



Headmaster School of Hair Design – Annual Security Report

Campus Security Report

Updated 10/01/2018

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The U.S. Department of Education, under 34 CFR 668.42, requires the disclosure of general information to students with regard to consumer-information regulations.

Campus Security/ Cleary Act:

The "Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally the Crime Awareness and Campus Security Act of 1990) is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas. It was first enacted by Congress in 1990 and amended in 1992, 1998, 2000 and 2008.

To comply with these regulations, we are providing basic information as follows:

- Annual Security Report
- Disclosure of Institution's Security Policies
- Reporting of Crime Statistics
- Encouragement of prompt reporting of crimes

Policies for Reporting Crimes and Emergencies

Headmaster School of Hair Design prepares this report to comply with the Jeanne Cleary Disclosure of Campus Security Policy, the Violence Against Women Act and Crime Statistics Act. Students, parents and staff may access this report in full at any time by going to www.headmasters.com. A complete copy of this report is also available in the Headmasters Office of Financial Aid. This report is prepared in cooperation with the Lewiston Police Department.

Campus crime, arrest and referral statistics include those reported to the Lewiston Police Department, and to the Financial Aid Administrator, Tracy Waffle or Administration at Headmaster School of Hair Design.

Each year, the financial aid administrator for Headmaster School of Hair Design will compile a crime statistics report from the incident and crime reports. Headmasters will annually submit the security report each year after the letter and certificate requesting is sent. The crime statistics will be sent to the Department of Education each year upon the receipt of a letter requesting the crime reports. This information will be uploaded to <http://surveys.ope.ed.gov/campussafety>.

Crime statistics from the area surrounding Headmaster School of Hair Design will also be requested from the Lewiston Police Department and will be disclosed in the annual crime report.

With Internet distribution of the Annual Security Report to current employees, a school must distribute to them by October 1 of each year a notice that includes a statement of the reports' availability, the exact electronic address at which they are posted, a brief description of their contents, and a statement that the school will provide a paper copy of the reports upon request.

The same information must be included in a notice to prospective students and employees if a school decides to use the Web to provide the Annual Security Report to them. The difference is that there is no annual date for distribution of this notice.

At Headmaster School of Hair Design, we strive to work together to provide a safe environment that will prepare our students for an incredible career.

Scope of the Report

This report will represent statistical information on crimes that occurred at or around Headmaster School of Hair Design during 2015, 2016 and 2017. Headmaster School of Hair Design does not offer any type of campus housing or recreational facilities.

Building Location

Headmaster School of Hair Design
602 Main Street
Lewiston, ID 83501
208-743-1512

To report a crime:

Contact the campus security authorities immediately in the event of a crime. (Note: These people are not campus security or campus police, merely people to notify in case of an emergency.)

Kris Massey,
or Tracy Waffle
Headmasters School of Hair Design
602 Main Street
Lewiston, ID 83501
208-743-1512

Any Suspicious Activity or person seen in the parking lot or loitering around vehicles or inside the building should be reported to the police department. In addition, you may report a crime to any administration and/or staff member. The campus security authorities do not have arresting authority.

For emergencies, dial 9-1-1.

Every crime that is reported to the security authorities will be investigated and reported to the LPD. If a student has drugs or weapons, report the student to the LPD and follow the Disciplinary Actions under the Drug-Free Workplace. Students with weapons would be terminated. Please note that due to the public nature of police reports, Headmaster School of Hair Design cannot ensure the complete confidentiality of any crime report. All incident reports are reviewed by the President. Headmaster School of Hair Design does not have a campus police department. Lewiston Police Department has sole arresting authority on the Headmasters campus and the surrounding areas. Students, Instructors, administrative staff, clients and community members are encouraged to report all crimes and public safety related incidents to the above designated campus security authorities. For matters of emergent nature, dial 9-1-1 immediately. Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the Lewiston Police Department (LPD) and the designated campus officials in

a timely manner. This publication contains information about on-campus and off campus resources. Information is made available to provide Headmasters students, Instructors and staff specific information about local resources available should they become a victim of a crime. The information about local resources should be used as helpful information and does not infer that those resources are “reporting entities” for Headmaster School of Hair Design. Employees and Students can report a crime on a voluntary, confidential basis.

Preparing the Annual Disclosure

The SCHOOL DESIGNATED INDIVIDUAL, serving as the Campus Security Authority (CSA) for the school, has the responsibility of gathering the data used to prepare the annual campus crime statistics report. Campus crime data is gathered the same day that it is reported. The data is obtained from reports made to local law enforcement. Crimes are counted in the disclosure based upon the crime having been reported, not whether there was a conviction. Data is obtained annually from local law enforcement and compared with the data gathered at Headmasters School of Hair Design. The resulting data is used to prepare the annual crime statistics report.

The ASR and DAAP is published and distributed by October 1 of each year to current students and employees. A notice of the ASR’s and DAAP’s availability is also provided to prospective students and employees, with a notice that a paper copy is available.

Reportable Offenses Under the Clery Act

The Clery Act requires reporting on the following offenses:

- murder;
- manslaughter (negligent and non-negligent)
- sex offenses, forcible and non-forcible;
- robbery;
- aggravated assault;
- burglary;
- motor vehicle theft;
- arson;
- arrests, or persons referred for campus disciplinary action for liquor law violations;
- arrests, or persons referred for campus disciplinary action for drug-related violations;
- domestic violence**
- dating violence**
- sexual assault**
- stalking**
- arrests, or persons referred for campus disciplinary action for weapons possession, carrying, etc., and
- hate crimes, [which for Clery Act purposes include any crime listed in the preceding points and, as of 2008, larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property in which the victim is intentionally selected because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, national origin, or disability.]

**On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA). Among other provisions, this law amended the Clery Act to require postsecondary institutions to include in their Annual Campus Security Report all instances of domestic violence, dating violence, sexual assault, and stalking; and instances of gender identity and national origin crimes which fall under the category of Hate Crimes. These new reportable items

must be included in the ASR released by October 1, 2014, using a good faith effort to comply with the law until the final regulations are published with an effective date of July 1, 2015, for the October 1, 2015, ASR reporting deadline.

Geographical Area

The Clery Act requires each institution to disclose crime statistics that occur on three types of property: campus, non-campus buildings or property, and public property areas.

“Campus” is defined as buildings or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in a manner related to the institution’s educational purpose. It also includes property in that contiguous area owned by the institution but controlled by another person, if that property is used by students and supports institutional purposes (e.g. a food or retail vendor).

“Public property” is property that is located within the same reasonably contiguous geographic areas of the campus, like a sidewalk, street or public parking lot, that is adjacent to a facility owned or controlled by the institution for purposes related to the institution’s educational purposes. Crimes occurring on “public property” must also be reported in the crime statistics.

A “non-campus building or property” is one that is owned or controlled by a school recognized student organization, or one that is owned or controlled by the institution and used by students or by the institution for education-related purposes and that is not within the same reasonably contiguous geographic area of the campus. Crimes occurring on “non-campus property” must be reported. However, incidents occurring on public property adjacent to “non-campus buildings or property” do not have to be included. Our institution does not have such property in this category for which we must report.

Timely Warning

A timely warning to the campus community is distributed regarding any of the above listed crimes (see Reportable Offenses under the Clery Act) which are deemed to represent a threat to the students and employees, and which are reported to campus officials or to local police agencies. The campus crime alert is issued in a manner that is timely and will aid in the prevention of similar crimes. The manner of dissemination to alert the campus community may include one or more of the following methods: e-mail, voice mail, and text messages. In addition, the CSA or other campus officials will post relevant warnings, updates and advisories on the campus bulletin boards and Facebook. Campus officials may decide to issue an alert about a crime occurring off-campus but in a location frequented by students, even though such a crime would not be included in the annual report.

Emergency Response/Evacuation

Emergency Procedures

The person in charge at the time of the emergency will be the lead Instructor. Students should learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Headmasters staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes. A daily crime log does not need to be kept because Headmasters School of Hair Design is not considered to have a security department.

In an emergency or a dangerous situation, upon confirmation with Amy Peterson, President, or designee, of the need for mass notification, the President, or designee, will without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency or dangerous situations may include, but are not limited to, gas leaks, tornadoes, contagious viruses, etc.

EMERGENCY NOTIFICATIONS

In the event of an emergency or a dangerous situation that poses an immediate threat to the campus community, Headmasters School of Hair Design may utilize some or all of its mass notification capabilities to notify its campus community. These capabilities may include intercom and text messages to alert the campus community. In addition, members of the administration will post relevant updates and advisories on the school Facebook page. The President, or designee, will simultaneously use the local means at her disposal to notify the campus students, staff and faculty of the situation, as well as disseminate pertinent information to relevant public entities.

Training, exercises and tests will be conducted by management on the campus level and by the individuals relevant to mass notification. Management will document each test conducted by all relevant entities.

Student Must Know – Emergency Information

The campus takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, each campus has a Campus Security Authority (CSA) that implements and oversees the campus response to a crisis situation. The CSA, Kris Massey, receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel.

In order to make this program effective, students are to familiarize themselves with the following emergency procedures.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

*** In case of emergency - dial 911***

Department of Homeland Security:

“Active shooter awareness- options for consideration”

<http://www.dhs.gov/video/options-consideration-active-shooter-training-video>

Student Emergency Responses

There is potential for students to be involved in a variety of emergency situations for which appropriate actions must be taken. These possible situations include incidences that may require emergency evacuation, emergency lockdown, external lockdown, or to shelter in place.

Emergency Evacuation

Evacuation is the movement of campus occupants from a dangerous or potentially dangerous location to a safe location. There are two types of evacuation: fire evacuation and non-fire evacuation.

Fire evacuation:

*Staff/faculty responsible for the affected areas should conduct a sweep of the building(s) to ensure all students are aware of and appropriately responding to the fire alarm and safely evacuated.

- Evacuation is mandatory when a fire alarm is activated.
- Follow authorized personnel’s (e.g., faculty, staff, or fire department personnel, etc.) instructions if given.
- Assist people with disabilities, if possible.
- Ensure all doors and windows are closed as a room and building are evacuated. (Do not lock doors.)
- Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
- Evacuate to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Non-fire evacuation :

*Staff Response: Team members who are designated to sweep evacuation routes and sites should locate a staff member to take responsibility for students under their supervision, and should then sweep the evacuation route and evacuation site for secondary hazards. They should immediately report their findings to the lead administrator.

- A non-fire evacuation will be initiated by campus CSA.
- Follow CSA instructions if given.
- Do not use the elevators.
- Assist people with disabilities if possible.
- Do not attempt to reenter the facility unless directed to do so

Emergency Lockdown

Emergency Lockdown is used to dramatically and rapidly enhance the level of security of the campus. By locking all exterior, interior and classroom doors, staff can make it more difficult for dangerous person(s) in the vicinity of the campus and in the campus to gain access to staff and students;

- Lock or barricade doors of classroom and internal student areas of congregation.
- Close blinds, turn off lights.
- Remain quiet and out of sight.
- If gunshots are heard, lie on the floor and try to use available resources for additional cover and concealment.
- If you are outside when a lockdown is declared, seek shelter away from danger.
- If a fire alarm is activated during a lockdown, proceed with extreme caution.
- Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

External Lockdown

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. In addition to locked entrances, this may also include a supervised entry and exit to campus facilities, and/or barricade to campus property (e.g., barricades or chains restricting access to campus parking and grounds). This lockdown allows staff and students to continue activities while maintaining access control to the campus and remain in an elevated state of security.

- Remain in classroom.
- Follow faculty and staff instructions
- Remain attentive to any change in status.

Shelter in place

Sheltering in place procedures are traditionally utilized when:

1. A tornado has been spotted.
 2. There has been a chemical or biological incident outside of, but in proximity to a campus and available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.
- Follow staff and faculty instructions.
 - Assist people with disabilities if possible
 - If you are outside when a shelter in place is declared, immediately seek an interior room or hallway with no windows.
 - Close windows and doors – do not lock doors.
 - Remain in shelter until an all clear is given.

Emergency Evacuation for Bomb Threat or Other Non-Fire Situation

Definition

Non-fire emergency evacuation is used for any emergency evacuation not related to a fire incident. It is important to remember that evacuation distances significantly expand, up to hundreds of yards, for suspicious object

evacuations. Nevertheless, not all bomb threats will necessarily result in evacuation, depending upon the individual event circumstances.

The objective: move all campus occupants to a remote, predefined and controlled location.

Note: The lead administrator will typically direct that this step be completed before making the general announcement for evacuation of the building.

Other staff:

1. Gather all students and visitors in your area of responsibility and evacuate using the route and site designated by the lead administrator or designee.
2. Ensure that all special needs persons are provided assistance by their designees as per the site evacuation plan.
3. Remain alert to your surroundings. Be particularly alert to any people or conditions that might pose a danger to evacuees. If you encounter a significant hazard, quickly evaluate the situation; adjust your evacuation route and attempt to notify the lead administrator or the appropriate public safety officials.
4. Once you reach the designated evacuation site, search the site for suspicious objects and adjust accordingly.
5. On evacuation site - develop a written list of all evacuees and provide the list to the lead administrator or his/her designee. Also indicate the presence or lack of any suspicious objects in your room/work area.
6. Supervise students under your care.
7. Do not attempt to reenter the facility unless the lead administrator or his/her designee directs you to do so.

Emergency Lockdown

Definition

Emergency Lockdown is used to dramatically and rapidly enhance the level of security in the facility. By locking all exterior, interior and class doors, staff can make it more difficult for dangerous person(s) in the vicinity or in the facility to gain access to staff and students.

Note – locking doors should not eliminate immediate egress possibilities from the facility.

The objective: create as many physical layers of separation between you and the potential aggression.

Staff Response:

1. Make sure entrance points to the building near your location are locked immediately.
2. If you are located in an area with a door that can be locked, gather all students in the vicinity into the room and lock the door.
3. Improvise additional door blocking if possible.
4. Close blinds and cover additional windows, e.g., with a shirt, up-turned table, paper, etc.
5. Turn off lights in the room.
6. If possible, report your status to the lead administrator or designee by telephone or intercom.
7. Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

Department of Homeland Security:

- **“Active shooter awareness - options for consideration”**
<http://www.dhs.gov/video/options-consideration-active-shooter-training-video>

External Lockdown

Definition

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. By locking all exterior doors and supervising these doors, staff can make it more difficult for a possible external intruder or a potentially dangerous person in the vicinity of the facility to gain access to staff and students. In addition to locked entrances and supervised entry and exit to campus facilities, this step may include barricades to campus property (e.g.,

barricades or chains restricting access to campus parking lots and grounds). This lockdown allows staff and students to continue with productive activities while maintaining access control to the facility.

Objective: create a physical layer of security between the external environment and internal campus operation while elevating the overall level of security.

Staff Response:

1. Make sure the designated entrance points to the building near your location are locked immediately.
2. If you are in an external classroom to the main building move students to alternative internal classrooms.
3. If possible, report your status to the lead administrator or designee by telephone or intercom.
4. Continue with normal activities as much as the situation allows.
5. If students or staff have a need to move about in the building, obtain permission first from the lead administrator or designee.
6. Be prepared to rapidly implement an emergency evacuation or emergency lockdown – if directed to do so or if circumstances indicate you should do so.

Shelter in Place

Definition

Sheltering in place procedures are traditionally utilized when:

1. A tornado has been spotted.
2. There has been a chemical or biological incident outside of, but in proximity to, a facility and available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.

Objective: seek immediate shelter away from doors and windows and remain there during an emergency

Fire Safety Report:

During the last three years, Headmasters has had no fire-related incidents causing injury to person or property. The following is a copy of the fire and emergency evacuation action plan:

- In the event of a fire, employees are alerted by:
 - The sounding of an alarm: The building alarm system will sound in the event of a fire. Emergency alarm buttons on alarm system may be utilized in the event that police/fire/rescue is needed.
 - Public address system announcement: Time permitting; an announcement will be made by senior management, as well as an announcement over the intercom system.
 - Verbal announcement: Instructors in each classroom will make a verbal announcement, time and situation permitting. Call or alert the offices downstairs.
- ALL employees, students, and guests shall calmly evacuate by means of the nearest available marked exit. Each exit has clearly posted exit diagrams.
- Portable fire extinguishers are provided in the workplace in the following locations:
 - At Front Desk
 - Hall Outside Dispense
 - Hall Outside Basic Classroom
 - At the bottom of the stairs

Employees or students may use extinguishers in an attempt to extinguish the fire if it is safe to do so.

FIRE EXTINGUISHERS AND HOW TO USE THEM: The Fire Extinguishers located throughout the school are Dry Chemical Extinguishers. They can be used for Electrical and All types of fires. Please follow these directions for Extinguisher operation:

1. Stand 8 to 20 feet from the fire.
2. Hold the Extinguisher upright.
3. Pull back the safety lock on top (yellow knob).
4. Aim the Hose at the bottom of the fire.
5. Squeeze the top handle all the way down, then let go, repeat if necessary.
6. Spray from side to side.
7. Replace the safety lock after using (yellow knob).
8. Be prepared for the next fire.

PLEASE, Report Fire Extinguisher usage immediately to an Administrator of the School.

- Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.
- No employees are assigned to perform medical or rescue duties during emergency evacuation situations.
- After evacuation, employees, students, and guests are to gather in the following location(s): All staff and students are to meet in the back parking lot. Staff and students are required to remain on the property until everyone has been accounted for, unless otherwise told by a member of senior management.
- After evacuation, a member of management will ensure all staff and students are present and accounted for.
- A fire log is not required to be kept because Headmasters School of Hair Design does not have on-campus student housing.

Drug and Alcohol Abuse Policy (DAAP)

Substance Abuse Resources:

At Headmasters School of Hair Design, the illicit use of drugs and/or alcohol by staff or students is strictly prohibited. Headmasters provides an on sight drug and alcohol prevention seminar periodically conducted by the Lewiston Police Department and/or other professionals in the Lewiston area.

The use of illicit drugs and alcohol can cause numerous health problems and can lead to death. The effects to a person's health include respiratory failure, heart attack, overdose, acute intoxication and transmittable diseases such as Hepatitis C and AIDS. Thousands of deaths are caused each year by drug overdoses, allergic reactions to drugs, toxic combinations of drugs, and alcohol poisoning. For more information about the effect of alcohol and drug abuse, please visit www.drugfree.org.

The manufacture, distribution, dispensation, possession, sale, purchase, offer to buy or sell, or use of alcohol, illegal drugs or related paraphernalia and the illegal use of any drugs (including the misuse of prescription drugs) at Headmaster School of Hair Design campus or while engaged in the course curriculum is strictly prohibited. Headmasters also prohibits such conduct during non-curriculum time to the extent that, in the judgment of Headmaster School of Hair Design, it impairs a student's or staff member's ability to progress through the curriculum, threatens the reputation or integrity of Headmasters

or violates the law. Any student who violates this policy is subject to suspension or expulsion from the program. Any staff member who violates this policy is subject to sanctions up to or including termination.

Under Idaho Law, it is Illegal:

- For a person under age 21 to purchase or attempt to purchase, possess or consume any alcoholic or intoxicating liquor. Penalties for violations include:
 - First conviction - fine up to \$100
 - Second conviction - fine up to \$200
 - Third conviction - fine up to \$300, up to 30 days in jail, or both
- For any person to give, sell or furnish alcoholic beverages to a minor. The first offense is a misdemeanor, but the second is a felony.
- For a person to provide alcohol, by gift or sale, to a person who is obviously intoxicated regardless of age.
- To possess a controlled substance unless obtained by a prescription. Penalties for felony conviction are a fine of up to \$5,000, imprisonment for up to 3 years, or both. Penalties for misdemeanor convictions are fines of up to \$1,000, imprisonment for up to one year, or both.
- To manufacture, deliver or possess illicit drugs. Penalties for felony conviction include a fine of up to \$25,000, prison terms ranging from one year to life, or both. Penalties for misdemeanor convictions are fines of up to \$5,000, prison terms of up to one year, or both.
- To possess more than three ounces of marijuana. This is a felony - subject to imprisonment for up to five years and a fine of up to \$10,000, or both.

Federal Penalties for possession of controlled substances include up to one year imprisonment and fines ranging from \$1,000 to \$100,000 for the first conviction; increasing to imprisonment from 15 days to two years and fines from \$2,500 to \$250,000 for the second conviction; and imprisonment from 90 days to 3 years and fines from \$5,000 to \$250,000 for subsequent convictions. Additionally, for possession of crack cocaine, federal penalties for possession of controlled substances also include forfeiture of personal and real property, boats, aircraft, vehicles, or other conveyance used to transport or conceal a controlled substance, civil fines of up to \$10,000, revocation of firearms licenses, and denial of federal benefits including student loans, Pell Grants, Title IV assistance, other federal grants and contracts, and professional and commercial licenses, for up to one year for the first offense, and up to five years for subsequent offenses.

Any student or staff member who purchases alcohol for a person under the legal drinking age of 21 could be subject to a maximum penalty of 6 months in jail and a \$1,000 fine.

Students or staff members who use prescription drugs should follow the prescribing physician's directions for use. Any prescribed medications shall be in the original container with the label from the pharmacy, Doctor's name, ingredients, and directions for use. If use of a prescription drug may impair your performance or affect safety while performing course-related services, you should notify the Instructor immediately so Headmasters can take whatever action it finds appropriate to protect your safety and that of other students and clients.

Headmasters School will impose disciplinary sanctions on students and employees (consistent with local, State and Federal law), up to and including expulsion or termination of employment and referral for prosecution, for violation of these standards of conduct.

DRUG COUNSELING, REHABILITATION, AND ASSISTANCE PROGRAMS

1. Gateway Women's Center, 514 Main Street, Lewiston, Idaho. 208-743-3699
2. Riverside Recovery, 1720 18th Ave, Lewiston, Idaho. 208-746-4097

Drug-Free Workplace

Headmasters School of Hair Design complies with the Drug-Free Workplace Act of 1990 and the Higher Education Act Section 120(a)-(d). Headmasters School of Hair Design is committed to providing a safe work environment and to fostering the well-being and health of its faculty and staff, as well as compliance with the Drug Free Workplace Act. That commitment is jeopardized when any member of the Headmasters School community uses illegal drugs or alcohol on the job, comes to work with these substances present in his/her body or possesses, distributes or sells drugs in the workplace. It is Headmasters School's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Headmasters School has established the following guidelines with regard to alcohol and other drugs to ensure that we can meet our obligations to faculty and staff, students, our community and the public.

The goal of these guidelines is to balance our respect for individuals with the need to maintain a safe, productive and Drug-Free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that illegal drug use and alcohol abuse are incompatible with working at Headmasters School.

- 1) It is a violation of our policy for any employee to possess, sell, trade, offer for sale or furnish illegal drugs or otherwise, engage in the use of illegal drugs or alcohol on the job.
 - 2) It is a violation of our policy for anyone to report to work under the influence of illegal drugs or alcohol.
 - 3) It is a violation of our policy for anyone to use prescription drugs illegally. (It is not a violation of our policy for an employee to use legally prescribed medications, but the employee should notify his/her supervisor if the prescribed medication may affect the employee's ability to perform his/her job.)
 - 4) Violations of this policy are subject to disciplinary action ranging from a letter of reprimand to suspension from work without pay, up to and including dismissal. If the supervisor has a reasonable belief that any employee may be abusing illegal substances, the supervisor should encourage such an employee to seek help.
- Riverside Recovery and ChangePoint LLC offer holistic/alternative treatment programs as well as outpatient services for those who need them.
- 5) In accordance with the Drug-Free Workplace Act, employees are required to report to the school any criminal drug statute conviction based on acts in the workplace within five days of conviction. The school, within ten days of such Report must in turn report the conviction to any Federal Agency funding any program in which the employee participates. Finally, the school must within thirty days of such report take appropriate personnel action, up to and including termination, or require the employee to participate satisfactorily in an approved substance abuse or rehabilitation program.
 - 6) Employee violations of these policies will be reported to the School Owner, for review and action.

Security Training

Headmaster School of Hair Design periodically provides an on sight drug and alcohol prevention by the Lewiston Police Department. The designated campus security official will also go over theft and vandalism during orientation with the students.

Drug and Alcohol Treatment Facilities

If you or someone you know is struggling with drug or alcohol abuse, please call 1-877- 335-HOPE (4673) or one of the treatment centers listed below.

AA Abuse Helpline-24 hours
1-800-299-6310

Riverside Recovery
1720 18th Avenue
Lewiston, Idaho
208-746-4097

Nez Perce County Court Services
1113 F Street
Lewiston, Idaho
208-799-3176

ChangePoint LLC
618 D Street, STE D
Lewiston, Idaho
208-750-1000

Quality Behavioral Health
900 7th Street
Clarkston, WA
509-758-3341 ext 2237

Church of Nativity – Narcotics Anonymous
731 8th Street
Lewiston, Idaho

Salvation Army – Narcotics Anonymous
1835 G Street
Lewiston, Idaho

Sex Offenses, Domestic Violence, Dating Violence, Sexual Assault or Stalking

Clery Act Crime Statistics Definitions

Sex Offenses – Forcible - any sexual act directed against another person forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent. **Sex Offenses** – Non-Forcible - unlawful, non-forcible sexual intercourse. The Clery Act only includes two types of offenses in this category: incest and statutory rape.

Sexual assault - a sex offense that meets the definition of rape or non-consent, fondling, incest or statutory rape as used in

the uniform crime reporting system of the Federal Bureau of Investigation. Relationship Violence includes one or more of the following acts:

- A. **Dating violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - 1. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
 - 2. For purposes of this definition:
 - a) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - b) Dating violence does not include acts covered under the definition of domestic violence.
- B. **Domestic violence** is a felony or misdemeanor crime of violence committed:
 - 1. By a current or former spouse or intimate partner of the victim;
 - 2. By a person with whom the victim shares a child in common;
 - 3. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - 4. By a person similar situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
 - 5. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. Idaho law protects "family and household members," which include persons 18 years of age or older who are spouses, former spouses, parents, stepparents and children or stepchildren, and persons who are presently residing together or have resided together in the past.
- C. **Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - 1. Fear for the person's safety, or the safety of others; or
 - 2. Suffer substantial emotional distress. For purposes of this definition,
 - a) *Course of Conduct* means two or more acts, including, but not limited to, acts in which the stalker directly indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or threatens with a person's property.
 - b) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - c) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim. For purposes of reporting hate crimes, sexual assaults, domestic violence, dating violence or stalking, when more than one criminal offense is committed during a single incident, each offense must be included in the institution's Clery Act crime statistics.

Reporting a Sex Offense, Domestic Violence, Dating Violence, Sexual Assault or Stalking

It is the policy of Headmaster School of Hair Design to immediately report any sexual offense to the Lewiston Police Department, whether committed on or off campus. It is imperative that victims of any kind of sexual offense report the crime to one of the Headmasters security authorities and/or to the Lewiston Police Department. It is also important to preserve any and all evidence (i.e. clothing, objects and any other biological evidence) for the proof of a criminal offense.

When sexual assaults are committed off-campus, persons are encouraged to report to the appropriate law enforcement agency, but a student may elect, instead, to report the sexual assault to one of the campus security authorities. Any assault will be immediately reported to the Lewiston Police Department. If an assault is reported to the campus security authorities, a grievance form will be provided to student.

Procedures if you are a Victim of Sexual Assault, Domestic Violence, Dating Violence or Stalking.

1. Report to Police.
2. Tell the first person you see and point out the attacker.
3. Don't shower or bathe.
4. Preserve as much evidence as possible.
5. Remember all you can about the attacker such as age, height, weight, race, color of eyes-hair-clothes, type of complexion-pants-shirt-shoes.

Disciplinary Action for sex offense, domestic violence, dating violence, sexual assault or stalking convictions

If a student or a staff member is convicted of a sexual offense, domestic violence, dating violence, sexual assault or stalking regardless of whether or not the action took place on the Headmasters campus, that individual is subject to disciplinary actions by Headmasters. Any student or staff member may be subject to sanctions leading up to or including termination if convicted of any domestic violence, sex offense, including rape, acquaintance rape, any other forcible or non-forcible sex offenses or stalking.

All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings and hearings. Also, Headmasters is obligated to comply with a student's request for an academic situating change following an alleged sex offense.

Both the accuser and the accused will be informed of any initial, interim, and final decisions by the Director of Headmasters any sanctions imposed by the institution. Additionally, both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Compliance with these provisions does not constitute a violation of the Family Education Rights and Privacy Act of 1974.

Unfounded Crimes

Headmaster School of Hair Design may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore "unfounded."

Awareness Programs to prevent dating violence, domestic violence, sexual assault, and stalking:

At this time, Headmaster School of Hair Design does not have on-campus resources for victims of a sexual assault. The following organizations are available to the community for assistance. These organizations will also provide training/education classes for our students at our campus, along with pamphlets and education material.

YWCA of Lewiston/Clarkston (208) 743-1535

Idaho Coalition against Sexual and Domestic Violence (888) 293-6118

Washington State Domestic Violence Hotline (800) 562-6025

Rape, Abuse, and Incest National Network (800) 656-4673

With these organizations, their programs help prevent dating violence, domestic violence, sexual assault, and stalking including primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at current students and employees.

Bystander intervention: safe and positive options that may be carried out by an individual to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.

Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and talking action to intervene.

Ongoing prevention and awareness campaigns: Headmasters involves the community for assistance with the education, interventions, initiatives and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking.

Risk Reduction: the practice of educating ‘potential victims.’ In order to promote safety and to help individuals and communities address conditions that facilitates violence. Examples are “don’t walk alone at night.” “don’t set your drink down.” “use the buddy system.”

Registered Sex Offenders

In accordance to the Campus Sex Crimes Prevention Act of 2000 (CSCPA), which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Cleary Act and the Family Educational Rights and Privacy Act of 1974 (FERPA), the state of Idaho is required to provide information as to the location, enrollment and/or employment of a sex offender at a post-secondary institution to local law enforcement authorities. Headmaster School of Hair Design is required to inform both staff and students of recourses where this information can be found. The law also requires sex offenders already required to register in a State to provide notice to each higher education institution in that State at which the person is employed, carries a vocation, or is a student. In Idaho, convicted sex offenders must register with their local Sheriff’s Office.

A list of all registered sex offenders in Idaho is available from the Idaho Sex Offender Registry at http://www.isp.idaho.gov/sor_id/. The Headmaster School of Hair Design campus address is 602 Main Street, Lewiston, ID 83501. Lewiston is located in Nez Perce County.

Hate Crimes

Headmaster School of Hair Design does not condone violence or hate crimes of any kind. Further, Headmasters endeavors to safeguard the rights of American citizens that are mandated by the Constitution of the United States, regardless of ethnicity, national origin, religion, gender, sexual identity, disability and political or religious beliefs.

Security Training

Periodically, during the academic year, Headmaster School of Hair Design provides educational programs conducted by professionals in the Lewiston area, to promote the awareness of sexual assault (rape and acquaintance rape) and domestic violence, as well as education sessions on personal safety. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

SECURITY TIPS

PERSONAL SAFETY: PROTECT YOURSELF

Prevention is the best protection against crime.

- Don't dismiss suspicious people or situations.

- Don't put yourself in harm's way; avoid dangerous situations.
- Lock your car doors.
- Use common sense.
- Don't walk alone at night; stay in lighted areas.
- Park your vehicle in lighted areas; lock the doors.
- Keep valuables out of sight; don't tempt a thief.
- Don't give out your keys; they can be copied.
- Report all crimes and suspicious acts.

THINGS TO DO TO REDUCE THE RISK

- Lock doors.
- Avoid out-of-the-way places.
- Vary your routine.
- Learn about friends' attitudes before becoming friendly.
- Watch alcohol intake.
- Leave lights on in rooms.
- Have transportation or use public transportation.

AUTO THEFT PREVENTION: SECURING YOUR VEHICLE

- Always lock your car, even if you're leaving it for a short time.
- Remove the key, and do not keep a spare key hidden somewhere on the frame or body of the vehicle in a magnetic box.
- All windows should be rolled up completely. One slightly open window can render all other precautions useless.
- Park as close to the building as possible when parking at shopping malls or stores.
- Park in well lit areas. When possible park in an attended parking lot or garage. At home, park your vehicle in the garage.
- When parking in a public lot, never tell anyone how long you'll be (including the attendant). If a key must be left with an attendant, leave only the ignition key.
- Don't leave valuables visible in your car. Radios, cameras, packages, etc. attract attention and can tempt thieves to break in. Lock all valuables in the trunk.
- Never leave credit cards, checkbooks, or papers pertaining to the vehicle in the glove box. It could aid the thief in selling your car.
- Do not attach a name tag or plate to your key ring. It could lead a thief directly to your house or car if you lose your keys

Crime Statistics

Crime statistics include all reports received by the Lewiston Police Department and from the persons designated as *Campus Security Authorities* for Headmaster School of Hair Design.

Offense	Year	On-campus Property	Public Property	Unfounded
a. Murder/Non-negligent manslaughter	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
b. Negligent	2015	0	0	0

Manslaughter	2016	0	0	0
	2017	0	0	0
d. Rape	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
e. Fondling	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
g. Incenst	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
h. Statutory Rape	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
i. Robbery	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
j. Aggravated assault	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
k. Burglary	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
l. Motor vehicle theft (does not include theft from a vehicle)	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
m. Arson	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Hate Crimes:				
Simple Assault	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Larceny-Theft	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Intimidation	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Vandalism	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
VAWA:				
Domestic Violence	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Dating violence	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Stalking	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Arrests				
Weapons: carrying, possessing, etc.	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Drug abuse violations	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Liquor law violations	2015	0	0	0
	2016	0	0	0

	2017	0	0	0
Disciplinary Actions				
Weapons: carrying, possessing, etc.	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Drug abuse violations	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Liquor law violations	2015	0	0	0
	2016	0	0	0
	2017	0	0	0

HAZARD AND INCIDENT REPORT

At Headmasters, we strive to keep a safe and fun learning environment. However, life happens. Accident and incident forms are available for students, staff and guests should any situation arise. We encourage the prompt use of these forms. Ask any Instructor for a form should the need arise.

Headmaster School of Hair Design

Hazard and Incident Report Form

SECTION A – DETAILS OF PERSON INVOLVED IN INCIDENT OR REPORTING HAZARD

Name: _____ Phone: _____ / _____

Address: _____ City _____ State: _____ Zip: _____

Staff Student Guest

SECTION B – INCIDENT DETAILS OR NATURE OF HAZARD OR DAMAGE (Use separate sheet if necessary)

Date of Incident: ____/____/____ Time: _____ am/pm

Location of Incident, Hazard, or Damage: _____

Brief Description of Incident, Hazard, Fire, Damage, etc. (what happened?): _____

If injury occurred and injured person is under the age of 18 or otherwise dependent, please complete the following:

Name of Father/Male Guardian: _____ Phone: _____

Name of Mother/Female Guardian: _____ Phone: _____

Address of parents/guardians: _____

Signature of injured person: _____ Date: ____/____/____

Signature of parent/guardian if under 18: _____ Date: ____/____/____

Describe injuries/illness including part(s) and side(s) of body affected:

SECTION C – WITNESSES TO INCIDENT, HAZARD, OR DAMAGE

List of witnesses or first person on scene:

Name: _____ Address: _____

Phone: _____ Comments: _____

Name: _____ Address: _____

Phone: _____ Comments: _____

Name: _____ Address: _____

Phone: _____ Comments: _____

SECTION D – SUPERVISOR/MANAGEMENT NOTIFICATION

Name of Supervisor/Member of Management Incident, Hazard, or Damage reported to: _____

Date/Time of notification: ____/____/____, ____ am/pm

Supervisor's Notes: _____

Signature of Supervisor/Member of Management: _____

Title: _____ Phone: _____ Date: ____/____/____

Additional Notes/Comments re: Investigation, Preventative Action, Recommendations, Maintenance, Repairs, etc. (attach any necessary documents):
