

## JEAN CLEARY DISCLOSURE FOR ACADEMIES OF COSMETOLOGY

### SECURITY POLICY

A School Security Force has been appointed to enhance the safety of both the students and the employees of Academies of Cosmetology ( or the “School”). The school Security Force at all campuses is the Director of the schools. All reports of criminal offenses should be made to a member of the School Security Force.

The School Security Force keeps track of all campus crime reports so that statistics can be made available to all students, prospective students, and employees as of October 1st of each year. The report will be submitted to the Department of Education on an annual basis. The campus crime statistics will cover the three most recently completed calendar years.

Below lists the current campus policies of Academies of Cosmetology as they relate to campus security.

#### **CRIME REPORTING AND OTHER EMERGENCIES**

The School will compile crime statistics for dating violence, domestic violence , and stalking annually. The School makes a reasonable, good faith effort to obtain statistics form local or state police agencies. As such, we are not responsible for the failure of local or state police agencies to supply the required statistics. The following statistics are provided as part of the requirement under the Students Right-to-Know and Campus Security Act, Public Law 101-542. These occurrences of criminal offenses where reported to the authorities for the period of January 1, 2003 through January 1, 2018. The School will not remove reported crimes based on the decision of a court, coroner, jury, prosecutor, or other similar non-campus official. However, The School may withhold or remove a crime from it’s statistics when sworn law enforcement personnel have determined that the crime report is false or baseless and therefore unfounded. The School may also withhold information if there is clear and convincing evidence that the release of the information would: 1) jeopardize an ongoing criminal investigation or the safety of an individual, 2) cause a suspect to flee or evade detection, or 3) result in the destruction of evidence. The School will only withhold that information that would cause adverse effects. Once the adverse effect is no longer likely to occur The school will disclose any information withheld. The School annually releases the security report via the ED Web site by the required deadline.

All students and employees are encouraged to report crimes, suspicious activities, injuries or other security problems to the proper authorities at the school. The school does not have it’s own police department. The local police department is authorized by Academies of Cosmetology to prevent, investigate, and report any violations of state or Federal Law and /or School regulations on campus. Student behavior that violates state or federal law and /or School regulations, may also be investigated and reported by authorized staff of the school.

Any student, faculty member, or employee of The School, should directly report any potential criminal act or other emergency to a member of the School Security Force, or if a member is not in the immediate vicinity, to any staff member of The School, who shall immediately notify a member of the School Security Force. Callers should dial (772) 349-8637 for immediate assistance. Upon receipt of the call, police officers are dispatched to the location if necessary, an investigation is conducted, and appropriate action is taken. The 911 emergency number should be called for any and all life threatening emergencies. For any victim of a crime The School will provide a written explanation of the persons rights and options.

#### THOSE REPORTING MUST BE AS DETAILED AS POSSIBLE WHEN PROVIDING A PHYSICAL DESCRIPTION OF A SUSPECT OR PREPETRATOR:

Physical description should include height, weight, build, facial hair, complexion, jewelry and tattoos

Vehicle description should include make, model, color, and approximate year of manufacture, maker plate, state of origin, and any notable damage to the vehicle

Do not disturb any crime scene so as to preserve any physical evidence that may exist.

#### CONFIDENTIAL REPORTING PROCEDURES

Victims of crime who do not wish to pursue action within The School or criminal justice systems can provide a confidential report. a "Confidential Report Form " for victims to complete and submit can be found in Appendix B attached hereto. The report will assist in providing an accurate record of the number of incidents involving The School community and determine any patterns that may exist, while allowing the School Security Force to alert the community to any potential danger. Reports filed in this manner are counted and disclosed in the annual statistics for the institution.

#### WHISTLEBLOWER POLICY

The Higher Education Opportunity Act (HEOA) establishes safeguards for whistleblowers by prohibiting retaliatory action against any individual with respect to the implementation of any provision of the Clery Act.

The Director will communicate directly and regularly on the progress of the inquiry with the individual raising allegations. The Director will respond to any concerns about personal retaliation or unfair treatment linked to the raising of such allegations.

## **II. CAMPUS EMERGENCY RESPONSE AND EVACUATION**

An Emergency Management Plan has been developed by the School Security Force as part of its ongoing effort to protect The School students, faculty, and staff. The development of this plan is based on a realistic assessment of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. A verbal announcement is used to distribute emergency notifications without delay in situations where a clear and active (e.g. in progress) threat or emergency exists that impacts the campus and where it is recommended that the recipients take some form of action in response to the active threat or emergency.

### **TIMELY WARNING**

In the event that a situation arises, either on or off campus, that, in the judgment of the School Security Force or other members of the administrative Council, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The notification will include a short description of the crime, incident, or emergency giving the time and date, location, reported offense, suspect description, and any other pertinent information used to facilitate the crime. The notification will also include personal safety information to aid members of The School in protecting themselves from becoming victims of a similar crime. The warning will be broadcast thru the message center to students, faculty and staff. Depending on the nature of the emergency, a decision will be made to utilize other methods or notification including broadcasts on the local television network and posting of red colored flyers entitled “Security Alert” on the building entrances.

### **EVACUATIONS**

The School Security Force will confirm there is a significant emergency or dangerous situation and determine which portion of the campus will be notified, determine the content of the notification as well as initiate the notification. Instructions to evacuate will be issued by the School Security Force as described above. If however it is determined that issuing the notification will comprise efforts to assist a victim, or to contain, or respond to, or otherwise mitigate the emergency. Students, faculty, and staff are to evacuate quickly, in a calm and orderly fashion to a safe area. Students, faculty, and staff should remain calm and assist handicapped persons or those in need and not turn off lights or equipment or lock doors to a room or building. If community members observe something unusual or suspicious, they should not touch it and notify a member of the School Security Force. Students, faculty, and staff should remain in a safe area until receiving notification to return to the facility,

In situations where The school is forced to evacuate the campus, the School Security Force will notify the public that the campus is closed and that traffic will not be allowed to enter. If the emergency occurs on a day and time prior to the start of classes, notification of all members of the School community will occur according to normal weather closing policies and procedures. In addition, notification will be made to all staff members. Evacuation will be performed by personal vehicles if possible, and students, faculty and staff are directed to their homes or other safe havens.

Testing of the emergency response and evacuation procedures will be held on an annual, unannounced basis. Each test will be documented with date and time of each test.

## **II. SECURITY OF AND ACCESS TO CAMPUS FACILITIES**

Students, faculty, and staff of The School have access to academic and administrative facilities on campus. The general public may attend certain events on campus with their access limited only to the facilities in which these events are held.

## **III. CAMPUS LAW ENFORCEMENT POLICY**

The School Security Force does not provide services outside the boundaries of campus property, nor do any officially recognized student organizations exist off campus. The School enjoys a close working relationship with local and state agencies when violations of federal, state or local laws involving students occur.

### **CITY, STATE, COUNTY AND FEDERAL POLICE**

In addition, the Department of Public Safety maintains a highly professional working relationship with federal law enforcement. The Florida Department of Public Safety, the St. Lucie County, Indian River County, City of Fort Pierce, City of Port. St. Lucie, and the City of Vero Beach police Departments. The School follows all applicable policies and laws regarding confidentiality of records and reserves the right to provide police any information obtained as a result of a criminal investigation. The School strongly encourages anyone who is the victim or witness to any crime to promptly report the incident to the School Security Force. It is the right of any member of the School community to contact the local Police Department to investigate any crime. Assistance in contacting the local Police Department may be arranged through the School Security Force. There are currently no formal written agreements with local, state, or federal agencies.

## **IV. MISSING STUDENT NOTIFICATION PROCEDURES**

Students who are 18 or above, including emancipated minors, will be provided the opportunity during each registration process to designate an individual to be contacted by The School in the event the student is officially reported as missing. If the missing student is 18 or older, or an emancipated minor, and has not identified an emergency contact, The School will contact the local Police Department. The School will continue to assist all outside agencies in the investigation as needed.

The School is required to notify the custodial parent or legal guardian no more than 24 hours after a student under the age of 18 is determined to be missing.

Any questions or concerns regarding a student who is missing or appears to be missing should be referred to the School Security Force.



## **VII. DRUG AND ALCOHOL REGULATIONS**

The School enforces drug and alcohol regulations as required in the Drug Free Schools and Communities Act of 1988 and amendments of 1989. The unlawful possession, use, or distribution of alcohol by employees on School property, or as part of any School activity, is prohibited. The Family Education Rights and Privacy Act (FERPA) as amended in 1998 enables institutions to release to parents of students under the age of 21 information concerning alcohol or drug– related disciplinary violations.

Students documented for an alcohol violation may be referred to substance abuse programs outside the School. If more information is desired, please contact the Administration Office for a copy of the Alcohol and Substance Abuse policy.

Illegal drugs, drug paraphernalia, dating violence, domestic violence, sexual assault or stalking are prohibited on the grounds of the School. The possession, sale, manufacture, or distribution of any controlled substance is in violation of School regulations and illegal under both state and federal laws. Therefore, any employee or student engaging in such illegal action will be subject to disciplinary procedures, which could result in sanctions, including termination of employment, suspension or expulsion from school, and criminal prosecution. In addition, the use and/or possession of weapons of any type, including facsimiles, except those in possession of a bona fide law enforcement agency, are not permitted on campus.

### **PROVISIONS OF FLORIDA’S DUI LAW**

The following includes highlights of Florida’s DUI law. All provisions of the law can be found online at: [www.flhsmv.gov/ddl/duilaws.html](http://www.flhsmv.gov/ddl/duilaws.html).

Under Florida law, DUI is one offense by impairment of normal faculties of unlawful blood alcohol or breath alcohol level of .08 or above. The penalties upon conviction are the same, regardless of the manner in which the offense is proven.

### **STATE OF FLORIDA FINES**

First Conviction: Not less than \$500, or more than \$1,000. With Blood/Breath Alcohol Level (BAL) of .15 or higher or minor in the vehicle; Not less than \$1,000 or more than \$2000.









Tobacco products

Although state law defines legal uses of tobacco products, healthcare experts consider tobacco use to be the leading preventable cause of disability, disease and death in the United States.

Nicotine, the active drug in all tobacco products, is considered as addictive as heroin and cocaine.

For counseling , treatment, and rehabilitation for any drug or alcohol problems, students and employees should call any of the phone numbers listed below

### **Drug Hot Line**

Indian River County Drug Hotline	1-772-778-0000
St Lucie County Drug Hotline	1-772-462-6400
Martin County Drug Hotline	1-772-221-2305

### **VIII. DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, STALKING, MISCONDUCT**

#### **Statement of intent**

The School is committed to providing a learning environment free of all forms of abuse, harassment, or coercive conduct. The School adheres to the notion that any **expression of behavior must conform with** \_\_\_\_\_

To provide a comprehensive framework in which the needs and decisions of the victim, duly informed, are central in determining further administrative response and assistance;

To create a campus climate that facilitates prompt reporting of assaults;

To facilitate, in cooperation with the School Security Force and local law enforcement, the apprehension of assailants when acts of misconduct or assault are committed;

To cultivate a campus climate of education and attention where incidence of assault and misconduct are avoided through preventative measure, training, and thoughtful Discourse,

Preservation of the crime scene will be maintained until an investigation is completed.

## Violations

The School undertakes inquires and disciplinary hearings and renders disciplinary sanctions regarding sexual assault or misconduct in a noncriminal context. Although the definitions utilized by The School may be similar to those set forth in the penal code and/or used in a criminal court system, they are specific to The School and limited to the meaning given to them by The School. An act which might not be criminally prosecuted under either state or federal law may still violate the policies of The School. The School disciplinary jurisdiction is limited to conduct which occurs on campus.

**Rape:** At The School, rape is any sexual penetration (anal, oral, or vaginal), however slight, with any object or sexual intercourse between individuals without effective consent. Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object and also includes oral copulation by mouth to genital contact or genital to mouth contact. Attempted rape is also prohibited under this policy.

**Sexual Assault:** Sexual assault includes 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, including forcible rape, forcible sodomy, sexual assault with an object and forcible fondling. Sexual assault includes unlawful, non-forcible sex offenses, including incest (non-forcible sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law) and statutory rape (non-forcible sexual intercourse with a person who is under the statutory age of consent).

**Dating violence:** Dating violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on statements given by the person reporting the violence and consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual physical abuse or the threat of such abuse. Dating violence is a crime defined in FLs. Stat. 784.046(1)(d). Note that for Clery purposes, an incident fitting the description of domestic violence is considered a crime regardless of whether the incident qualifies as a crime in the local jurisdiction.

**Sexual Harassment:** At The School, sexual harassment includes unwelcome sexual advance, request for sexual favors, and other visual, verbal or physical conduct of a sexual nature when it is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions or evaluations or permissions to participate in a school activity OR the conduct has the purpose of unreasonably interfering with an individual's academic or work performance by creating an intimidating or hostile academic, work or student living environment.

**Stalking:** Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety fo others; or suffer substantial emotional distress. A "reasonable person" under the definition of stalking means a reasonable person under similar circumstances. Acts of stalking may include acts in which the stalker, either directly, indirectly, or through a third party, follows, monitors, observes, threatens, communicates to or about a person, or interfaces with a person's property. Stalking may include communication through electronic communication such as text messages or social media ("cyberstalking") Stalking is a crime defined in Fla. Stat. 784.48.

**Consent:** At The School, effective consent is informed consent which freely and actively given; it is mutually understandable words or actions indicating a willingness to do the same thing, at the same time, in the same way with each other. Mutually understandable consent is almost always viewed under an objective, reasonable person standard. The only context in which mutually understandable consent would be viewed under a subjective standard is in the instance of a long-standing relationship where a couple has established patterns of communicating consent, but even then there must still be evidence of free and knowing participation to establish consent. Consent does not exist if fraud, force (actual or implied), threats, intimidation, or coercion are used. Consent may never be given by a minor ( in Connecticut, those not yet 18 years of age). Mentally disabled persons cannot give effective consent to sexual activity. Physically incapacitated persons cannot give consent. One who is physically incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary) or who is unconscious, unaware, or otherwise physically helpless, is incapable of giving consent. Relationship and gender-based violence and misconduct includes domestic violence, dating violence and stalking.

What to do if you have been assaulted

The School strongly encourages students to report incidences of rape, sexual assault, and sexual misconduct. Students may report these to The School Security Force or the Dean of Students either verbally or written form. Trained professionals, support services and protective measures are available off campus to assist students and anyone else impacted by such events. The wishes of the victim of an assault or misconduct will guide how incidents are handled.

If a student is in IMMEDIATE DANGER, they should get to a safe place and DIAL 911 for the local Police Department. Similarly, if a student is hurt and in need of medical attention, they should dial 911.

If a student is not in immediate danger, they may either dial 911 for the local Police Department or speak to the Assistant Director by calling 772-337-4747.

The school will be able to review options with the victim and assist in facilitating contact with any other resource or service the victim may need and desire.

Depending on the student's wishes and the circumstances, the Dean of Students will facilitate the following services which include, but are not limited to:

- Obtaining medical attention at a hospital;
- Filing a Confidential Crime Report;
- Filing an Incident Report with the School Security Force;
- Filing a Criminal Report with the local police department;
- Contacting a clergy member;
- Issuance of a "Timely Warning" alert to the campus community.

Often times, the first person a sexual assault victim will turn to is a friend or trusted member of the staff. If a student tells a staff member about the sexual offense, the staff member must tell the Dean of Students. The Dean of Students consults with the student to determine his/her wishes for support services.

For Third parties: if a student's friend has been assaulted or raped, they should;

- Listen and be supportive;
- Let the friend make his or her own choices;
- Resist touching the friend unless the student knows he or she welcomes it;
- Encourage the friend to immediately call the local Police Department, preserving any evidence there may be.

Additional off-campus resource for victims of sexual assault;

### **Local Law Enforcement Agencies**

#### **Local Police Department**

Port St Lucie Police Department	1-772-871-5000
Fort Pierce Police Department	1-772-465-5770
Vero Beach Police Department	1-772-978-4600

#### **Local Sheriff Department**

St Lucie County Sheriff Department	1-772-462-7300
Indian River County Sheriff Department	1-772-569-6700
Martin County Police Department	1-772-220-7170

### **Drug Hot Line**

Indian River County Drug Hotline	1-772-778-0000
St Lucie County Drug Hotline	1-772-462-6400
Martin County Drug Hotline	1-772-221-2305

## **Florida Coalition Against Domestic Violence**

St Lucie County	1-772-464-4555
Indian River County	1-772-569-7233
Martin County	1-772-288-7023

### **National Sexual Assault Hotline**

800-656-4673

### **National Domestic Violence Hotline**

800-799-7233

### **Rape Hotline**

Florida Council Against Sexual Violence	1-866-828-7273
-----------------------------------------	----------------

## **IX. REPORTING OPTIONS**

When a student is sexually assaulted, he/she has reporting options. Victims of sexual misconduct are encouraged, but not required to, file a report. This is entirely your choice. Reporting to law enforcement and/ or The School Security Force helps The School to effectively deal with these incidents. You can choose to report anonymously and still receive your rights from The School. If a student elects to file a report, the student has reporting options available: (1) the filing of a Confidential Crime Report, (2) the filing of an Incident Report with the School Security Force; and (3) the filing of a Criminal Report with the local Police Department. You are also encouraged to pursue an injunction for protection, (often known as a “restraining order”), with court officials. If you choose to pursue this option, list The School by name ( whichever campus you attend) as a restricted location and provide a copy to campus location. The School will comply with all court-ordered injunctions (restraining orders) that involve The School.

**Confidential Crime Report:** A student may fill out or seek assistance in completing a Confidential Crime Report. A Confidential Crime Report does not contain the name of the victim or the offender. A Confidential Crime Report will be kept in the file of the Dean of Students and recorded with the School Security Force for purposes of the Jeanne Clery reporting disclosure requirements. Confidential Crime Reports allow The School to track reported incidents of sexual assault. Completing the Confidential Crime Report does NOT constitute an incident report, a police report, or a student conduct report, and The School will NOT initiate investigatory or student conduct proceedings. The victim will NOT be contacted by The School unless the victim indicates a desire to be contacted.

Incident Report: A student may always file a standard, formal Incident Report with the School Security Force. An Incident Report will include the name of the student filing the report and the name of the alleged offender, if known. Upon the filing of an Incident Report, The School Security Force will conduct an investigation which will include notifying the local Police Department. Upon a finding of responsibility, The School will take disciplinary action against the offender. The offender may also be prosecuted under Florida criminal statutes, and the victim may also sue the offender in a civil action. The results of these various actions are independent of each other. After the filing of an Incident Report, the student filing the report has the option to take no further action with respect to the investigation. In that instance, the student will be advised that The School may still take action regarding the alleged offender as The School has the responsibility to protect its students.

Criminal Report: Sexual assault and rape are against the law in the STATE of Florida and may be prosecuted under Florida criminal and /or civil statutes. In that respect, and in addition to the reporting options listed above, students who have been sexually assaulted are encouraged to contact the local Police Department directly by calling 911. Filing a Criminal Report with the local Police Department isn't different than filing an Incident Report with the School Security Force. If a student files a Criminal investigation will occur and if the case will be referred for prosecution.

#### Confidentially

Students have the right to decide whether or not to report a rape, sexual assault, or other sexual misconduct. We recommend that students contact a School official as soon as possible. While The School is required by law (e.g., the Jeanne Clery Act) to report incidents of sexual assault, confidentiality laws may prohibit us from disclosing a victim's name or any other personal or identifying information. This means that a student's identity will be protected unless the student agrees otherwise. We will retain confidential any accommodations or protective measures provided to the victim.

It is certainly understood the victims of sexual assault experience significant distress and may desire confidentiality. If a student desires confidential support following an incident, he or she is encouraged to seek out professional help through the local resources available as mentioned above. Students should be aware that School administrators must fulfill separate obligations as a matter of law. All personally identifiable information shall be kept confidential, but statistical information must be passed along to the School Security Force regarding the type of incident and its general location (e.g., on campus or off campus) for inclusion in the annual crime statistic report, but no name will be used.

The School will maintain the victim's confidentiality to the extent permitted by the law. However, The School reserves the right to investigate and pursue resolution of an incident when it is deemed necessary to protect the interests of members of the campus community. In addition, School administrators must issue timely warnings for incidents reported to them that continue to pose a substantial threat of bodily harm or danger to members of the School community.





CONFIDENTIAL CRIME REPORT

Describe the nature of the crime:

---

---

---

---

Where did the crime occur:

---

---

---

Provide the date and times associated with this crime:

---

Please provide the suspect's name, if known:

If unknown, please provide a detailed description:

---

---

---

---

---

Would you like us to contact you ? If so, please provide your necessary contact information:

---

---









## **Financial Aid Verification Process**

This institution has refined its verification procedures to include a secondary review, as well as a random third review by the director. This is to ensure any possible discrepancies or missing documentation be corrected before the student receives any Title IV funding. The school is also advising the students' to go on line themselves and complete the FAFSA, this will allow them to import the tax information straight from the IRS. This process eliminates wrong information being transferred onto the FAFSA from the 1040's or the tax transcripts.

following schedule of

n School Shall Receive Retain

d

AMOUNT OF TOTAL TUITION