

**American Academy of Cosmetology
Orange Park, Florida**

CRIME AWARENESS & CAMPUS SECURITY PROGRAM and DISCLOSURES

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, signed in 1990, is a federal [statute](#) codified at [20 U.S.C. § 1092\(f\)](#), with implementing regulations in the [U.S.Code of Federal Regulations](#) at [34 C.F.R. 668.46](#). American Academy of Cosmetology has prepared the following information for distribution to its students and employees, effective January 2015 this information will be updated on an annual basis and made available to current students and employees.

Specific information regarding the following includes:

- (1) A statement of current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institution's response to those reports, including policies for making timely reports to members of the campus community regarding the occurrence of crimes described in paragraph (a) (6) of this statute.

American Academy of Cosmetology, 1330 Blanding Blvd Suite 125. Orange Park, Florida has the following policy with regard to the reporting of criminal actions and/or emergencies that may take place on school property:

In the event of any type of criminal activity or emergency, the senior administrative staff person (Campus Director, Corporate Director, etc.) must be immediately notified. In their absence, the senior faculty member or administrative staff member must be notified. In the absence of any employee of the school, the relevant governmental agency must be notified.

In the event of criminal activity and/or emergency, all relevant governmental agencies must be alerted at once by the senior administrative staff or faculty member and a decision made as to the safety of the campus facility and the assurance of the well-being of students and staff. The campus should be cleared until relevant governmental agencies are on the scene. These decisions are made upon reasonable, logical, and common sense observations by the school staff.

Students are encouraged to make note of any activity of a criminal nature and bring it to the attention of the school staff.

Students and school employees will be notified of any occurrence of a criminal nature, as noted in paragraph (a) (6) of the statute through normal communication channels, including but not limited to bulletin boards, memos, classroom announcements, etc.

- (2) A statement of current policies concerning security of and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.

Access to school facilities is limited to those hours of operation listed in the official school catalog. Students are not permitted on school property without school faculty or staff present to unlock the facility, provide instruction or supervision, and to secure the facility at

the end of the school day. At no time will the school campus be without at least one staff member or employee on site while the campus is open to students.

The last school employee to leave the facility is charged with the responsibility to safeguard the facility, including locking all exterior and interior doors, turn off all lights, equipment, and heating/air conditioning units, and any other tasks necessary to secure the facility.

American Academy of Cosmetology does not provide or maintain housing units for students.

- (3) A statement of current policies concerning campus law enforcement, including:
- (i) The enforcement authority of security personnel, including their working relationship with state and local police agencies and whether those security personnel have the authority to arrest individuals.

All school administrative personnel are empowered by the school to act in the school's behalf as security personnel. All employees are to work with any and all law enforcement/police agencies with jurisdiction in the area where the school is located. NO employee of American Academy of Cosmetology is empowered to arrest, search or otherwise detain individuals against their will.

- (ii) Policies that encourage accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies.

As that American Academy of Cosmetology does not have any police authority of its own, it is the responsibility of all faculty and staff members to report any possible crime or emergency to the school administration. Anyone who offers information regarding potential criminal activities and/or emergency situations is assured that in no way will their stepping forward affect their ability to continue their education or their employment.

- (4) A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

Students are made aware of their responsibilities and channels of communication regarding security procedures and practices as part of their introductory orientation as they begin classes. Employees are informed of security procedures and practices during staff meetings and through memos from the administrative staff as necessary.

- (5) A description of programs designed to inform students and employees about the prevention of crimes.

Special programs designed to inform students and employees regarding crime prevention are available from local law enforcement agencies, upon request. Individual instructors may also provide programs regarding crime prevention to their students as part of the regular curriculum of the school.

- (6)(i) Statistics concerning the occurrence on campus in or on non-campus buildings or property, and on public property during the most recent calendar year, and during the 2 preceding calendar years for which data are available:

The following criminal offenses are also published each year and must be reported no later than October 1 of each year, including any crime statistics on campus during the previous three-year period.

Report Distribution Date:

Occurrences within the 2014 2015 2016 **Calendar Years Orange Park location**

Crimes Report for	2	2	2	Location: C=Campus N=Non campus P=Public Area	*Hate Crime
	0	0	0		
	1	1	1		
	4	5	6		
Murder (Including non-negligent manslaughter)	0	0	0	C/N/P	0
Negligent Manslaughter	0	0	0	C/N/P	
Sex offenses (forcible)	0	0	0	C/N/P	0
Sex offenses (non – forcible)	0	0	0	C/N/P	0
Robbery	0	0	0	C/N/P	0
Arrests for liquor law violations, and illegal weapons possession	0	0	0	C/N/P	0
Aggravated assaults	0	0	0	C/N/P	0
Burglaries	0	0	0	C/N/P	0
Motor Vehicle Thefts (on Campus)	0	0	1	CAMPUS	0
Arson	0	0	0	C/N/P	0
Any other crime involving bodily injury	0	0	0	C/N/P	0
Stalking	0	0	0	C/N/P	0
Sexual Harassment	0	0	0	C/N/P	0

Hate Offenses:

The above crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Statistics concerning the criminal offenses of murder, forcible rape, and aggravated assault as listed in paragraph (a) (6) (i) of the statute that manifest evidence of prejudice based upon race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability as prescribed by the Hate Crimes Statistics Act.

- (7) A statement of policy concerning the monitoring and recording through local police agencies of criminal activity in which students engaged at off-campus locations of student organizations which are recognized by the institution, and are engaged in by students

attending the institution, including those student organizations with off-campus housing facilities.

This does not apply to American Academy of Cosmetology.

(8)(i) Statistics concerning the number of arrests for the following crimes occurring on campus during the past three calendar years.

(A) Liquor-law violations	None
(B) Drug-abuse violations	None
(C) Weapons possessions	None

(ii) Statistics concerning those crimes listed in paragraph (a) (8) (i) of the statute that manifest evidence of prejudice based on race, religion, sexual orientation, or ethnicity, as prescribed by the Hate Crimes Statistics Act.

No incidents of this type have occurred within the last calendar years.

(9) A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of state underage drinking laws.

American Academy of Cosmetology does not condone, nor will it accept as policy, the possession, use, and/or sale of alcoholic beverages by students or staff on school grounds, during any and all class activities, especially those officially sanctioned by the school administration. Students or staff found in violation of this policy will be disciplined as directed by American Academy of Cosmetology Drug and Alcohol Abuse Program, which is distributed to all students during orientation and to all staff as part of the staff orientation prior to beginning work. American Academy of Cosmetology will fully cooperate with any and all governmental agencies and law enforcement organization to effectively control the unauthorized use of alcohol.

(10)A statement of policy regarding the possession, use and sale of illegal drugs and enforcement of Federal and State drug laws.

American Academy of Cosmetology does not condone, nor will it accept as policy, the possession, use and/or sale of illegal drugs by students or staff on school grounds, during any and all class activities, especially those officially sanctioned by the school administration. Students or staff found in violation of this policy will be disciplined as directed by American Academy of Cosmetology orientation and to all staff as part of the staff orientation prior to beginning work. American Academy of Cosmetology will fully cooperate with any and all governmental agencies and law enforcement organization to effectively control the use of illegal drugs.

(11)A description of any drug or alcohol-abuse education programs, as required under section 1213 of the HEA. For the purpose of meeting this requirement, an institution may cross-reference the materials the institution uses to comply with section 1213 of the HEA.

American Academy of Cosmetology Drug and Alcohol Abuse Policy is detailed as a separate statement, and is covered as part of the regular student orientation, prior to or on the first day of classes. In addition, all employees are also required to review this policy and to agree to work within its restrictions regarding drug and alcohol use.

(12) A statement of policy regarding the institution's campus sexual assault programs to prevent sex offenses, and procedures to follow when a sex offense occurs. The statement includes the following:

- (i) A description of educational programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.
 - a. Procedures students should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, including information in writing about.
- (ii) Information on a student's option to notify proper law enforcement authorities, including on-campus and local police, and a statement that institutional personnel will assist the student in notifying these authorities, if the student requests the assistance of these personnel.
- (iii) Notifications to students of existing on- and off-campus campus counseling, mental health, or other student services for victims of sex offenses.
- (iv) Notification to students that the institution will change a victim's academic and living situation after an alleged sex offense and of the options for those changes, if those changes are requested by the victim and are reasonably available.
- (v) Procedures for campus disciplinary action in cases of an alleged sex offense, including a clear statement that:
 - (A) The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding
 - (B) Both the accuser and the accused shall be informed of the outcome of any institutional proceeding brought alleging a sex offense. This does not constitute a violation of the Family Educational Rights and Privacy Act. For purpose of this requirement, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
 - (C) Disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

In the event of an incident regarding a potential sex related crime on the school campus, the involved individuals must contact the School Administrator with responsibility for this program for information and direction with regard to the above listed concerns (items 12 (i-vii)). American Academy of Cosmetology does not condone nor will permit such activity to take place within the confines of the school campus. Our regular disciplinary policies remain our primary source of information and procedures that we will follow.

Beginning with the annual security report distributed by October 1, 2014, *a statement advising the campus community where law enforcement agency information provided by a State under section 170101(j) of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071 (j)), concerning registered sex offenders may be obtained, such as the law enforcement office of the institution, a local law enforcement agency with jurisdiction for the campus, or a computer network address.

Students and employees of American Academy of Cosmetology should refer to the Florida Department of Law Enforcement Sexual Predator/Offenders Registry web site for information regarding possible sexual predators or offenders at this institution. http://www3.fdle.state.fl.us/sexual_predators/search.asp

IMPORTANT CONTACT INFORMATION

Drug and Treatment

Drug & alcohol Treatment Assoc,	1-866-684-6303
Council on Alcoholism & Drug dependence	1-855-886-5620
Sexual assault Trauma Resource Center (National)	1-800-656-4673
National Domestic Violence Hotline	1-800-787-3224
Domestic Violence & Rape Crisis Hotline	1-800-323-4673

Student/Employee Name

Date

Receipt of reporting years: 2014, 2015 and 2016.

*Information regarding the report was obtained by the Clay County Sherriff's Office – Florida