

CAMPUS SECURITY DISCLOSURE

Campus Security Act Information Disclosure - Under the Crime Awareness Campus Security Act of 1990, we are required to provide you with the following safety information about our campus.

The Salon Professional Academy is committed to providing safety to all of its students, faculty, and staff.

1. If a crime happens to you or your property or if there is an emergency occurring on campus report it to an educator or owner immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force.
2. The Salon Professional Academy will provide current and prospective students, current and prospective faculty and staff with a copy of this updated Campus Security Disclosure at the beginning of the new calendar year. This update will include the previous calendar year statistics to comply with the Consumer Reporting requirement of the most recent 3 calendar years. Statistics will be gathered from the local police and compiled in the disclosure. These same statistics will be entered on the Campus Crime Report due in October of each year. The report will show the number of incidents on campus, including The Academy parking lot and adjacent streets and is divided into the following categories:

	<u>Occurrences in:</u>		
	2008	2009	2010
a. Criminal Homicide:			
Murder and non-negligent manslaughter	0	0	0
i. Negligent manslaughter	0	0	0
b. Sex Offenses:			
i. Forcible sex offenses	0	0	0
ii. Non-forcible sex offenses	0	0	0
c. Robbery	0	0	0
d. Aggravated Assault	0	0	0
e. Simple Assault	0	0	0
f. Intimidation	0	0	0
g. Vandalism	0	0	0
h. Burglary	0	0	0
i. Motor Vehicle Theft	0	0	0
j. Larceny-Theft	2	1	0
k. Destruction, damage or vandalism to property	0	0	0
l. Arson	0	0	0
m. Liquor/Drug/ Illegal Weapons Violations:	0	0	0
i. Arrests for liquor violations, drug law violations, and illegal weapons possession	0	0	0
ii. Persons not included above who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possessions	0	0	0

n. Hate Crimes			
i. Race	0	0	0
ii. Gender	0	0	0
iii. Religion	0	0	0
iv. Sexual Orientation	0	0	0
v. Ethnicity	0	0	0
vi. Disability	0	0	0
vii. Intimidation	0	0	0

3. Although the school does not employ security officers, The Salon Professional Academy has a working relationship with the local police who are able to support and provide services promptly in the event of an incident. We encourage accurate and prompt reporting of all crimes to the local police.
4. In addition to the required annual campus security report, The Salon Professional Academy will provide a timely warning to students of any occurrences of the following crimes that are reported to local police agencies and are considered to represent a serious or continuing threat to students and employees. As soon as the school becomes aware of the crimes, students and employees will be notified in the timeliest manner possible. These crimes include: criminal homicide, forcible and non-forcible sex offenses, robbery, aggravated assault, simple assault, intimidation, vandalism, burglary, motor vehicle theft, larceny-theft, destruction, damage, or vandalism to property, arson, hate crimes including crimes involving bodily injury reported to local police agencies that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability, arrests for violations of liquor and drug law violations, and illegal weapons possession, and persons not arrested but referred for disciplinary action for liquor, drug, and weapons law violations.
Note: The Salon Professional Academy is not required to provide timely warning with respect to crimes reported to a pastoral or professional counselor.

If a student wishes to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, contact Mike McPherson or Dolan Sevalstad in the Admissions/Financial Aid office.

5. The facilities are open Monday through Saturday according to assigned class/salon area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner. Only educators and owners have keys to the building thus preventing internal crimes to as great an extent as possible.
6. We encourage students and employees to be responsible for your own security and the security of others.
7. The Salon Professional Academy does not provide any programs on campus regarding security or prevention of crimes. If students and staff wish to learn more about personal security or prevention of crimes, contact the local Police Department.
8. The Salon Professional Academy does not have any off-campus locations and therefore all monitoring and recording of any criminal activity is conducted at the campus location of 501 2nd St S Ste 1, Great Falls, MT 59401.
9. The Salon Professional Academy does not have any on-campus housing and therefore does not have a missing student policy.

Drug & Alcohol Policy:

- The dismissal that may occur following a final determination of said proceedings regarding Academy policy prohibits the possession, use, and sale of alcoholic beverages to anyone on our property or as part of any of our activities.
- Academy policy also prohibits the possession, use and sale of illegal drugs.
- Academy policy supports and enforces state underage drinking laws.

Students caught in any of the above situations will be withdrawn from the program and will be reported to the authorities. Students should refer to the drug prevention program for further details.

Sex Offenses:

If a sex offense occurs while in The Academy, please contact the Great Falls Police Department to report it immediately. The Salon Professional Academy will do everything possible to assist in this serious matter. If such a serious offense occurs, it is important to preserve evidence for proof of the criminal offense.

Information regarding area counseling, referral and drug abuse treatment centers will be provided upon request by a student or staff member.

If a sex offense happens where both the accused and the accuser attend The Salon Professional Academy, both the accuser and the accused:

- Are entitled to the same opportunities to have others present during a disciplinary proceeding and
- Will be informed of the school's final determination of any school disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused and
- The dismissal that may occur following a final determination of said proceedings regarding rape, acquaintance rape, or other forcible or no-forcible sex offenses.

The Salon Professional Academy will work with students to change a student's academic situation (i.e., allowing the student to take a leave of absence, allowing the student to enroll in a later program , etc.) if the change is requested by the victim and the change is reasonably available.

The Salon Professional Academy does not provide any programs on campus regarding sexual assault prevention. If students or staff wish to learn more about the prevention of sexual assault, contact the local Police Department.

Individuals wishing to learn additional information about registered sex offenders may check website information for the City of Great Falls.

Emergency Response/Evacuation

- a. Procedures for testing emergency procedures on a yearly basis**
 - a. Yearly testing of emergency procedures is scheduled by the owner. Staff will be alerted to the scheduled date(s), however; the students will be unaware until the actual emergency test occurs to ensure proper evaluation of our emergency procedures.
- b. Clarification of difference between timely warning and emergency notification**
 - a. Timely Warning is a notification provided in a suitable manner to students, staff, and salon area guests or community neighbors if necessary, of an impending or occurring emergency situation.
 - b. Emergency Notification is an immediate notification of an unforeseen combination of circumstances that calls for immediate action. Emergency Notification will be in written form, posted on the front and back door of The Academy as well as distributed by email to staff members and students.
- c. How you will immediately notify staff and students of emergency/evacuation**
 - a. At the time of an urgent unanticipated event, staff members will assess the situation to determine the significance of an emergency. In the event of an emergency, staff and students will be notified by either verbal communication (for students currently in the building), or written communication (for students not in attendance) to notify them of the particular situation. Roll call will be taken as soon as reasonably possible to ensure all students and staff are accounted for at the time of the

emergency. Without delay, all students will receive notification of the emergency by written communication in the form of an email and or text from the Command Decision Team (CDT).

- b. The responsible members of the CDT consist of:
 - 1. The Academy owner
 - 2. Financial aid officer
 - 3. Admissions personnel
 - 4. Educators
 - 5. Front Desk Support Staff
- d. The verbal/written communication will include:
 - 1. Type of emergency
 - 2. Steps to be taken for the emergency situation
- d. Process you will use to confirm if there is a significant emergency**
 - a. Upon receipt of information pertaining to a threat during business hours, the person receiving the information should notify a staff member of the impending or occurring emergency. The staff member will respond to the immediate situation when necessary and will contact civil authorities to determine appropriate action which may include evacuation of entire campus for a length of time to be determined based on the situation at hand. If necessary, The Academy will post on outside doors the time class will resume.
- e. Procedures for disseminating emergency information to the student body and staff and surrounding community**
 - a. Without delay, all students, staff and surrounding community will receive notification of the emergency by written communication in the form of an email and or text from the Command Decision Team (CDT).
- f. How to determine who should be notified**
 - a. The Command Decision Team (CDT) will determine the emergency and enact the notification to include phoning, emailing, texting and or written communication to the responding persons and or organizations responsible for collecting the emergency notification.
- g. Content of the notification**
 - a. The responsible persons in The Academy will determine how much information is appropriate to disseminate at different points of time to the staff, student and or public.
- h. How you will initiate the notification system**
 - a. Responsible persons in The Academy use fire alarms to alert the campus community and follow up with emails and or text messages and post written notices as more specific information becomes available.
- i. Statement that The Academy will without delay and accounting for the safety of the student body and staff, determine the content of the notification and how to initiate the notification system.**
 - a. The campus will take into account the safety of the campus community.
 - b. Determine what information to release about the situation,
 - c. Begin the notification process
 - d. The campus would not immediately issue a notification for a confirmed emergency or dangerous situation is if doing so will compromise efforts to
 - i. Assist a victim
 - ii. Contain the emergency
 - iii. Respond to the emergency
 - iv. Otherwise mitigate the emergency.
- j. List of titles of responsible persons in The Academy**
 - a. Owner
 - b. Financial Aid Officer
 - c. Admissions
 - d. Lead Educators:
 - e. Educators
 - f. Support Staff

I verify that I have read the Campus Security Disclosure.

Print name

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Signature

Date