on an objective evaluation of the relevant evidence under this standard.

Both parties receive the written determination simultaneously. It explains the factual findings, conclusions, rationale for each outcome, any sanctions, whether remedies will be provided, and the available appeal grounds and deadlines.

Fairness advisors and outcomes

Officials involved in these cases receive annual training on dating violence, domestic violence, sexual assault, stalking, and fair investigations and hearings that protect safety and promote accountability. Officials must be impartial and free of conflicts of interest. Both parties receive timely notice of relevant meetings and timely equal access to information used in proceedings.

Each party has the same opportunity to bring an advisor of their choice, including an attorney, to related meetings and proceedings. Any restrictions on an advisor's participation apply equally. Additional advisor functions required by the applicable Title IX process remain in effect.

Proposed sanctions include written warning, educational requirements, conduct probation, restrictions on privileges or campus access, suspension, dismissal or expulsion, and employment discipline up to termination. Organization sanctions may include activity restrictions, suspension, or withdrawal of recognition. Remedies may include academic or work accommodations and continued protective measures.

Both parties receive simultaneous written notice of the result, its rationale and sanctions, available appeal procedures, any change in the result, and when the result becomes final. Proposed appeal grounds are a material procedural error, new evidence not reasonably available earlier, or conflict of interest or bias affecting the outcome. An impartial appeal reviewer who did not make the initial decision reviews the appeal, provides equal response opportunities, and issues a written decision to both parties.

School proceedings are separate from criminal proceedings. A police investigation does not automatically suspend school assistance or institutional review. Any delay for law enforcement must be justified, communicated, and reasonably limited. Neither party is required to waive access to police or external remedies.

Students may also contact the Georgia Nonpublic Education Commission with complaints at:

Non-Postsecondary Education Commission Student Complaint Process
https://gnpec.georgia.gov/student-resources/complaints-against-institution
2082 EAST EXCHANGE PLACE SUITE 220 TUCKER, GEORGIA 30084-5305
Office: (770) 414-3300 Fax: (770) 414-3309 (FAX)

Or Council on Occupational Education
7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30084
770-396-3898
www.council.org

TITLE IX Complaints

Inquiries about Title IX or Complaints may be referred to ISSNMT's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights (OCR), or both.

ISSNMT's Title IX Coordinator is the Director of Students and Career Services located at 7840 Roswell Rd BLDG 500 Suite 550 Sandy Springs, GA 30350. Phone: 404.84.1005 ext. 136 Email:Michael.johnson@issnschool.com

To inquire about Title IV or file a complaint with OCR go to: https://ocrcas.ed.gov/contact-ocr

VIOLENCE PREVENTION

Warning Signs of Abusive Behavior If one or more of these are true, please reach out to Title IV support.

- ✓ Checking your cell phone, computer, or accounts without permission
- ✓ Constantly putting you down and calling you names
- ✓ Extreme jealousy or insecurity
- ✓ Isolating you from family, friends, activities you enjoy
- ✓ Physically hurting you in any way or threatening to do so.
- ✓ Possessiveness
- ✓ Telling you what to do or controlling what you wear.
- ✓ Pressuring or forcing you to have sex.

Safety Tips

- ✓ When going to a social gathering, go with a group of friends and have a plan as to how you will all get home.
- ✓ Trust your instincts about situations and listen to them.
- ✓ Do not leave a drink unattended, and do not accept a drink from someone you do not know or trust.
- ✓ Be aware of your surroundings.
- ✓ Know you can call a cab, take Safe Ride, or call the police if you do not have a safe way to get home at night.

OPTIONS FOR BYSTANDER INTERVENTION:

ISSNMT encourages our members to engage in bystander intervention to prevent power-based personal violence before it happens. As a collective, we can change the culture of our community to one where violence is never accepted.

There are three types of actions we can do to act as bystanders:

<u>Direct</u>

- Check in with a person who looks like he or she needs assistance.
- Call a friend in a new relationship when you have not heard from him or her in a while.
- If you see someone who has had too much to drink, get her or him safely home using a designated driver or call a cab.

<u>Distract</u>

- Spill a drink or call attention to yourself.
- Tell the person his or her car is getting ticketed or towed.
- Ask one or more people to go somewhere else with you safely.

<u>Delegate</u>

- If you fear for your safety or someone else's, contact an administrator or instructor if on campus. If off campus, contact the local Police Department.
- Have security at the bar or party check in on someone you do not know where you are concerned.

Effective Consent Is:

Effective consent is the basis of this policy because effective consent maintains the value that all persons have the right to feel respected, acknowledged, and safe during sexual activity.

Sexual intimacy requires that all participants consent to the activity. Consent between two or more people is defined as an affirmative agreement – through clear actions or words – to engage in sexual activity. The person giving the consent must act freely, voluntarily, and with an understanding of his or her actions when giving the consent.

Lack of protest or resistance does not constitute consent, nor does silence mean consent has been given. Relying solely on non-verbal communication can lead to misunderstanding. Persons who want to engage in sexual activity are responsible for obtaining consent – it should never be assumed.

A prior relationship or prior sexual activity is not sufficient to demonstrate consent. Consent must be present throughout the sexual activity – at any time, a participant can communicate that he or she no longer consents to continuing the activity. If there is confusion as to whether anyone has consented or continues to consent to sexual activity, it is essential that the participants stop the activity until the confusion can be clearly resolved.

Effective Consent is NOT:

Effective consent cannot result from force, or threat of force, coercion, fraud, or intimidation. In addition, an incapacitated person is not able to give consent. The use of force to obtain sexual access or to induce consent violates this policy whether the force is physical in nature, violent, or involves threats, intimidation, or coercion.

- **Physical force** includes but is not limited to hitting, kicking, and restraining. Physical force means someone is physically exerting control of another person through violence.
- **Threatening** someone to obtain consent for a sexual act is a violation of this policy. Threats exist where a reasonable person would have been compelled by the words or actions of another to give permission to sexual activity to which he or she otherwise would not have consented.
- **Intimidation** is an implied threat. Intimidation exists when a reasonable person feels threatened or coerced even though there may not be any threat made explicitly or physical force. Intimidation is evaluated based on the intensity, frequency, or duration of the comments or actions.
- **Incapacitation**: It is a violation of this policy if the initiator has sex with someone the initiator knows, or reasonably should know, to be incapacitated by alcohol, drugs, sleep, or illness. A person who is unconscious, unaware, or otherwise physically helpless cannot give effective consent to sexual activity. Someone is incapacitated when he or she cannot understand who, what, when, where, why, or how, with respect to the sexual interaction.
- **Age of Consent**: The age of consent in Georgia (State) is 16. However, it is not considered statutory rape if the "victim" is at least 14 years of age but still under 16 years of age, AND the partner is at most 18 years of age and within 4 years of the other victim's age; in this case it is considered a misdemeanor.

PROHIBITED CONDUCT*:*

Sexual misconduct is a broad term encompassing any sexual behavior that was committed without effective consent. Sexual misconduct may vary in severity and consist of a range of behaviors. The requirements of this policy apply regardless of the sexual orientation and/ or sexual identity of individuals engaging in sexual activity.
The use of alcohol or other drugs never excuses behavior that violates this policy.

The following descriptions represent sexual behaviors that violate the school's community standards and values of respect, civility, and personal integrity.
These behaviors are serious violations and represent a threat to the safety of the school community.

1. **Sexual Penetration:** Sexual intercourse, or sexual penetration, however slight, with any object or body part without effective consent.
2. **Sexual Touching:** Any intentional touching of intimate body parts without effective consent. Sexual touching includes bodily contact or contact made with an object.
3. **Sexual Harassment:** Harassment of a sexual nature that is so objectively offensive, pervasive, or severe that it effectively denies the complainant access to the school's resources and opportunities, unreasonably interferes with the complainant's work or living environment, or deprives the complainant of some other protected right.
4. **4 Sexual Exploitation:** Sexual exploitation occurs when a student takes non-consensual, unfair, or abusive advantage of another sexually for his or her own advantage or benefit, even though that behavior does not constitute one of the other sexual misconduct offenses. Examples include, but are not limited to:
   - Non-consensual videotaping, audiotaping, or photographing of sexual activity even if the sexual act is consensual.
   - Non-consensual posting, publishing, sharing, or displaying photo, audio, or video of sexual activity even if the activity was originally recorded with effective consent.
   - **Voyeurism**: is a form of sexual exploitation in which one individual engages in secretive observation or non-consensual video or audiotaping of another for personal sexual pleasure.
   - Any disrobing of another or exposure to another without effective consent.
5. **Stalking:** Stalking is sexual misconduct when the content of the messages or the nature of the physical stalking is of a sexual nature.
6. **Attempted Act/Accomplice to Sexual Misconduct**: Attempts to commit sexual misconduct also are prohibited under this policy, as is aiding in the commission of sexual misconduct as an accomplice.
7. **Use of Drugs and/or Alcohol to Induce Incapacity:** This policy also prohibits sexual activity or attempted sexual activity with someone whose incapacity results from the taking of a drug or alcohol. Possession, use, and/or distribution of any **"date-rape" drug or licit or illicit substances** are prohibited and administering or attempting to administer any of these drugs or substances, including alcohol, to someone else for the purpose of inducing incapacity is a violation of this policy. A student may be charged with a violation of this policy even if no sexual activity took place.
8. **Retaliation:** Retaliation against an individual who initiates a sexual misconduct complaint, participates in an investigation, or pursues legal action, is prohibited. The school defines retaliation as any adverse action (including intimidation) taken against an individual who has participated in any manner in an investigation, proceeding, or hearing under these policies and procedures.

Independent action may be taken against anyone engaging in retaliation, including individuals who are acting on behalf of the respondent or complainant, with or without the knowledge of the respondent. Retaliation may occur in person or electronically.

In an effort to avoid retaliation, prevent recurrence of any discrimination or discriminatory effects, and provide for the safety of all parties, the school will implement all necessary remedies during an investigation period and/or at the conclusion of an investigation. These remedies may include, but are not limited to academic accommodations, "no contact" letters, changes in course schedules, and changes in housing assignments.
Following are descriptions of criminal offenses that will be investigated.

Criminal Offenses

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, and accidental deaths are excluded.

Sex Offenses

Forcible Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. Forcible Rape

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that
Person's will: or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault with An Object

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses-Non-forcible Unlawful, non-forcible sexual intercourse.

A. Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

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Any criminal offense (as listed above) committed against a person or property, which is motivated, in whole or part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, or ethnicity/national origin.

The Clery Act Categories of Bias:

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Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

Sexual orientation: A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

Ethnicity/national origin: A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions (e.g., Arabs, Hispanics).

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Arrests and Referrals for Disciplinary Actions

The Clery Act requires reporting of arrests and referrals for disciplinary actions for the following violations:

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Weapons Violations: All violations of regulations or statutes controlling the carrying, using, possessing, furnishing, and manufacturing of deadly weapons or silencers. Attempts are included.

Reporting Student Misconduct, Safety and Security Issues Process:

It is imperative that all serious threats and sexual misconduct are reported timely and immediately. However, a formal grievance procedure is in place to handle all grievances and reporting of campus security, student conduct issues, as well as all grievances, and the school is committed to this process.

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in the New Student Orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution.

Institutional disciplinary procedures

Institutional review required. The prior report supplies a general grievance process but does not establish all required sexual-violence disciplinary details. The proposed procedure below must be reconciled with and adopted into the School's current student, employee, and Title IX policies before publication. Do not represent proposed timelines, sanctions, or appeal procedures as existing practice until confirmed.

Initiating and routing a complaint

A disciplinary complaint may be submitted orally or in writing to the Title IX Coordinator or Administration. An initial meeting addresses safety, available support, reporting choices, and the desired response. The Coordinator determines whether the allegation falls within the School's governing Title IX grievance process or another student or employee conduct procedure. That determination depends on alleged conduct, parties, location, and applicable jurisdictional requirements. The parties receive written notice of the procedure and allegations. Supportive assistance does not depend on a disciplinary complaint.

ISSNMT's Title IX Sexual Harassment Grievance Policy

ISSNMT's Title IX Sexual Harassment Grievance Policy governs covered sexual harassment in the School's education program or activity in the United States, including qualifying sexual assault, dating violence, domestic violence and stalking. Reports and formal complaints are directed to the Title IX Coordinator, [name, title, office address, telephone and email]. The Coordinator coordinates supportive measures, notices, jurisdictional review and remedies. The Campus President, or an unconflicted governing-authority designee when necessary, appoints trained impartial officials. The hearing decision-maker is separate from the Coordinator and investigator; the appeal decision-maker is separate from all three. Officials conducting sexual assault, dating violence, domestic violence and stalking proceedings receive annual required training.

Supportive measures are free and available with or without a formal complaint. Formal complaints may be signed by the complainant or Coordinator. Parties receive written notice of allegations and sufficient preparation time, have equal opportunities to present witnesses and evidence, and may use an advisor of their choice, including an attorney. The School bears the burden of proof and presumes the respondent is not responsible pending the determination. ISSNMT applies the preponderance standard to all covered student and employee complaints: a violation must be more likely than not.

Before the investigative report is finalized, both parties and advisors receive directly related evidence, including evidence the School will not rely upon, and at least 10 calendar days for written responses. The investigator considers those responses, then sends the report summarizing relevant evidence at least 10 calendar days before the live hearing for a separate review and written-response period. Evidence remains available during the hearing. Treatment records require voluntary written consent, and legally privileged information requires waiver before use.

At a live hearing, each party's advisor conducts relevant oral cross-examination in real time; parties do not question each other personally. ISSNMT provides a free cross-examination advisor when a party has nonpresent. The decision-maker rules on relevance before answers and explains exclusions. Complainant sexual-history evidence is limited to the regulatory exceptions. Hearings may be virtual, and either party may request separate rooms with simultaneous video and audio. A recording or transcript is available for inspection. Statements are not automatically excluded solely because their speaker does not attend or answer cross-examination.

The School targets initial contact within two business days, initial formal-complaint notice within five business days, and an initial determination within 90 calendar days after filing, excluding appeals. Investigation ordinarily takes about 30 calendar days after

notice; the two distinct review periods follow. The hearing ordinarily occurs within 15 calendar days after report review, and the determination within 10 business days after the hearing closes. Good-cause extensions require written reasons and a revised schedule to both parties; minimum review periods are preserved. Written status updates are provided at least every 30 calendar days.

Both parties simultaneously receive a written determination identifying allegations, procedural steps, findings, conclusions, reasons for each outcome, sanctions, whether remedies will be provided, and appeal rights. Student sanctions range from warnings and education through probation, access restrictions, suspension and dismissal/expulsion; employee sanctions range from warnings and training through work restrictions, suspension and termination. The Coordinator implements remedies to restore or preserve educational access.

Either party may appeal a determination or dismissal within 10 business days of receipt for a procedural error affecting the outcome, new evidence not reasonably available earlier that could affect the outcome, or an official's conflict or bias affecting the outcome. The other party receives written appeal notice, and both parties have an equal written-statement opportunity, including a 10-business-day response period. An independent appeal official ordinarily sends both parties the reasoned appeal result within 20 business days after that period. The determination becomes final when the appeal result issues or the filing period expires without an appeal.

ISSNMT does not offer informal resolution under this policy. Retaliation is prohibited. Dismissal from Title IX may allow another applicable School procedure; the ASR must separately describe any applicable Clery disciplinary procedures outside this policy. Exact public policy link: [Insert verified published URL].

Regulatory authority

34 C.F.R. §§ 106.8, 106.30, 106.44, 106.45 and 106.71; 34 C.F.R. § 668.46(k). The Department of Education's recodification effective September 29, 2026 restores the 2020 framework with specified changes, including omission of the vacated rule excluding statements not subjected to cross-examination. Federal Register, 91 FR 61308, September 29, 2026: https://www.federalregister.gov/documents/2026/09/29/2026-19929/recodification-of-title-ix-rules

Students may also contact the Georgia Nonpublic Education Commission with complaints at:

Non-Postsecondary Education Commission Student Complaint Process
www.gnpec.org

2082 EAST EXCHANGE PLACE
SUITE 220
TUCKER, GEORGIA 30084-5305
Office: (770) 414-3300
Fax: (770) 414-3309 (FAX)

Or

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30084
770-396-3898
www.council.org

Immediate assistance and reporting options

Move to a safe place and call 911 for immediate danger or urgent medical needs. Seek medical care promptly after an assault, even if you do not wish to report to police. Ask the provider about injury care, sexual-assault forensic examination, pregnancy prevention, and infection testing or treatment. Reporting to the School, requesting assistance, and obtaining medical care are separate choices.

When possible, preserve evidence by avoiding washing, changing clothing, cleaning the scene, or deleting messages before obtaining guidance. Keep clothing in a paper bag and preserve texts, emails, photographs, recordings, and a record of stalking incidents. Evidence can support a criminal investigation or protective order. Medical care remains available even if evidence has been altered or time has passed.

A victim may report to local police, request School assistance with a police report, or decline police notification, subject to legal reporting obligations. School personnel will assist with contacting police at the victim's request. Reports to the School may be made to the Title IX Coordinator, Campus President, or Compliance Officer verbally or in writing. The general grievance form and its 60-day deadline are not prerequisites to reporting sexual violence, stalking, crimes, or emergencies.

Written information and protective measures

ISSNMT provides a student or employee reporting victimization with written information about rights and options, whether the incident occurred on or off campus. Information includes reporting choices; medical, counseling, advocacy, legal, visa and immigration, and student-financial-aid assistance; available accommodations; protective orders; and disciplinary procedures. Outside referrals do not guarantee provider availability or eligibility.

Reasonably available academic, work, transportation, and other safety accommodations may be requested through the Title IX Coordinator or Administration, whether or not the victim reports to police. Measures may include schedule changes, academic flexibility, no-contact instructions, access restrictions, and assistance with safety planning. ISSNMT does not provide campus housing; staff may refer a person to external housing assistance. Protective measures must be individualized and preserve applicable rights of all parties.

A court may issue a protective, restraining, or similar order. Provide Administration with relevant portions so the School can help implement applicable on-campus restrictions. Call 911 for a violation involving immediate danger. A school no-contact instruction is distinct from a court order. Emergency removal or employment action must follow governing procedures.

Privacy and external assistance

ISSNMT limits disclosures to personnel who need information for safety, support, investigation, or legal obligations. Public records and disclosures, including crime statistics and warnings, omit identifying victim information. Accommodations and protective measures are kept confidential to the extent that doing so does not impair their implementation. The School explains limits on privacy before collecting sensitive details when practicable.

For sexual-assault support, contact RAINN at https://rainn.org or 1-800-656-4673. For domestic-violence support, contact www.thehotline.org or 1-800-799-7233. Georgia statewide referral information is available through www.gnesa.org and www.gcadv.org Use a safe device if communications are monitored. The School can help identify confidential counseling, medical care, advocacy, and legal assistance.

Retaliation against a person who reports, seeks help, provides information, or participates in a proceeding is prohibited. Report retaliation immediately to Administration or the Title IX Coordinator. Individuals may also contact the U.S. Department of Education's Office for Civil Rights at https://ocrcas.ed.gov. Internal reporting does not prevent contacting law enforcement or an external agency.

VIOLENCE PREVENTION

Warning Signs of Abusive Behavior

If one or more of these are true, please reach out to Title IV support.

- Checking your cell phone, computer, or accounts without permission
- Constantly putting you down and calling you names
- Extreme jealousy or insecurity
- Isolating you from family, friends, activities you enjoy
- Physically hurting you in any way or threatening to do so.
- Possessiveness
- Telling you what to do or controlling what you wear.
- Pressuring or forcing you to have sex.

Safety Tips

- When going to a social gathering, go with a group of friends and have a plan as to how you will all get home.
- Trust your instincts about situations and listen to them.
- Do not leave a drink unattended, and do not accept a drink from someone you do not know or trust.
- Be aware of your surroundings.
- Know you can call a cab, take Safe Ride, or call the police if you do not have a safe way to get home at night.

Sexual violence and stalking

Prohibition and definitions

ISSNMT prohibits dating violence, domestic violence, sexual assault, stalking, sexual exploitation, and retaliation. Reports may concern students, employees, clients, vendors, or visitors. Stalking need not be sexual to violate this policy or qualify for Clery reporting. Alcohol or drug use does not excuse misconduct.

For campus reporting, dating violence concerns abuse or threatened abuse by a current or former romantic or intimate partner, evaluated in light of the relationship. Domestic violence concerns qualifying violence involving spouses, intimate partners, shared children, or other protected family or household relationships. Sexual assault encompasses rape, fondling, incest, and statutory rape. Stalking concerns repeated conduct directed at a person that causes reasonable fear for safety or substantial emotional distress. Full governing definitions are in 34 CFR 668.46 and its crime-definition appendix.

Georgia Legal Definitions and Consent

The following summaries explain relevant Georgia laws for prevention education and reporting. They are distinct from the federal definitions used to classify Clery Act statistics and from ISSNMT's institutional conduct standards.

Family Violence — O.C.G.A. § 19-13-1

Georgia defines family violence as specified acts occurring between past or present spouses; parents of the same child; parents and children; stepparents and stepchildren; foster parents and foster children; or other persons living or formerly living in the same household. Covered acts include any felony, battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, and criminal trespass. The definition excludes reasonable parental discipline through corporal punishment, restraint, or detention.

Dating Violence — O.C.G.A. § 19-13A-1

Georgia defines a dating relationship as a committed romantic relationship involving intimacy beyond ordinary friendship or business, social, or educational interaction. Sexual involvement is not required.

Dating violence includes any felony, simple battery, battery, simple assault, or stalking between persons through whom a current pregnancy has developed, or persons who are currently—or were within the preceding 12 months—in a dating relationship.

Sexual Offenses

Relevant Georgia offenses include:

- **Rape — § 16-6-1:** Penile penetration of the female sex organ, however slight, forcibly and against the person's will, or involving a female under ten years old. Marriage to the accused is not a defense. This state definition is narrower than the federal Clery definition of rape.

- **Aggravated sodomy — § 16-6-2:** A sexual act involving one person's sex organs and another person's mouth or anus, committed forcibly and against the other person's will, or involving a person under ten. Marriage is not a defense. Private, consensual, non-commercial sexual activity between persons legally capable of consenting is constitutionally protected; the statute must not be presented as prohibiting all consensual oral or anal sexual activity.

- **Statutory rape — § 16-6-3:** Sexual intercourse with a person under 16 who is not the accused's spouse. When the younger person is at least 14 but under 16, and the accused is 18 or younger and no more than four years older, the offense is a misdemeanor. This provision reduces the offense classification; it does not make the conduct lawful.

- **Child molestation and aggravated child molestation — § 16-6-4:** Child molestation includes indecent acts involving a child under 16 or specified electronic transmission of indecent images to such a child, with intent to arouse or satisfy sexual desires. It is aggravated when the molestation physically injures the child or involves sodomy.

- **Improper sexual contact — § 16-6-5.1:** This statute prohibits specified sexual conduct or contact within designated custodial, treatment, foster-care, educational, and supervisory relationships. Its applicability depends on the particular relationship and statutory definitions. The statute's definition of "school" concerns kindergarten through twelfth-grade education; it should not automatically be described as covering every postsecondary employee-student relationship. ISSNMT's own conduct rules may prohibit conduct beyond this statute's scope.

- **Sexual battery — § 16-6-22.1:** Intentional physical contact with another person's intimate body parts without that person's consent. The statute identifies the genital area, anus, groin, inner thighs, buttocks, and female breasts as intimate parts.

- **Aggravated sexual battery — § 16-6-22.2:** Intentional penetration of another person's sexual organ or anus with an article or instrument other than a person's sexual organ, without consent.

- **Incest — § 16-6-22:** Sexual intercourse or sodomy with a person the accused knows is a prohibited relative. Covered relationships include parent and child or stepchild, siblings, grandparent and grandchild, and aunt or uncle and niece or nephew, including the blood, adoptive, and marital relationships specified in the statute.

Stalking — O.C.G.A. § 16-5-90

Stalking includes following, surveilling, or contacting another person without consent for the purpose of harassment and intimidation. Contact can occur in person or through telephone, mail, computer, or other electronic communication.

Harassment and intimidation involves a knowing and willful pattern directed at a particular person, serving no legitimate purpose, that causes emotional distress by creating reasonable fear for that person's safety or an immediate family member's safety. An express threat of death or bodily injury is not required. The statute also covers specified publication of a protected person's identifying information in violation of an order or restriction when it foreseeably causes others to harass or intimidate that person.

Aggravated Stalking — O.C.G.A. § 16-5-91

Aggravated stalking involves following, surveilling, or contacting a person without consent for harassment and intimidation while violating an applicable protective or restraining order, injunction, bond, or condition of pretrial release, probation, or parole prohibiting that conduct.

Consent Under Georgia Law and ISSNMT Policy

Georgia does not provide one general statutory definition of consent governing all sexual activity. Consent is addressed through individual criminal statutes and court decisions, including requirements concerning force, conduct against a person's will, lack of consent, age, capacity, and certain protected relationships. Apparent willingness does not necessarily establish legally valid consent.

School consent standard

Consent is a freely given, informed, affirmative agreement through words or clear actions to a specific sexual activity. Silence, lack of resistance, a prior relationship, or prior sexual activity does not establish consent. Consent may be withdrawn at any time. Force, threats, coercion, fraud, intimidation, and incapacitation prevent effective consent. A person asleep, unconscious, or unable to understand the interaction cannot consent. If consent is unclear, stop the activity. The School's rule does not override legal restrictions based on age or other incapacity.

Immediate assistance and reporting options

Move to a safe place and call 911 for immediate danger or urgent medical needs. Seek medical care promptly after an assault, even if you do not wish to report to police. Ask the provider about injury care, sexual-assault forensic examination, pregnancy prevention, and infection testing or treatment. Reporting to the School, requesting assistance, and obtaining medical care are separate choices.

When possible, preserve evidence by avoiding washing, changing clothing, cleaning the scene, or deleting messages before obtaining guidance. Keep clothing in a paper bag and preserve texts, emails, photographs, recordings, and a record of stalking incidents. Evidence can support a criminal investigation or protective order. Medical care remains available even if evidence has been altered or time has passed.

A victim may report to local police, request School assistance with a police report, or decline police notification, subject to legal reporting obligations. School personnel will assist with contacting police at the victim's request. Reports to the School may be made to the Title IX Coordinator, Campus President, or Compliance Officer verbally or in writing. The general grievance form and its 60-day deadline are not prerequisites to reporting sexual violence, stalking, crimes, or emergencies.

RESOURCES

ATLANTA WOMEN'S CENTER
235 WEST WIEUCA ROAD, NE ATLANTA, GA 30342
(404) 257-0057
Atlanta Women's Center (aka Atlanta Women's Medical Center) specializes in first and second trimester abortion care through 21 weeks in pregnancy, following current state regulations. We proudly opened in 1977 and have been providing abortion care for over 40 years! We are located in the Buckhead area of Atlanta and are a state-licensed Ambulatory Surgical Center (ASC). Our accreditation as an ASC requires a rigorous inspection that commits us to having excellent patient care, commendable safety records, continually educated staff, modern medical equipment and high standard policies and procedures.
When you visit Atlanta Women's Center, you will find a warm, friendly, and inviting space that allows patients the freedom to make thoughtful pregnancy decisions surrounded by staff who respect your choices. Our Center offers a family-friendly waiting room and dedicated space for patients and families who need additional space to accommodate family members or clergy. Atlanta Women's Center is an accredited member of the National Abortion Federation and a member of the Abortion Care Network, as well as the training site for many nationally recognized medical institutions.

Partnership Against Domestic Violence

ADV's 24-Hour Crisis Lines
Our crisis lines provide safety planning, information, and support to abuse victims and those with questions about others who may be battered. Please call the crisis line nearest you for immediate assistance.

Fulton County: (404) 873-1766 V/TTY
Gwinnett County: (770) 963-9799 V/TTY
National Domestic Violence Crisis Lines
Georgia: 1-800-33-HAVEN (42836)
Outside of Georgia: 1-800-621-HOPE (4673)
If you are in immediate danger or in need of emergency assistance, please dial 911.
Main Line: (404) 870-9600
Fax: (404) 870-9611
Email: **info@padv.org**

Georgia Network to End Sexual Assault (GNESA)
Atlanta, GA 404.815.5261
About GNESA

The Georgia Network to End Sexual Assault (GNESA) was founded in 1982 as a loose network by the seven existing sexual assault centers in Georgia; the network helped the centers develop into viable entities. As the network grew, the member centers recognized the need for a central office. Therefore, in late 1997, GNESA incorporated as a non-profit organization, secured office space, hired its first staff members, and started to expand its programs. Current membership includes sexual assault centers, several supporting organizations, and individual members.

GNESA is a non-profit coalition of sexual assault agencies and concerned individuals that share the common goal of ending sexual assault. We are a membership organization.

GNESA envisions a society free from sexual violence and functions as a collective voice for reducing the threat and mitigating the effects of sexual assault in the state of Georgia. GNESA coordinates and supports a multidisciplinary approach to public and professional education, advocacy, and support for sexual assault centers and service providers.

For more information, contact GNESA at:

Georgia Network to End Sexual Assault
P O Box 162505
Atlanta, GA 30321
404-815-5261
404-815-5265 (Fax)
info@gnesa.org

Georgia Coalition Against Domestic Violence
If you would like to talk to someone about the abuse in your life, please call Georgia's 24-Hour Statewide Domestic Violence Hotline at 1.800.33. HAVEN (1.800.334.2836) V/TTY.
24/7 Domestic Violence Hotline
1.800.33 HAVEN (1.800.334.2836)
GCADV Address, Phone and Fax
114 New Street, Suite B
Decatur, GA 30030
404.209.0280 – Phone
404.766.3800 – Fax

GCADV's mission is COLLABORATE. ADVOCATE. EDUCATE. EMPOWER.
The Georgia Coalition Against Domestic Violence (GCADV) envisions a Georgia free of domestic violence. We empower survivors and the programs that serve them, we educate the public, and we advocate for responsive public policy. Our strength is in numbers, as we collaborate throughout Georgia to stop domestic violence.
WE SUPPORT OUR MISSION BY:

- Fostering quality services for victims by increasing the capacity of members and service providers.
- Mobilizing a statewide voice to increase public policy development that helps victims and prevents DV.
- Educating the public to take action and prevent domestic violence.

GUIDING PRINCIPLES AND CORE VALUES

- **Empowerment and Self-Determination:** We believe in the right to have control over one's body, mind, and spirit.
- **Safety**: We believe in the right to live free from abuse and violence, and the fear of violence.
- **Diversity and Equality**: We believe in the strength of diversity and value differences among ourselves and within our communities. We believe in the equality of all and in individual human rights, regardless of; race, color, religion, national origin, ancestry, ethnicity, immigration status, age, gender identity/expression, marital status, sexual preference/orientation, pregnancy, medical condition, disability, veteran's or military status, or any other protected characteristic under the law.

- **Survivor-Centered Response**: We believe in the critical importance of a highly effective statewide coordinated network of survivor-centered services for those affected by domestic violence.
- **Social Change and Collaboration:** We believe in the power to effect broad social change through individual and collective action. We affirm the power of collaborative efforts organizationally, systemically, and globally. We believe in a commitment to be visionary and forward thinking in addressing the needs of survivors.
- **Systems Accountability:** We believe that social systems and institutions should be held accountable for ending the behaviors, practices, mores, and other conditions that foster domestic and sexual violence, and to honoring the rights of survivors to justice, safety, and healing.
- **Commitment to Nonviolence:** We believe in showing a commitment to nonviolence through speech and actions that promote peace. We believe in working against all abuse such as emotional, physical, sexual, and financial, and for the removal of causes of violence and injustice including systemic poverty and oppression. We strive to live peacefully within our own community as we pursue a more just and non-violent world.
- **Confidentiality**: We believe in the importance of upholding the confidentiality of sensitive organizational information and the right of every survivor to confidentiality in their communications with advocates.
- **Integrity**: We believe in acting with integrity in all our dealings with one another, being truthful, honest, and fair. We undertake all our commitments and responsibilities in good faith. We strive to take responsibility for our actions and decisions, and to hold each other mutually responsible for living in accordance with our principles and community agreements. We are careful and honest in our evaluations of others' work, whether of colleagues, or co-workers.
- **Safe Space:** We believe in sustaining a safe place for dialogue and sharing where a supportive atmosphere and cooperative spirit is developed and encouraged and where open and authentic communication such as empathic and non-judgmental listening, constructive feedback, mutual problem-solving and equal respect for all participants are the norms.
- **Responsibility to Mission and Team:** We believe in integrity, ethical accountability, and responsible caretaking of all organizational resources. We believe in the commitment to "Team." We believe that the success of our organizational mission is achieved through the success of its individuals. We support each team member in his or her right to loyalty, honor, respect, and support.
- **Remembering and honoring the "Herstory" of the Movements:** We believe in the importance of remembering the contributions of the movements to end battering, rape and all sexual assault and domestic violence and to honoring contributions of our ancestors in those movements.
- **Celebrate!** We believe in celebration. We are committed to honoring our work, passion, and commitment through openly giving and receiving appreciation, respect, and honor. We are committed to cultivating the attributes of healthy individuals, team members, and team.

Hazing prevention and reporting

Proposed policy for institutional adoption. Hazing is prohibited in connection with student groups, initiation, affiliation, membership, or continued membership. For federal reporting, hazing includes intentional, knowing, or reckless acts that create an unreasonable risk of physical or psychological injury in those contexts, regardless of willingness to participate. Groups may qualify even if not officially recognized. Examples include forced consumption, physical abuse, dangerous exertion, degrading conduct, and coerced illegal activity.

Georgia's O.C.G.A. § 16-5-61 also prohibits organizational hazing that endangers physical health or coerces consumption creating specified risks; violations are misdemeanors of a high and aggravated nature. Applicable Georgia disclosure requirements under O.C.G.A. § 20-1-30 must be reviewed separately

Call 911 for urgent danger. Hazing may be reported in person, by telephone, or in writing to the Campus President or Compliance Officer using Section 2 contacts. A person may request a report without identifying themselves, although anonymity can limit investigation. Retaliation is prohibited. Officials assess immediate needs, preserve evidence, refer possible crimes to police when appropriate, investigate impartially, and apply the applicable student, employee, or organization conduct procedure

The proposed campus-wide prevention program uses research-informed materials for students, faculty, and staff, covering recognition, reporting, ethical leadership, safe bystander intervention, and ways to build group cohesion without hazing. Delivery is proposed at student orientation, employee onboarding, and annual awareness activities

Hazing statistics beginning with 2025 must be collected for the annual report. They concern reported incidents within Clery geography, rather than only substantiated violations. The separate Campus Hazing Transparency Report summarizes findings against established or recognized student organizations and has distinct publication rules

Alcohol and drug policies

Standards of conduct and enforcement

ISSNMT's Drug-Free Prevention Program applies to students and employees. Alcohol is prohibited on school premises and at school-sponsored activities. The unlawful possession, use, manufacture, sale, distribution, or dispensing of illegal drugs or controlled substances is prohibited on school premises and in connection with school activities. Lawful medication use does not authorize impairment or unsafe conduct during instruction, work, or client services.

Georgia's minimum lawful drinking age is 21. ISSNMT prohibits underage possession or consumption and unlawful furnishing of alcohol to persons under 21. The School enforces its alcohol restrictions and applicable state underage-drinking laws. It also enforces applicable federal and Georgia drug laws and refers suspected criminal violations to appropriate law enforcement when warranted.

An impaired person may not remain in class, at work, or in client services. Administration will arrange or request safe transportation and appropriate assistance; immediate medical needs require 911. Odor alone must not replace an assessment of safety and observed conduct. Violations may result in corrective action up to dismissal or expulsion, termination of employment, and referral for prosecution under applicable school procedures. The source policy prescribes immediate dismissal or termination for selling or distributing drugs or alcohol.

Legal sanctions and health risks

Federal controlled-substance laws include 21 U.S.C. §§ 841 and 844. Unlawful possession, manufacture, and distribution can result in fines and imprisonment; penalties vary with the substance, amount, prior offenses, and circumstances. Georgia alcohol restrictions include O.C.G.A. § 3-3-23, and controlled-substance and trafficking provisions include O.C.G.A. §§ 16-13-30 and 16-13-31. State violations may be misdemeanors or felonies. The supplied policy's broad sentencing summaries should be checked against the current statute before being reused. See the legal resources in Section 12.

Alcohol and drug misuse can impair judgment, coordination, memory, and client-service safety; contribute to injury, addiction, mental-health problems, organ damage, overdose, and death; and create serious risks when substances are combined. Opioids and sedatives can suppress breathing. Stimulants can cause dangerous heart effects. Seek emergency assistance for suspected overdose or severe impairment.

Prevention treatment and assistance

ISSNMT provides substance-abuse information and referrals through school personnel and the Student and Employee Resource Board. Students and employees may request assistance without having to describe their situation publicly. Administrative support is private to the extent permitted by law and is not a substitute for confidential clinical counseling. Outside providers determine services, eligibility, and costs.

For confidential treatment referrals, contact SAMHSA at 1-800-662-4357 or https://findtreatment.gov. For a mental-health or substance-use crisis, contact 988 or the Georgia Crisis and Access Line at 1-800-715-4225. Call 911 for immediate danger. These centralized resources replace the lengthy, partly dated provider directory in the prior report.

Annual Review of Alcohol and Drug Policies

ISSNMT reviews its alcohol and drug policies annually with students, staff, faculty, and Advisory Board members. The review addresses prohibited conduct, applicable laws, disciplinary consequences, health risks, and available prevention, counseling, and treatment resources. The School maintains documentation of these reviews and communicates policy updates to students and employees.

The Council on Alcohol and Drugs

The Council on Alcohol and Drugs is a 48 year-old nonprofit, 501(c) 3 substance abuse prevention and education agency that develops programs and materials based on the most current research on drug use and its impact on community. The Council is an official affiliate of the Georgia Chamber of Commerce and a partnership program of the South Carolina State Chamber of Commerce. Our offices are located in the Georgia Chamber of Commerce headquarters in Atlanta. The Council's Drugs Don't Work program has been the official drug free workplace provider for the state of Georgia since 1993. The Georgia Department of Behavioral Health and Developmental Disabilities, Division of Addictive Diseases, Office of Prevention Services and Programs fund drugs Don't Work in Georgia.

The Council's mission is: **We change lives by empowering communities to prevent substance abuse and its related problems at home, school and work with proven, practical resources, prevention education, and advocacy.**
The Council's vision is **to be the premier resource for substance abuse prevention and education: changing lives, saving futures.**

Since our establishment in 1969, we have served the community through high-quality services and effective prevention programs. We have an exciting range of educational programs and services designed to engage children and teens, address the needs of parents, and to provide employers, educators, health professionals, policymakers, and the media with authoritative information on tobacco, alcohol, and other drugs.

The Council on Alcohol and Drugs, Inc.
270 Peachtree Street NW
Suite 2200
Atlanta, GA 30303-1283
(404) 223-2480

Drug Rehab Atlanta, Georgia

As the capital and most populous city in Georgia, Atlanta is a booming cultural and economic region that is rich with amazing opportunities for both residents and tourists alike. Not only is Atlanta a major transportation thoroughfare, but it is also home to many different industries and is considered a "world city" with an estimated $270 billion gross domestic product. The city has recently experienced revitalization, particularly over the past few decades since the 1996 Olympics, which was held in Atlanta. Efforts to prepare for the momentous occasion brought about significant changes in the demographics, politics, and culture of the city which has been a continued trend ever since.
The area is also familiar with a problem that many prosperous and vast metropolitan areas are often faced with, and that is the problem of drug and alcohol abuse and addiction. Therefore, when someone does need help with an addiction in Atlanta, there are valuable resources they can use to help him or her when they cannot help themselves. Outpatient programs can help, but often not enough when someone really needs to get out of the environment, they are in to determine how they were caught up in substance abuse in the first place. Inpatient and residential drug rehab programs in Atlanta help make treatment a much more efficient and productive process. The city of Atlanta has many such quality programs, many of which are covered through private health insurance. Aftercare is also important, which is where an outpatient program might be helpful as more of a maintenance step while someone rebuilds their life after treatment.

1-855-378-4228
There are 51 listings in Atlanta, Georgia:

- **Helping Hands Comm Based Servs Inc**
  5524 Old National Highway
  Atlanta, GA. 30349
- **Breakthrough Recovery Outreach LLC**
  3648 Chamblee Tucker Road
  Atlanta, GA. 30341
- **Odyssey Family Counseling Center**
  1919 John Wesley Avenue
  Atlanta, GA. 30337
- **WestCare Georgia**
  827 Pryor Street SW
  Atlanta, GA. 30315

- **Southside Behavioral Lifestyle**
1100 Cleveland Avenue
Atlanta, GA. 30344
- **Families First Inc**
1105 West Peachtree Street NE
Atlanta, GA. 30309
- **Georgia Rehabilitation Outreach Inc**
1777 Washington Road
Atlanta, GA. 30344
- **Access Mental Health Agency**
215 Lakewood Way SW
Atlanta, GA. 30315
- **Northside Hospital Behav Health Servs**
1140 Hammond Drive
Atlanta, GA. 30328
- **Bethany Christian Services of**
6645 Peachtree Dunwoody Road NE
Atlanta, GA. 30328
- **OGCC Behavioral Health Services Inc**
3915 Cascade Road SW
Atlanta, GA. 30331
- **Laurel Heights Hospital**
934 Briarcliff Road NE
Atlanta, GA. 30306
- **Imara Center LLC**
3915 Cascade Road SW
Atlanta, GA. 30331
- **Metro Atlanta Recovery Residences Inc**
2815 Clearview Place
Atlanta, GA. 30340
- **Road to Recovery Inc**
8735 Dunwoody Place
Atlanta, GA. 30350
- **Covenant Community Inc**
623 Spring Street NW
Atlanta, GA. 30308
- **ProActive Institute**
2849 Paces Ferry Road SE
Atlanta, GA. 30339
- **Fulton Cnty Dept of Behave Hlth and**
265 Boulevard NE
Atlanta, GA. 30312
- **TANGU Inc**
159 Forsyth Street SW
Atlanta, GA. 30303
- **Premiere Transitional Services Inc**
3330 Cumberland Boulevard
Atlanta, GA. 30339
- **MH Comprehensive Services LLC**
3103 Clairmont Road
Atlanta, GA. 30329
- **New Day Treatment Center Inc**
2563 Martin Luther King Jr Drive
Atlanta, GA. 30311
- **Progressive Consumer Csl Services LLC**
5536 Old National Highway
Atlanta, GA. 30349
- **TK Consulting Inc**
3781 Presidential Parkway
Atlanta, GA. 30340
- **Fulton County Alcohol and Drug**
265 Boulevard NE
Atlanta, GA. 30312
- **One Step Inc**
2260 Godly Road
Atlanta, GA. 30349
- **Mary Hall Freedom House Inc**
8750 Roswell Road
Atlanta, GA. 30350

- **Grady Memorial Hospital Corporation**
80 Jesse Hill Jr Drive SE
Atlanta, GA. 30303
- **Bethany Christian Servs of Georgia Inc**
6645 Peachtree Dunwoody Road NE
Atlanta, GA. 30328
- **Anchor Hospital**
5454 Yorktowne Drive
Atlanta, GA. 30349
- **Defying the Odds Inc**
5650 Old National Highway
Atlanta, GA. 30349
- **Comprehensive Counseling Solutions Inc**
3330 Cumberland Boulevard SE
Atlanta, GA. 30339
- **Cityside Healthcare**
950 Dannon View
Atlanta, GA. 30331
- **Hillside Inc**
690 Courtenay Drive NE
Atlanta, GA. 30306
- **Peachford Behavioral Health Systems**
2151 Peachford Road
Atlanta, GA. 30338
- **CHRIS Kids Inc**
1017 Fayetteville Road
Atlanta, GA. 30316
- **Transitional Family Services**
1830 Water Place SE
Atlanta, GA. 30339
- **Emory Wesley Woods Hospital**
1821 Clifton Road NE
Atlanta, GA. 30329
- **GPA Treatment Inc**
4255 Chamblee Tucker Road
Atlanta, GA. 30340
- **Positive Impact Health Centers Inc**
1117 West Peachtree Street NW
Atlanta, GA. 30309
- **Fulton Cnty Oak Hill Child Adol and**
2805 Metropolitan Parkway SW
Atlanta, GA. 30315
- **American Alternative Court Services**
99 Peachtree Street SW
Atlanta, GA. 30303
- **St. Jude's Recovery Center Inc.**
500 Piedmont Street
Atlanta, GA. 30308
- **Foundations Atlanta**
1708 Peachtree Street NW
Atlanta, GA. 30309
- **Peachford Behavioral Health System**
2151 Peachford Road
Atlanta, GA. 30338
- **Transitional Family Services Inc**
1830 Water Place
Atlanta, GA. 30339
- **Talbott Recovery Campus**
5448 Yorktowne Drive
Atlanta, GA. 30349
- **MARR Inc**
2801 Clearview Place
Atlanta, GA. 30340
- **New Beginnings Today LLC**
920 Dannon View SW
Atlanta, GA. 30331
- **DeKalb CSB**
3807 Clairmont Road
Atlanta, GA. 30341

- **HUGS Recovery Center**
777 Cleveland Avenue SW
Atlanta, GA. 30315

AA Meetings in Atlanta:

- H.a.t.
585 Dutch Valley Road
Atlanta, GA. 30324

Saturday - 12:00 PM

- Dupont Circle 5
1623 Conn. Ave.
Atlanta, GA. 30318

Thursday - 8:30 PM
Friday - 8:30 PM
Tuesday - 8:30 PM
Monday - 8:30 PM
Sunday - 8:30 PM
Saturday - 8:30 PM
Wednesday - 8:30 PM

- Men's Wednesday
8111 Roswell Road
Atlanta, GA. 30350

Wednesday - 12:00 PM

- Tri-noon
702 Lakeshore Circle
Atlanta, GA. 30324

Wednesday - 7:30 PM
Thursday - 7:00 PM
Friday - 3:30 PM
Sunday - 6:45 PM
Tuesday - 8:00 PM
Monday - 7:00 PM

- Sunday Beginners
8111 Roswell Road
Atlanta, GA. 30350

Sunday - 3:00 PM

- Bridge Builders
1809 Briarwood Road
Atlanta, GA. 30329

Monday - 6:45 AM
Thursday - 8:00 AM
Wednesday - 12:00 PM
Friday - 7:00 PM
Tuesday - 12:00 PM

- Awakening
8111 Roswell Road
Atlanta, GA. 30350

Sunday - 7:30 PM
Saturday - 7:30 PM

- Candlelight
8111 Roswell Road
Atlanta, GA. 30350

Friday - 8:00 PM
Thursday - 7:00 PM
Sunday - 8:00 PM
Wednesday - 12:00 PM
Monday - 6:00 PM
Tuesday - 8:00 PM
Saturday - 8:00 PM

- Clean Air
8111 Roswell Road
Atlanta, GA. 30350

Friday - 8:00 PM

Tuesday - 7:30 PM
Sunday - 8:00 PM
Wednesday - 12:00 PM
Saturday - 7:30 PM
Monday - 7:00 PM
Thursday - 7:00 PM

NA meetings in Atlanta:

- Jefferson Place
1135-B Jefferson Street
Atlanta, GA. 30318

Thursday - 7:00 PM
Monday - 8:00 PM
Sunday - 7:00 PM

- Fulton County Treatment Center
265 Boulevard Northeast
Atlanta, GA. 30312

Saturday - 6:15 PM
Sunday - 6:15 PM
Friday - 5:30 PM

- Main Street Club House
1980 Bankhead Highway
Atlanta, GA. 30318

Wednesday - 6:30 PM, 12:00 PM, 8:00 PM
Saturday - 11:30 AM, 11:59 PM
Thursday - 12:00 PM, 8:00 PM
Friday - 8:00 PM, 12:00 PM, 11:59 PM
Tuesday - 8:00 PM, 12:00 PM
Sunday - 6:00 PM, 12:00 PM, 4:30 PM, 8:00 PM
Monday - 12:00 PM, 8:00 PM

United Way: **Drug & Alcohol Recovery Programs**

United Way makes this directory of low-cost and no-cost drug and alcohol programs available in Metro Atlanta free of charge online at www.uwma.org/211FindHelp/Pages/OrderHelpfulGuides.aspx

What to do if you have a drug or alcohol related and/or mental health emergency

Call 911 + while waiting for help to arrive, you can call.

Georgia Crisis and Access Line 1-800-715-4225 24 hours a day, 7 days a week - talk to a counselor who may be able to help you until help arrives.

Georgia Crisis and Access Line (GCAL) 1-800-715-4225 24 hours a day, 7 days a week
You can get information about outpatient substance abuse programs as well as detox facilities and mental health centers in Fulton and DeKalb Counties and anywhere else in Georgia. They can even make an appointment for you in some cases for outpatient substance abuse programs that are free or low-cost.

United Way 2111 211 or 404-614-1000 United Way 211 offers a 24/7 service where you can talk to a trained agent who has a list of free and low-cost residential treatment programs available to homeless and anyone else with no money or insurance. You can also go to the United Way web site www.unitedwayatlanta.org and click on '"2-1-1 logo" to download a comprehensive directory of no-cost and low-cost drug and alcohol treatment programs for men and women including mothers with children. In addition, you can order a printed copy of the directory by calling 211 or (404-614-1000).

Saint Joseph's Mercy Care Services 678-843-8600(downtown)-8700(north) 424 Decatur St., Atlanta across from MLK MARTA Station Saint Joseph's Mercy Care provides health care and health related services, including referrals for substance abuse recovery and mental health assessments and street outreach for same. Mercy Care operates four fixed medical sites at Mercy Clinics Downtown and North, at Crossroads Community Ministries (St. Luke's Episcopal Church) and at the Gateway Center.

Gateway Center 404-215-6600 The Gateway Center serves as a gateway to the community continuum of care, and as such, can provide information, referral, and contact – for both men and women – to drug and alcohol recovery programs throughout the region. You can call the Gateway receptionist at 404-215-6600 Mon-Fri from 8 AM – 5:30 PM. At other times and on weekends, please call 404-215-6615. See the flyer featuring Gateway and the residential recovery program list in this directory for a description of the on-site programs offered Gateway. Helpline Georgia 1-800-338-6745 Trained, caring professionals who thoroughly understand the substance abuser problem answer your calls. You will receive helpful materials and other information at no charge. 800 statewide substance abuse prevention and treatment providers are listed in the database among 3900 resources available to callers.

Alcoholics Anonymous 404-525-3178 Meeting 404-454-3637 schedule, sponsor information

Cocaine Anonymous 404-255-7787 Meeting Schedule

Gateway Center 275 Pryor St., Atlanta 30303 404-215-6600 This center has several men's only residential recovery programs – Recovery Consultants of Atlanta, the VA, and the Atlanta Enterprise Center, all facilitated by Gateway. Gateway also facilities a pre-program in cooperation with Hope House. Gateway's walk-in hours for inquiries about drug and alcohol programs are 7:00 AM to 5:00 pm Mon-Fri.

Central Presbyterian Outreach Center 201 Washington St., Atlanta 404-659-7119—across from Georgia State Capitol Offers information and referrals to drug and alcohol recovery programs Mon-Fri, 9 am to noon. May telephone at 9:15 am or walk-in to schedule an appointment. A line for appointments begins forming around 7:00 am located at 210 Washington St. (inside Central Presbyterian Church, across from the State Capitol) 404-659-7119

Crossroads Community Ministries (St. Luke's) 420 Courtland St., Atlanta 30308 between Ralph McGill Blvd & Pine Street 404-873-7650 If you are new to Crossroads, you should arrive no later than 8:30 am Mon-Fri for an orientation meeting; located at 420 Courtland St. one block from the corner of Peachtree St. and Ralph McGill Blvd. St. Joseph's Mercy Care has a permanent office adjoining Crossroads and the staff at Crossroads will help connect you.

Fulton County Center for Health and Rehabilitation 265 Boulevard, NE Atlanta 30312 404-730-1650 Services include intensive outpatient counseling, psycho-social day treatment, ambulatory rehabilitation, extended care, domestic violence and criminal justice groups, gender-specific substance abuse treatment, HIV counseling, assessment and referral, relapse prevention, aftercare, lunch and learn, and AA meetings, call for hours each of these services are offered. If you are homeless and live in a shelter, bring a shelter letter, if possible. If you are living on the streets, you can just walk in during regular hours from 8:30 am to 5 pm – don't need a letter. Serve ages 18 and up. (Those Fulton County residents under 18 can call Oakhill at 404-762-4111. There is no inpatient residential recovery program at this center.

Grady Psychiatric Emergency Services Clinic Floor 13-B, Jesse Hill Dr. Downtown Atlanta 404-616-4754 Services include assessment and evaluation and referral to programs in the community that address the needs of each individual such as mental health evaluations and medicines, drug and alcohol counseling including detox and referral to drug and alcohol, residential programs and outpatient programs.

Project Connect at Gateway Center – Open 24/7 Intake Hours: 7:00 am to 4:30 pm MON - FRI; other days and times by special arrangement. Offers substance abuse counseling, addiction support groups, case management and many other services.

Safe House Outreach 89 Ellis St. Atlanta 404-523-2221. Located downtown about a block east of Peachtree St. You can get information and referrals to drug and alcohol detox and recovery programs in Atlanta and elsewhere. Safe House operates New Canaan Ranch, a drug and alcohol recovery program in Tennessee for 50-60 men, located at 89 Ellis St. about two blocks from Peachtree St. (downtown). Their hours are 9:00 am to 5:00 pm Mon-Fri
Drug & Alcohol/updated January 2012 Information contained in this guide is subject to change at any time without notice by the agency.

The Gateway Center serves as a gateway to the community continuum of care, and as such, can provide information, referral, and contact – for both men and women – to drug and alcohol recovery programs throughout the region.

GEORGIA CRISIS AND ACCESS LINE By calling this number (1-800-715-4225) you will be able to talk to a "care consultant" who, if space available and requirements are met, will arrange for you while you are on the telephone or shortly thereafter, to be placed as an outpatient or an inpatient detox facility if you qualify.

GEORGIA HELPLINE Outpatient and inpatient 1-800-338-6745 24 hours a day, 7 days a week you can speak directly to a trained professional who can tell you about inpatient and outpatient detox facilities in your area a week-live counselors)

DeKalb Addiction Center—outpatient--404-892-4646 455 Winn Way, Decatur, Ga. 30030

Fulton County Center for Health & Rehab/Substance Abuse—outpatient--404-730-1650 MON – FRI; 8:00 am-5:00 pm

St. Jude's Recovery Center - to be admitted to this program, you must call Georgia Crisis and Access Line which you can do night or day, 24/7, by dialing toll-free, 1-800-715-4225.

VA Medical Center 404-321-6111 Ext. 6900 - All drug and alcohol services at the VA are outpatient administered by the veteran's primary care physician or in the emergency room. There are no residential treatment programs at the VA Hospital.

Georgia Crisis and Access Line 1-800-715-4225 24 Hours a Day, 7 Days a Week You can get information about outpatient substance abuse programs as well as detox facilities and mental health centers in Fulton and DeKalb Counties and anywhere else in Georgia. They can even make appointments for you in some cases.

Dekalb Central Access 404-892-4646 24 Hours A Day, 7 days a week This office can make an appointment for you at the DeKalb Addiction Center for outpatient substance abuse treatment. Also, if you live in Fulton, Clayton, or DeKalb Counties, you might be qualified for admission to the DeKalb Crisis Center for those who need urgent inpatient care.

Georgia Helpline 1-800-338-6745 24 hours a day, 7 days a week You can speak directly to a trained professional who can tell you about inpatient and outpatient treatment and detox programs in your area.

Fulton County Center for Health and Rehabilitation 265 Boulevard, NE Atlanta 30312 404-730-1650 this agency provides assessments, evaluations, outpatient drug and alcohol detox and recovery program for men and women. If you are homeless and live in a shelter, bring a shelter letter if possible. If you are living on the streets, you can just walk in during regular hours from 8:30 am To 5 pm—do not need a letter. Serve Ages 18 And up. (Those Fulton County residents under 18 can call Oakhill at 404-762-4111. There is no inpatient or residential recovery program at this center.)

ANOTHER CHANCE OF ATLANTA, INC. — 404-418-8920--individuals 18 years of age and above seeking to recover from alcohol and/or drug abuse, or homelessness. Services provided to residents include but are not limited to relapse prevention groups, 12-step programs, life skills training, counseling sessions, and the ready-for-work program. Fee: Sliding Scale.

ATLANTA CITY BAPTIST RESCUE MISSION — 404-577-3409--this is a male's shelter that also offers a substance abuse program. During the first three weeks clients stay free and are provided mats for sleeping; upon completion of the first two weeks, an extension may be granted with verifiable proof of employment. The agency also operates a "working dorm", here clients pay a straight fee and are permitted to use the microwave, toaster, coffee pot and laundry facilities. Fee: Straight fee

ATLANTA UNION MISSION—404-367-2492--males 25 years of age and above; must have an income and be 30 days clean of drugs. The center offers housing in a drug-free environment. Upon entering this program all clients, regardless of origin, are assigned an individual counselor and are required to attend weekly community meetings; referral required from hospital, drug treatment center, or other social service agencies. Fee: Straight fee

BREAKTHRU HOUSE, INC. – 404-284-4658--females 18 years of age and above recovering from substance abuse (does not accept pregnant females). Fee: Straight fee.

COVENANT COMMUNITY – 404-881-4660--males 18 years of age and above; no dual diagnosis; must have been formally detoxed; negative TB & RPR test Hours. Clients cannot have dual diagnosis and must have been through a detox program. Program is offered up to 18 months. Fee: none for first 60 days, straight fee after employment

EXTENSION - 770-590-9075--this organization provides professional counseling and recovery services to low- and moderate-income people, including a residential recovery program for homeless men. You must be a resident of Cobb County. Fee: Varies by the program

FOREVER FREE OUTREACH MINISTRIES, INC.—770-971-7471--this organization provides recovery residences for males and females 18 years of age and above with substance abuse issues. Rent is a straight monthly fee plus an intake fee and maximum stay is one year. Fee: Straight fee

ELLA MAE THOMAS HOUSE, INC.—678-620-3542--males and females 18 to 65 years of age; provides recovery residences for single males and females in an apartment-style living, the minimum stay is twelve months; Fee varies by program.

GILGAL, INC—404-305-8007-- homeless women with substance abuse issues; the program operates two facilities, a phase one and phase two home, each one uniquely equipped and staffed to aid women in their resettlement and independence, maximum stay is one year. Fee: 30% of monthly income is paid as ministry fee

HOPE HOUSE—404-564-4181-- homeless males 18 years and above with substance abuse issues; the program has two phases - phase one is focused on substance abuse treatment; phase two is home to men who are committed to long-term recovery and permanent housing. Fee: Straight fee

H.O.P.E. THROUGH DIVINE INTERVENTION—404-748-4375-- homeless male; must meet HUD defined chronic homeless criteria; must have TB screen and RPR within the current year; this organization helps chronic homeless men excel by providing permanent supportive affordable housing and case management services. There is a two-year maximum stay in the housing program. Fee: 30% of adjusted gross monthly income

LEVEL SEVEN RECOVERY—404-437-7299-- this organization offers an apartment-style recovery residence for males 21 years of age and above. The program consists of a 12-step program, life skills training, individual and group therapy, outpatient treatment, and work/volunteer experience. Clients of the program must stay a minimum of nine months and maximum of 18 months. Fee: Straight fee

LUKE'S PLACE – 404-635-0091—male only--this agency offers a residential substance abuse program for men with a minimum stay of 90 days and a maximum of one year. They also offer Alcohol and Narcotic Anonymous meetings as well as relapse prevention. Fee: Straight free

MARY HALL FREEDOM HALL—770-642-5500--females 18 years of age and above with or without children (no more than 3 children, birth to 13 years of age) Primary diagnosis must be drug or alcohol dependency. The primary goal of this agency is to provide the women with the structure, support, and skills necessary to live productive and healthy lives without the use of drugs or alcohol. The client must have 14 days of all prescribed medication needed at admission. Fee: sliding scale; none for Fulton County residents

METRO ATLANTA RECOVERY RESIDENCES--678 805-5131-- this organization operates an intensive residential substance abuse program for men and women 18 years of age and above. Fee: Straight fee

NO LONGER BOUND, INC--770 886-7873--this is a nine-month faith-based drug and alcohol program for adult males ages 18 and up. The program is a ten-month, long-term process of recovery where men in the program learn to take responsibility for their own recovery and adopt a whole lifestyle change. Fee: Straight fee

OAKHURST—404-371-0590-- homeless men with no income; must have recently completed, or currently in a detox program; referral from a detox facility; residents of City of Decatur. Fee: none

PEACHFORD MINISTRIES – 800-448-6448-- men with drug and/or alcohol addiction; this agency offers residential recovery programs for men complete with housing, food, clothing, and employment opportunities. It is a six-month program, but clients may stay as long as they need to. Clients must work to be able to pay their own way; however, credit will be extended to those without funds upon arrival. Clients are required to attend daily on-site and outside meetings. Fee: Straight fee

PEOPLE ACCEPTING CHALLENGES EVERYDAY—678-222-3433-- All clients have to be cleared medically. TB test, RPR test, Nurses assessments are needed prior to intake. No criminal history of violence or sexually related crimes. Clients need to be physically able to work, have a desire to stay clean and live a life of recovery in the spirit of recovery. Fee: Straight fee

QUEST 35 – 678-705-5318 -- The Leonard House is a 90-day emergency transitional recovery residence for homeless men and women 18 years of age and above. They offer supportive services such as substance abuse treatment, food, and clothing. They also offer referrals to outside collaborating agencies for client services, must have referral from 24/7 Gateway Center. Fee: none

ROCKDALE HOUSE FOR MEN –770-483-3984 -- males 18 to 70 years of age; this agency offers a highly disciplined and structured community environment for their residents, who attend Alcoholics Anonymous meetings daily and study the steps and traditions of AA. Residents share housekeeping responsibilities and yard work. Each house has a greenhouse, which is part of the vocational therapy program. Fee: Straight fee

ROCKDALE HOUSE FOR WOMEN – 770-483-0213 -- This agency provides residential and transitional substance abuse treatment as well as substance abuse education and prevention programs for women. Fee: Straight fee

ST. JUDE'S - 404-874-2224 -- This is a residential substance abuse treatment program for individuals requiring treatment for detoxification from drugs and alcohol; caller must call Behavioral Link. Crisis and Access Line 800/715-4225 Fee: based on ability to pay.

SALVATION ARMY, RED SHIELD – 404-486-2701 -- males be at least 18 years of age; physical exam, TB skin test and blood work is required at applicant's expense; all clients must be detoxed if necessary; clients must be willing to commit to the three month program, consent to random drug testing, and must be able to care for self and function in all areas of the program. Fee: Straight fee

SALVATION ARMY REHABILITATION CENTER (ARC) – 404-522-9785 -- This is a three-month faith-based residential substance abuse program. Clients participate in a host of group sessions, classes, and Bible studies and receive intensive case management therapy. Clients must be willing to commit to the three-month program, consent to random drug testing, and must be able to care for self and function in all areas of the program. Clients receive three meals each day and an evening snack for the first month only. Fee: straight fee

SET FREE MINISTRY – 678-450-8270 -- this agency offers an inpatient substance abuse program for men. The program requires a 90-day commitment. Fee: none

S**IGN & WONDERS, INC**.—770-962-0470—sober living facility: males 18 years of age and above without children; Fee: none

SOUL CHANGERS RECOVERY PROGRAM -- 404-933-2357 -- this organization provides a residential recovery program for males 24 years and above with substance abuse issues. The program houses up to eighteen men and provides employment services, financial management, and educational assistance. Rent is a straight fee paid weekly (plus a deposit) and maximum stay is one year. Fee: Straight fee

STAND, INC. — 404-288-4668 – male included ex-offenders 18-45 years of age with substance abuse issues; this organization seeks to address problems of substance abuse by providing outpatient drug and alcoholism treatment, court-ordered DUI evaluations, and first and multiple offender DUI programs. Fee: Sliding Scale

STEPPINGSTONE REHABILITATION CENTER -- 404-766-7282 -- this agency offers residential substance abuse treatment for males 18 years of age and older; referral from treatment center or individuals; Fee: Straight fee.

SOUTHERN WOMEN'S HOUSING ALLIANCE, INC. — 678-754-2253 -- this is a residential drug and alcohol treatment residence for females 18 years of age and above. In addition to substance abuse treatment and apartment-style housing, comprehensive case management, support groups, and a 12-step program is offered. Minimum stay is six months and maximum stay is 18 months. Fee: Straight fee.

TANGU PHASE II, INC. – 404-523-4599 -- males and females 18 to 75 years of age with substance abuse and/or mental health issues; minimum six months stay for recovery residence; Fee: varies by the program.

TEEN CHALLENGE INTERNATIONAL ATLANTA, INC. — 678-526-8640 -- males 16 to 24 years of age with life-controlling issues (examples: addictions, deviant behaviors); Fee: Sliding Scale

TRANSITION HOUSE – 404-815-1535 -- homeless, single men, single women, veterans; must be in recovery from substance abuse and or be clean for 30 days; must find employment in first few weeks; This organization provides long term supportive residential housing and after care services for adult individuals dealing with substance abuse and dual diagnosis. They require a commitment of one year; however, program participants can stay up to two years. Fee: Straight fee

TOOLSHED MINISTRIES, INC. – 404-437-1219 -- this program offers a recovery residence for males 18 years of age and above who were recently released from prison or those who have substance abuse issues. Housing, substance abuse treatment and counseling, and life skills education is provided to residents to insure successful re-entry into society. Fee: based on ability to pay

TRINITY COMMUNITY MINISTRIES -- 404-222-0553 -- Trinity House–Big Bethel is a residential transitional program designed to serve homeless men with issues regarding drug dependency. After successful completion of the program, clients move on to Trinity Lodge, a short-term affordable housing aftercare home for former residents of Trinity House-Big Bethel. Fee: Sliding Scale

VICTORY OUTREACH ATLANTA -- 404-762-1602 -- this agency provides a residential alcoholism and drug abuse treatment facility for men and women; Fee: none.

WILL OF THE FATHER -- 404-381-6110 -- male ex-offenders and/or recovering substance abusers 21 years of age and above; recovering substance abusers must have documentation of release from detox unit; no sex-offenders, AIDS patients or those that are bed-ridden, clients enrolled in this program are also provided job readiness training, employment assistance, educational resources, financial coaching and spiritual enrichment. Fees are based on the client's ability to pay; the minimum stay is six months.

H.O.P.E. THROUGH DIVINE INTERVENTION—404-748-4375-- homeless male; must meet HUD defined chronic homeless criteria; must have TB screen and RPR within the current year; this organization helps chronic homeless men excel by providing permanent supportive affordable housing and case management services. There is a two-year maximum stay in the housing program. Fee: 30% of adjusted gross monthly income

MARY HALL FREEDOM HALL—770-642-5500--females 18 years of age and above with or without children (no more than 3 children, birth to 13 years of age) Primary diagnosis must be drug or alcohol dependency. The primary goal of this agency is to provide the women with the structure, support, and skills necessary to live productive and healthy lives without the use of drugs or alcohol. The client must have 14 days of all prescribed medication needed at admission. Fee: sliding scale; none for Fulton County residents

METRO ATLANTA RECOVERY RESIDENCES--678 805-5131-- this organization operates an intensive residential substance abuse program for men and women 18 years of age and above. Fee: Straight fee

ST. JUDE'S - 404-874-2224 -- This program provides permanent housing and addiction treatment to homeless addicted women who are HIV+ Fee: based on ability to pay.

TRANSITION HOUSE – 404-815-1535 -- homeless, single men, single women, veterans; must be in recovery from substance abuse and or be clean for 30 days; must find employment in first few weeks; This organization provides long term supportive residential housing and after care services for adult individuals dealing with substance abuse and dual diagnosis. They require a commitment of one year; however, program participants can stay up to two years. Fee: Straight fee

GEORGIA BAPTIST CHILDREN'S HOME -- 770-514-8255 -- males and females 12 to 17 years of age with substance abuse as primary diagnosis; this program offers intensive residential and outpatient services, which include individual, family and group counseling for families struggling with adolescent substance abuse. Fee: Sliding Scale

TEEN CHALLENGE INTERNATIONAL ATLANTA, INC. — 678-526-8640 -- males 16 to 24 years of age with life-controlling issues (examples: addictions, deviant behaviors); Fee: Sliding Scale

Alcohol/Drug Abuse Counseling Agencies

24/7 Gateway Center -- 404-215-6600
Aniz, Inc. -- 404-521-2410
Atlanta Vet Center -- 404-347-7264
Care and Counseling Center of Georgia -- 404-636-1457
Cathedral of the Holy Spirit -- 404-243-5020
DeKalb Central Intake -- 404-892-4646 call anytime day or night 24/7
Extension -- 770-590-9075
Families First, Inc. -- 404-853-2844

GA Resources: Education, Advocacy, and Treatment for Deaf Adults and Youth -- 404-377-9224 V/TDD
Georgia Crisis & Access Line -- 1-800-715-4225
Grady Hospital -- 404-616-4762 call anytime day or night 24/7
GRN Community Service Board - Lawrenceville Outpatient Center – 770-962-5544
Henry County Counseling Center – 770-898-7400
House of Hope -- 770-650-4673
Higher Living Community Impact Center, Inc. -- 770-650-4673
Lifeline Ministries – CRS – 404-468-6857
Metropolitan Counseling Services – 404-321-1794
New Beginnings Counseling Center – 770-831-1799
New Start Substance Abuse Center Institute for Multicultural Rehabilitation, Inc. – 404-370-1508
Odyssey Family Counseling Center, Inc. – 404-768-1156
Positive Impact, Inc. – 404-589-9040
Shiloh - McDonough Community Outreach, Inc. – 678-432-1491
Southside Medical Center – 404-688-1350

DRUG & ALCOHOL Programs Where to get free TB tests, blood tests (RPR tests) and other tests required to enter some drug and alcohol recovery programs.

Saint Joseph's Mercy Care Services
678-843-8600 424 Decatur St., Atlanta across from MLK MARTA Station Saint Joseph's Mercy Care provides health care and health-related services, including referrals for substance abuse recovery and mental health assessments and street outreach for it. Mercy Care operates four fixed medical sites at Mercy Clinics Downtown and North, at Crossroads Community Ministries (St. Luke's Episcopal Church) and the Gateway Center. Other mobile health clinics are located at the Atlanta Union Mission, the Atlanta Day Shelter for Women and Children, Central Presbyterian Church, Moore's Mill Village and Jefferson Place. Call for days, hours, and addresses of these clinics.

The hours are from 8:30 - 5pm Monday - Friday. Gateway is listed with all other clinic sites. It is your call if you want to be listed separately for TB Testing. A person can get a TB screening at any of our clinic sites.

Fulton County Health Department 99 Jesse Hill Jr. Drive Atlanta 30303 Hours: 8 am to 4 pm Mon-Fri Across street from main entrance to Grady Hospital for residents of Fulton County. Free if unable to pay and have no insurance.

Sober Housing for Recovering Addicts
For those who have successfully completed a substance abuse program
When rehab programs begin to wind to a close, the professionals at the facility should begin to prepare their patients for transition back into the outside world. If this is not done, you should ask for help in finding aftercare transition housing. After-care refers to housing and services where an individual in post-rehab recovery can get the help they need to stay on track and continue to apply everything they learned during counseling. 12-step programs such as Alcoholics Anonymous or Narcotics Anonymous are two of the most common forms of after-care services.

ATLANTA STEP UP SOCIETY – 404-892-3392 -- This organization provides transitional housing for males who have been alcohol/drug free for one month, along with substance abuse support groups and nutrition and self-help education. The maximum length of stay varies from six months to a year.

ATLANTA MISSION—404-367-2492--males 25 years of age and above; must have an income and be 30 days clean of drugs. The center offers housing in a drug-free environment. Upon entering this program all clients, regardless of origin, are assigned an individual counselor and are required to attend weekly community meetings; referral required from hospital, drug treatment center, or other social service agencies.

EXTENSION - 770-590-9075--this organization provides professional counseling and recovery services to low- and moderate-income people, including a residential recovery program for homeless men. You must be a resident of Cobb County.

MARY HALL FREEDOM HALL—770-642-5500--females 18 years of age and above with or without children (no more than three children, birth to 13 years of age) Primary diagnosis must be drug or alcohol dependency. The primary goal of this agency is to provide the women with the structure, support, and skills necessary to live productive and healthy lives without the use of drugs or alcohol. The client must have 14 days of all prescribed medication needed at admission. Fee: sliding scale; none for Fulton County residents

NAK UNION ENHANCEMENT – 678-466-6446 -- this agency provides a clean, sober living facility for males and females 18 years of age and above. Their recovery homes are friendly, safe, drug and alcohol-free environment. Additionally, they provide ex-offender halfway house for men and women.

PORTER'S HOUSE CDC – 404-284-2377 -- men who have been at least 7 days sober/clean.

SIGN & WONDERS, INC.—770-962-0470—sober living facility: males 18 years of age and above without children.

YOUNG ADULT GUIDANCE CENTER -- 404-792-7616 -- males 13 to 21 years of age

Campus crime statistics

Crime tables are independently verified police or campus-security-authority totals. The source reports one on-campus motor vehicle theft in 2023 and zero for the other separately listed criminal offenses. Confirm all counts and geographic assignments before publication.

Each cell shows counts in the order 2023 / 2024 / 2025. V means verification required, not zero. Housing is not applicable because ISSNMT has no on-campus student housing. The 2025 values require confirmation that they cover the full calendar year; the source title referred to October 2025.

Reported offense	On campus 2023/24/25	Non campus 2023/24/25	Public property 2023/24/25
Murder and nonnegligent manslaughter	0 / 0 / 0	0 / 0 / 0	0 / 0 / 0
Manslaughter by negligence	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

Reported offense	On campus 2023/24/25	Non campus 2023/24/25	Public property 2023/24/25
Burglary	0 / 0 / 0	0 / 0 / 0	0 / 0 / 0
Motor vehicle theft	1 / 0 / 0	0 / 0 / 0	0 / 0 / 0
Arson	0 / 0 / 0	0 / 0 / 0	0 / 0 / 0

The values above retain source geography labels solely for verification. If no qualifying non campus property exists, use an explanatory not-applicable entry consistently instead of implying a verified non campus dataset. Do not add forcible or nonforcible sex-offense subtotal rows to the individual offenses.

Violence stalking and hazing

Category	On campus 2023/24/25	Non campus 2023/24/25	Public property 2023/24/25
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
Hazing	— / — / 0	— / — / 0	— / — / 0

The source combines domestic violence, dating violence, and stalking in one all-zero row. Separate incident review is required before entering individual category counts. The dash for hazing denotes years before the federal collection requirement began; confirm current Department of Education presentation instructions. No 2025 hazing count was supplied.

Arrests and disciplinary referrals

Action and violation	On campus 2023/24/25	Non campus 2023/24/25	Public property 2023/24/25
Arrests for liquor law violations	0 / 0 / 0	0 / 0 / 0	0 / 0 / 0
Arrests for drug law violations	0 / 0 / 0	0 / 0/ 0	0 / 0/ 0
Arrests for weapons law violations	0 / 0/ 0	0 / 0 / 0	0 / 1 / 0
Referrals for liquor law violations	0 / 0/ 0	0 / 0/ 0	0 / 0 / 0
Referrals for drug law violations	0 / 0/ 0	0 / 0/ 0	0 / 0 / 0
Referrals for weapons law violations	0 / 0 / 0	0 / 0 / 0	0 / 0 / 0

The source's drug, liquor, and weapons rows do not distinguish arrests from referrals. Verify these six categories from police and conduct records and apply federal counting rules to avoid duplicate counting of persons arrested and referred for the same violation. A school alcohol-policy violation is not automatically a liquor-law violation.

Hate crimes and unfounded reports

Hate Crimes on Campus: The source states that no hate crimes were reported, but its bias description omits gender identity and combines ethnicity and national origin. **Hate Crimes:** ISSNMT received no reports of hate crimes within its Clery-reportable geography in **2023, 2024, or 2025**. For each year, the count was zero for every required hate-crime offense, including larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, across all required bias categories: actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

Unfounded Crimes: The total number of reported crimes formally determined unfounded by sworn or commissioned law-enforcement personnel was **zero in 2023, zero in 2024, and zero in 2025**. Reports were not classified as unfounded merely because they were unproven, withdrawn, uncharged, or dismissed through an institutional process.

Statistics must be reconciled with reports from campus security authorities, reasonable good-faith police requests, incident records, and the applicable federal survey. The School should retain the records supporting classifications and counts. Statistics do not include identifying information about victims.

Official sources for final review

34 CFR 668.41 and 668.46 — annual availability and distribution, campus security policy disclosures, statistics, emergency procedures, prevention, and disciplinary protections. https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-D

20 U.S.C. 1092(f), as amended by the Stop Campus Hazing Act, Public Law 118-173. https://www.govinfo.gov/content/pkg/PLAW-118publ173/pdf/PLAW-118publ173.pdf

U.S. Department of Education campus-security guidance and Federal Student Aid Handbook consumer-information chapter. https://www.ed.gov/teaching-and-administration/safe-learning-environments/school-safety-and-security/campus-security and https://fsapartners.ed.gov/knowledge-center/fsa-handbook

34 CFR Part 86 — drug and alcohol abuse prevention requirements. https://www.ecfr.gov/current/title-34/subtitle-A/part-86

Georgia official code access for alcohol, controlled substances, family and dating violence, sexual offenses, stalking, and hazing. https://www.legis.ga.gov/georgia-code

Federal controlled-substance statutes and DEA drug information. https://uscode.house.gov and https://www.dea.gov/drug-information

None of the criminal offenses from the above chart manifested evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability; nor were there any other reported criminal incidents involving bodily injury which manifested similar prejudice.

Campus Fire Safety Annual Compliance Report

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. This act requires the school to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on campus statistics. The International School of Skin, Nailcare and Massage Therapy does not offer student housing on or off campus. Although this law only applies to schools with student housing we are voluntarily reporting that there have been no fires on campus in the last three years.

Emergency Response and Evacuation Procedures

The International School of Skin, Nailcare & Massage Therapy (ISSNMT) is committed to providing a safe environment for students, employees, clients, and visitors. ISSNMT maintains emergency response, notification, and evacuation procedures designed to provide timely information and appropriate direction when a significant emergency or dangerous situation occurs on or immediately affects the campus.

Confirmation of an Emergency or Dangerous Situation

Any student, employee, client, or visitor who becomes aware of an emergency or potentially dangerous situation should immediately notify **ISSNMT Administration** and, when appropriate, call **911**. Emergencies may include, but are not limited to, fire, severe weather, hazardous conditions, threats of violence, active threats, medical emergencies, utility failures, or other circumstances that may pose an immediate threat to the health or safety of the campus community.

Upon receiving information concerning a potential emergency, **ISSNMT Administration will promptly assess the available information and, when necessary, consult with the Sandy Springs Police Department, Sandy Springs Fire Department, emergency medical personnel, building management, or other appropriate authorities to confirm the existence and nature of the emergency.**

Evacuation Procedures

When evacuation is necessary, students, employees, clients, and visitors must promptly follow the instructions of ISSNMT personnel and emergency responders.

When an evacuation order or fire alarm is issued:

1. Immediately discontinue activities and evacuate the affected area or building.
2. Use the nearest safe designated exit and follow posted evacuation routes.
3. **Do not use elevators during a fire or when otherwise instructed not to do so. Use stairwell exits.**
4. Assist individuals who may require assistance when it is safe and reasonable to do so, and notify emergency personnel of anyone requiring additional assistance.
5. Proceed to the designated assembly area or other safe location identified by ISSNMT personnel or emergency responders.
6. Remain clear of entrances, emergency vehicles, and emergency-response personnel.
7. Do not re-enter the building until authorized by ISSNMT Administration, fire officials, law enforcement, or other appropriate emergency personnel.

For a fire or other emergency requiring outside assistance, **911 should be contacted as soon as it is safe to do so.**

Where evacuation would create a greater danger, ISSNMT may instead direct the campus community to **shelter in place, lockdown, or take other protective action** appropriate to the circumstances.

Emergency Response and Evacuation Testing

ISSNMT will conduct **emergency response and evacuation tests at least annually**. Tests may include announced or unannounced fire drills, evacuation exercises, lockdown exercises, emergency notification tests, or other exercises appropriate to the school's emergency procedures.

ISSNMT will document each test, including:

- A description of the exercise;
- The date and time of the exercise;
- Whether the exercise was announced or unannounced; and
- An evaluation, when appropriate, of the effectiveness of the procedures and any corrective action identified.

At least one test each calendar year will include procedures designed to **test the institution's emergency response and evacuation procedures**.

Publicizing Emergency Procedures

ISSNMT will publicize its emergency response and evacuation procedures in conjunction with at least one emergency response or evacuation test each calendar year. Emergency and safety information may also be communicated through **New Student Orientation, employee training, campus postings, electronic communications, the Annual Campus Security Report, and other appropriate methods.**

Students and employees are expected to familiarize themselves with posted evacuation routes, emergency procedures, and school communication methods and to follow the directions of ISSNMT Administration and emergency responders during an emergency.

Coordination with Local Emergency Authorities

ISSNMT maintains a working relationship with local emergency and law-enforcement agencies, including the **Sandy Springs Police Department**, and will contact or cooperate with police, fire, emergency medical services, building management, and other appropriate authorities when circumstances require their assistance.

The safety of the campus community is the primary consideration in any emergency. All students and employees are expected to report emergencies promptly, comply with emergency instructions, and cooperate with school officials and emergency responders.

Fire Services

All fire extinguishers are inspected at least annually and replaced as needed and fire drills conducted annually.

RESPONSIBILITY OF BUILDING OCCUPANTS IN THE EVENT OF A FIRE

All occupants are required to leave the building when a fire alarm sounds or during a fire drill. Sound the alarm as the building is vacated. Occupants evacuating a building should not use elevators. Use the stairwell exits only. No one should re-enter the building until authorized to do so by fire officials. Once out of the building, report the fire location by dialing 911 on a cell phone.

All rooms are equipped with fire exit routes.

FIRE SAFETY INSPECTIONS

The City of Sandy Springs, GA and the Fire Marshall routinely inspect the school. There are no violations for fire or safety code violations.

FIRE DRILLS

Fire drills occur at least once annually by either the School or the Prado Shopping Center to ensure occupants understand the safest way to exit the buildings and premises.

FIRE ALARMS and EXITING A BURNING BUIDLING

When a fire alarm sounds, follow the procedures outlined below. Tampering with building fire alarms, fire systems, or fire extinguishers is prohibited. Violators are subject to disciplinary action, monetary fine, or both. Only authorized personnel are allowed to work on these life safety systems.

Exiting a Burning Building:

- Leave the room immediately, as required by state law.
- Leave the wall or overhead light on.
- Follow the escape routes from each room in the building.
- Walk or crawl to the exit to prevent deadly smoke inhalation.
- Resist the urge to use an elevator to exit a multi-story building. The elevator could stop on the floor on fire or could stall between floors.
- If you have access to any sort of material to cover your face, use it--preferably, if you can wet it down. Cover your nose and mouth as you crawl toward your exit. This helps reduce smoke inhalation.
- Touch all doors before opening them on your escape route. If a door feels hot, take an alternate route if it is available. If the hot door is your only means of escape, open it with a crack and prepare to shut it if you face flames.
- Do not re-enter a burning building under any circumstances.
- Walk away from the building quickly to a safe distance from any fire, falling debris or objects.
- Remain outside until the signal is given by building staff to return to rooms.
- Report fellow students, employees and clients who may be missing.

Smoke Free Campus

The school has a 24-hour 7-day per week service that monitors automated fire alarms in the buildings.
Smoke-Free Campus Environment Smoking is prohibited in the buildings and a designated smoking area is available. This policy applies to all faculty, staff, students, visitors, and contractors.

For purposes of this policy, “smoking” means inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lit tobacco products, including electronic cigarettes that emit smoke.

Arson, Explosive Devices, and Emergency Equipment

Summary/Purpose: To protect property and persons from harm as the result of fire and inherently dangerous activities.

The unauthorized setting of fires, use of explosive devices, and misuse of emergency equipment are prohibited at ISSNMT. Below is a nonexclusive list of prohibited actions under this policy.

1. The school prohibits the attempt to set, the setting of, or the adding to unauthorized fires on school property.

2. Any student found willfully to have tampered with, damaged, or misused any fire protection equipment, initiated a false alarm, negligently discharged a fire extinguisher, or set fire on campus may be expelled from the school and held responsible for the cost of all damages. **In addition to disciplinary action through the school, students and/or their non-student guests who engage in such activity may be subject to criminal prosecution and civil liability.**

3. Occupants of all buildings on campus have a responsibility to follow the directions and directives of the chief of the Sandy Springs or Atlanta Fire Department, or a designated representative, and School personnel during fire emergencies as well as unannounced fire drills and practice evacuations. The failure or refusal to cooperate will constitute a breach of regulations and is subject to disciplinary action.

4. The school prohibits the possession, use, or threatened use of explosive devices, materials, or chemicals, including, but not limited to, firecrackers, cherry bombs, bottle rockets, and dynamite.

5. Any student found willfully to have tampered with, damaged, or misused any campus emergency protection equipment or initiated a false alarm may be expelled from the school and held responsible for the cost of all damages. In addition to disciplinary action through the school conduct system, students and/or their nonstudent guests who engage in such activity may be subject to criminal prosecution and civil liability.

Fire and Safety Equipment

The City Fire Code prohibits anyone from tampering with fire and safety equipment in any campus building. Tampering includes pulling false fire alarms, discharging fire extinguishers, removing exit signs, and interfering with smoke detectors and sprinklers. Students responsible will be assessed for all damages that occur because of their actions and for the hourly rate of the repair person's labor. All violators are subject to judicial action and possible criminal prosecution.

Security of and Access to Campus Facilities

The International School of Skin, Nailcare & Massage Therapy (ISSNMT) is committed to maintaining a safe and secure environment for students, employees, clients, visitors, and guests. Access to campus facilities is managed to support the educational mission of the School while reducing unauthorized access and potential safety or security risks.

Normal Access to Campus Facilities

During normal operating hours, ISSNMT facilities are accessible to **students, faculty, staff, scheduled clients, prospective students, authorized vendors, contractors, and other individuals conducting legitimate business with the School**.

Students are expected to access the campus only for legitimate school-related purposes, including scheduled classes, clinical or salon/spa activities, meetings, appointments, school-sponsored activities, or other authorized purposes.

Members of the public may enter areas of the campus that are normally open for school business, including reception and authorized student salon, spa, clinic, or service areas. Access to administrative offices, classrooms, instructional laboratories, storage areas, employee-only areas, and other restricted locations may be limited to authorized individuals.

ISSNMT reserves the right to deny or restrict access to any individual whose presence is unauthorized, disruptive, threatening, or otherwise inconsistent with the safety and orderly operation of the School.

Access Outside Normal Operating Hours

Campus facilities are not generally open to students or members of the public outside established operating hours.

After normal operating hours, exterior doors are to remain **closed and secured**, and access is limited to authorized employees, contractors, vendors, students participating in an approved activity, or other persons specifically authorized by ISSNMT Administration.

Students should not remain in or enter the facility after normal operating hours unless participating in an authorized school activity or given permission by appropriate school personnel.

Employees who are authorized to enter or remain on campus outside normal operating hours are responsible for following applicable security procedures and ensuring that unauthorized individuals are not permitted access.

Responsibility for Securing the Facility

ISSNMT Administration is responsible for establishing and overseeing procedures for securing the campus. Designated employees are responsible for ensuring, as applicable, that exterior entrances and other secured areas are properly closed and secured at the conclusion of daily operations.

Faculty and staff share responsibility for campus security and should take reasonable precautions to secure classrooms, offices, instructional areas, equipment, records, and other restricted areas when they are not in use.

Doors designated as secured or restricted-access doors should not be propped open or otherwise intentionally prevented from securing properly.

Reporting Suspicious Persons or Activity

Students, employees, clients, and visitors are encouraged to remain aware of their surroundings and promptly report suspicious persons, activities, or circumstances.

Suspicious activity may include, but is not limited to, unauthorized persons attempting to enter restricted areas, persons attempting to defeat or bypass locks or other security measures, suspicious activity in parking areas, threats or unusual behavior, unattended suspicious items, damaged doors or locks, or circumstances that reasonably create a safety or security concern.

Suspicious activity should be reported promptly to **ISSNMT Administration**. If a situation presents an immediate threat to life or safety or involves suspected criminal activity requiring immediate law-enforcement intervention, individuals should **call 911 and contact the Sandy Springs Police Department**.

Students and employees should not place themselves in danger by attempting to confront or physically remove a suspicious or potentially dangerous individual.

Security-Related Maintenance

ISSNMT recognizes that the physical condition of campus facilities contributes to campus safety. Students and employees are encouraged to promptly report conditions that may create a security concern, including:

- Broken or malfunctioning exterior doors or locks;
- Doors that do not close or secure properly;

- Damaged windows or other potential unauthorized entry points;
- Inadequate or malfunctioning lighting in entrances, exits, hallways, stairways, parking areas, or other campus locations;
- Obstructed exits or evacuation routes;
- Damaged emergency or safety equipment; and
- Other physical conditions that may affect campus safety or security.

Reported security-related maintenance concerns will be communicated to the appropriate ISSNMT personnel, property management, maintenance provider, or other responsible party for evaluation and corrective action as appropriate. Conditions presenting an immediate or significant safety risk should receive priority attention.

After-Hours Safety Procedures

Individuals authorized to be on campus after normal operating hours should exercise additional caution. Employees should ensure that exterior doors remain secured, avoid providing access to unauthorized persons, and report suspicious activity immediately.

When leaving the facility after hours, individuals should remain alert to their surroundings, particularly in parking areas. When circumstances warrant, employees and students are encouraged to leave the facility with another person rather than alone.

If an individual observes suspicious activity outside the building or believes that leaving the facility may be unsafe, the individual should remain in a secure location when possible and contact **911 or the Sandy Springs Police Department** for assistance.

Shared Responsibility for Campus Security

Campus security is a shared responsibility. All members of the ISSNMT community are expected to follow established access and security procedures, avoid compromising locks or secured entrances, safeguard personal and school property, and promptly report suspicious activity and unsafe conditions.

ISSNMT works with local law enforcement, emergency responders, property management, and other appropriate parties when necessary to address safety and security concerns affecting the campus.