

JEANNE CLEARY DISCLOSURE FOR ELITE SCHOOL OF COSMETOLOGY

SECURITY POLICY

A Campus Safety Officer has been appointed to enhance the safety of both the students and the employees of Elite School of Cosmetology (or the "School"). The Campus Safety Officer. All reports of criminal offenses should be made to a member of the Campus Safety Officer.

The Campus Safety Officer 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. Current information is also contained in the School's Catalog. Campus is defined as "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 2105 West 15th Street, Panama City, Florida 32401. There are no buildings or properties owned or controlled by campus student organizations which are recognized by this institution.

Below list the current campus policies of Elite School of Cosmetology as they relate to campus security.

I. REPORTING CRIMES AND OTHER EMERGENCIES

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 its own police department. The local police department is authorized by Elite School 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 Campus Safety Officer, 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 Campus Safety Officer. Callers should dial (850) 481-1220 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.

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

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.

TIMELY WARNING

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Safety Officer or other members of the administration, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The notification will include a short description of the crime or incident, 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.

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 Campus Safety Officer 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 Administrator will communicate directly and regularly on the progress of the inquiry with the individual raising allegations. The Administrator 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 Campus Safety Officer 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 potential incidents that could affect our community and the capabilities to react to those situations. 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.

EVACUATIONS

Instructions to evacuate will be issued by the Campus Safety Officer as described above. 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 Campus Safety Officer. 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 Campus Safety Officer 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.

III. 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 Campus Safety Officer.

IV. 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.

V. CAMPUS LAW ENFORCEMENT POLICY

The Campus Safety Officer 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 Campus Security Officer maintains a highly professional working relationship with federal law enforcement, the Florida Department of Law Enforcement, the Bay County Sheriff's Office, and the City of Panama City 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 Campus Safety Officer. 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 Campus Safety Officer.

There are currently no formal written agreements with local, state, or federal agencies.

VI. SECURITY AWARENESS PROGRAMS

Safety programs for students begin on the first day's orientation for each class and continue throughout the year in cooperation with the Administrator's Office. The Administrator coordinates quarterly Personal Safety Seminars through law enforcement and private contractors. Focusing on basic hands-on defense training, rape awareness, crime prevention, and risk reduction. The safety policies are also provided at employee orientation for new employees.

The Campus Safety Officer is also responsible for coordinating the School's fire prevention and training programs, designing fire safety policy and procedures, and ensuring that the schools are in compliance with the fire safety codes of the State of Florida. Information regarding the number of fires, injuries, fire drills, fire related property damage, and the type of fire detection systems in each building can be obtained by contact the Campus Safety Officer of each facility.

The Campus Safety Officer has the authority to (i) check all persons on the school property to determine their legitimate presence, and to escort unauthorized persons to the proper office or off the school property; (ii) report any suspicious activity or criminal activity to their supervisor or local law enforcement; (iii) control the actions of persons violating School rules or local, state, or federal laws, as long as these actions by the Campus Safety Officer do not in themselves violate any local, state, or federal laws; and (iv) cooperate with local, state or federal law enforcement should that become necessary.

All members of the School community play an important role in keeping the campus safe and are encouraged to alert the Campus Safety Officer of any criminal act, unsafe condition, or suspicious activity. While on School Property students are encouraged to be responsible for their own security and the security of others. Students, faculty, and staff should use sound judgment and take simple precautions to avoid becoming the victim of a crime, such as traveling in groups or pairs, staying or walking in well-lit areas, reporting suspicious activities or persons, locking vehicles or personal property and knowing where the Campus Safety Officer can be reached at any time.

VII. CRIME PREVENTION PROGRAMS

Crime prevention material is on display for one week in the Administrator's Office during the month of October and programs focusing on crime prevention are conducted throughout the year in cooperation with the Administrator's Office.

VIII. 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 and drug paraphernalia 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 or 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.

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.

Second Conviction: Not less than \$1,000 or more than \$2,000. With BAL of .15 or higher or minor in the vehicle; Not less than \$2,000 or more the \$4,000.

Third Conviction More than 10 years from the second; Not less than \$2,000, or more than \$5,000 With BAL of .15 or higher or minor in the vehicle; Not less than \$4,000.

Fourth or Subsequent Conviction; Not less than \$2,000.

COMMUNITY SERVICE AND PROBATION

First Conviction: Mandatory 50 hours of community service or additional fine of \$10 for each hour of community service required. First conviction, total period of probation and incarceration may not exceed 1 year.

IMPRISONMENT

At court's discretion, sentencing terms may be served in a residential alcoholism or drug abuse treatment program, credited toward term of imprisonment.

First Conviction: Not more than 6 months, with BAL of .15 or higher or minor in the vehicle; Not more than 9 months.

Second conviction: Not more than 9 months; With BAL of .15 or higher or minor in the vehicle; Not more than 12 months. If second conviction within 5 years, mandatory of at least 10 days. At least 48 hours of confinement must be consecutive.

Third Conviction: If third conviction within 10 years, mandatory imprisonment of at least 30 days. At least 48 hours of confinement must be consecutive. If third conviction more than 10 years, imprisonment for not more than 12 months.

Fourth or Subsequent Conviction: Not more than 5 years or as provided in s.775.084, Florida Statutes, as habitual/violent offender.

DRIVER'S LICENSE REVOCATION PERIODS

- A. First conviction: Minimum 180 days revocation, maximum 1 year
 - B. Second Conviction Within 5 Years: Minimum 5 years revocation. May be eligible for hardship reinstatement after 1 year. Other second offenders same as "A" above.
 - C. Third Conviction Within 10 years: Minimum 10 years revocation. May be eligible for hardship reinstatement after 2 years.
- Other: 3rd offenders same as "A" above; one conviction more than 10 years prior and one within 5 years, same as "B" above.
- D. Fourth Conviction, (regardless of when prior convictions occurred) and Murder with Motor Vehicle; Mandatory permanent revocation, No hardship reinstatement.
 - E. DUI Manslaughter: Mandatory permanent revocation. If no prior DUI related convictions, may be eligible for hardship reinstatement after 5 years.
 - F. Manslaughter, DUI Serious Bodily Injury, or Vehicular Homicide Convictions: Minimum 3 year revocation. DUI Serious Bodily Injury having prior DUI conviction is same as "B-D" above.

LEGAL SANCTIONS FOR ALCOHOL AND ILLICIT DRUGS

Florida state law prohibits the possession of alcoholic beverages by persons under age 21, punishable for the first offense by a definite term of imprisonment not exceeding 60 days and/or

A fine of \$1,000. It is similar prohibited and punishable to distribute alcohol to persons under age 21. State law makes it a crime for any person to possess or distribute illicit drugs (controlled substances). The crime range from second-degree misdemeanors (up to 60 days and \$500 fine) to first-degree felonies (up to 30 years and \$10,000 fine). Distributing large quantities of various controlled substances is punishable, depending on the particular drug and quantity involved, by first offense range from not more than five years imprisonment and fine of not more than \$100,000 to 40 years to life and \$200,000 fine. Even first offenders may face 15 year mandatory sentences if the quantity of drugs is large enough. Subsequent convictions are punishable by not less than five years imprisonment and not more than \$8 million fine.

DRUG AND ALCOHOL HEALTH RISKS

Amphetamines

Cocaine, crack

Cocaine use leads to increased alertness, agitation, apathy, dilated pupils, elevated heart rate and respiratory rate, increased body temperature and with olfactory use can cause stuffy and runny nose and perforated nasal septum. Depression follows use along with the strong desire to repeat usage. Crack can cause delirium, hallucinations, blurred vision, chest pain, muscle spasms, convulsions and death. These drugs are highly addictive.

Other amphetamines

Methamphetamine, Ritalin, Speed, Ecstasy

Amphetamines are highly addictive and have the ability to cause euphoria increased pulse rate and blood pressure, loss of appetite, excitation, increased body temperature, hallucinations, irrational behavior, convulsions and upon withdraw causes long periods of sleep, irritability, depression, tremors, loss of coordination, collapse and death. Amphetamines are addictive

Hallucinogens

Peyote, PCP, Mescaline

Hallucinogens produce hallucinations, panic, confusion, suspicion, anxiety, loss of control, flashbacks and an altered perception of time and distance. They produce a blocking of pain receptors and affect the center of the brain that controls intellect and keeps instincts in check. The use of hallucinogens can cause death.

Marijuana

Marijuana is classified as a hallucinogen. It causes euphoria, relaxed inhibitions, fatigue, paranoia, altered sense of time, reduced coordination, increased appetite and impaired comprehension and memory. The immune system of users is lowered and there is an increased risk of lung diseases. The active ingredient, THC is stored in the fatty tissue of the brain and reproductive system for a minimum of 28-30 days.

Steroids

Steroids have many legitimate health benefits in the hands of medical professionals. However, abuse of these powerful drugs can cause irreversible damage to your body. Androgenic steroids, which are related to male sex hormones, are commonly abused for the purpose of gaining muscle mass and enhancing athletic performance. Well-documented research shows that the long-term health risks of taking these drugs far outweigh any athletic benefits. Health risks include testicular atrophy reduced sperm count and increased risk of prostate cancer for men. For women, the risks include growth of facial hair, male-pattern baldness, changes in or cessation of the menstrual cycle. Liver tumors and kidney damage in both men and women have been linked to steroid use. Aggressive behavior and other psychiatric side effects have also been documented in both men and women steroid abusers.

Depressants

Valium, Librium, Phenobarbital, Roofies, Quaaludes

Depressants slow body functioning and cause slurred speech, disorientation, drunken behavior, shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, anxiety, insomnia, tremors, delirium, convulsions, coma and death. Depressants produce high to moderate levels of tolerance and addiction.

Alcohol

Although responsible and legal consumption of alcohol is a common social custom in America and many other countries, alcohol is also considered one of the most widely abused drugs in the world. Classified as a depressant, alcohol affects the nervous system, impairing speech and other motor skills. It can impair judgment and abstract mental functioning, including the ability to learn and remember. Alcohol abuse has been associated with increased violent or aggressive acts such as spouse/child abuse, sexual assaults, vandalism and fights. Consumption of large quantities of alcohol (binge drinking) can cause fatal alcohol poisoning. Alcohol is highly addictive, and its withdrawal can be life threatening. Use during pregnancy can cause permanent birth defects. Children of alcoholics are at greater risk for alcoholism. Alcohol abuse can cause damage to vital organs, such as the brain and liver and has been associated with various types of cancers.

Opiates

Demerol, Dilaudid, Heroin, Methadone, Codeine, Morphine, Oxycontin

Opiates are narcotics, painkillers, which cause diminished perception of pain, euphoria, drowsiness, nausea, constricted pupils, reduced heart rate and depression. Narcotics are highly addictive, and an overdose can result in death.

Inhalants

Paint, Glue

Inhalants can cause nosebleeds, nausea, loss of consciousness and with prolonged use cause damage to the nervous system and other organs. High doses can result in loss of consciousness. The use of inhalants is psychologically addicting

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

SAMHSA's Toll-Free Treatment Referral Helpline: 1-800-662-HELP (4357)

IX. SEXUAL ASSAULT, RAPE OR 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 and affirm the integrity, dignity, health, and safety of oneself and others.

That includes behavior in the realm of human sexuality. Sexual assault is a crime. It is also an issue of justice and each act harms not just an individual but the School community generally. The School does not tolerate sexual assault or misconduct in any form or to any degree.

The School has an array of public safety, medical, psychological, administrative, and disciplinary services available for referral to students reporting instances of sexual assault or misconduct. The School's policy and procedures regarding sexual misconduct seek to achieve the following goals:

To provide prompt, professional, and attentive support services to reduce the sexual assault victim's trauma and alleviate suffering;

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 Campus Safety Officer 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; and

To protect the rights of the victim of an assault.

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: At the School, sexual assault is any sexual touching, however slight, with any object or with any part of the body without effective consent. Sexual assault also includes disrobing or otherwise exposing oneself to another without consent. Attempted sexual assault is also prohibited under this policy.

Sexual Exploitation: At The School, sexual exploitation occurs when a student takes nonconsensual, unjust, or abusive sexual advantage of another for his/her own benefit or for the benefit of anyone other than the one being exploited, and that behavior does not otherwise constitute rape, sexual assault, or sexual harassment. Examples of sexual exploitation include but are not limited to, prostitution, videotaping without knowledge and consent of all parties, peeping tommery, transmission of HIV or STD, or inducing incapacitation with the intent to rape or sexually assault regardless of whether sexual activity actually takes place.

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 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 which is obtained through the use of fraud, force (actual or implied), threats, intimidation, or coercion is ineffective consent. 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.

Sexual Harassment: At the School, sexual harassment includes unwelcome sexual advance, direct or indirect sexual demands, request for sexual favors, sexual comments, gestures, or other physical actions of a sexual nature, when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational success;

Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting the individual;

Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive working, living, or educational environment.

For more information regarding sexual harassment, students are encouraged to seek out the assistance of the Administrator at the appropriate campus.

What to do if you have been assaulted

The School strongly encourages students to report incidences of rape, sexual assault, and sexual misconduct. Trained professionals and support services are available to assist students and anyone else impacted by such events. Resources exist off campus. 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 Administrator by calling 419-668-2333.

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 Administrator 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 Campus Safety Officer;
- 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 Administrator. The Administrator 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

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|-------------------------------|----------------|
| Panama City Police Department | 1-850-872-3112 |
| Niceville Police Department | 1-850-729-4030 |

Local Sheriff Department

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|--------------------------------------|----------------|
| Bay County Sheriff's Department | 1-850-474-4700 |
| Okaloosa County Sheriff's Department | 1-850-651-7410 |

Drug Hot Line

SAMHSA's Toll-Free Treatment Referral Helpline: 1-800-662-HELP (4357)

Florida Coalition Against Domestic Violence

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|---------------------------------|----------------|
| Bay County – The Salvation Army | 1-850-769-7989 |
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Rape Hotline

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| Florida Council Against Sexual Violence | 1-866-828-7273 |
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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. 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 Campus Safety Officer; and (3) the filing of a Criminal Report with the local Police Department.

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 Administrator and recorded with the Campus Safety Officer 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: Sexual assault is a crime and is a violation of the rules and regulations of The

School. As such, a student may always file a standard, formal Incident Report with the Campus Safety Officer. 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 Campus Safety Officer 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 Campus Safety Officer. 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.

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 Campus Safety Officer 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.

Disciplinary Process

The School will initiate disciplinary action when an Incident Report is filed by a student alleging sexual misconduct. In most circumstances where rape or sexual assault is alleged, both the victim and the accused will meet separately with the Administrator. When a determination of responsibility is made, the victim will be notified of the decision as well as sanctions assigned. In cases of rape and sexual assault, the typical sanction is dismissal or expulsion.

Sex Offender Registration

In compliance with the Campus Sex Prevention Act of 2000, members of the School community may search the following registries for information concerning registered sex offenders:

National Sex Offender Public Website at www.nsopr.gov/

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:

CAMPUS SECURITY INFORMATION

Elite School of Cosmetology makes every effort to provide a safe, crime-free campus for our students, however, in the event a crime does occur, we want you to be aware of the procedure you should follow.

If you are personally involved in or witness a crime in progress in our immediate building or surrounding parking areas, you should call 911 from the nearest available phone as soon as possible. You should also immediately report the crime to the Campus Security Officer or the most senior official available in his/her absence.

If you are the victim of a sexual assault which involves a staff member of Elite School of Cosmetology you should report the assault to the Administrator. If the assault involves the Administrator, the incident should be reported to the school Owner. In any case, you should feel free to notify local law enforcement of the assault.

Evening students are encouraged to use the "buddy system" for extra protection when leaving the building.

Students or staff committing any crimes or sexual offenses while employed by or enrolled in Elite School of Cosmetology face possible suspension or termination at the discretion of the School Administrator.

The possession, use or sale of alcoholic beverages or illegal drugs are prohibited on any campus of Elite School of Cosmetology or at any school sponsored function.

The following statistics are provided as part of the requirement under the Students Right-to-Know and Campus Security Act, Public Law I 01-542. These occurrences of criminal offenses were reported to the authorities for the period of August 2017-August 2019:

Violence Against Women

More than 500,000 reported incidents of domestic violence and over 200,000 reported tapes were committed in the United States in 2004. Approximately one-third of women who are murdered each year are killed by their current or former husband or partner. In the 2002 Budget, the President requested and secured a \$100 million increase in funding for Violence Against Women Act (VAWA) programs and has continued to provide similar levels of funding in every Budget since then. In an effort to combat the problem, the Administration has obtained over \$2.2 billion in funding since 2001 for programs that combat violence against women. The budget requests \$369 million for VAWA programs that target domestic violence and strengthen services for victims and their dependents and hold offenders accountable. Not only do VAWA-funded programs provide training and support to local law enforcement, but VAWA programs also provide services and support to hundreds of thousands of victims each year. VAWA programs are funded primarily through DOJ's Office on Violence Against Women. For more information please go to <http://www.4woman.gov/violence/>

Local Law Enforcement Agencies

Local Police Department

| | |
|-------------------------------|----------------|
| Panama City Police Department | 1-850-872-3112 |
| Niceville Police Department | 1-850-729-4030 |

Local Sheriff Department

| | |
|--------------------------------------|----------------|
| Bay County Sheriff's Department | 1-850-474-4700 |
| Okaloosa County Sheriff's Department | 1-850-651-7410 |

Drug Hot Line

SAMHSA's Toll-Free Treatment Referral Helpline: 1-800-662-HELP (4357)

Florida Coalition Against Domestic Violence

| | |
|---------------------------------|----------------|
| Bay County – The Salvation Army | 1-850-769-7989 |
|---------------------------------|----------------|

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|---|---------------|
| Okaloosa & Walton Counties - The salvation Army | 1850-243-4531 |
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Rape Hotline

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|---|----------------|
| Florida Council Against Sexual Violence | 1-866-828-7273 |
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As an employee/student of Elite School of Cosmetology, I hereby acknowledge receipt of this Report:
