

LEON'S BEAUTY SCHOOL

2019 Annual Security and Fire Safety Report

Leon's Beauty School's mission is to provide post-secondary education to our students in marketable cosmetic arts and sciences skills to enable graduates to pass the state license exam in order to be eligible for entry level employment."

Our objective is to prepare the student for a career in the beauty industry and related fields so they can become well qualified and responsible employees.

Leon's Beauty School is committed to assisting all members of the community, our students, employees and guests in providing for their own safety and security. This document has been created to inform all students and employees of the safety and security procedures and policies. The Annual Security and Fire Safety Report is available on the school website at <http://www.leonsbeauty.com>.

Leon's Beauty School does not discriminate on the basis of race, color, national origin, sex, disability, or age and provides equal access in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Parker Washburn
1305 Coliseum BLVD
Greensboro, NC 27403
(336) 274-4601
parker@leonsbeauty.com

If you wish to receive a copy of our Annual Campus and Fire Security Report, you may call the Financial Aid office, or email our Campus Safety Officer, and request a copy.

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For new students and employees, each is informed at orientation of the Annual Security and Fire Safety Report, where to find it and how to receive a copy. Once a year, we review with all students and employees that we assist them in providing for their own safety and security, the location and availability of the Annual Security and Fire Safety Report and being aware and responsible for their own safety and security at all times.

The Annual Security and Fire Safety Report contains information regarding campus security and personal safety including crime prevention, fire safety, crime reporting policies and on-campus crime statistics for the three previous calendar years.

On-Campus Geography

For the purposes of the Clery Act and reporting crimes, the definition of the school's campus includes:

- The interior of the space recognized as Leon's Beauty Academy at 1305 Coliseum BLVD, Greensboro, NC 27403.
- The sidewalk and walkway attached to the building recognized as Leon's Beauty Academy.
- The adjacent parking lot used by students, employee and guests at Leon's Beauty Academy.
- Note: The public property, narrow walkway/sidewalk, that borders or is attached to the property at 1305 Coliseum BLVD, Greensboro, NC 27403 is separated by a barrier and inaccessible. It is not a part of the on-campus geography of Leon's Beauty School.

Introduction

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) requires education institutions to provide all students and employees with the security policies of the institution and the statistics of crime occurrences. These security regulations are designed to promote the safety of all individuals at the Leon’s Beauty School, and all members of the campus community and guests are expected to conduct themselves in a manner that respects the rights of all individuals within the community.

Observance of the Leon’s Beauty School policies, as well as federal, state, and local laws is required to fulfill the purposes of the educational institution. The school reserves the right to prosecute any individual to full extent of the law for any criminal violation committed on the school premises.

I. Campus Security Procedures

For additional information on institution policies and procedures, consult the school Catalog. Policies and procedures listed are subject to change at any time without prior notice.

A. Reporting a Crime or Emergency

Any person in immediate danger due to crime or emergency should contact local police immediately by dialing 911. When the emergency has subsided, the victim should also report the crime as soon as possible to the Director of Education of the location where the incident occurred. For nonemergency situations, any person who is a victim, witness or has knowledge of any criminal activity or other emergency on campus should report it immediately to the Director of Education where the incident occurred or, during the evening hours, to security personnel or other management.

Persons reporting crimes will be asked to complete incident report or witness report forms, including the date, time, place, and nature of the incident, names of witnesses, if any, and any other pertinent facts. The report should be co-signed by the Director of Education immediately.

All reports will be investigated. The institution does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies. When a potentially dangerous threat to the institution community arises, timely reports or warnings will be issued through the postings, in-class announcements, or other appropriate means.

B. Co-Director of Education

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School Director

Parker Washburn
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C. Security Personnel

Local police have the authority to enforce all applicable regulations and laws. The School Director works closely with the local and state police on incidents occurring on campus. Reports of violations of laws and regulations should be made promptly to the School Director or Director of Education or management personnel on duty, to ensure that the appropriate action is taken.

Leon’s Beauty School does not employ security personnel to patrol regularly the buildings and parking areas of the campuses, identifying any unusual activity. The local police department monitors the area. Where feasible, students should use the buddy system when going to parking areas.

D. Security of Facilities

Leon's Beauty School, although a private facility, maintains an open campus environment to allow freedom of movement for members of the community. The buildings are unlocked during class hours and at extended times, so that students may utilize the available facilities.

Leon's Beauty School's facilities, such as classrooms and student lounges, have the primary purpose of supporting the educational programs of the institution. They are available for use by current students and employees of Leon's Beauty School. All students are required to obtain student identification cards and must be prepared to produce such identification upon request.

Visitors to Leon's Beauty School are asked to check in at the front desk upon entering the building and wait for an assigned student, faculty or staff member to lead them to the appropriate areas. The Leon's Beauty School campus is equipped with electronic, centrally monitored security systems, including fire/panic alarms. Leon's Beauty School uses video surveillance to monitor activities on campus. Video surveillance cameras are placed in public areas.

E. Campus Security and Crime Prevention Programs

An overview of campus security policies is provided online on the school website. From time to time, Leon's Beauty School will provide security information postal mail, electronic mail or flyers on campus regarding security alerts and events. Management may also organize crime prevention events consistent with campus security needs, such as information and Title IX-related sessions with local police.

F. Emergency Management Plan

The purpose of Leon's Beauty School's Emergency Management Plan is to safeguard the welfare of its students, faculty, staff, and visitors, and take steps to 1) prevent and mitigate; 2) prepare for; 3) respond to; and 4) recover from emergencies in order to protect the institution's essential functions during and after an emergency.

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the institution will, without delay, and considering the safety of the community:

- 1) Confirm the existence of a significant emergency or dangerous situation.
- 2) Determine the appropriate facilities to send/receive an emergency notification.
- 3) Determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of the Crisis Management Team or a member thereof, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
- 4) After the initial notification, the institution will provide adequate follow-up information to students, faculty and staff as determined appropriate by the institution's Crisis Management Team. The Emergency Management Plan addresses the following categories of emergencies: medical, weather, evacuation, fire, power outage, workplace violence, suspicious persons and packages, lockdown, gas leak etc.

This policy and the Emergency Management Plan applies at all times and campus areas of Leon's Beauty School. It is Leon's Beauty School policy that each staff member is responsible for the health and safety performance in their respective area and that all employees will follow the institution's emergency notification procedures.

G. Infectious Disease Outbreak

Guilford County infectious disease outbreaks of any type would come under the control and direction of the Guilford County Health Department until relieved by another Health Agency at the State or Federal level. The Governor and his/her designee is responsible for coordination with the Guilford County Health Department and outside agencies in the event of any major emergency, disaster or infectious disease outbreak.

In the event of a major emergency, disaster, or infectious disease outbreak:

Guilford County Health Department
Located in: [Guilford County Courthouse](#)
Address: 201 S Eugene St, Greensboro, NC 27401
Phone: (336) 373-3227

1. The Guilford County Health Department will notify the Guilford County Division of Public Health and will relay as much information as possible (i.e. Type of problem, symptoms, how many people may be affected). The Campus Director or their designee will notify the North Carolina Board of Cosmetic Arts Examiners.
2. If a quarantine is deemed necessary by the Guilford County Health Department or another responding health agency, Public Safety will immediately secure the campus allowing only authorized persons to enter and carry out other responsibilities as directed. The Campus Director will notify all faculty and staff of actions taken, and all directions given to the Guilford County Health Department by the Guilford County Division of Public Health (i.e.: procedures to include, but not limited to, a list of individuals coming in contact with the infected person, and service agencies to assist with questions and answers that will provide appropriate information to members of the community).
3. If school is in session and a decision is made to immediately close because of an infectious disease outbreak, and the school is not to be quarantined, the Governor, Guilford County Division of Public Health, Guilford County Health Department, or the Campus Director or their designee will notify students, faculty and staff. First, an announcement will be made on the P.A. system that the college is closed. The Campus Director or their designee will notify, via email, all faculty and staff of the closing and post the information on the school web page and social media. All responsible faculty and staff will report to their assigned buildings and secure those buildings after students, faculty, and staff have left.
4. Outside of regular business hours when a decision is made to close the college, the information will be placed on <http://www.digtriad.com>, the school website, and/or social media.
5. Any decision regarding closure of the college during an infectious disease outbreak, or subsequent opening or closing of the college after a disease outbreak, will be made by the Campus Director of Leon's Beauty School in coordination with state leadership, the Guilford County Health Department, or the designated Health Agency responding to the incident.
6. The Registrar will coordinate with administration and the Campus Director, to notify all the various agencies involved, and any media releases that are necessary. Agencies: North Carolina Board of Cosmetic Arts Examiners (Stateboard), National Accrediting Commission of Career Arts and Sciences (NACCAS), School Approving Agency (SAA), Veteran's Administration (VA), US Department of Education (DOE).
7. In the event of a major emergency, disaster or infectious disease outbreak, updated information will be linked to our school website <http://www.leonsbeauty.com> and/or our social media page.
8. The North Carolina Department of Cosmetic Arts will determine approve guidelines for reopening.

Seasonal Flu/Pandemic Update Links

- [Guilford County Health Department](#)
- [North Carolina Department of Health and Human Services](#)
- [North Carolina Board of Cosmetic Arts Examiners](#)
- [Guilford County Influenza Pandemic Preparedness document](#)
- [Centers for Disease Control and Prevention](#)
- [World Health Organization \(WHO\)](#)

Emergency Notification Procedures

Leon's Beauty School has designated a Crisis Management Team that will serve as the responsible authority for institutional emergency response activities: the School Director, Director of Education, Campus Safety Officer, Title IX Coordinator, faculty representative, staff representative, compliance representative.

Director of Education

In the event of an emergency or dangerous situation at Leon's Beauty School, any employee who is aware of the emergency should call 9-1-1 and alert the Director of Education. The Director of Education will alert the School Director.

The School Director will determine, which facilities should receive a notification and whether a notification should be sent to the campus and/or corporate office. The School Director will, without delay, and considering the safety of the institution community, determine the content of the notification, and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. If it is determined that an emergency notification should be sent to the School, the Director will send the notification and/or contact the proper facilities

After notification of an emergency or dangerous situation, the School Director will monitor events and circumstances and determine appropriate follow-up information that should be disseminated to the campus, such as all-clear notices and updates about continuing steps taken to respond to the emergency, including class cancellations. The School Director shall also notify local authorities, as appropriate.

Emergency Notification and Evacuation Testing

The institution will annually publicize its emergency response and evacuation procedures in conjunction with annual tests of the emergency notification and evacuation plans. The emergency notification system will be tested at least annually. These tests may include regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

Each calendar year, the School Director will test the notification system, evaluate the outcome, and report to Advisory Council, and determine if any revisions to existing procedures are necessary. Tests may be announced or unannounced and will be documented by the School Director, Director of Education or Campus Safety Officer. Documentation will include a description of the test, the date and time, and whether it was announced or unannounced.

Timely Warning Notifications

In addition to Emergency Notifications similar notices (both in content and process) will also be issued, in a time manner that will aid in the prevention of similar crimes, of any Clery Act crimes that are reported to campus security authorities or local police agencies if the School Director determines that the incident represents a threat to students and employees.

H. Monitoring of Off-Campus Location

Leon's Beauty School does not have off-campus housing facilities, off-campus student organization facilities or any other off-campus facilities and therefore does not monitor reports of criminal activity at off-campus locations. Leon's Beauty School does, however, coordinate with local police departments to monitor crime in the neighborhoods immediately surrounding the campus and Coliseum area.

I. Safety Tips

Here are some tips and practices for personal safety and loss prevention:

- Protect your possessions; keep book bags and purses with you at all times or locked in a secure place.
- When working late at the school, ask fellow students or faculty members to walk with you to your car.
- Walk with other people when ever possible; avoid isolated areas, wooded areas, and poorly lit or deserted areas of parking lot and street.
- Walk with confidence – show you are alert and in control. Be aware of your surroundings.
- If you think someone is following you, abruptly switch directions and/or go back in the school.
- If you're still being followed, go to a public place and ask for help.
- Have your car or house keys available before you reach your door.
- Don't flash large amounts of cash or other valuable objects.
- I.D. tags with your name, address, or license number on your key chains should be avoided; if lost, they could lead to theft.
- Keep car doors and windows locked.
- If your purse or wallet is being stolen, don't fight for it. Rather than risk personal injury, release it and report the incident to a faculty member or the Director of Education.
- Immediately, a faculty member or the Director of Education can report any criminal incidents or suspicious persons.

II. Campus Security Policies

A. Alcohol and Drug Policies

1. Drug-Free Policy

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 employee whom violate this policy will be subject to disciplinary action up to and including expulsion or termination from employment.

Due to 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

veteran’s benefits. The Department of Housing and Urban Development, which provides fund to states and communities for public housing, now has the authority to evict residents and members of their households who are involved in drug-related crimes on or near 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 or esthetics license in the State of North Carolina.

Here are a few facts which all should be aware of:

- It is a crime to hold someone else’s illegal substance.
- It is a crime to sell illegal substances or legal substances without proper authority
- 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 your person. You are considered to possess, under legal terms of “constructive possession” illegal substance that is in your locker, purse, car, or house.

Leon’s Beauty School supports all federal, state and local ordinances pertaining to alcohol and drugs and willfully cooperate with law enforcement authorities to protect the students, staff and faculty of the institution from the illegal possession, purchase, sale, and manufacture of controlled substances and alcohol. All students, faculty and staff should be familiar with the drug-free campus policy and abide by it. In addition, all faculty, staff and student employees must be in compliance with the Leon’s Beauty School drug-free workplace policy.

Behavior that disrupts the educational environment, causes public inconvenience, annoyance or alarm, or recklessly creates a risk to people and/or property even though motivated by drugs is a violation of law and institution policy.

a. Health Risks

As part of the effort to create a drug-free campus, Leon’s Beauty School believes that the all staff and students should be educated about the physical and emotional health hazards the misuse of drugs and alcohol presents. Leon’s Beauty School provides the following information. Listed below are some of the health risks associated with using/abusing alcohol and various drugs. For additional information on alcohol- and drug-related health risks please visit www.factsontap.org, www.drugfreeamerica.org and www.whitehousedrugpolicy.gov.

(Please note that the dangers associated with substance abuse are not limited to only the conditions listed below.)

Substance	Known Health Risks
Alcohol	Heart and liver damage; brain damage; death from overdose and accidents.
Marihuana/Hashish	Impaired memory perception, interference with psychological maturation, possible damage to lungs and heart, psychological dependence.

Cocaine	Intense psychological dependence, sleeplessness and anxiety, nasal passage damage, lung damage, and death from overdose.
Stimulants	Loss of appetite, hallucinations, paranoia, convulsions, brain damage, cancers of the lung, throat, mouth, death from overdose.

b. Alcohol Policy

The possession, consumption, or sale of alcohol on campus or at institution-sponsored activities is prohibited, unless specifically sanctioned by the institution and allowed by state and local alcoholic beverage regulations. The use of alcoholic beverages in the following instances must be approved by the President or his or her designee: (1) on campus and at functions sponsored by, or primarily for, students; and (2) at off-campus student functions sponsored by recognized student organizations.

Non-alcoholic beverages and food items must be available at the same place as the alcoholic beverages and readily accessible as long as alcoholic beverages are available. Advertisement for social functions may not describe the availability of alcohol as a promotional tool nor promote consumption of alcohol by minors.

All persons must have proof of age at any activity involving the consumption of alcoholic beverages. If alcoholic beverages are served, the sponsoring organization must implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear to be intoxicated.

Individuals involved in the illegal use or distribution of alcohol are subject to arrest and institutional disciplinary action.

c. Drugs

Leon’s Beauty School prohibits the possession, use, or distribution of illegal drugs on institution property. Possession, sale, use, or distribution of controlled substances, including marijuana, is a violation of federal and state laws and institution policy. Students and employees who violate state or federal drug laws will be referred by Leon’s Beauty School to the appropriate authorities for criminal prosecution, and, if convicted, may be subject to suspension, termination, or expulsion from the institution.

2. Legal Sanctions for Unlawful Possession of Alcohol and Drugs

In addition to violating institution policy, unlawful possession of alcohol and drugs may violate federal and state laws. Students and employees entering institution property under the influence of alcohol or drugs will be referred to treatment and/or reported to local authorities. All other persons will be reported to local authorities immediately. The following summary provides information on some of the potential legal penalties for drug and alcohol violations:

a. Alcohol Violations

The legal drinking age in the United States is 21 in all 50 states and the District of Columbia. Legal drinking age is 18 in the U. S. Virgin Islands, Puerto Rico and Guam. Persons possessing or consuming alcohol under the legal drinking age may face fines or jail time. Many states impose severe penalties for persons using false identification to purchase or consume alcohol. Driving while under the influence of alcohol is a serious offense. In addition to restrictions on blood alcohol content for drivers above the legal drinking age, many states also have strict “zero tolerance” laws prohibiting driving under the influence of any amount of alcohol if the driver is under the age of 21.

Specific information on legal penalties for alcohol violations in the states can be located at the following websites:

National

National Traffic Highway Safety Commission: "Stop Impaired Driving"

<http://www.stopimpaireddriving.org/>

North Carolina

North Carolina Department of Alcoholic Beverage Control

<http://www.ncabc.com/>

b. Drug Violations

Possession of any controlled substance, including drugs such as marijuana, cocaine, LSD and ecstasy, as well as unauthorized prescription medications, drug paraphernalia and materials used to manufacture or distribute illegal drugs, can result in serious penalties under federal and state laws, including imprisonment and large fines. Penalties increase sharply if the conviction involves possession, distribution or manufacture of controlled substances while on the grounds of a school or college.

In addition, students convicted of possessing or selling illegal drugs (not including alcohol and tobacco) may be ineligible to participate in federal student loan programs offered by the U.S. Department of Education. Additional information on penalties for violating controlled substance laws can be found at the website for the Drug Enforcement Administration, located at the following link: <http://www.justice.gov/dea/pubs/abuse/1-csa.htm#Penalties>

4. Treatment Resources for Alcohol and Drug Addiction

Students or employees who need assistance in overcoming alcohol- or drug-related problems are encouraged to contact the substance abuse organization listed below or in the additional resource listing in Part V of this report.

Substance Abuse & Mental Health Services Association

1-800-662-HELP

www.samhsa.gov

The Substance Abuse & Mental Health Services Association ("SAMHSA") is the Federal agency charged with improving the quality and availability of prevention, treatment, rehabilitative services in order to reduce illness, death, disability, and cost to society resulting from substance abuse and mental illnesses.

The SAMHSA website has a treatment facility locator searchable by type of treatment, form of treatment and forms of payment accepted.

American Council on Alcoholism 1-800-527-5344, www.aca-usa.org

The American Council on Alcoholism (ACA) is a national, non-profit health organization dedicated to educating the public about the effects of alcohol, alcoholism, and alcohol abuse, as well as the need for prompt, effective, available, and affordable treatment.

Alcoholics Anonymous www.aa.org

Alcoholics Anonymous is worldwide with meetings in almost every community. Contact a nearby central office, intergroup, or answering service to find specific locations. Telephone numbers for Alcoholics Anonymous are often listed in local telephone directories. Outside of the United States and Canada, contact the International General Services Office.

Narcotics Anonymous www.na.org

Narcotics Anonymous is an international community-based association of recovering drug addicts with more than 31,000 weekly meetings in over 100 countries worldwide. To find a meeting in your area, contact one of the registered Narcotics Anonymous service committees and groups.

B. Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Programs in dating violence, domestic violence, sexual assault, and stalking are offered periodically as part of campus crime prevention programs. Any person who is a victim of dating violence, domestic violence, sexual assault, and stalking should report the incident immediately to appropriate law enforcement authorities, or to the School Director, or Title IX Coordinator who will assist in notifying these authorities if requested.

The institution will provide notification to students and employees about exiting counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and the community.

The institution will provide information to victims concerning options for academics and community options for living, transportation, and working situations or protective measures. The institution will make such accommodations if the victim requests them and they are reasonably available regardless of whether he or she chooses to report the crime to local police or local law enforcement.

When a student or employee reports to the school that she has been a victim of dating violence, domestic violence, sexual assault, or stalking, the school will provide her/him an explanation of his/her rights and options.

Preserving evidence for proof of a criminal offense is an important consideration for victims of sexual offenses and victims should contact police immediately after the attack. Referral information is available for general counseling and medical attention. Responsiveness to the needs of crime victims is an institution priority. Sexual assault is a crime punishable by both civil and criminal legal action.

Leon's Beauty School will provide alternatives for a victim's academic situation after an alleged sex offense, if requested by the victim and if alternatives are reasonably available. Leon's Beauty School encourages victims to prosecute alleged perpetrators. Leon's also encourages victims to pursue the full realization of their own healing through counseling, mental health and other support services available for victims.

After appropriate institutional investigation and preponderance of evidence, following a final determination of the school's disciplinary proceeding regarding domestic violence, dating violence, sexual assault or stalking, Leon's Beauty School may impose the following sanctions: written warning, mandatory counseling, mandatory education and training, "no contact" order, changes in academic arrangements; revocation of certain campus privileges, suspension, and/or up to expulsion.

Leon's Beauty School follows all and any orders of protection. Protective measures such as "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution, increased monitoring and supervision, arranging for the complainant to have extra time to complete or retake a class or withdraw from a class without academic penalty and ensuring that the complainant and perpetrator do not share classes may be taken. The institution will keep confidential any protective measures for the victim, as long as that confidentiality would not impair the institution's ability to provide those measures.

Title IX

It is under Title IX that institutions must have a designated employee of whom serves as coordinator to comply and carry out the institutions responsibilities under Title IX.

The Leon's Beauty School Title IX Coordinator is Tracy Smith.

Title IX was put in place in 1972, and prohibits discrimination of any kind regarding education. Title IX states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education or activity receiving Federal Financial Assistance." Title IX also prohibits for any student or faculty member be excluded, separated, or otherwise be treated any differently based on sex, gender identity, or failure to conform to any stereotypical notions of masculinity or femininity. All students (as well as other persons) are protected under Title IX in all aspects of the institutions educational programs and activities, on and off campus. Students and employees are protected from all sexual discrimination, for the school has policies and procedures in place to investigate any misconduct, and determine any repercussions.

Title IX covers, and is probable to start investigation, in which discrimination has occurred on school campus, at off-campus events sponsored by Leon's Beauty School, or off campus, but has the potential to effect one or more Leon's Beauty School students or faculty.

Title IX prohibits any sex-based discrimination. Such discrimination can include the following: Sexual harassment, sexual violence, or gender-based harassment. Sexual harassment is defined as any unwelcome conduct of a sexual nature. This would include unwanted sexual advances, "cat calling, verbal or non-verbal requests for sexual advances, or any unwanted physical conduct of the sexual nature. Sexual violence is a form of sexual harassment, be it refers more to the act of sexual advances, without consent, or against someone's will. Gender-based harassment refers to any unwanted or unwelcome conduct based on someone's perceived sex. This includes any non-conformity to sex stereotypes.

If you have been a victim of/have witnessed any sexual harassment, sexual violence, or gender-based harassment, please contact your Title IX Coordinator, [Tracy Smith](#), or any of the schools Responsible Employees, who will then determine the next step in reporting the incident.

The Clery Act and the Violence against Women Act

Signed into law in 2013, The Violence Against Women Act (VAWA) follows the Clery Act, which requires post-secondary learning institutions to report any instances of dating violence, domestic violence, sexual assault, and stalking. Institutions re also required to adopt policies which prevent such instances. And train all incoming and current students and faculty to be aware of crimes of sexual violence, and know how to prevent them. Under the Cleary Act, institutions must report any crimes based on dating violence, domestic violence, stalking and sexual assault.

In addition, VAWA states that any educational institution must report a crime which occurs on campus and investigate to determine in the perpetrator's bias was based on the following; gender identity, national origin, gender, race, religion, or disability.

Dating Violence is that of violence committed by a person whom is in or has been in a romantic or intimate relationship with the victim. Such a relationship would be determined depending on the statement from both parties and the length of the relationship. Dating Violence would include, but is not limited to sexual or physical violence or abuse, or threats make within the relationship. North Carolina Jurisdiction follows § 50-B, and § 14-33 stating that along with investigation, dating violence can be considered as domestic violence or domestic battery.

Domestic Violence is an act of violence which has been committed by a current or former spouse, or current or former intimate partner. Code of North Carolina § 50B-1. Domestic violence; definition: Domestic violence means the commission of one or more of the following acts upon an aggrieved party or upon a minor child residing with or in the custody of the aggrieved party by a person with whom the aggrieved party has or has had a personal relationship, but does not include acts of self-defense.

Sexual Assault is any sexual act which has been made against another person, without consent of the victim. This can include any instances where the victim is unable to give consent, whether by inability to consent due to intoxication, due to age, or due to the persons' temporary or permanent mental incapacity. Sexual assault can include, but is not limited to rape, statutory rape, or fondling. Rape is described as penetration of a private area, or oral penetration by a sex organ without consent of the victim. Statutory rape is that of rape where the victim is under the statutory law of consent. Fondling is the touching of private areas and sex organs for the purpose of sexual gratification whereas the victim is not consensual.

Stalking is an act in which a person directly, indirectly, or through a third party, may follow, monitor, threaten, or communicate with another person in such a way that the victim is fearful for their safety. When a person has followed, threatened, monitored, etc., the victim two or more times, it can be described as stalking. According to North Carolina Code § 14-277 Stalking involves severe intrusions on the victim's personal privacy and autonomy. It is a crime that causes a long-lasting impact on the victim's quality of life and creates risks to the security and safety of the victim and others, even in the absence of express threats of physical harm. Stalking conduct often becomes increasingly violent over time.

If a student or staff member has been a victim of / have witnessed dating violence, domestic violence, sexual assault, or stalking, report it to the Director immediately. If the student or staff member is not comfortable reporting the incident, he/she should contact the school Title IX Coordinator, who will report it to the Director.

The Director will investigate then contact local authorities as appropriate. The Title IX Coordinator will be able to provide resources for victims, and will be able to guide the victim through the options given to them by local authorities, including possible restraining orders, orders for protection, no-contact orders, and those similar by a criminal or civil court.

A student or staff member is encouraged to file a report with the Title IX Coordinator/Campus Security Officer following any on campus incidents regarding dating violence, domestic violence, sexual assault, and stalking. The report will then be investigated and reviewed by the Crisis Management Team to determine the next appropriate steps.

Charles Manuel – Title IX Coordinator
charles@leonsbeauty.com

Parker Washburn
parker@leonsbeauty.com

If you feel that you are in imminent danger, please call 9-1-1 immediately, and follow up with your Director of Education, Title IX Coordinator and/or your Campus Security Officer.

Report Policy and Grievance Policies

If a student or staff member has been a victim of a Title IX violation, or a Clery Act or VAWA violation, it is encouraged that such person files a report with the Title IX Coordinator. Such a report should include witnesses, details, and times. Once the report has been filed to the Title IX Coordinator, an investigation will be opened regarding the complaint. During that time, the victim, and the suspect will be kept anonymous, and will both be given an explanation of the student's or employee's rights and options, along with resources. If a student is accused of a violation of Title IX or the Clery Act or VAWA, that student will have the right to a prompt, fair, and impartial investigation. If the student wishes to have a hearing, the Title IX Coordinator, the Campus Security Officer, and the President will conduct the hearing. Once the Title IX Coordinator has conducted her investigation, both the victim and the suspect will be given a written explanation of the verdict, and any repercussion that may follow. A statement will be provided with notification of counseling options, mental health, victim advocacy, and legal assistance for both the victim and the suspect (if the suspect is also a Leon's Beauty School student or employee).

If a student or faculty member is not satisfied with the decision made by the Title IX Coordinator, he/she has the option to appeal. It would be at this point, the person(s) appealing the decision would need to file

written complaint appeal to be submitted and reviewed by the Director, Parker Washburn. Who will then proceed with the investigation and complete any decisions regarding the verdict. If the student or faculty member is still dissatisfied, they have the option to appeal again. It would be at this time that the person(s) appealing would file a written complaint appeal to be submitted and reviewed by the Appeals Board. The Appeals Board would then conduct an investigation, consult, and determine the final verdict.

Any member of the campus community requiring additional information on sexual assault is welcome to contact the toll-free, 24-hour National Sexual Assault Hotline, operated by RAINN (the Rape, Abuse, & Incest National Network), at 1-800-656-HOPE for free, confidential counseling. The RAINN website at www.rainn.org also provides information. Additional sexual assault resources are provided in part IV of this report.

C. Registered Sex Offenders

Information on registered sex offenders living and working in the areas near the Leon's Beauty School campus (if any) may be obtained through the following state law enforcement websites.

Leon's Beauty School is not responsible for the accuracy of data provided on these websites.

North Carolina <http://sexoffender.ncdoj.gov/>

Sexual Harassment

Leon's Beauty School strictly prohibits sexual harassment of students, faculty, or staff. This subject is covered in more detail in the previous Title IX and VAWA areas of the Annual Security and Fire Safety Report.

Sexual harassment violates the Leon's Beauty School policy, as well as state and federal law. Any incidents of sexual harassment should be reported immediately to the Director of Education or Title IX Coordinator. Allegations of sexual harassment will be investigated thoroughly and expeditiously, and appropriate corrective actions will be taken, which may include discipline or dismissal of the harassing party.

It is unlawful to retaliate or discriminate in any way against any person who has expressed concern or made any complaint regarding sexual harassment, and Leon's Beauty School will not retaliate or discriminate against any person who expresses concern or files a complaint alleging sexual harassment or discrimination.

E. Weapons

The unauthorized possession, use, or sale of firearms, ammunition, fireworks, explosives, or dangerous weapons of any type is strictly prohibited on or in campus facilities, and is subject to criminal sanctions as well as institution discipline.

F. Hazing

Leon's Beauty School does not condone any hazing or mistreatment of another student so as to cause mental or bodily injury. The Director shall, upon satisfactory proof of violation of this policy by any student, expel the guilty party and, if appropriate, report the incident to local authorities for criminal prosecution.

III. Additional Resources for Sexual Abuse, Mental Health and Substance Abuse Treatment Programs

North Carolina Sexual and Domestic Violence
919.956.9124
www.nccadv.org

Crime Statistics

A. Description of Statistics Reported

The Clery Act requires that educational institutions provide crime statistics to their students and employees with regard to the following offenses,

- Criminal Homicide
- Murder & Non-negligent manslaughter
- Negligent manslaughter
- Sex Offenses (Forcible and Non-Forcible)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Liquor, Drug and Illegal Weapons Possession Offenses
- Hate Crimes must also be reported. The Clery Act requires educational institutions to report as a hate crime, by category of prejudice, any of the above offenses where the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability. Additionally, educational institutions must report any hate crimes involving the following crimes: larceny-theft, simple assault, intimidation, destruction/vandalism of property, and any other crime involving bodily injury.

The Clery Act also requires that educational institutions report not only crimes occurring on campus but also crimes occurring on public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

Crime statistics for calendar years 2016, 2017, and 2018 for these categories of offenses are provided below. These crime statistics indicate the number of reported occurrences of each crime by campus, but do not necessarily reflect arrests or convictions.

Leon's Beauty Academy assumes no responsibility for the accuracy of crime statistics reported by local police jurisdictions.

B. Procedure for Annual Reporting of Crime Statistics

At the end of each calendar year, the Campus Safety Officer will collect crime data from the Director and other institution officials and local police jurisdictions, as appropriate for inclusion in the institution's annual crime statistics report. Campus incidents will be classified according to the definitions of the Handbook for Campus Safety and Security Reporting, 2016 Edition. It may be found at

<https://www2.ed.gov/admins/lead/safety/handbook.pdf>. A report to the students and employees, including statistics for crimes required to be reported under the Clery Act, will be published no later than October 1st of the year following the reporting period. Notification of the availability of the report will be sent via flyers posted on campus.

Campus Crime and Fire Safety Disclosures

The data for the campus security is provided on the school website at www.leonsbeauty.com. The Campus Crime and Fire Safety Disclosure is maintained in the **Emergency Binders** in the Classrooms, on the Clinic Floor, and in the administrative offices. A copy can also be found in the Financial Aid Office.

Fire Safety Report

A. Fire Statistics

The institution had 0 cases of fires, injuries, or deaths for 2016, 2017, or 2018.

B. On-Campus Student Housing and Life Safety Systems

Leon's Beauty School does not provide student housing.

C. Mandatory Supervised Fire Drill

At least one fire drill annually that is monitored by local law enforcement or the fire marshal or their representative. The Director of Education is responsible for the scheduling of the fire drill as well as monitoring and oversight of the fire drill. Drills shall be executed at different hours of the day or evening. Floor plans with Emergency Evacuation and fire extinguisher locations are posted throughout the building. Classrooms, salon clinics and offices, contain Emergency Binders that include classroom reporting of drills, Emergency Evacuation and Fire Drill Procedures and best practices for reference. Fire extinguishers are checked on an annual basis to ensure they are working properly.

D. Fire Safety Policies and Rules

Leon's Beauty School fire safety regulations are intended to prevent injuries to members of the institution community and physical damage to facilities. Because of the seriousness of the regulations that cover fire safety, Leon's Beauty School, takes disciplinary actions on the first offense when it pertains to staff. Disciplinary actions may be formal or informal, and punitive or educational.

Leon's Beauty School has prohibitions for items including candles, smoking, incense, halogen lamps, and fireworks within the school building.

Any fire within the school or grounds should be reported directly to the School Director, Mrs. Parker Washburn, or the Director of Education Ms. Bonnie Clifton, or other management member as necessary.

E. Training

Leon's Beauty School conducts training for all staff members upon hire and a review of policies and procedures is conducted prior to completing fire drills. New students and new employees receive training and education during new student orientation and new hire orientation.

F. Record Retention and Evaluation

- A.** A Crisis Management Team member or other staff present completes the School Emergency Drills Documentation Form. Verify that the form is accurate, complete and that all signatures are present.
- B.** The Director of Education verifies the results of the drill or emergency and completes the Drill

Documentation Form or an Incident Report and delivers copies of the information to the School Director and Campus Safety Officer.

- C. Data is added to the Annual Security and Fire Safety Report.
- D. This procedure is evaluated annually.

Leon’s Beauty Schoolcontinuesto monitor on-campus trends of fire-related incidents and alarms to provide a safe environment for all students. New programs and policies are developed as needed to help promote the safety of all students, faculty, and staff.

G. Emergency Evacuation and Fire Drill Practices

If you hear an alarmsound:

1. Follow the directions of faculty, staff and Crisis Team Member immediately, quickly and quietly.
2. Evacuate the building immediately in an orderly fashion through the nearest exit and assist the disabled in exiting the building. If smoke is present,keeplow to the floor.
3. Do not stop to take personal belongings.
4. Keep silent so that instructions from staff can be heard by all students.
5. Do not panic. Injuries occurs when people lose control.
6. Before opening the door, feel the upper portionof the door. If the upper door or doorknob is hot, DO NOT open thedoor.
7. If the door or the doorknob is not hot, brace yourself against the door and open itslightly.
8. If heat or heavy smoke is encountered in the corridor, close the door, and stay in theroom.
9. Keepthedoorclosed,andifyourwindowsarethetypethatcanberaisedorlowered,openthetopslightly to let out the heat and smoke, open the bottomslightly to let in fresh air.
10. Sealthecracksaroundthedoorwithclothing,tape,orothermaterial,soakingitinwaterifavailable.
11. Hang an object out the window, such as a shirt,jacket,towel, or anything that will attract attention.
12. Ifyoucanleavetheroom,closealldoorsbehindyouasyoumovetothenearestexitorstairway.Thiswill retard the spread of smoke and fire and lessendamage.
- 13.Assist persons with disabilities and mobilityissues to exit the building. If the nearest exit is blocked, go to an alternatexit.
14. Ifallexitsareblocked,gotoaroomfurthestfromthefire,closethedoorandfollowproceduresdescribed in 8 through 10.
15. After leaving the building, DO NOT re-enter. Stay clear of responding emergency equipment andpersonnel.
16. Gather in the appropriate groups at the assembly point and wait for further instructions from your educator or Crisis Management Team member.
17. DO NOT attemptto re-enter the structure to retrieve any items until the building is cleared by school officials or the FireDepartment.

CRIME DATA AS REPORTED ON CAMPUS CRIME SURVEY

Criminal Offense-on campus			
Criminal Offense	Total Occurrence- On Campus		
	2016	2017	2018
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0

Sex offense- forcible	0	0	0
Sex offense- non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Criminal Offense- Public Property			
	Total Occurrence- Public Property		
Criminal Offense	2016	2017	2018
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offense- forcible	0	0	0
Sex offense- non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Hate Crimes - On Campus

Criminal Offense	Total Occurrences-On Campus			Category of Bias for Crimes					
	2016	2017	2018	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity / National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Sex offense- forcible	0	0	0	0	0	0	0	0	0
Sex offense- non-forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	2	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes- Public Property

Criminal Offense	Total Occurrences-On Campus			Category of Bias for Crimes					
	2016	2017	2018	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity / National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Sex offense- forcible	0	0	0	0	0	0	0	0	0
Sex offense- non-forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0

Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Arrests-On Campus			
	Number of Arrests		
Law Violation	2016	2017	2018
Weapons; carrying, possessing, etc.	0	0	0
Drug Abuse violations	0	0	0
Liquor law violations	0	0	0
Arrests- Public Property			
	Number of Arrests		
Arrest- Public Property	2016	2017	2018
Law Violation	0	0	0
Weapons; carrying, possessing, etc.	0	0	0
Drug Abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions On Campus			
	Number of Persons Referred for Disciplinary Action		
Law Violations	2016	2017	2018
Weapons; carrying, possessing, etc.	0	0	0
Drug Abuse violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions-Public Property			
	Number of Persons Referred for Disciplinary Action		
Law violations	2016	2017	2018

Weapons; carrying, possessing, etc.	0	0	0
Drug Abuse violations	0	0	0
Liquor law violations	0	0	0

VAWA - On Campus

Criminal Offense	Total Occurrences-On Campus			Category of Bias for Crimes					
	2016	2017	2018	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity / National Origin
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0

VAWA- Public Property

Criminal Offense	Total Occurrences-On Campus			Category of Bias for Crimes					
	2016	2017	2018	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity / National Origin
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0

Amended: 3/14/2020