

Elite College of Cosmetology
459 Main Street
Lexington, TN 38351
(731) 968-5400
www.elitecollegeofcosmetology.com

Annual Security Report (ASR)

Jeanne Clery Disclosure of Campus
Security Policy and Campus Crime
Statistics Act (Clery Act)

2021
Revised 4/2022

Table of Contents

Jeanne Clery Act

Jeanne Clery Act Security Information/Introduction

Security Contacts Authorities

Campus Authorities, Jurisdiction, Campus Access, & Reporting Crimes/Crime Statistics

On-Campus Prohibition of Drugs & Alcohol/Dissemination of Information

Emergency Response/Notifications, Timely Warning, & Preparing Annual Report/Disclosure of Crime Statistics

Sexual Assault Awareness and Prevention Programs/Security Awareness, Campaigns, Risk Reduction/Procedures

Definitions/Bystander Intervention/Disciplinary Actions

Alcohol and Drug Prevention Policy

Federal Penalties and Sanctions for Possession of a Controlled Substance

Drug Free Workplace

Alcohol and Drug Prevention and Treatment Centers

Hotline #'s

Jeanne Clery Act

Elite College of Cosmetology

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), requires that all institutions who participate in Federal Title IV programs, without exception, prepare, publish, and distribute an Annual Security and Fire Safety Report, including the campus policies regarding criminal offenses. The Clery Act is enforced by the U.S. Department of Education. Information obtained in this safety report also includes Drug/Alcohol abuse and sexual assault information in regards to the Violence Against Women Reauthorization Act of 2013 (VAWA) commonly referred to as the "Campus Sexual Assault Victim's Bill of Rights."

Elite College of Cosmetology must ensure that all Federal Student Aid applicants' information is protected from access by a disclosure to unauthorized personnel. Elite College of Cosmetology will develop, implement and maintain documented data security and designate employee to oversee it.

All students and employees are encouraged to report crimes, suspicious activities, injuries resulting from criminal offenses and all other security problems. Students and employees who wish to report a crime, injury, or other security offense may do so by contacting the Director of Education or Financial Aid Director, who will then notify the local police department. If you are experiencing a life-threatening emergency, please call 911. In the event the Director of Education determines that a situation constitutes an ongoing continuing threat, a school wide timely warning will be issued.

Elite College of Cosmetology does not take any retaliatory action against anyone with respect to the implementation of any provision under this act. Elite College of Cosmetology does not have any on campus housing, nor do we recognize any off-campus student organizations that would be covered under this act.

Anyone may obtain a paper copy of the Annual Security Report (ASR) through the Director of Education. All information included in the Annual Security Report is also listed on the institution's website.

Jeanne Clery Act

Elite College of Cosmetology

SECURITY AUTHORITY CONTACTS

Melda Mills

School Owner & Director of Education

(P) 731-968-5400 (F) 731-968-5489

elitecollegeofco@bellsouth.net

Allie Boshers

Financial Aid Director & Senior Instructor

(P) 731-968-5400

elitecollegeofco@hotmail.com

1. Either above contacts is responsible for carrying out emergency response and evacuation procedures
2. Students, employees & the public should report any criminal offense, sexual assault, drug abuse, etc (concerns) to either above authority officials.
3. Students, employees & the public should report any criminal offense (including sexual assault, drug and alcohol abuse, on campus motor vehicle theft, stalking, etc, etc) for the purpose of making timely warning reports and statistical disclosure information to either security authority official above.

Jeanne Clery Act

Elite College of Cosmetology

Campus Authorities, Jurisdiction, Campus Access, & Reporting Crimes

Campus Security Authorities and Jurisdiction

Campus Security Authorities (School Owner, Director of Education, Financial Aid) have the authority to question all persons on school property to determine legitimate presence and to escort unauthorized persons to the proper office or off school property, control the actions of persons violating school rules or local, state, or federal laws and cooperate with all local, state, or federal agencies should that become necessary. Campus security authorities do not possess arrest power. Criminal incidents are referred to the local police (city of Lexington), who have jurisdiction on this campus. Campus security authorities maintain a highly professional working relationship with the local police. All crime victims and witnesses are strongly encouraged to immediately report crime to campus security authorities and the appropriate police agency. All reports will be investigated. Elite College of Cosmetology does not have procedures for voluntary, confidential reporting of crime statistics through pastoral or professional counselors. When a potential dangerous threat arises to Elite College of Cosmetology, its students, employees, or clients, timely reports or warnings will be issued.

Campus Access

During business hours, Elite College of Cosmetology is open to students, staff, and general public. Admittance to the school is permitted only at designated entrances. The emergency exit located back at school is only accessible from the outside by key, side door the same. During non-business hours Elite College of Cosmetology is only accessible by key through the main entrance. Only designated officials have keys to the business. Elite College of Cosmetology facilities are also protected with security cameras in and outside the building. Elite College of Cosmetology facilities are also under 24 hour surveillance cameras in the school's common areas such as the entrance, cleaning floor, classrooms, offices and parking lots outside the building. Only designated security authorities have access to view security cameras and recordings. Only designated officials have access to campus facilities and maintenance of campus facilities.

Reporting Crime

Elite College of Cosmetology encourages students, employees, and the general public to voluntarily report crimes and other emergencies to campus security authorities and the local police in a timely manner. All reports of crime are held confidentially in the director's office and already available for examination. Elite College of Cosmetology encourages students, employees and the general public to fill out an "incident report" first with the campus security authority and school staff member (such as manager/instructor) as witness. If actions are needed the campus security authority will contact local police department ASAP.

Crime Statistics for 3 –Most Recent Years (2018-2020) – 0

Crime Statistics for 3-Most Recent Years (2020-2022) - 0

Covered Crime Categories include:

Criminal homicide, certain sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, and arson.

The institution also has a separate disclosure of other certain offenses were an individual or group is targeted for their membership in one or more of the following categories:

Race, gender, religion, sexual orientation, ethnicity or national origin, and disability.

Institutions also must disclose statistics for arrest and disciplinary referrals made for violations of Federal or State drug, liquor and weapons law, dating violence, domestic violence and stalking offenses.

On-Campus Prohibition of Drugs & Alcohol

Employees

As a condition of employment, employees will notify the school of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Within 30 days of the employee's notification of the first conviction, the school will either terminate the employee or require written documentation from the employee that he/she entered a rehabilitation program. A second conviction will result in termination.

Students

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or an abuse of alcohol by anyone on Elite College of Cosmetology's property or as a part of any school activity is prohibited. Students taking prescribed or over-the-counter medication which may affect one's ability to function should so inform Elite College of Cosmetology. If a final determination is made that any student of Elite College of Cosmetology is found to be abusing alcohol are using, possessing, manufacturing, are distributing controlled substances in violation of the law on school property or school events, they shall be subject to, at a minimum, the referral of counseling and automatic and immediate suspension or dismissal from the school. Elite College of Cosmetology imposed sanctions are additional to any legal actions taken by local, state, or federal authorities.

Dissemination of Information

Employees

The school will distribute to all employees:

1. this policy statement
2. information concerning health hazards of substance abuse
3. information concerning legal sanctions involved with the illegal use of drugs and alcohol
4. information concerning drug counseling or rehabilitation
5. information concerning sex offenses and offenders

Students

Items 1 to 5 in the employee dissemination section above will be provided to students prior to enrollment. Information can also be found on the institutions website under Annual Security Report (ASR).

Emergency Response, Timely Warning, & Preparing Annual Report

Emergency Response and Evacuation

Students will be immediately notified of any significant emergency or dangerous situation involving an immediate threat to their safety and health. Local authorities and school staff will without delay, and taking in to account the safety of the community, confirm a significant emergency exists, determine who to notify, determine the content and means of the notification and initiate the notification system. In the event the emergency requires persons within the school to evacuate, everyone should process calmly to the nearest exit and gather at the school's designated evacuation area. Evacuation plans are posted in different locations throughout the school and are also distributed to each student during orientation. Emergency exits are marked and all exit doors remain unlocked during school hours. In the event an emergency required persons within the school to seek shelter, everyone should process calmly to the school's designated area. Everyone must remain in the designated area until released by school owner and/or manager.

Timely Warnings

In the event a situation arises, either on or off campus, that in the judgment of the security authorities, constituted an ongoing or continuing threat, a campus wide warning will be issued to all students and employees through phone, email or social media. The larger community will be made aware in a timely manner of any crimes, suspicious activity, or other security problems through local police reports and social media along with notifications on the business front door.

Preparing the Annual Security Report/Disclosure of Crime Statistics

Elite College of Cosmetology's School Owner and Financial Aid Director reports campus crime statistics to the Department of Education for the three most recent completed years. Elite College of Cosmetology's approval to participate in title IV programs began on 2010 and after gathering information and statistics from the school security and local police departments we have determined that there were no crimes to report for the year 2018, 2019, 2020 and 2021. After gathering information and statistics from local police department the campus authority submit's the annual security report (ASR) and updates information on the institutions website, application and catalog. The information is presented during orientation and discussed during first visit and annually to all students.

Awareness and Prevention Programs

Security Awareness programs

Prior to enrollment, all prospective students are provided a school catalog containing policies, procedures, and practices. At orientation, students will again review the catalog in full, including campus security policies, procedures and practices. All active students and employees receive updated campus crime data and information on campus security procedures, emergency response and evacuation procedures and practices annual on October 1st as part of the school's annual security report and crime disclosure.

Crime Prevention Programs/Campaigns

For information on crime prevention programs and tips, students and employees are encouraged to contact local police department's crime prevention unit. Elite College of Cosmetology does not offer on campus crime prevention programs. Elite College of Cosmetology encourages student and employees to be responsible for their own security and others around them as much as possible.

Off- Campus Student Organizations

Elite College of Cosmetology does not officially recognize any off-campus student organizations.

Purpose of Awareness and Prevention Programs

These programs are meant to encourage students and employees to be aware of their responsibility of their own security and the security of others in reporting and preventing crime.

Risk Reduction Ideas: Students and employees should be assertive, trust your instincts, watch your keys, watch out for unwanted visitors, be wary of isolated spots, travel in groups or pairs, stay or walk in well-lit areas, report suspicious activities or persons, lock vehicles and personal belongings and know where local police and campus authorities can be reached at any time.

Elite College of Cosmetology encourages all students, staff and clients to participate in the word **CARE** (to be aware, to help prevent possible at risk crimes and situations)

Create Distraction- gives a person at risk a safe place

Ask Directly- Be alert

Refer to an Authority- Call the Local Police Department (Henderson County Police Department 7319687777)

Enlist others- have someone with you at all times

Elite College of Cosmetology encourages all active students upon graduation to participate in the online “Shear Haven Domestic Violence” video. Video last approx. 20-40 mins. Video can be found at

<https://www.barbicide.com>

For more details please ask the campus security authority.

Dating Violence, Domestic Violence, Sexual Assault & Stalking Information

Elite College of Cosmetology prohibits the crimes of dating violence, domestic violence, sexual assault and stalking.

“Dating Violence” - Or “Dating Abuse” is the perpetration or threat of an act of violence by at least one member of an unmarried couple on the other member in the context of dating or courtship. One person gains power and control in the other relationship.

“Domestic Violence” - Violent or aggressive behavior within the home, typically involving the violent abuse of a spouse or partner.

“Sexual Assault” - or “sexual contact” or behavior that occurs without explicit consent of the victim.

“Stalking” - a course of conduct directed at a specific person that involves repeated visual or physical proximity, nonconsensual communication, verbal or written or implied threats that would cause a reasonable person fear.

Consent meaning: an active agreement to participate in a sexual act. The Tennessee Age of Consent Laws 2021 is 18 years old. Tennessee statutory rape law is violated when a person has consensual sexual intercourse with an individual under the age of 18. In Tennessee it is illegal for an adult (someone 18 or older) to have with a minor (someone younger than 18) even if sex is consensual.

In Tennessee, there is a Romeo and Juliet exemption for consensual sexual acts between the minor who is 13 or older and a defendant who is less than four years old. For example; 17 year old who engages in consensual sex with a 15 year old cannot be prosecuted for statutory rape.

Bystander Intervention: Elite College of Cosmetology encourages all students, staff and clients to be aware of any situations that could cause possible harm to self, student, staff and or client. Any information should be reported to the school owner/director of education and or manager. Elite College of Cosmetology encourages to never underestimate a situation when involves dating violence, domestic violence, sexual assault, stalking, etc

Elite College of Cosmetology disciplinary Actions incase of Dating Violence, Domestic Violence, Sexual Assault and/or Stalking Procedures

If Elite College of Cosmetology suspects or is notified of any suspicious activity related to dating violence, domestic violence, sexual assault or stalking our institution will bring in both the accuser and accused separately with a witness and will fill out an incident report. If pertains to just one

victim whether on campus or outside of school the victim (also bystander/witness/friend) can present information to campus security authority. The information will be kept confidential in the school owner/director of education office locked away. If evidence is provided it is imperative to keep the evidence confidential and locked away. Local authorities will be contacted asap upon the discretion of the institution and individual situation. If student rather have the option to contact local authority themselves then Elite College of Cosmetology will assist in the process. The final decisions on how to handle the situation is based on the local authorities not upon the discretion of the school. Elite College of Cosmetology will determine based on final local authority decisions on whether to expel student(s) if involves student(s) and/or how to handle an individual student(s) off campus situation going forward while enrolled at Elite College of Cosmetology.

Elite College of Cosmetology will do all possible to protect each student, staff and client from dating violence, domestic violence, sexual assault and stalking. Elite College of Cosmetology has 24-48 hours from the time of notification to write up an incident report.

Elite College of Cosmetology will protect the safety of student and/or staff if that means ordering a “no contact order”, “restraining order” or similar lawful order issued by criminal, civil, or tribal court or by the institution.

Elite College of Cosmetology will provide notification to students and employees about counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, financial aid assistance and other services available for victims.

When a student or employee reports to Elite College of Cosmetology the student or employee has been a victim or dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on campus or off campus, the institution will provide the student or employee written explanation of the student’s or employee’s rights and options.

Elite College of Cosmetology will comply with all protective measures the institution has to offer to a victim of sexual violence.

1. Keep information confidential after notification/documentation with the campus authority security and staff at Elite College of Cosmetology

2. Contact the local police department

3. Keeps victim information while on campus confidential (example: does not give out any information over phone, email, etc)

4. Checks in with victim- health, mental health, any signs of changes, and ensures seeking help from local authority

5. Accommodate transportation, academic change of hours, working situation, etc to help protect student and/or employee even if incident is not reported to the local authority.

All hearings are conducted by officials who, at a minimum, received annual training on the issues related to sexual violence and on how to conduct an investigation and hearing process. The accuser and the accused will be provided same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. Elite College of Cosmetology will not limit a party's choice of advisor but may limit the extent to which the advisor may participate in the proceedings. Both parties will be notified in writing about the outcomes reached and sanctions imposed (if any).

Alcohol & Drug Prevention Policy

Elite College of Cosmetology supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of controlled substance or abuse of alcohol by anyone on school property or as part of a school event is prohibited. Students taking prescribed or over the counter medication which may affect one's abilities should notify the proper campus administration. The health risks associated with the use of illicit drugs and alcohol are:

- **Alcohol:** May provide a feeling of confidence or being in control. Liver, brain, heart, and stomach destruction goes on even without apparent symptoms. Over time, beer, wine, hard liquor often cause dependency and may be fatal.
- **Marijuana:** Use of marijuana may impair or reduce a short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination. Marijuana can also cause paranoia and psychosis.
- **Cocaine:** Chronic use can cause ulceration of the mucous membrane in the nose. Cocaine can produce psychological dependency, a feeling that the user cannot function without the drug. The effects are felt within ten seconds of administration. Physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia and seizures. Cocaine may lead to death.
- **Amphetamines and other stimulants:** Stimulants can cause increased heart rate, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience headaches, blurred vision, dizziness, sleeplessness and anxiety. High doses can cause irregular heartbeat, tremors and loss of coordination. Higher doses intensify the effects and long term use can develop psychosis that includes hallucination, delusions and paranoia.
- **Narcotics (Heroin, Methadone, Morphine, Codeine, Opium):** Tolerance to narcotics develops rapidly and dependence is likely. The use of unsterilized needles may result in transmission of diseases such as AIDS, Hepatitis and Endocarditis. Addiction in pregnant women can lead to premature, stillborn or addicted infants. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and death.
- **Depressants:** The use of depressants can cause both physical and psychological dependence. Regular use overtime may result in tolerance to the drug, leading the user to

increase the quantity consumed. Large doses can cause respiratory depression, coma and death. When regular users stop taking depressant drugs, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death.

- **Hallucinogens:** Chronic users can have memory problems and speech difficulties. Mood disorders (depression, anxiety and violent behavior). Large doses may produce convulsions, coma, heart and lung failure. Physical effects may include dizziness, weakness, tremor, nausea and drowsiness. The user may experience pain, confusion, suspicion, anxiety and loss of control.
- **Designer Drugs:** Ecstasy, PLP, LSD, GHB and Ketamine are all modified molecular structure of certain illegal drugs.

Federal Penalties and Sanctions for Possession of a Controlled Substance

- 21 U.S.C. 844 1st conviction: up to one year imprisonment and fined at least \$1000 or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years, and fined at least \$2,500. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years, and fined at least \$5,000. Special sentencing provisions for possession of substance with a cocaine base: Mandatory 5 years in prison or more, not to exceed 20 years, and fined a minimum of \$1,000, or both if :
 - (a) First conviction and the amount of crack possessed exceeds 5 grams
 - (b) Second crack conviction and the amount of crack possessed exceeds 3 grams
 - (c) Third or subsequent crack conviction and the amount of crack possessed exceeds 1 gram
- 21 U.S.C 853 (a) (2) and 881 (a) (7) Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one-year imprisonment.
- 21 U.S.C 881 (2)(4) Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.
- 21 U.S.C 862 Denial of Federal benefits, such as student loans, grants,

contracts and professional and commercial licenses up to one year for first offense up to five years for second and subsequent offenses.

- 16 U.S.C 922 (g) Ineligible to receive or purchase a firearm.

Drug Free Workplace

The National Institute on Drug Abuse estimates that one in every five workers ages 18-25 and one in every eight workers age 26-34 uses drugs on the job. While it is difficult to put a price tag on the cost to the employers theft, low morale, impaired judgment, high absenteeism, and high turnover caused by substance abuse, employers are aware of these costs and attempt to ascertain that a person is not a potential substance abuser before hiring them.

Here at Elite College of Cosmetology, we have made a commitment to our students to prepare them for a long and successful professional career. As a result of these responsibilities, Elite College of Cosmetology as a compelling obligation to eliminate illegal drug use from the school. We intend to honor this obligation in the following manner:

- imposing an absolute prohibition of the unlawful distribution, dispensation, possession, or use of a controlled substance or alcohol by any student or employee of Elite College of Cosmetology on school property or as party of a school activity.
- Making available to all students and employees information concerning health hazards involved with alcohol and drug abuse.
- Making available to all students and employees information concerning the legal sanctions involved with the illegal use of drugs and use of alcohol.
- Making available to all students and employees information concerning drug and alcohol counseling and rehabilitation services.

Alcohol and Drug Prevention and Treatment Places

Prevention and Treatment Centers

Tennessee
Drug & Alcohol Addiction Treatment
Serenity Lodge
1-888-733-0347
Jackson, Tennessee 38301

Knoxville
Chattanooga Alcohol Recovery Center
Addiction Center
13 W. Kent Street
1-423-225-8178

Department of Mental Health & Substance Abuse Services
Prevention of Drug Abuse
500 Deaderick Street
Nashville, Tennessee 37243
OCA.TDMHSAS@tn.gov

Access information about registered sex offenders as provided for under section 121 of the Adam Walsh Child Protection and Safety Act of 2006

<https://sor.tbi.tn.gov/home>
to search for registered sex offenders

Hotlines

Alcoholics Anonymous
1-800-356-9996

American Cancel on Alcoholism Help Line
1-800-527-5344

National Institute on Drug Abuse Hotline
1-800-662-HELP

Cocaine Hotline
1-800-COCAINE

National Council on Alcoholism
1-800-NCA-CALL

National Sexual Assault Hotline
1-800-656-4673

National Domestic Violence Hotline
1-800-799-7233