Paul Mitchell The School Federal Way

POLICY AND PROCEDURE FOR SEX-BASED OFFENSES

A. NOTICE OF ENROLLMENT

At times, community corrections personnel may notify the school that a registered sex offender is enrolled or plans to enroll. In such cases, the school may choose to follow and/or modify the procedure below to meet the needs of the situation.

Not all students who are sex offenders may be on the State Policy list. To this end, we require that any applicant or current student at Paul Mitchell Schools, who is also a convicted sex offender, notify the *Admissions Advisor or School Director* immediately of their sex offender status. Notification is done via the Sex Offender Form. The State Police or other agency may notify Paul Mitchell Schools in writing when an applicant is identified as a registered sex offender currently on supervision.

Upon such notification, the *Admissions Advisor or School Director* may consult with the Parole and Probation Officer or other appropriate individuals to ascertain the level of risk posed by the student to the campus community, and to develop an appropriate plan to manage such risk. The Parole and Probation Officer is responsible for providing the school with accurate information related to risk level, and for recommending notification strategies. The Applicant will provide any authorization required for the disclosure of such information as requested by the school, or they will not be eligible to participate in the program. All instances where serious misconduct is identified or suspected will be reviewed before an offer of financial aid or admission is considered.

In developing the school's response for acceptance or denial to the individual and the level of risk, the *Admissions Advisor or School Director* shall consider the following issues:

- Primary consideration is to the risk assessment and recommendations of the Parole and Probation Officer and other appropriate individuals
- The interests of individuals in the campus community in having a safe learning and/or employment environment versus the privacy needs of the individual.
- The educational context of the student's intended enrollment (e.g., whether the registered sex offender, currently on supervision, is required by the school to have close contact with individual(s) in a private setting).

If a failure to disclose is identified prior to enrollment the Applicant will not be allowed to enter the program. If incomplete or substantially inaccurate information on the application is discovered after an Applicant has enrolled with the institution, the student will be terminated from the program.

For additional information, contact the *Admissions Advisor or School Director*. If you have any questions or problems, please contact our office, between 9:00 a.m. - 5:00 p.m. for further assistance.