

**TO :** Staff, Students & Parents of Leon's Beauty School

**FROM:** Director of School, Parker Washburn

**Re :** Students Right-To-Know Campus Security Act & Drug Free School & Standard of Conduct

**Date :** January 01, 2016

The following information concerns the Student Right-To-Know and Campus Security Act, Public Law 101-542. Also, included is the Drug-Free Schools & Communities Act Amendments of 1989, Public Law 101-226 and the code of conduct for Leon's Beauty School staff and students.

The security policy for Leon's Beauty School entails any criminal action or other emergencies which occur on campus to be verbally reported to the school's director and/or administrator immediately. The director of the school may ask for a written statement detailing the criminal activity.

Leon's Beauty School will assist the criminal action or emergency and respond by contacting local and/or state law enforcement agencies.

The institution policy encourages accurate and prompt reporting of all crimes to the proper authorities.

All staff and students of Leon's Beauty School are informed during orientation about the campus security procedures and practices. At this time, students are encouraged to be responsible for their own security of others. For the safety and security of our students and staff, Leon's Beauty School does use video surveillance.

A student may be suspended or expelled from the school for bringing weapons of any type on the school premises.

Also, Leon's Beauty School enlists the knowledge of local police authorities. These officials come into the institution and provide programs to students and employees concerning prevention.

Leon's Beauty School prides itself on maintaining a safe environment. Under the Student Right-to-Know and Campus Security Act, this institution has properly reported all the criminal activities which occurred on campus. No incidents such as murder, rape, aggravated assault, burglary, sex offenses (forcible or non-forcible), robbery, motor vehicle theft, or hate crimes have been reported. There were no arrests for liquor law violations, drug abuse violations, or weapon possessions. In the school years and 2011-2012 and 2012-2013, 2013-2014 no incidents have been reported of aforementioned.

Leon's Beauty School does not monitor criminal behavior of students off campus.

#### **DRUG-FREE**

Leon's Beauty School is seriously concerned about substance abuse and is aware that being "drug-free" is crucial for students if they are to succeed in both their professional and personal lives.

Under the requirements of the Drug-Free School and Communities Act Amendment of 1989, Public Law 101-226, Leon's Beauty School's policy states that staff and students are prohibited from the unlawful manufacture, distribution, possession or use of illicit drugs or alcohol. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from employment.

Due to recent federal drug laws, students could lose eligibility for financial aid, could be denied other federal benefits, such as Social Security, retirements, welfare, health disability, and veterans benefits. The Department of Housing & Urban Development, which provides funds to states and communities for public housing, now has the authority to evict residents and members of their households who are involved in a drug-related crimes on or near the public housing premises. Businesses could lose federal contracts if the company does not promote a drug-free environment. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from obtaining a cosmetology license in the State of North Carolina.

Here are a few facts which all should be aware. It is a crime to hold someone else's illegal substance. It is a crime to sell illegal substances. You can be arrested if you are in a house (or school) where people are using drugs, even though you are not. You can be charged with possession of illegal substance even if it is not on you. You are considered to possess, under legal terms of "constructive possession" illegal substance that is in your locker, purse, car, or house.

### **DRUG COUNSELING**

There are drug and alcohol counseling treatment and rehabilitation facilities available in our area where you can seek advice and treatment. The yellow pages of the local telephone book is an excellent source. The Alcohol/Drug Council of North Carolina Information and Referrals is a free and confidential service (1-800-688-4332). Or contact the Alcohol & Drug Treatment and Information Service (1-800-477-3447).

Once it has been determined by management that assistance to overcome a drug problem is necessary, the individual and his/her family should be counseled on the need for assistance. Records must be maintained by any counseling provided the individual.

There are clinics in the school's vicinity which can render assistance. Treatment must be an expense borne by the patient. If the individual is in immediate danger of harming either himself/herself or others, local law authorities should be immediately contacted.

### **SEXUAL ASSAULT**

Since the Leon's campus entails only the one building, chances of an assault are minimal. However, to ensure safety, high voltage lights have been installed surrounding the building and parking lot. Students are encouraged to notify staff if they see anyone in the parking lot who looks suspicious or who makes unwanted advances towards them.

During orientation, students are given information on personal safety and ways to avoid dangerous situations.

If students are involved in a sexual assault while on campus, they should immediately inform a staff member so local police can be notified. Any student who assaults (either sexual or non-sexual) a staff member, client, or another student while on campus, will be expelled from school and reported to the police with the permission of the person assaulted.

Students who have been sexually assaulted are encouraged to notify the police and one of the agencies listed below for help in counseling and any legal procedures necessary.

<b>RAPE LINE</b>	<b>273-7273 (OPEN 24 HOURS)</b>
<b>ABUSED WOMEN'S SERVICES</b>	<b>274-7316</b>
<b>WOMEN'S RESOURCE CENTER</b>	<b>275-6090</b>

## **PELL GRANT OFFENDERS**

**Staff and students who violate these standards of conduct subject themselves to disciplinary action. Students are reminded that as a pre-condition to accepting a Pell Grant that they sign a certificate stating they would not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by a Pell Grant. A Pell Grant recipient convicted of a criminal drug offense resulting from a violation occurring during their period of enrollment covered by the Pell Grant must report the conviction, in writing, within 10 calendar days of the conviction, to the Director, Grant & Contracts Service, U.S. Department of Education, 400 Maryland Ave., S.W., Room 3073, FOB-6, Washington, D.C. 20202-4571. Failure to report the conviction could lead to LS&T or debarment.**

## **NOTIFICATION**

**Staff and students receive a briefing and acknowledgement in writing that they understand the provisions of the Drug-Free Workplace Act of 1988. Employees must notify the Director of the school in writing of a conviction of a criminal drug statute in the workplace, within five days after receiving the conviction.**

**Disciplinary action will take place within 30 days of notification, and can range from a letter of admonishment, suspension from school or work, and/or enrollment in a rehabilitation program to termination from either school or employment.**