

**DUVALL'S SCHOOL OF COSMETOLOGY
GENERAL POLICIES ON:
CAMPUS SECURITY and CRIME AWARENESS
Including CLERY ACT & VAWA REPORTING
TIMELY WARNING & EMERGENCY NOTIFICATION
EMERGENCY EVACUATION**

DuVall's School of Cosmetology is committed to providing students with a safe environment in which to learn and to keep parents and students well-informed about campus security. In accordance with the Crime Awareness and Campus Security Act of 1990, and the Higher Education Act Section (a) and (f), the institution collects campus crime statistics and prepares a report for distribution to all students, employees and applicants for enrollment or employment. It is hoped that the institution's comprehensive policy will help combat violence in the workplace and on campus.

The school publishes and distributes the annual campus security report to all current students and employees in attendance directly by hand delivery. Absentee students and employees will receive electronic notification regarding the url address and availability of paper documents. In addition, the report is provided to all individuals during enrollment or employment orientation which is conducted with each class start or upon hiring of a new employee. At that time students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crimes. The complete Campus Security and Crime Awareness Policy are re-distributed after its revision each year. A copy may be obtained at anytime from the Administrative office at DuVall's School of Cosmetology or on the school website.

ANNUAL SECURITY REPORT-Occurrences in 2013, 2014 & 2015 Calendar Years

Crimes Reported	2013	2014	2015	Campus Non-Campus Public	classified as a Hate Crime	DEFINITIONS Hate Crime -Crimes in which the victim is intentionally selected because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability as prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534). Campus -any building or property owned or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its educational purpose. The campus includes the facilities located at <u>201 Harwood Rd Suite 218 Bedford, TX 76021.</u> Noncampus building or property - buildings or properties owned or controlled by campus student organizations which are recognized by this institution (currently there are none). Public Property -public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution used in direct support of, or in a manner related to the institution's educational purposes. Rape -encompasses the categories of rape, sodomy, sexual assault with an object that are used in the Uniform Crime Reporting National Incident-Based Reporting Proceeding -the process of appearing before an Administrative body so a decision can be made about an argument or claim, to acquire a benefit, interest, or right, or to enforce a remedy Result -the outcome or decision of the Administrative body after consideration of the information presented in the proceeding
Murder/Non-negligent manslaughter	0	0	0		0	
Negligent manslaughter	0	0	0		0	
Sex offenses - forcible	0	0	***		0	
Rape	***	***	0		0	
Fondling	***	***	0		0	
Sex offenses – Non-forcible	0	0	***		0	
Incest	0	0	0		0	
Statutory rape	0	0	0		0	
Robbery	0	0	0		0	
Aggravated assault	0	0	0		0	
Burglary	0	0	0		0	
Motor Vehicle Theft	0	0	0		0	
Arson	0	0	0		0	
Simple Assault	0	0	0		0	
Larceny-theft	0	0	0		0	
Intimidation	0	0	0		0	
Destruction/damage/vandalism	0	0	0		0	
Domestic Violence	***	0	0		***	
Dating Violence	***	0	0		***	
Stalking (including cyber-stalking)	***	0	0		***	
Number of arrest made for the following crimes	2013	2014	2015	Referred for campus disciplinary action		
Liquor Law Violations	0	0	0	0		
Drug Abuse Violations	0	0	0	0		
Weapons: carrying, possessing, etc	0	0	0	0		

***Data not collected due to changes in reporting requirements

CAMPUS SECURITY and CRIME AWARENESS

- No student will have access to the campus facilities, other than the parking area, at any time unless supervised by a staff member. Any off campus events which are sponsored by the school or the student council are supervised by campus employees. Thus, the school will monitor and report any criminal activity at such events to local law enforcement authorities should they occur.
- The campus does not employ campus security officials. The security of the campus is the direct responsibility of each employee and the campus Director. No such individuals have the authority to make arrests.
- All individuals are encouraged and requested to report immediately any known criminal offense or other emergency occurring on campus to the school administration office on the designated form (**Incident/Accident Report Form**). All individuals are also encouraged to promptly report all crimes to appropriate police agencies. The campus Director will report all known criminal offenses to local law enforcement authorities upon receiving the report or upon obtaining knowledge of any criminal offense.
- All students and employees are encouraged to be responsible for their own security and the security of others.
- The school prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking;
- Programs are discussed semi-annually which may include handouts and personal protection procedures, to promote awareness and prevent crime, rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. To increase crime awareness and prevention, local law enforcement officers or industry specialists are periodically invited to speak to staff and students. The school participates in these activities to promote prevention through awareness, train regarding bystander intervention, and to reduce risk to all parties. Referral resources are available through the administrative offices.
- As an ongoing campaign to promote safety awareness and practices, information is prominently posted in the student media center reinforcing information featured in previous presentations

- To inform STUDENTS about campus security procedures and practices, the policy is provided and signed during the enrollment process, practices and policies discussed and acknowledged by signature during student orientation, reviewed semi-annually in September, acknowledging National Campus Safety Awareness Month and in April, acknowledging Sexual Assault Awareness Month.
- To inform EMPLOYEES about campus security procedures and practices, the policy is provided and signed during the initial hire paperwork, discussed and acknowledged by signature during a staff meeting each February, reviewed semi-annually in September, acknowledging National Campus Safety Awareness Month and in April, acknowledging Sexual Assault Awareness Month.
- STUDENTS are encouraged to be responsible for their own security and the security of others through literature displayed in high-traffic areas of the campus and social media posts or tweets, and activities sponsored by student council or the school at a minimum during April and September.
- EMPLOYEES are encouraged to be responsible for their own security and the security of others through literature displayed in high-traffic areas of the campus and social media posts or tweets and activities sponsored by student council or the school at a minimum during April and September.
- The school will provide timely warning to the campus community of any applicable crimes that have been reported to the campus administration or local police agencies that are considered to represent a continuing threat to students and/or employees.
- Students or employees who report being victims of dating violence, domestic violence, sexual assault or stalking will be provided a written explanation of their rights and options regardless of whether the victim reports to law enforcement
- Once an incident of domestic violence, dating violence, sexual assault, or stalking (including cyber stalking) has occurred and been reported to the school Director in the administration office, the victim has the option to and should take the following steps which will be documented in writing by the campus authorities:
 - Preserve any evidence as may be necessary to prove criminal domestic violence, dating violence, sexual assault, stalking, or in obtaining a protection order.
 - Review options regarding law enforcement notification, including report the crime to local law enforcement agencies (1)on the victim's own, (2)with the assistance of the campus authorities, or (3)decline to notify such authorities.
 - Receive assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
 - Request a change in the academic situation if desired.
 - Contact an appropriate agency in the community for counseling or other services that may be needed.
- The school does not provide living situations during enrollment. The school will change a victim's academic situation after the alleged sex offense if requested by the victim, and the change is reasonably available.
- The only on-campus services available to victims of sex offenses are described in this report. There is no on-campus counseling, mental health or other student services available.
- An institutional disciplinary complaint in cases of alleged domestic violence, dating violence, sexual assault, or stalking may be filed on the designated form (Incident/Accident Report Form) in the school administration office.
- Institutional disciplinary action will be based on findings by the law enforcement agency investigation, facts pertaining to the crime, and other related mitigating circumstances and provide that:
- Proceedings shall provide a prompt, fair, and impartial investigation and resolution conducted by officials with training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability
- the accuser and the accused may have equal opportunities to have others present, including an advisor of their choice
- the accuser and accused are given timely notice of meetings at which one or the other or both may be present
- the accuser, the accused, and appropriate officials are given timely and equal access to information that will be used during informal and formal disciplinary meetings and proceedings;
- both the accuser and the accused shall be simultaneously informed in writing of the results of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking; any available appeal procedures; any change to the results that occurs prior to the time that such results become final; and when such results become final.
- Possible sanctions or protective measures the school may impose following a final determination of an institutional disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking may vary depending upon the final determination and may include expulsion, suspension (in-school or out-of-school), probation, etc.
- Compliance with disciplinary proceedings does not constitute a violation of section 444 of the General Education Provisions Act (20.USC 1232g) commonly known as Family Educational Rights and Privacy Act of 1974 (FERPA).
- Confidentiality of victims will be preserved to the extent permissible by law, by withholding names and identifying information about the victim from the public crime log and annual report.
- Law enforcement agency information provided by the state concerning registered sex offenders may be obtained at <https://records.txdps.state.tx.us/sexoffender/>

TIMELY WARNING AND EMERGENCY NOTIFICATION SYSTEM When a clearly reportable crime may pose an ongoing threat, or when there is an emergency or dangerous situation that may pose a health or safety risk, those in the building will be notified by a PSA announcement on the PA system and/or a school employee making an official announcement in each section of the building.

EMERGENCY RESPONSE AND EVACUATION

- In the event of an Emergency requiring evacuation of the building (fire, bomb threat, gas leak, electrical hazard, etc) a staff member will announce for all students and clients to exit the building according to the evacuation plan. An Emergency Alert may include the fire alarm sounding, a whistle blowing, or an announcement by a staff member
- Immediately proceed to your nearest emergency exit according to the evacuation plan.
- Before leaving the building, the following procedures will be followed:
 - Follow the posted evacuation route to exit the building and gather a safe distance from the building. Walk, do not run; talk quietly; do not stop to obtain items from lockers; do not clock in or out; do not go to cars; no smoking.
 - Students will pick up the client ticket (for the purpose of accounting for all individuals at the safe zone) and instruct clients to accompany the group. Admissions, Financial Aid, and Front Desk staff will escort any visitors in their area out.
 - Instructors will pick up class roster (for the purpose of accounting for all individuals at the safe zone) and ensure that all students leave the building.
 - Staff members will check all areas to ensure that the building is evacuated, turning off lights and closing doors as each area is cleared.
 - At the designated safe spot staff will take student roll call, and check student tickets to ensure that everyone is accounted for.
- The building should be cleared in three minutes. For fire or evacuation drills, the Owners, Administrator, or Manager will time the clearing of the building and be responsible for checking all rooms after the building is clear and calling In the event of an actual emergency, the Owners, Administrator, or Manager will be responsible to call 911.

As an employee/student of DuVall's School of Cosmetology, I hereby acknowledge receipt of this Report:

Recipient's Name _____ Date _____