



Shear Finesse Hairstyling Academy

Campus Security Policies and Procedures

Handbook

2016

Turning Creativity into Careers

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[All Exhibits become a part of this Handbook]

Exhibit 1-Annual Crime Report

Campus Security Objective

The school officials in authority have as its motive the preservation of the lives and good health of all students, employees, and guests. The protection of school property and records are of secondary importance after all measures have been taken to assure the safety of individuals in the school. Each student and employee is encouraged to be fully aware of the safety issues occurring on and around campus and to take action to prevent and report illegal and inappropriate activities. Shear Finesse Hair Academy, Inc believes personal awareness and applying personal safety practices are keys to having a safe environment. Every employee should read, study, and be thoroughly familiar with the contents of this manual and be ready to take personal action accordingly in the event of an emergency situation.

Campus Security

Shear Finesse Hairstyling Academy, Inc is located at 5238-2 Norwood Ave, Jacksonville, Fl 32208 in the Gateway Town Center. Gateway Town Center is a strip mall and provides security services to all its tenants through U.S. Security Associates. U. S. Security Associates' office is located in the Gateway Town Center at 5000-7 Norwood Ave, Jacksonville, Fl and provides 24 hour security service for the school, parking lots, and other businesses that lease space at the mall.

Additional services provided by the patrol department are as follows:

1. Updates and memos on crimes and crime prevention in the school and surrounding areas
2. Calls for escorts in and out the facility (late/early hours, perceived threat or danger)
3. Direct contact with the local police substation located in the strip mall, which allows for faster service in life-threatening situations
4. On campus safety and prevention lectures by security personnel

Crime Reporting Procedures

Students, faculty, staff and visitors are encouraged to report all crimes and public safety related incidents that occur on campus to the designated school officials (*Director, Administrative personnel, or an Instructor*) in a timely manner. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the school should also be reported to the designated school official.

The duty of the school official is to take a written report with the assistance of all parties involved, if applicable while ensuring the future safety of yourself and others. With such information, the school can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular group, method, or assailant, provide an immediate solution or disciplinary action and alert the campus security or local law enforcement to potential danger if necessary.

In incidents that require assistance beyond the control of school officials, that are NOT life threatening, please follow the order for calls for service:

1. A call for a Gateway Security Officer will be made to 904-766-7745. They request to be called first and usually call for local law enforcement if further assistance is needed beyond their control. They will also make a report of the incident, and provide a copy to the school for our records.
2. Local Law Enforcement, Police Substation (non emergency) at 904-924-5361. They are called in the absence of a timely response from a security officer. An incident report will be made by the officer, and a copy is kept by the school for our records.

In incidents that require assistance beyond the control of school officials that are **Life Threatening Clear and Present Danger or Uncertainty** please follow the order for calls for service:

1. Call 911 for immediate assistance.
2. A call for a Gateway Security Officer should be made after a call to 911, if possible.

Note: In all cases please attempt to notify either party if another agency has been called to the school. This will help assist either party in identifying each other, especially during calls after school hours. .

Crimes and Safety Incidents-Off-Campus

The Gateway Patrol Department does not provide assistance to students and staff at off campus events, unless those events are located at the Gateway Town Center and its parking lots. Any crimes or safety incidents that occur at off campus events that require notification needs to be reported to the local law enforcement and emergency agencies.

Notifications and Distribution of Campus Security Information

The school gathers its information concerning campus crime and crime prevention, from several sources including but not limited to the following, Gateway Patrol Department, Jacksonville Sherriff Department (JSO), and the Police Sub Station Zone- 1 (which is located in the same strip mall as the school). Students and Employees can expect to receive or have access to the following:

1. Shear Finesse Hairstyling Academy Campus Security Policy and Procedures Manual
2. Annual Security Report
3. Updates and instructions concerning campus security, education and prevention.
4. Timely warnings involving crimes that are considered threats to facility, students and staff.

The above information may be distributed to the students and staff during orientation, memo form, newsletters, pamphlets, email, or by guest lecture. Notification concerning campus crime and crime awareness may be posted in designated areas around the school, which is made known to students and staff during orientation. The *Shear Finesse Hairstyling Academy Campus Security Policy and Procedures Manual* is also published on the school's website.

Annual Security Reports

The Administrative Office, located at Shear Finesse Hairstyling Academy will be the office of official record for all criminal reports made at the facility. These reports are public information and are made available upon request to all interested parties, such as prospective students or prospective employees. Requests can be made by calling or visiting the Administrative Office at the address below. A copy of the most recent Annual Security Report is printed in this Handbook. (Please see the *Annual Crime Report* in the exhibits section of this Handbook-Exhibit 1)

**Shear Finesse Hairstyling Academy
5238-2 Norwood Ave
Jacksonville, FL 32208
904-764-6474**

Security Awareness

During the Day One Orientation students and employees are provided a copy of the campus security policy and informed of services offered by the Gateway Patrol Department. The school also provides pamphlets, memos, and news letters from various law enforcement agencies which provide ways to maintain personal safety and school security.

Periodically during the academic year the Gateway Patrol Department and Jacksonville Sheriff Office (JSO), are asked to present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), theft, and vandalism. 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.

In addition, information can be disseminated to students and employees through crime prevention awareness packets, school website, security alert posters, displays, articles and advertisements on the student news bulletin board.

Drug Free School and Work Place Policy

Shear Finesse Hairstyling Academy is hereby declared a drug and alcohol free school and work place. Students and employees are prohibited from the unlawful manufacture, distribution, possession or use of a controlled substance or alcohol anywhere on school property. Including the grounds, parking areas, or while participating in school related activities. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment.

As a condition of enrollment or employment, students and employees must abide by the terms of the policy or Shear Finesse Hairstyling Academy will take one or more of the following actions with respect to any student or employee who violate this policy by:

1. Reporting the violation to law enforcement officials.
2. Taking appropriate disciplinary action against such student or employee, up to and including expulsion or termination of employment
3. Requiring such student or employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.

In conformance with the law, Shear Finesse Hairstyling Academy will make a good faith effort to maintain a drug and alcohol free school and work place through implementation of the preceding policy and will establish and maintain a drug and alcohol free awareness program.

Federal Student Aid Convictions of Possession or Sale of Illegal Drugs Policy

A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he is eligible; you're not required to confirm this unless you have conflicting information. Convictions only count against a student for aid eligibility purposes (FAFSA question 23c) if they were for an offense that occurred during a period of enrollment for which the student was receiving Federal Student Aid—they do not count if the offense was not during such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge (see drug abuse hold sidebar, next page). Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when she was a juvenile, unless she was tried as an adult.

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.)

	Possession of illegal drugs	Sale of illegal drugs
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	Indefinite period

Drug and Alcohol Prevention Programs

Shear Finesse Hairstyling Academy has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse by disseminating informational materials, educational programs, counseling services, referrals and college disciplinary actions. The information is gathered from local agencies in the area that specialize in drug and alcohol related issues. Such as, River Region, Gateway Community Services, and River Point Behavioral Health Hospital.

Preventing and Responding to Sex Offenses

Shear Finesse Hairstyling Academy educates the student community about sexual assaults and date rape through mandatory orientations provided to each student on the first day of class. The Jacksonville Sheriff's Office and Sexual Assault Response Center (SARC) offers sexual assault education and information programs to the school's students and employees upon request. Literature on date rape education, risk reduction, and Shear Finesse Hairstyling's Academy's response is made available through the school's Admissions Office and during Orientation. If you are a victim of a sexual assault at Shear Finesse Hairstyling Academy, your first priority should be to get to a place of safety.

You should then obtain necessary medical treatment. The school strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to school official and/or local law enforcement. Filing a report with a school official will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from school officials. However filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the school's Grievance Committee, or only the latter. A designated school official will guide the victim through the available options and the school will support the victim in his or her decision. Various counseling options are available from the school through its Advising and Counsel Officials. Support services outside Shear Finesse Hairstyling Academy can be obtained through the Behavioral and Human Services Division of the Victim Services Center. The Behavioral and Human Services Division provides a comprehensive array of services for victims of sexual assault. The services are free to all and are provided at the **Sexual Assault Response Center (SARC)** located at the Victim Services Center Building, 403 W 10th Street, Jacksonville, FL 32206. 24-Hour Hotline (358-RAPE, or 358-7273)

The following specialized services are provided at the Sexual Assault Center are:

- 24-Hour Sexual Assault Response Team
- Medical/Forensic Examinations must be within 72 hours of the assault
- Anonymous HIV/AIDS Testing and Counseling
- Individual Therapy/Counseling
- Counseling to deal with the emotional pain and trauma
- Advocacy and support for safety, medical, emotional, and economic issues
- Prevention and Education Programs

Shear Finesse Hairstyling Academy disciplinary actions and appeals for misconduct are detailed in the school catalog. However, the school has special guidelines for cases involving sexual misconduct. If a student is accused of sexual misconduct the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the disciplinary hearing. Both the victim and accused will be informed of the outcome of the hearing. Any student found guilty of violating the Institution's sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the Shear Finesse Hairstyling Academy for the first offense.

Statement of Access to the State Sex Offender Registration

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Shear Finesse Hairstyling Academy is providing a link to the Florida Department of Law Enforcement Sexual Offenders and Predators Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained.

It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. All qualifying sexual predators and offenders must register in Florida. Failure of a sexual predator or offender to register as required by law is a **third degree felony**.

The designation of a person as a sexual predator or sexual offender is neither a sentence nor a punishment but simply a status resulting from the conviction of certain crimes. *{Sections 775.21(3)(d), 943.0435(12), 944.607 Florida Statutes}*

Florida law, effective 7/1/96, requires the Florida Department of Law Enforcement to maintain an updated list of Sexual Predators in this state after a court has made a written finding designating them as a Sexual Predator, as the term is defined by Florida statute.

Chapter 97-299, Laws of Florida, requires certain sexual offenders to directly register with or to have information compiled by the Department of Corrections or the Department of Juvenile Justice, with the information to be provided to FDLE. Florida law makes this information available to the public. This site provides you with public information regarding both Sexual Predators and Sexual Offenders. Copy and paste the link below in your browser to access the Florida Department of Law Enforcement Sexual Offenders and Predators Registry. <http://offender.fdle.state.fl.us/offender/Search.jsp>

Campus Access

During business hours, the facility will be open to students, employees, and guests. During non-business hours access to the school is by key, if issued, or by admittance via school official with authority to provide entry. (Director/Owner, Yvonne Williams and Administrative Officer, Markeya Nealy)

Campus Emergency Contacts

1. Police, Fire, & Rescue	911
2. Police Substation/Zone 1	904-924-5361
Gateway Mall, 5258-13 Norwood Ave	
Jacksonville, Fl 32209	
3. Gateway Patrol Department-U.S. Security Associates	904-329-2425 904-888-4955
4. Gateway Patrol Department Director	904-329-2425
5. SFA Director, Yvonne Williams	904-764-6474
6. SFA Administrative Officer, Markeya Nealy	904-764-6474

Evacuation Policy and Procedures

Evacuation of the facility during an emergency is guided by the designated school officials, faculty and staff. Students, Staff and Visitors will be guided out the facility into the front parking lot a safe distance away from the building or guided out the school's rear exit into a paved lot safely away from the building. Each student is provided a copy of the school's evacuation guide during orientation that shows a diagram of the school and its exit points.

A mock evacuation is demonstrated on the first day of school and a diagram of an evacuation route is placed in certain areas of the school to ensure everyone is aware of the nearest exits and their location in case of an emergency evacuation. The location of the facility fire extinguishers are also shown during the mock evacuation.

Campus Security Policy and Procedures Disclosure Statement

Shear Finesse Hairstyling Academy has no authority to require the Jacksonville Police Departments or the judicial court process to take any action in connection with a reported crime. We encourage prosecution of all criminal violations through the criminal courts and will, if appropriate, apply sanctions through the school's Student Conduct Policy.

Shear Finesse Hairstyling Academy, Inc has a variety of policies, and procedures, relating to campus safety, student, and faculty conduct and expressly reserves the right to modify them or adopt additional policies and/or procedures at any time without notice.

Exhibit 1-Annual Crime Report

Annual Crime Report 5238-2 Norwood Ave. Jacksonville, FL 32208, <i>(includes 5238 Norwood Ave, the parking lot and walk way located in front of, in the rear of and adjacent to the school shared by other businesses of a strip mall)</i>				
OFFENSE	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROBERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
NEGLIGENT MANSLAUGHTER	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
SEX OFFENSE, FORCIBLE	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
SEX OFFENSES, NON-FORCIBLE	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
ROBBERY	2013	0	0	1
	2014	0	0	2
	2015	0	0	0
AGGRAVATED ASSAULT	2013	0	1	0
	2014	0	0	2
	2015	0	0	0
BURGLARY	2013	0	0	0
	2014	0	0	1
	2015	0	0	0
MOTOR VEHICLE THEFT	2013	0	0	0
	2014	0	0	2
	2015	0	0	0
ARSON	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
ARRESTS: WEAPONS: CARRYING, POSSESSING, ECT.	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ECT	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2013	0	1	0
	2014	0	0	2
	2015	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2013	0	1	0
	2014	0	0	0
	2015	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

End of Exhibit 1-Annual Security Report (Updated 09/01/2016)