



## **Austin's Beauty College Annual Security and Safety Report 2024-2025**

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This booklet includes campus safety policies and procedures, statistics for the calendar year 2024, 2023 and 2022 concerning campus crime, and the Annual Fire Safety Report.

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### **Austin's Beauty College Campus**

Austin's Beauty College is located in Central Tennessee in the town of Clarksville. The main campus located at 585 A South Riverside Dr. Clarksville, TN

### **Campus Safety and Security**

The mission of the Austin's Beauty College Campus Safety & Security (CSS) Department is to enhance the quality of life at Austin's Beauty College by providing a safe and secure environment that is conducive to learning and is consistent with the educational goals of this diverse institution, while building community partnerships that foster trust, mutual respect, and cooperation. The primary goal of the Austin's Beauty College Campus Safety & Security is to protect life and property. The Campus Safety & Security Department is located in our main campus. The phone number is (931)542-4464. CSS reports to the President/Owner of Austin's Beauty College.

### **Maintaining a Safe Community**

Austin's Beauty College and Clarksville are relatively safe communities; but no community is crime free. Responsibility for crime prevention is shared jointly by you and all other members of the College community. To ensure your own security and that of your friends and colleagues, take care and use common sense. The suggestions below presented by CSS will help you to substantially reduce the possibility of becoming a victim.

- See something, say something. Program the CSS phone number (931-542-4464) into your cell phone so you have it at your fingertips in the event of an emergency on campus. If you see a crime in progress or even something suspicious, do not hesitate, make the call.
- Empower yourself. Enroll in a self-defense course. These courses are designed to give women viable defense options that may help save your life.
- Do not walk alone. Walk with friends or classmates.
- Protect your property. Never leave items like your backpack, laptop or cell phone unattended-even if it's just for a minute. Make it a habit to take these valuables with you.

- Report solicitors. Magazine subscriptions, donation requests, spa packages and earn money now schemes are some of the common methods criminals use to take your money. Avoid solicitors and scams by politely saying no and immediately notifying CSS.

Never provide a solicitor with your personal information, in person or on-line. ●

Grab it. Close it. Lock it. College parking lots and structures are common targets for thieves. Never leave valuables in your car or items in plain view. Take items like GPS devices, removable stereo faceplates, and electronics with you. Make sure your windows are up and the doors are locked and set the alarm.

- Keep personal information private. Avoid becoming a victim of identity theft by carrying only the necessary items in your wallet or purse. Do not give personal information to solicitors.
- Anonymous, threatening, or harassing telephone calls are illegal, and the College regards them as a serious offense. Immediately report obscene or harassing phone calls.

### **Collecting, Compiling and Reporting Crime Statistics**

Austin's Beauty College annually publishes the Safety and Security Report in compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act".

For all questions regarding this report or to receive a printed copy contact Judy Byard in the Austin's Beauty College Campus Safety & Security Department, 931-542-4464.

Statistical data included in the report was collected from Austin's Beauty College CSS incident reports and the Clarksville Police Department. Community members are strongly encouraged to report criminal activity or suspicious behavior immediately and may even do so anonymously.

### **CONFIDENTIAL REPORTING OPTIONS**

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a CSS officer can file a report on the details of the incident without revealing your identity (except to the Title IX Coordinator in the event of a reported sex offence or sexual harassment). The purpose of a confidential report is to comply with your wish to keep the matter

confidential, while taking steps to enhance the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to a particular location, method or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Campus “Pastoral Counselors” and “Professional Counselors,” when acting as such, are not considered to be a campus security authority for Jeanne Clery Act purposes and are not required to report crimes for inclusion in the annual disclosure of crime statistics. At this time Austin’s Beauty College does *NOT* employ a Pastoral or Professional Counselor yet provides counsel about the procedures for reporting a crime, should the individual choose to do so within our CSS department.

#### Pastoral Counselor

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

#### Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community, and who is functioning within the scope of his or her license or certification.

counsel about the procedures for reporting a crime,  
should the individual choose to do so.

### **Reporting Procedures**

Campus Safety and Security strongly encourages prompt reporting of crimes when the victim of a crime elects to or is unable to make such a report. If you witness, or are the victim of a crime, contact Campus Safety and Security and/or the Clarksville Police Department.

The Clarksville Police Department can be reached by dialing 911 for emergency services and should be used in any life-threatening situation, to report a crime in progress or report a fire.

Immediate and accurate reports provided to CSS will be used for the purpose of making a Timely Warning to the campus community and for annual statistical disclosure. Members of the community are helpful when they immediately report crimes or emergencies to the CSS Department and for purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notices, when deemed necessary.

## **Resources**

Individuals may also use the offices below as resources if the individual is the victim of a crime:

Owner/President/CEO/CFO.. 931-802-8765

Director of Operations.. 931-542-4464

CSS text.. 931-624-9267

Clarksville Police Department..931-648-0656

Clarksville Fire Rescue..931-645-7456

Poison Control..800-222-1222

This publication contains information about on- and off-campus resources and is made available to all Austin's Beauty College community members. The information about "resources" is not provided to infer that those resources are "crime reporting entities" for Austin's Beauty College. Crimes should be reported to Austin's Beauty College Campus Safety & Security Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to the local Rape Crisis Center would not be included in the College Crime Statistics and would not result in a timely warning.

## **Emergency Response Policies and Procedures**

### **Emergency Response & Evacuation**

Austin's Beauty College Emergency Action Plan (EAP) is designed to provide a resource for Austin's Beauty College personnel, administrators, and students in assisting with information and guidelines in planning and responding in a crisis. While the Plan does not cover every conceivable

contingency situation, it does supply the basic administrative guidelines necessary to cope with most school emergencies.

All campus administrators, especially those whose responsibilities and authority include the operational areas specified in the manual, must adhere to these guidelines. Only those College administrators responsible for directing and/or coordinating emergency operations may approve exception(s) to these crisis management procedures as required to fulfill the emergency response.

**When Evacuation is Not Possible:** In a fire or fire alarm situation, always check doors to see if they are hot or warm to the touch before you open them. If heat or smoke prevents you from evacuating, return to your room and use towels or other cloth items to seal around the door.

Hang a white object in the window and re-close the window (if it opens) as much as possible. Do not reopen your window (if it opens) unless forced to do so by smoke. After you have sealed your door, immediately call 911 and advise emergency responders of your location and situation. Wait for help to arrive.

**Post Incident:** At the completion of the incident, the Clarksville Fire Department [or other appropriate Emergency Official(s)] should release the building to the CSS official in charge. The facility should be pronounced all clear, or clear with conditions for re- occupancy.

#### **Timely Warnings to the Campus Community**

The Director of Campus Safety and Security (CSS) or his designee, in consultation with some of the following: the Owner/ President, the Director of Operations will determine if a timely warning notice is warranted. Timely warning notices are distributed to inform members of our community about serious crimes or incidents that occur at Austin's Beauty College, when it is determined that the incident may pose a serious or ongoing threat. Timely Warning Notices are typically written by the Director of CSS or a designee.

These warnings will typically be distributed if the incident is reported to Campus Safety and Security or to the local Police Department.

***Timely warnings will typically be issued for the following Clery-reportable offenses***

- Murder/Non negligent manslaughter
- Aggravated assault (cases involving assaults among known parties will be evaluated on a case-by-case basis to determine if the individual is believed to be an on-going threat to the larger Austin's Beauty College community)
- Robbery involving force or violence
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by Campus Safety and Security)
- Major incidents of arson
- Other crimes as determined necessary by the Director of Campus Safety and Security, or her designee in her absence
- A timely warning notice will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts:
  - Date and time or time of the incident
  - A brief description of the incident
  - Location of the incident
  - Information that will promote safety and potentially aid in the prevention of similar crimes
  - Suspect description(s) when deemed appropriate and if there is sufficient detail
  - Campus Safety and Security / Clarksville Police Department contact information
  - Other information as deemed appropriate by the Director of CSS or her designee
  - Timely warning notices are distributed to every student and to every employee via blast email.

Timely warning notices are distributed to every student and to every employee via blast email. Updates are provided to the community, as appropriate, on relevant criminal investigations.

CSS does not issue timely warning notices for the above listed crimes if the subject(s) has been apprehended and/or the ongoing or serious threat to members of the Austin's Beauty College community has been mitigated. Serious incidents or crimes not reported to Campus Safety and Security in a timely manner (5 days) will not automatically generate a timely warning but will be evaluated on a case-by-case basis. Timely Warnings shall be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

### **Immediate Emergency Notification**

The Director of Campus Safety and Security or a designee. In consultation with others (such as College administrators, local first responders and/or National Weather Service), CSS confirms when an incident qualifies as an emergency and, depending on the nature of the emergency, which Emergency Response Teams to activate. CSS or a designee determine the scope and content of the notification (depending on the complexity of the emergency they may consult with other campus administrators as deemed necessary) and appointed personnel have the authority to distribute the immediate notification messages. Austin's Beauty College will immediately notify the campus community upon confirmation that a dangerous situation or emergency exists involving an immediate threat to the health or safety of students or staff on campus and when immediate action is required by the recipient. Austin's Beauty College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or other mitigate the emergency. The means of distributing that notice include Blast email, School App Messages, and face-to-face communication will be used to communicate emergency information. All College community members are strongly encouraged to opt in to receive messages and should do so by listing their cell phone and joining our Remind app. For those who would like to verify enrollment please

do so with our Admission Department. To receive a text or call in the case of a campus emergency, enter your personal cell number as Campus Emergency Cell.

### **Missing Student Notification**

Any official missing person report (student, faculty, or staff) must be referred immediately to Campus Safety and Security or to the Clarksville Police Department. If members of the Clarksville community believe that a student has been missing for 24 hours, it is critical that they report that information to Campus Safety & Security by calling (413) 542-4464. For all missing students, ABC will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing. Community members must report any person suspected of being missing for more than 24 hours and should report much sooner if circumstances warrant it.

### **Sex Offender Community Notification**

The Clarksville Police Department releases information pursuant to Tennessee General Laws Chapter 6 Section 178C- 178P, which authorizes law enforcement agencies to release information that will enhance public safety and protection. To access Sex Offender Registry information, please see the Sex Offender Registry at <https://www.tn.gov/tbi/general-information/redirect-tennessee-sex-offender-registry-search/sex-offender-registrysearch.html>

## **Alcohol, Drugs and Weapons**

The unlawful possession, use, sale or distribution of alcohol or controlled substances is prohibited by the College. Austin's Beauty College will enforce all local, state, and federal laws (including underage drinking laws) pertaining to possession, use and sale of alcoholic beverages, as well as illegal drugs. The College does not protect students, faculty, or staff from these laws. Furthermore, the College expects all

actions within the community to be respectful of the rights of others and to contribute to an environment conducive to education and personal growth.

### **Alcohol Awareness**

In Tennessee, it is illegal for anyone under the age of 21 to purchase or possess alcohol. It is illegal for anyone to present false evidence of age to purchase any alcoholic beverage. It is illegal to sell or give away alcoholic beverages to a person who is, or apparently, under 21 or intoxicated. Tennessee has drunk driving laws, which stipulate major penalties for operating motor vehicles under the influence of alcohol. The law also establishes “zero tolerance” for blood alcohol level in drivers ages 16-21. For such drivers, any alcohol level greater than .02 (roughly equivalent to one drink or one beer) will result in automatic on-the spot revocation of their driver’s license. The College cautions everyone about the dangers of drinking and driving. Avoiding this combination could save your life and the lives of your friends and others on the road, as well as help you to avoid prosecution.

### **Illegal Drugs**

Austin’s Beauty College is committed to the development and maintenance of a drug-free environment and, in accordance with the Drug-Free Workplace Act of 1988, will not tolerate the unlawful possession, use or sale of drugs on its premises. The College prohibits the unlawful manufacture, sale, distribution, dispensing, possession, or use of illegal drugs, or the unauthorized use of prescription drugs. Whenever evidence of illegal drugs is found on campus, the Clarksville Police Department is contacted and responds to the location. The police will investigate and will determine the appropriate response based on Tennessee state law. Austin’s Beauty College recognizes and complies with federal law regarding marijuana and will sanction violators accordingly. Marijuana is not allowed anywhere on college property. The

Clarksville police will only be called for amounts that violate state law.

Members of the community charged with violations of the standards of conduct are subject to disciplinary action through the established disciplinary procedures of the College. When

violations are determined to have occurred, the College will impose disciplinary sanctions on students and employees, consistent with local, state, and federal law.

In the event of medical emergencies involving alcohol or drugs, parental notification will occur and will be handled by the Health Center or the hospital.

Members of the community who have drug-related concerns are encouraged to use the professional services available at the Health Center, Integrated Wellness Services, or other organizations. These services are completely confidential. For further discussion of this issue, see the Policies of Austin's Beauty College or the staff handbooks.

### **Impact of Drug Conviction of Federal Financial Aid Eligibility**

Under the Higher Education Act, a student may become ineligible for federal student aid upon a conviction of any offense involving the possession or sale of illegal drugs under any federal or state law while receiving Title IV federal financial aid. Federal aid includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal ACG Grants, Federal SMART Grants, Federal Direct Stafford Loans, Federal Direct PLUS Loans, Federal Direct Grad Plus Loans, Federal Perkins Loans, and Federal Work Study.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

Offense Possession of illegal drugs Sale of illegal drugs:

1<sup>st</sup> - 1 year from the date of conviction 2 years from the date of conviction

2<sup>nd</sup> - 2 years from the date of conviction Indefinite period

3<sup>rd</sup> - Indefinite period Indefinite period

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. A student regains eligibility the day after the period of ineligibility ends or when the student successfully completes

a qualified drug rehabilitation program. The student will lose eligibility again upon a subsequent drug conviction. For complete information, please see the FAFSA web page at: <http://studentaid.ed.gov/node/55> or contact the Federal Student Information Center at 1-800-4-FED-AID.

### **Convictions During Enrollment**

According to the United States Department of Education, if a student is convicted of a drug offense after receiving Federal aid, he or she must notify the Austin's Beauty College Office of Financial Aid immediately. The student may be ineligible for further aid in that academic year and required to pay back all federal aid received after the date of the conviction. The Office of Financial Aid will work with the student regarding all of the available options.

### **Weapons, Fireworks and Hazardous Chemicals**

The possession or use of any weapons including firearms, ammunition, air guns, spring guns, slingshots, bow and arrow, and paintball guns, or hazardous chemicals is forbidden. Possession or use of a knife with a double-edged blade, a spring blade, or a blade over 4 inches in length is prohibited by college policy and is against Tennessee state law. Possession or use of a machete, sword or other long bladed cutting device are also against college policy. Possession or use of fireworks in Tennessee is forbidden by college, local, and state law, and violators will be fined. The Clarksville Police Department will be requested for all related violations.

## **Sexual Misconduct: Sexual Assault and Sexual Exploitation**

Austin's Beauty College is committed to creating and sustaining a school environment in which students, faculty, and staff can study and work in an atmosphere that is open, healthy, safe, and unhampered by discrimination. Consistent with this commitment and in keeping with federal and state law requirements, it is the policy of the school to establish an environment where there is zero tolerance for sexual misconduct and sexual violence. Non-consensual sexual misconduct and violence can be traumatizing and detrimental to a person's learning experience and total

health and has no place in our community. Austin's Beauty College will take any and all action needed to prevent, correct, and discipline behavior that violates this standard of conduct. Due diligence will be used to ensure the disciplinary review and any appropriate action be taken as expeditiously as possible. Austin's Beauty College will make every effort to provide assistance and support to the victim of sexual misconduct in a thorough, consistent, and sensitive manner. Moreover, this policy is applicable regardless of the sexual orientation and/or gender identity of individuals engaging in sexual activity.

Austin's Beauty College is committed to doing everything possible to prevent sexual assault and other misconduct; mitigate its effects when it occurs; prevent its recurrence; and prevent retaliation for reporting or otherwise participating in an investigation of such conduct. The College is best able to accomplish this when it is made aware directly of such conduct. Accordingly, all members of the ABC community are encouraged to report – and all responsible employees are required to report – any instances or claims of sexual misconduct, whether or not the person who experienced the misconduct wishes to pursue the case through the College's disciplinary system.

The school and police strongly advocate that a victim of rape report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim; and it provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense, so do not disturb the area surrounding the incident.

**Reporting Procedures** Anyone who experiences sexual misconduct or violence is encouraged to report such incidents and have certain rights with regard to the reporting of such incidents. To report a sexual assault or other sexual misconduct to the College contact:

- Campus Safety and Security at (931)542-4464 (for any member of the college)

To report a sexual assault to the police contact:

- 911

- Clarksville Police Department at (931)648-0656

#### 24 Hour crisis and support

- Clarksville sexual assault center 1-800-879-1999
- <http://www.sacenter.org/about/clarksville.aspx>

## Bias Incidents and Hate Crimes

Austin's Beauty College is a community in which students, faculty and staff from all over the world live and learn together. ABC values the social and intellectual vibrancy that occurs when individuals with different life experiences, viewpoints and belief systems come together. Among the highest values of our campus is respectful discourse across difference and ABC encourages intellectual inquiry and debate and the open discussion of differing viewpoints. At the same time, negative actions targeted at members of our community because of personal characteristics such as race, religion, disability, ethnicity, nationality, gender identity or sexual orientation injure our community and its members and work to undermine the college's educational purpose. Such bias incidents violate College policy. The College urges all members of the community to report bias incidents right away, both so that those affected can receive support and so that the perpetrators can be held accountable.

What is a bias incident?

A bias incident is an action that violates college policy and is motivated, in whole or in part, by the perpetrator's animus against an individual or group based on perceived or actual personal characteristics, such as race, religion, ethnicity, gender identity, sexual orientation, or disability. Examples of bias incidents include harassment, intimidating or threatening comments or messages, vandalism of personal or college property, and defacing posters or signs. Bias incidents affect not only the individual victim or target of a specific action, but often make an entire group or community feel vulnerable, unsafe and unwelcome. This is unacceptable at

Austin's Beauty College and will be treated as a serious offense that could result in separation from the College.

Some bias incidents are also criminal acts under Tennessee law, in which case they are also hate crimes.

**What is a hate crime?**

Tennessee law describes hate crimes as follows:

"A hate crime is any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to a threatened, attempted or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender, gender identity or sexual orientation prejudice, or which otherwise deprives another person of his constitutional rights by threats, intimidation or coercion, or which seek to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation."

Examples of specific crimes identifiable as hate crimes include murder, manslaughter, robbery, theft, aggravated assault, burglary, motor vehicle theft, arson, sex offenses, intimidation, destruction, and damage or vandalism of property in which the victim is intentionally selected because of the actual or perceived protected category.

**How to report and get help**

If you have observed or have been a victim of a bias incident or hate crime, it's important to let someone know. That way you can find support, and the College can act to address the situation

To report a bias incident to the College call: Campus Safety and Security, at (931) 542-4464

## Definitions of Crimes – Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act)

### Crime Definitions From the Uniform Crime Reporting Handbook

**Arson** – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Manslaughter by Negligence** – The killing of another person through gross negligence.

**Murder and Non-negligent Manslaughter** – The willful (non-negligent) killing of one human being by another. This includes death or injuries received in a fight, argument, quarrel, assault, or commission of a crime.

**Robbery** – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault** – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

**Simple Assault** – Includes all assaults (assault and battery, intimidation, coercion, and all attempts to commit these offenses) which do not involve the use of a firearm, knife, cutting instrument, or other dangerous weapon.

**Burglary** – The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking.

**Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle. Includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.

**Larceny** – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Motor vehicle theft is not included here and is counted separately.)

**Illegal Weapons Possession** – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Included in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc. of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

**Drug Law Violations** – The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws; specifically, those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations** – The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to

commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Hate Crimes** – Specific crimes that are identifiable as a hate crime, including murder, manslaughter, robbery, aggravated assault, burglary, motor vehicle theft, arson, forcible and non-forcible sex offenses, simple assault, intimidation, destruction/damage/vandalism of property in which the victim is intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

Any student, faculty member, or employee who is the victim of a bias-motivated incident or hate crime is encouraged to file a report immediately. Timely response to these incidents is crucial. Failure to report allows the incidents to remain hidden and may even allow them to escalate. The College takes all reports seriously and will thoroughly investigate every incident and work with local law enforcement agencies whenever necessary. Reports can be filed with the Clarksville Police Department, CSS Department, Human Resources, the school Owner/President.

### **Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program**

Sex Offenses – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

A. Rape – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

B. Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

C. Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

D. Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

#### Domestic Violence, Dating Violence and Stalking Definitions from the Violence Against Women Act

Domestic Violence – Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction.

Dating Violence – Violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined based on a consideration of the following factors: (1) The length of the relationship; (2) the type of relationship; or (3) the frequency of interaction between the persons involved in the relationship.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his/her safety or the safety of others; or (b) suffer substantial emotional distress.

\*Arrests – for reporting purposes an arrest is defined as - any instance in which a person is processed by arrest, citation, or summons. The term "arrest" includes not only (1) arrests that result in criminal charges, but also (2) arrests where the person is released without being charged, and (3) any situation where a person, "in lieu of actual arrest, is summoned, cited or notified to appear before the juvenile or youth court or similar official for violation of the law." The term "arrest" does not include situations in which juveniles are taken into custody, but only warned and released without being charged.

## CAMPUS CRIME STATISTICS Clarksville Campus

| Offense                | Year 2024-2025 |   |   |   |   |   | On Campus | Off Campus |
|------------------------|----------------|---|---|---|---|---|-----------|------------|
| Total Murder/Nonneg    |                |   |   |   |   |   | 0         | 0          |
| Manslaughter           | 0              |   | 0 |   |   |   | 0         | 0          |
| Negligent Manslaughter | 0              |   | 0 |   |   |   | 0         | 0          |
| Sex Offenses:          |                |   |   |   |   |   |           |            |
| Rape                   | 0              | 0 | 0 | 0 | 0 |   |           |            |
| Sex Offenses: Sodomy   | 0              | 0 | 0 | 0 | 0 |   |           |            |
| Sex Offenses: Fondling | 0              |   | 0 |   |   |   | 0         | 0          |
| Sex Offenses: Sexual   |                |   |   |   |   |   |           |            |
| Assault w/object       | 0              | 0 | 0 | 0 | 0 |   |           |            |
| Sex Offenses Incest    | 0              | 0 | 0 | 0 | 0 |   |           |            |
| Sex Offenses Statutory |                |   |   |   |   |   |           |            |
| Rape                   | 0              |   |   | 0 |   |   | 0         | 0          |
| Sexual Violence        | 0              |   |   | 0 |   |   | 0         | 0          |
| Domestic Violence      | 0              |   |   | 0 |   |   | 0         | 0          |
| Dating Violence        | 0              |   |   | 0 |   |   | 0         | 0          |
| Stalking               | 0              | 0 | 0 | 0 | 0 |   |           |            |
| Robbery                |                |   |   | 0 | 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 | 0 |   |           |            |

| OFFENSE Arrests     | Year 2024-2025 |   | On Campus | Off Campus | Total |
|---------------------|----------------|---|-----------|------------|-------|
| Illegal Weapons     | 0              | 0 | 0         | 0          | 0     |
| Possession          | 0              | 0 | 0         | 0          | 0     |
| Drug Law            |                |   |           |            |       |
| Violations          | 0              | 0 | 0         | 0          | 0     |
| Liquor Law          |                |   |           |            |       |
| Violations          | 0              | 0 | 0         | 0          | 0     |
| Drug Law Violations | 0              | 0 | 0         | 0          | 0     |
| Hate Crimes *       | 0              | 0 | 0         | 0          | 0     |

● No hate crimes were reported for the years 2023, 2024 or 2025.

## SAFETY

The safety and health of the employees and students is a priority. Austin's Beauty College makes every effort to comply with all federal and state workplace safety requirements. The company's workplace safety rules and regulations are as follows:

- 1 . Learn your job and how to be safe in the workplace.
2. Learn the location of fire alarm boxes, extinguishers and your duties in case of fire.
3. Promptly report all unsafe or potentially hazardous conditions, such as the following to your supervisor:
  - a. Wet or slippery floors
  - b. Trashy or unsafe areas at work
  - c. Equipment left in the hallways
  - d. Exposed or unsafe electrical wiring
  - e. Careless handling of equipment
4. Immediately report all accidents to your supervisor.

5. Use proper lifting procedures and get help when needed.

#### **FIRE OR IMPENDING DANGER**

1. All students, staff and guests evacuate the building by moving to the nearest exit.
2. All evacuated persons must report end of the parking. (away from the building to allow ambulances and or fire trucks easy access to the main entrance of the building).
3. The supervisor on duty must call 911.
4. The supervisor must call roll to account for all staff and students.
5. The College Director must be called immediately to be apprised of the situation.

#### **TORNADO**

1. Upon notification, move all staff, students and guests to the bottom floor into the interior hallway away from windows.
2. Remain in the interior hallway until the ALL CLEAR is given.

#### **HURRICANE**

1. The supervisor on duty will ensure that the local television station is monitored for upcoming safety announcements from local government.
2. Staff and instructors will take necessary action to protect students and guests at all times.
3. Students and staff must adhere to travel warnings for driving to and from the college during inclement weather.

#### **SEVERE WEATHER WARNING**

1. The College Director will notify students via text, email, social media (Facebook) and School App upon school closing due to inclement weather.
2. If power outage occurs in extreme hot/cold weather
  - a. Staff and instructors will ensure that all windows and doors are closed to prevent heat loss in cold weather and that all doors and windows are open to allow for ventilation in hot weather.
  - b. If indoor temperature drops below 60 degrees F. or goes above 88 degrees F., notify the College Director and PMI Property Management immediately for additional instructions

## Grievance Procedures

Any student who feels that he or she is a victim of or a witness to sexual harassment, including but not limited to any of the conduct listed above, by any Austin's Beauty College, Inc. employee, student, or third party, should report the matter to the Austin's Beauty College, Inc. Sexual Harassment/ Equal Employment Opportunity Officer: Linda Austin, Chief Operating Officer, Austin's Beauty College, Inc., 585A South Riverside Drive, Clarksville TN. 37040.

I have read and understand the Drug and Alcohol Prevention Policy at Austin's Beauty College, Inc., and acknowledge that I will abide by this Policy. I understand that Austin's Beauty College, Inc. has a zero tolerance for violations of this policy and I understand that violation of this policy could result in Expulsion or termination from enrollment.

|            |       |
|------------|-------|
| _____      | _____ |
| Student    | Date  |
| _____      | _____ |
| Instructor | Date  |
| _____      | _____ |
| Witness    | Date  |

