

# **Drug and Alcohol Abuse Prevention Program Biennial Review**

To Measure the Effectiveness of SBS's DAAPP

This biennial review is being conducted by Seguin Beauty School. The materials used are SBS's documentation concerning drug related crimes and alcohol abuse and SBS's Annual Crime Statistics Reports of the last five years. SBS provides its students drug related and alcohol abuse related materials which are published on the school's website and provided throughout the students training program. The results displayed in the five year crime statistics reports is zero crimes of any kind which appears to indicate a successful DAAPP.

While SBS feels that the program has served well for past years, the institution always seeks to improve upon its programs when possible. SBS has recently obtained booklets relating to drug and alcohol abuse as well as sex crimes to provide to its students and staff. We will continue to post our ASR and DAAPP on the institutions website and notify all students, prospective students and personnel of the exact location of the materials and how to access the materials. We also will publish and provide each student and employee with a hard copy. We will review and update this review again next and each odd year thereafter.

Seguin Beauty School has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The institutions Annual Security Report includes the drug program requirements that the program provides:

- (1) the annual distribution to each student and employee
  - (a) standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution's property or as part of any of the institution's activities;
  - (b) a description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
  - (c) a description of the health-risks associated with the use of illicit drugs and the abuse of alcohol;
  - (d) a description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
  - (e) a clear statement that the institution will impose sanctions on students and employees consistent with local, State, and Federal law), and a description of those sanctions up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by subparagraph (A); and
- (2) a biennial review by the institution of the institution's program to -
  - (a) determine the program's effectiveness and implement changes to the program if the changes are needed;
  - (b) determine the number of drug and alcohol-related violations and fatalities that occur on the institution's campus or as part of any of the institution's activities; and are reported to campus officials;
  - (c) determine the number and type of sanctions that are imposed by the institution as

a result of drug and alcohol-related violations and fatalities on the institution's campus or as part of any of the institution's activities; and (d) ensure that the sanctions are consistently enforced.

A copy of each item required by the Drug-Free Schools and Communities Act and the Department of Education's General Administrative Regulations as well as the results of the biennial review is available upon request.

## **DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM**

### **STATEMENT OF STANDARDS OF CONDUCT**

#### **Alcohol and Illegal Drugs**

In keeping with all legal, state and federal laws, SBS prohibits the possession, use or distribution of drugs and alcohol by students or employees while on school property or when involved in any school-sponsored activity.

Any student or employee who is or has been consuming alcohol or drugs on school property will be considered the same as though they came on to school property under the influence of alcohol or drugs. For the first offense, students or employees will be suspended for one day. Should a second offense occur, the completion of a drug rehabilitation program will be required at the student's expense. Termination will occur for a third offense. There will be an incident report placed in the individuals file.

Any student or employee having possession of alcohol or drugs, even though not under the influence, will be suspended one day for the first offense. The second offense will be reported to the police, the student and or employee will be terminated. There will be an incident report placed in the individuals file. If conditions warrant such actions, the school reserves the right to search any containers or the person if it appears a student or employee is involved in alcohol or drug use or possession.

The police department or any legal drug enforcement officials are welcomed to the school at any time for investigation or making arrest. Penalties or punishment will depend upon the crime. Each case will be determined by the individual's record.

The institution will impose sanctions on students and employees (consistent with local, State, and Federal law), and a description of those sanctions up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

SBS officials concerned that a student or official has an alcohol or drug problem should notify the Chief Administrator or Local Administrator who will observe the person and question the persons use or abuse and the need for help. A list of rehabilitation facilities will be provided to the person regardless of their response.

Involuntary referral is determined if the person admits use but denies needing help.

Voluntary referral is determined if a person admits use and the need for help.

If the person denies use or abuse, it should not be considered involuntary referral.

A report should be filed when a voluntary or involuntary referral is made. The report will be retained for the drug program review.

# Drug Free School Policy

This policy is created to adhere to the federal regulations authorized by section 1213 of the Higher Education Act of 1965, as amended by the Drug Free School and Communities Act amendments of 1989 (Pub. L. 101-226)

This policy will be at least annually reviewed and distributed to each student and employee. To prevent the illicit use of drug and the abuse of alcohol by Seguin Beauty School students, and employees, the following codes have been adopted:

1. Seguin Beauty School believes it is in the interest of the employees, employees families, students and patrons of the school that staff members and students will not be permitted to remain on campus if found with drugs, alcohol or drug paraphernalia. This institution will notify legal authorities of the incident.
2. If a student or employee of the school has a reasonable suspicion based on objective criteria that another employee or student is under the influence of alcohol or drugs, here-in-after referred to as “substances” the Chief Administrator or manager in charge will present the observations to the person, let the suspected user either confirm or deny. The Chief Administrator may required that the person immediately go to a medical facility to provide both urine and blood specimens for the purpose of testing and to receive a fitness for work examination by a licensed physician.
3. Reasonable suspicion based on objective criteria means suspicion based on specific personal observations that the school representative can describe concerning the appearance, behavior, speech or breath odor of the person.
4. A person, who refuses to be examined and tested or refuses to admit substance abuse, will not be allowed to remain on campus.
5. Persons subject to the requirement for testing shall be suspended, effective immediately for the period of time required to process and confirm test results.
6. Employees whose test results are negative and who pass the examination shall be reinstated with back pay for the period of suspension. Employees who test results are positive will not be eligible for reinstatement with back pay bust shall be given the opportunity to immediately self-refer into a substance abuse assistance program. In the absence of immediate self-referral, such employees will be discharged.
7. Students whose test results are negative and who pass the examination shall be allowed to return to school. A student whose test results are positive will not be allowed to return to school or participate in any of the schools programs.
8. Seguin Beauty School acknowledges that substance abuse is a serious and complex, but treatable condition/disease that negatively affects the productive, personal and family lives of employees and students as well as the stability of the school. Any person may request assistance in finding an available treatment and rehabilitation service from the school administrator or staff member.
9. All students enrolled in Seguin Beauty School must sign an “anti-drug abuse act certification” which reads:  
*I certify that as a condition of my Pell grant, I will not engage in the unlawful manufacture, distribution, dispension, possession or use of a controlled substance during the period covered by my Pell grant.*
10. Any student convicted of unlawful manufacture, distribution, dispension, possession or use of a controlled substance will immediately be dropped from the school’s program.
11. Any employee convicted of unlawful manufacture, distribution, dispensing, possession or use of a controlled substance will immediately be terminated.
12. To insure program effectiveness, substance-free employees are a mandatory sanction.
13. A description of the health risks associated with the use of illicit drugs and abuse of alcohol is enclosed provided at least annually to all students and staff members.
14. A description of the applicable legal sanctions under federal law for the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is provided at least annually to all students and staff members.
15. A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to students or staff are available upon request.
16. This institution will impose sanctions on students and employees (consistent with local, state and federal law) and which include expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by this policy.
17. The institution will have a biennial review of its drug prevention program to determine its effectiveness and implement changes to the program if they are needed.
18. The biennial review will also ensure that the sanctions required by section 11 are consistently enforced.

# LEGAL SANCTIONS IMPOSED UNDER FEDERAL, STATE AND LOCAL LAWS



U.S. Department of Justice  
Drug Enforcement Administration

## Federal Trafficking Penalties

Drug Schedule	Quantity	1st Offense	2nd Offense	Quantity	1st Offense	2nd Offense
Methamphetamine Schedule II	5 - 49 gms pure or 50-499 gms mixture	Not less than 5 yrs and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if other than an individual.	Not less than 10 yrs and not more than life. If death or serious injury, not less than life. Fine of not more than \$4 million if an individual, \$10 million if other than an individual.	50 gms or more pure or 500 gms or more mixture	Not less than 10 yrs and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if other than an individual.	Not less than 20 yrs and not more than life. If death or serious injury, not less than life. Fine of not more than \$8 million if an individual, \$20 million if other than an individual.
Heroin Schedule I	100-999 gms mixture			1 kg or more mixture		
Cocaine Schedule II	500-4,999 gms mixture			5 kgs or more mixture		
Cocaine Base Schedule II	5 - 49 gms mixture			50 gms or more mixture		
PCP Schedule II	10 - 99 gms pure or 100-999 gms mixture			100 gms or more pure or 1 kg or more mixture		
LSD Schedule I	1 - 9 gms mixture			10 gms or more mixture		
Fentanyl Schedule II	40-399 gms mixture			400 gms or more mixture		
Fentanyl Analogue Schedule I	10 - 99 gms mixture			100 gms or more mixture		
Others (Schedules I & II) <i>(Includes 1 gm or more flunitrazepam)</i>	Any	Not more than 20 yrs. If death or serious injury, not less than 20 yrs, not more than life. Fine \$1 million individual, \$5 million not individual.	Not more than 30 yrs. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.			
		<b>1st Offense</b>		<b>2nd Offense</b>		
Others Schedule III <i>(Includes 30 mgs - 999 mgs flunitrazepam)</i>	Any	Not more than 5 yrs. Fine not more than \$250,000 individual, \$1 million not individual.		Not more than 10 yrs. Fine not more than \$500,000 individual, \$2 million not individual.		
Others* Schedule IV <i>(Includes less than 30 mgs flunitrazepam)</i>	Any	Not more than 3 yrs. Fine not more than \$250,000 individual, \$1 million not individual.		Not more than 6 yrs. Fine not more than \$500,000 individual, \$2 million not individual.		
All Schedule V	Any	Not more than 1 yr. Fine not more than \$100,000 individual, \$250,000 not individual.		Not more than 2 yrs. Fine not more than \$200,000 individual, \$500,000 not individual.		

\* Although flunitrazepam is a Schedule IV controlled substance, quantities of 30 or more milligrams of flunitrazepam are subject to greater statutory maximum penalties than the above referenced penalties for Schedule IV controlled substances. See 21 U.S.C. §841(b)(1)(C) and (D).

## Health Risks Associated With the use of Illicit Drugs & Abuse of Alcohol

The use or abuse of alcohol and other drugs increases the risk for a number of health-related and other medical, behavioral, and social problems.

These include:

Acute health problems related to intoxication or overdose (blackouts, convulsions, coma, and death).

Physical and psychological dependence.

- Malnutrition.
- Long-term health problems, including cirrhosis of the liver.
- Organic brain damage.
- High blood pressure.
- Heart disease.
- Ulcers and cancer of the liver mouth, throat, and stomach.
- Contraction of diseases such as AIDS through the sharing of hypodermic needles.
- Pregnancy problems including miscarriages, still births and learning disabilities.
- Fetal Alcohol Syndrome (physical and mental birth defects).
- Psychological or psychiatric problems.
- Diminished behavior (hangover, hallucinations, disorientation, slurred speech).
- Unusual or inappropriate risk-taking, which may result in physical or emotional injury or death.
- Violent behavior toward others, such as assaults and rape.
- Accidents caused by operating machinery while impaired.
- Impaired driving resulting in alcohol- and drug-related arrests, traffic accidents, injuries, and fatalities; negative effects on academic or work performance.
- Conflicts with co-workers, classmates, family, friends, and other conduct problems resulting in disciplinary actions, including loss of employment and legal problems including imprisonment.

### Health Risks

The potential consequences of drug and alcohol use are enormous for students, employees, and the institution. These include increased damages to buildings, disruption of work schedules, discipline incidents, arrests, physical injuries, accidents and suicide attempts, to name just a few. Further, there is significant evidence that students and employees who

consume alcohol and/or use drugs are more likely than others to have ineffective interpersonal relationships and increased incidences of absenteeism. Students who engage in the use of such substances are prone to earn lower grades, drop out of college more often and suffer negative consequences. More specifically, when people use drugs/alcohol, they put themselves at risk for developing a variety of physiological side effects.

**Alcohol:** Cirrhosis of the liver is closely linked to the consumption of alcohol. There is also a link between drinking alcohol and such conditions as heart disease, malnutrition, hypertension, and cancer. Serious nervous disorders, mental disorders, or brain damages are also risks. Alcohol, like many other drugs that affect the central nervous system, can be physiologically addictive. Drinking need not be long term or addictive to cause accidental injury or death. Even small amounts of alcohol limit coordination and increase a person's risk of becoming involved in a traffic or household accident. Alcohol consumption causes a number of marked changes in behavior. Even low doses can increase the incidence of aggressive behavior. Alcohol intoxication is equivalent to a drug overdose. Women who drink even small amounts during pregnancy may give birth to infants with fetal alcohol syndrome, and children of alcoholic parents have a 40% greater risk of developing alcoholism than those of parents who are not alcoholic.

**Marijuana:** Some immediate physical effects of marijuana include a faster heartbeat and pulse rate, bloodshot eyes, and a dry mouth and throat. Marijuana during pregnancy may result in premature babies and in low birth weights. Studies of men and women who use marijuana have shown that marijuana may influence levels of some hormones. Marijuana use increases the heart rate as much as fifty percent, and can cause chest pain. Marijuana smoke irritates the lungs and damages the way they work, leading to emphysema and possible cancer. The mood altering effects of marijuana are the result of the chemical delta – 9 tetrahydrocannabinol (THC). THC is fat-soluble and can remain in the body up to three weeks after smoking one marijuana cigarette. Consequently, even the occasional user can be detected through urinalysis. Research indicates that regular use may have long-term effects on the user's brain, heart, and reproductive organs. The numerous carcinogenic chemicals found in marijuana make it particularly harmful to the lungs. Loss of memory, lack of motivation, and diminished attention span are some of the effects of regular marijuana use. Long-term use may result in psychological dependence and change in tolerance.

**Opiates (Opium, Morphine, Heroin, Codeine, Demerol):** Over time, opiate users may develop infections of the heart lining and valves, skin abscesses, and congested lungs. Infections from unsterile solutions, syringes, and needles can cause illness such as liver disease, tetanus, and serum hepatitis.

**Hallucinogens (LSD, Mescaline, Psilocybin, DMT, and PCP):** Users of hallucinogens sometimes develop signs of organic brain damage, such as impaired memory and attention spans, mental confusion, and difficulty with abstract thinking. Large doses of PCP may result in a convulsive seizure, coma, and death. Mood disorders occur and the user may become violent, irrational, and potentially harmful to self and others. LSD, Mescaline, and psilocybin, cause sensations and feelings to change rapidly. The user may experience panic, confusion, anxiety, depersonalization, and loss of control. While relatively rare, flashbacks may occur.

**Barbiturates:** Abusive doses of barbiturates (Seconal, Nembutal, Benzodiazepines, Valium, Librium, Tranxene, Quaaludes, Placidyl, Noctec, Miltown) can cause slurred speech, staggering gait, poor judgment, slow and uncertain reflexes, unconsciousness, and even death.

**Depressants:** The use of depressants can result in a change in tolerance and physical as well as psychological dependency. The combining of several depressants (e.g. Valium and alcohol) will potentiate the depressant effects, multiplying the health hazards. Withdrawal symptoms include anxiety, vomiting, acute psychotic episodes, seizures, and death.

**Steroids:** Steroid users can experience serious cardiovascular, liver, central nervous system, gastrointestinal, and reproductive disorders. In males, use can result in sterility, impotence, and arrested growth. Psychological impairment includes mood swings, depression, and very aggressive behavior.

**Narcotics:** Tolerance, especially at the euphoric effect of narcotics and physical dependence, develops rapidly in order to avoid the abstinence syndrome; the addict becomes preoccupied with acquiring the drug. Withdrawal symptoms are extremely uncomfortable, though they seldom are life threatening.

**Stimulants (Amphetamines and cocaine):** An amphetamine injection creates sudden increases in blood pressure that can cause death from a stroke, very high fever, or heart failure. Long term, heavy use of amphetamines can lead to malnutrition, skin disorders, ulcers, and various diseases that come from vitamin deficiencies. Lack of sleep, weight loss, depression, and brain damage can also result from regular use. Users of cocaine report feelings of restlessness, irritability, anxiety, and sleeplessness. Occasional use can cause a stuffy or runny nose, while chronic snorting can ulcerate mucous membranes of the nose. Injecting cocaine with unsterile equipment can cause hepatitis or other infections. Death from cocaine is the result of multiple seizures followed by respiratory and cardiac arrest.

**Crack:** The general effects of using crack include extreme changes in blood pressure and increase in heart and respiration rates, insomnia, anxiety, nausea, tremors, convulsions, and death. Smoking crack can cause lung damage, heart attack, stroke, respiratory problems, weight loss, and generally poor health.

## **A DESCRIPTION OF DRUG OR ALCOHOL COUNSELING, TREATMENT OR REHAB PROGRAMS**

### **Drug or Alcohol Counseling, Treatment, or Rehabilitation Centers**

- a. Teddy Buerger Center  
1215 E Court St, Seguin, TX 78155 (830) 401-7367
- b. Alcoholics Anonymous  
2365 Huber Rd, Seguin, TX 78155 (830) 379-4773
- c. Guadalupe Regional Medical Center  
1331 E Court St, Seguin, TX (830) 401-7367
- d. Guadalupe Valley Council On Alcohol & Drug Abuse  
178 Steel Mill Dr Ste 204 Seguin, TX 78155 (800) 734-0142
- e. Alcoholics Anonymous  
1142 Eikel St, New Braunfels, TX 78130 (830) 625-0057
- f. Changing Ways 1040 N Walnut Ave Ste D,  
New Braunfels, TX 78130 (830) 643-1445

- Alcoholics Anonymous-<http://www.aa.org>
- National Suicide Prevention Lifeline – 1-800-SUICIDE (784-2433)
- National Alliance for the Mentally Ill – 1-800-950-6264

### **STATEMENT THE INSTITUTION WILL IMPOSE DISCIPLINARY SANCTIONS**

Seguin Beauty School will impose sanctions on students and employees consistent with local, State, and Federal law), and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution's property or as part of any of the institution's activities.

**SEGUIN BEAUTY SCHOOL**

**CRIME STATISTICS**

CRIMINAL OFFENSE	ON CAMPUS SBS Seguin				PUBLIC PROPERTY				ON CAMPUS SBS New Braunfels				PUBLIC PROPERTY			
	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>HATE CRIMES</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>DISCIPLINARY ACTIONS</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons, carrying, possessing, etc	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



## **Drug and Alcohol Abuse Prevention Program Biennial Review**

The Chief Administrator will perform an evaluation on the institutions Drug and Alcohol Abuse Prevention Program biennially by October.

The Chief Administrator will review the prior year's records for documentation relating to the DAAPP.

The Chief Administrator reviewed the school year records of 2018

Percent of Student files reviewed 30+ %

Percent of Personnel files reviewed 100

Percent of Daily Incident Log forms reviewed 100

Reviewed Annual police reports obtained for drug or alcohol related crimes yes

Of School and or Police reports:

1. The number of 1 offenses 0
2. The number of 2 offenses 0
3. The number of 3 offenses 0
4. The number of voluntary counseling referrals 0
5. The number of involuntary counseling referrals 0
6. Terminations resulting from drug or alcohol use 0
7. Drug or alcohol related accidents 0
8. Compare current year data with past year data 0

Note: Records to be used include but are not limited to: student files, personnel files, Daily Incident Log, annual police reports

Draw conclusions about the appropriateness and effectiveness:

1. Determine the program's effectiveness and implement changes to the program if the changes are needed: no reported violations, incidents or counseling referrals
2. Determine the number of drug and alcohol-related violations and fatalities that occur on the institution's campus or as part of any of the institution's activities; and are reported to campus officials: no violations or fatalities
3. Determine the number and type of state or federal sanctions that are imposed by the institution as a result of drug and alcohol-related violations and fatalities on the institution's campus or as part of any of the institution's activities; no imposed sanctions
4. Ensure that the institutional sanctions required are consistently enforced: NA

Chief Administrator: JOE P. EVANS

Date: 11/24/20

# Seguin Beauty School

## Biennial Review of the institution's Alcohol and Illegal Drug Program

The Chief Administrator will perform an evaluation biennially in October.

He will review the prior year's records related to the Program.

The Chief Administrator will look at records about:

	On campus activities	
1. The number of voluntary counseling referrals	<u>  0  </u>	<u>  0  </u>
2. The number of involuntary counseling referrals	<u>  0  </u>	<u>  0  </u>
3. The number of school imposed sanctions from drug or alcohol use	<u>  0  </u>	<u>  0  </u>
4. The number of drug or alcohol related accidents	<u>  0  </u>	<u>  0  </u>
5. The number of drug or alcohol related violations	<u>  0  </u>	<u>  0  </u>
6. The number of drug or alcohol related fatalities	<u>  0  </u>	<u>  0  </u>
7. The number of requested counseling information	<u>  0  </u>	<u>  0  </u>
8. Compare current year data with past year data	<u>  0  </u>	<u>  0  </u>

Draw conclusions about the appropriateness and effectiveness:

1. Determine the program's effectiveness and implement changes to the program if the changes are needed                   no reported violations, incidents or counseling referrals
2. Determine the number of drug and alcohol-related violations and fatalities that occur on the institution's campus (as defined in section 1092(f)(6) of this title), or as part of any of the institution's activities; and (ii) are reported to campus officials                   no violations or fatalities
3. Determine the number and type of state or federal sanctions that are imposed by the institution as a result of drug and alcohol-related violations and fatalities on the institution's campus or as part of any of the institution's activities; and                   no imposed penalties
4. ensure that the institutional sanctions required are consistently enforced           NA

Chief Administrator \_\_\_\_\_ Date \_\_\_\_\_

# DRUG AND ALCOHOL STUDENT/EMPLOYEE QUESTIONNAIRE

Please complete this form to the best of your ability.  
You may return the form unsigned.

Please list the number according to your own knowledge about employees or students who were attending and enrolled at Seguin Beauty School at the time of incident.

	<b>At</b>	
	<b>On</b>	<b>School</b>
	<b>Campus</b>	<b>Activities</b>
The number of voluntary counseling referrals	__0__	__0__
The number of involuntary counseling referrals	__0__	__0__
The number of school imposed sanctions from drug or alcohol use	__0__	__0__
The number of drug or alcohol related accidents	__0__	__0__
The number of drug or alcohol related violations	__0__	__0__
The number of drug or alcohol related fatalities	__0__	__0__
The number of requested counseling information	__0__	__0__

Date \_\_\_\_\_ Name \_\_\_\_\_

Voluntary



# *Seguin Beauty School*

*102 East Court St.  
Seguin, TX 78155  
830-372-0935*

*Fax: 830-372-0939*

*214 West San Antonio St.  
New Braunfels, TX 78130  
830-620-1301*

Seguin Police Department  
350 North Guadalupe  
Seguin, TX 78155

Att: Records

I would like to request the 2020 annual crime statistics as required by the Clery Act. According to regulations, Seguin Beauty School is required by law to request and disclose statistics relating to reported crimes on its campus based on:

- where the crimes occurred
- to whom the crimes were reported
- the types of crimes reported
- the year in which the crimes were reported

The specific geography encompasses the following:

the Seguin Beauty School campus  
the public sidewalk directly in front of Seguin Beauty School  
the public street directly in front of Seguin Beauty School  
the public opposite sidewalk directly in front of Seguin Beauty School

The public property included is only that directly in front of 102 East Court St., Seguin, Texas. It does not include the public or private property beyond the schools building structure. For example, the building is 36 feet wide so the public area included would be the 36 feet of sidewalk and the 36 feet of public street in front of the building and the 36 feet of sidewalk across the street from the building.

As the owner of Seguin Beauty School I want to express my appreciation for your time and assistance in this matter as well as your fine service to our community.

Please fax the report to 830-372-0939.

Sherrell Evans  
Director of Education

Faxed to: 401-2329



# *Seguin Beauty School*

*102 East Court St.  
Seguin, TX 78155  
830-372-0935*

*Fax: 830-372-0939*

*214 West San Antonio St.  
New Braunfels, TX 78130  
830-620-1301*

New Braunfels Police Department  
1488 S. Seguin Ave  
New Braunfels, TX 78130

Att: Records:

I would like to request the 2020 annual crime statistics as required by the federal Clery Act. According to regulations, Seguin Beauty School is required by law to request and disclose statistics relating to crimes reported on its campus based on:

- where the crimes occurred
- to whom the crimes were reported
- the types of crimes reported
- the year in which the crimes were reported

The specific geography encompasses the following:

the Seguin Beauty School campus  
the public sidewalk directly in front of Seguin Beauty School  
the public street directly in front of Seguin Beauty School  
the public opposite sidewalk directly in front of Seguin Beauty School

The public property included is only that directly in front of 214 West San Antonio St., New Braunfels, Texas. It does not include the public or private property beyond the schools building structure. For example, the building is 56 feet wide so the public area included would be the 56 feet of sidewalk and the 56 feet of public street in front of the building and the 56 feet of sidewalk across the street from the building.

Please fax the report to 830-372-0939.

As the owner of Seguin Beauty School I want to express my appreciation for your time and assistance in this matter as well as your fine service to our community.

Sherrell Evans  
Director of Education

Faxed to 608-2188



## Security Policy Review

Clery (Campus Security) Act 668.46; Handbook for Campus Crime Reporting

This checklist has the corresponding item number next to the area of the institutions security policy that contains the information specific to the item number. If the item is missing from the security policy, write “Missing” in the column on the right or “N/A” if it is not applicable to the school.

<b>Annual Security Report 668.46(b)</b>	
Office Responsible:	Administration
Area Information is located:	Administrators Office
Date the document was last updated:	1/26/2021
Date policy and procedure was last updated:	1/26/2021

Your school prepares an annual security report that reflects its current policies that contains, at a minimum, the follow information:

Item No.	Required Information to be addressed in the Institution’s Security Handbook	Missing or N/A
1	The crime statistics required in <u>34 CFR 668.46(c)</u> .	yes
2	A statement of policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus. The statement includes the school’s policies concerning its response to these reports, including: <b>Policies for making timely warning reports to members of the campus community, as required by <u>34 CFR 668.46(e)</u>, regarding the occurrence of crimes described in <u>34 CFR 668.45(c)(1)</u>.</b>	yes
3	A statement of policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus. The statement includes the school’s policies concerning its response to these reports, including: <b>Policies for preparing the annual disclosure of crime statistics.</b>	yes
4	A statement of policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus. The statement includes the school’s policies concerning its response to these reports, including: <b>A list of the titles of each person or organization to whom students and employees should report the criminal offenses described in <u>34 CFR 668.46(c) (1)</u> for the purposes of making timely warning reports and the annual statistical disclosure.</b>	yes
5	A statement of policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus. The statement includes the school’s policies concerning its response to these reports, including: <b>Policies and procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.</b>	Yes pg 3
6	A statement of policies concerning security of and access to campus facilities, including campus residences and security considerations used in the maintenance of campus facilities.	yes

7	A statement of policies concerning campus law enforcement that: <b>Addresses the enforcement authority and jurisdiction of security personnel.</b>	na
8	A statement of policies concerning campus law enforcement that: <b>Encourages accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies, when the victim of a crime elects to, or is able to, make a report.</b>	na
9	A statement of policies concerning campus law enforcement that: <b>Describes procedures, if any, that encourages pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for including in the annual disclosure of crime statistics.</b>	Na Pg 3
10	Addresses the working relationship of campus security personnel with state and local police agencies, including: <b>Whether those security personnel have the authority to make arrests; and any agreements such as written memoranda of understanding between the school and such agencies, for the investigation of alleged criminal offenses.</b>	yes
11	A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.	yes
12	A description of programs designed to inform students and employees about the prevention of crimes.	yes
13	A statement of policy concerning the monitoring and recording through local police agencies of criminal activity by students at non-campus locations of student organizations officially recognized by the school, including student organizations with non-campus housing facilities.	na
14	A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws.	yes
15	A statement of policy regarding the possession, use and sale of illegal drugs and enforcement of Federal and State drug laws.	yes
16	A description of any drug or alcohol-abuse education programs, as required under section 120(a) through (d) of the HEA, otherwise known as the Drug-Free Schools and Communities Act of 1989. For the purpose of meeting this requirement, the school may cross-reference the materials the school uses to comply with section 120(a) through (d) of the HEA.	yes
17	A statement of policy regarding the school's programs to prevent dating violence, domestic violence, sexual assault, and stalking as defined in <u>34 CFR 668.46(a)</u> , and of the procedures that the school will follow when one of these crimes is reported. The Statement must include: <b>A description of the school's educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking, as required by <u>34 CFR 668.46(j)</u>.</b>	yes



18	Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including written information about: <b>the importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.</b>	yes
19	Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including written information about: <b>how and to whom the alleged offense should be reported.</b>	yes
20	Options about the involvement of law enforcement and campus authorities, including notification of the victim's option to: (1) notify proper law enforcement authorities, including on-campus and local police, (2) be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses, (3) decline to notify such authorities.	yes
21	Where applicable, the rights of victims and the school's responsibilities for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the school.	yes
22	Information about how the school will protect the confidentiality of victims and other necessary parties, including how the school will: <b>complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in Section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)).</b>	Yes Pg 3
23	Information about how the school will protect the confidentiality of victims and other necessary parties, including how the school will: <b>Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures.</b>	Yes Pg 3
24	A statement that the school will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the school and in the community.	yes
25	A statement that the school will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The school must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.	yes
26	An explanation of the procedures for school disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, as required by <u>34</u> <u>CFR 668.46(k)</u> .	yes

27	A statement that, when a student or employee reports to the school that the student or employee has been a victim of dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, the school will provide the student or employee a written explanation of the student's or employee's rights and options as described in <u>34 CFR 668.46 (b)(11)(ii) through (vi)</u> .	yes
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28	A statement advising the campus community where law enforcement agency information provided by a State under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 ( <u>42 U.S.C. 16921</u> ), concerning registered sex offenders may be obtained, such as the law enforcement office of the school, a local law enforcement agency with jurisdiction for the campus, or a computer network address.	yes
29	A statement of policy regarding emergency response and evacuation procedures, as required by <u>34 CFR 668.46(g)</u> .	yes
30	A statement of policy regarding missing student notification procedures, as required by <u>34 CFR 668.46(h)</u> .	yes
31	Crimes that must be reported and disclosed – Your school must report to the Department and disclose in its annual security report statistics for the three most recent calendar years concerning the number of each of the following crimes that occurred on or within its Clery geography and that are reported to the local police agencies or to a campus security authority: <b>Primary Crimes include: Criminal homicide (murder and non-negligent manslaughter or negligent manslaughter), sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, and/or arson.</b>	yes
32	Arrests and referrals for disciplinary actions, including: <b>arrests for liquor law violations, drug law violations, and illegal weapons possessions.</b>	yes
33	Arrests and referrals for disciplinary actions, including: <b>persons not including in <u>34 CFR 668.46(c)(1)(i)(A)</u> who are referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.</b>	yes
34	<p>Hate crimes, including: <b>the number of each type of crime in <u>34 CFR 668.46(c)(1)(i)</u> that are determined to be hate crimes.</b></p> <p>The following crimes are determined to be hate crimes: larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property.</p> <p>Dating violence, domestic violence, and stalking are defined in <u>34 CFR 668.46(a)</u>.</p>	yes

35	The school must include in its crime statistics all crimes listed in <u>34 CFR 668.46(c)(1)</u> occurring on or within its Clery geography that are reported to a campus security authority for the purposes of Clery Act reporting. Clery Act reporting does not require initiating an investigation or disclosing personally identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1992 ( <u>42 U.S.C. 13925(a)(20)</u> ).	yes
36	The school may not withhold, or subsequently remove, a reported crime from its crime statistics based on a decision by a court, coroner, jury, prosecutor, or other similar non-campus official.	yes
37	A school may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned 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.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.	yes
38	A school must report to the department and disclose in its annual security report statistics including the total number of crime reports listed in <u>34 CFR 668.46(c)(1)</u> that were “unfounded” and subsequently withheld from its crime statistics pursuant to <u>34 CFR 668.46(c)(2)(iii)</u> during each of the three most recent calendar years.	yes
39	A school must record crime statistics for the calendar year in which the crime was reported to local police agencies or to a campus security authority.	yes
40	When recording crimes of stalking by calendar year, a school must follow the requirements in <u>34 CFR 668.46(c)(6)</u> .	yes
41	For each hate crime recorded under <u>34 CFR 668.46(c)(1)(iii)</u> , a school must identify the category of bias that motivated the crime. The categories of bias include the victim’s actual or perceived: Race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability.	yes
42	The school must specify whether each of the crimes recorded under <u>34 CFR 668.46(c)(1)</u> occurred: (1) on campus, (2) in or on a non-campus building or property, (3) on public property.	yes
43	The school must identify, of the crimes that occurred on campus, the number that took place in dormitories or other residential facilities for students on campus.	yes
44	When recording stalking by location, the school must follow the requirements in <u>34 CFR 668.46(c)(6)</u> .	yes
45	When recording reports of stalking that include activities in more than one calendar year, the school must record crime statistics for each year in which the course of conduct is reported to a local police agency or to a campus security authority.	yes

46	The school must record each report of stalking as occurring at only the first locations within the school's Clery geography in which: (1) a perpetrator engaged in the stalking course of conduct, or (2) a victim first became aware of the stalking.	yes
47	The statistics required under 34 <u>CFR 668.46(c)</u> do not include the identification of the victim or the person accused of committing the crime.	yes
48	The school is not required to report statistics under <u>34 CFR 668.46(c)</u> for crimes reported to a pastoral or professional counselor.	Yes pg3

Item No.	Using the FBI's UCR program and the Hierarchy Rule	Missing or N/A
49	The school must compile the crime statistics for murder and non-negligent manslaughter, negligent manslaughter, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and the illegal weapons possessions using the definitions of those crimes from the "Summary Reporting System (SRS) User Manual" from the FBI's UCR Program, as provided in <u>Appendix A of Subpart D</u> .	yes
50	The school must compile the crime statistics for fondling, incest, and statutory rape using the definitions of those crimes from the "National Incident- Based Reporting System (NIBRS) User Manual" from the FBI's UCR Program, as provided in <u>Appendix A of Subpart D</u> .	yes
51	The school must compile the crime statistics for the hate crimes of larceny-theft, simple assault, intimidation, and destruction/damage/ vandalism of property using the definitions provided in the "Hate Crime Data Collection Guidelines and Training Manual" from the FBI's UCR Program as provided in <u>Appendix A of Subpart D</u> .  The school must compile the crime statistics for dating violence, domestic violence, and stalking using the definitions provided in <u>34 CFR 668.46(a)</u> .	yes
52	In counting crimes when more than one offense was committed during a single incident, the school must conform to the requirements of the Hierarchy Rule in the Summary Reporting System (SRS) User Manual.	yes
53	If arson is committed, the school must always record the arson in its statistics, regardless of whether or not it occurs in the same incident as another crime.	yes
54	If rape, fondling, incest, or statutory rape occurs in the same incident as a murder, the school must record both the sex offense and the murder in its statistics.	yes
55	In complying with the crime statistical reporting requirements, the school may provide a map to current and prospective students and employees that depicts its campus, non-campus buildings or property, and public property areas if the map accurately depicts its campus, noncampus buildings or property, and public property areas.	na

56	In complying with the crime statistical reporting requirements, the school must make a reasonable, good faith effort to obtain statistics for crimes that occurred on or within the School's Clery geography and may rely on the information supplied by a local or State police agency.	yes
57	If the school makes such a reasonable, good faith effort, it is not responsible for the failure of the local or State police agency to supply the required statistics.	yes
58	Your school must comply with the requirements of this section for each separate campus.	yes
59	The school has developed, disclosed and implemented the required campus security information and report as outlined above.	yes

<b>Timely Warning and Emergency Notification <u>668.46(e)</u></b>	
Office Responsible:	Administration
Area Information is located:	Administrators Office
Date the document was last updated:	1/26/2021
Date policy and procedure was last updated:	1/26/2021

Item No.	Required Information to be addressed in the Institution's Security Handbook	Missing or N/A
60	Arrests and referrals for disciplinary actions, including: <b>arrests for liquor law violations, drug law violations, and illegal weapons possession.</b>	yes
61	Arrests and referrals for disciplinary actions, including: <b>Persons not included in 34 <u>CFR 668.46(c)(1)(ii)(A)</u> who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.</b>	yes
62	Hate crimes, including: <b>the number of each type of crime in 34 <u>CFR 668.46(c)(1)(i)</u> that are determined to be hate crimes.</b>  The following crimes are determined to be hate crimes: larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property.  Dating violence, domestic violence, and stalking are defined in 34 <u>CFR 668.46(a).</u>	yes
63	Crimes that are reported to campus security authorities as defined under the school's statement of current campus policies pursuant to 34 <u>CFR 668.46(b)(2)</u> or local police agencies.	yes
64	Crimes that are considered by the school to represent a threat to students and employees.	yes
65	The school is not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.	Yes Pg 3

66	If there is an immediate threat to the health or safety of students or employees occurring on campus, as described in <u>34 CFR 688.46(g) (1)</u> , the school must follow its emergency notification procedures. A school that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the school must provide adequate follow-up information to the community as needed.	yes
67	The school has a process for timely warnings and emergency notifications as outlined above.	yes

<b>The Daily Crime Log 668.46(f)</b>	
Office Responsible:	Administration
Area Information is located:	Administrators Office
Date the document was last updated:	1/26/2021
Date policy and procedure was last updated	1/26/2021

Item No.	Required Information to be addressed in the Institution's Security Handbook	Missing or N/A
68	If your school maintains a campus police or security department, it must maintain a written, easily understood daily crime log that records, by the date the crime was reported, any crime that occurred within its Clery geography, as described in paragraph (ii) of the definition of Clery geography in paragraph (a) of <u>34 CFR 668.46</u> , and that is reported to the campus police or the campus security department. This log must include:  (1) The nature, date, time, and general location of each crime. (2) The disposition of the complaint, if known.	yes
69	The school must make an entry or an addition to an entry to the log within two business days, as defined in <u>34 CFR 668.46(a)</u> , of the report of the information to the campus security department, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim.	Yes Pg 3
70	The school may withhold information required under <u>34 CFR 668.46(f)(1) and (2)</u> if there is clear and convincing evidence that the release of the information would: (1) jeopardize an ongoing criminal investigation or the safety of an individual, (2) cause a suspect to flee or evade detection, or (3) result in the destruction of evidence.	yes
71	The school must disclose any information withheld under <u>34 CFR 668.46(f)(3)</u> once the adverse effect described in that paragraph is no longer likely to occur.	yes

72	The school may withhold under <u>34 CFR 668.46(f)(2) and (3)</u> only that information that would cause the adverse effects described in that section.	yes
73	The school must make the crime log for the most recent 60-day period open to the public inspection during normal business hours. The school must make any portion of the log older than 60 days available within two business days of a request for public inspection.	yes
74	The school must maintain a Daily Crime Log as outlined above.	yes
75	The school must include a statement of policy regarding emergency and response evacuation procedures in the annual security report. This statement must include: <b>The procedures the school will use to immediately notify campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.</b>	yes
76	The school must include a statement of policy regarding emergency and response evacuation procedures in the annual security report. This statement must include: <b>A description of the process the school will use to: (1) confirm that there is a significant emergency or dangerous situation as described in <u>34 CFR 668.46(g)(1)</u>, (2) determine appropriate segment(s) of campus community to receive a notification, (3) determine the content of the notification, and (4) initiate the notification system.</b>	yes
77	The school must include a statement of policy regarding emergency and response evacuation procedures in the annual security report. This statement must include: <b>A statement that the school will (without delay and taking into account the safety of the community) determine the content of the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, to respond to, or otherwise mitigate the emergency.</b>	yes
78	The school must include a statement of policy regarding emergency and response evacuation procedures in the annual security report. This statement must include: <b>A list of the titles of the person(s) or organization(s) responsible for carrying out the actions described in <u>34 CFR 668.46 (g)(2)</u>.</b>	yes
79	The school must include a statement of policy regarding emergency and response evacuation procedures in the annual security report. This statement must include: <b>The school's procedures for disseminating emergency information to the larger community.</b>	yes

<b>Missing Student Notification Policy <u>668.46(h)</u></b>	
Office Responsible:	Administration
Area Information is located:	Administrators Office
Date the document was last updated:	1/26/2021
Date policy and procedure was last updated	1/26/2021

<b>Item No.</b>	<b>Emergency Response/Evacuation <u>668.46(g)</u> (Continued)</b>	<b>Missing or N/A</b>
80	The school must include a statement of policy regarding emergency and response evacuation procedures in the annual security report. This statement must include: <b>The school's procedures to test the emergency response and evacuation procedures on at least an annual basis, including: (1) tests that may be announced or unannounced, (2) publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year, (3) documenting, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced.</b>	yes
<b>em No.</b>	<b>Required Information to be addressed in the Institution's Security Handbook</b>	<b>Missing or N/A</b>
81	A school that provides any on-campus student housing facility must include a statement of policy regarding missing student notification procedures for students who reside in on-campus housing in its annual security report. The statement must: <b>Indicate a list of titles of the person(s) or organization(s) to which students, employees, or other individuals should report that a student has been missing for 24 hours.</b>	N/A
82	A school that provides any on-campus student housing facility must include a statement of policy regarding missing student notification procedures for students who reside in on-campus housing in its annual security report. The statement must: <b>Require that any missing student report must be referred immediately to the school's police or campus security department, or, in the absence of an institutional police or campus security department, to the local law enforcement agency that has jurisdiction in the area.</b>	N/A



83	A school that provides any on-campus student housing facility must include a statement of policy regarding missing student notification procedures for students who reside in on-campus housing in its annual security report. The statement must: <b>Contain an option for each student to identify a contact person(s) whom the school shall notify within 24 hours of the determination that the student is missing, if the student is determined missing by the institutional police or campus security department, or the local law enforcement agency.</b>	N/A
84	A school that provides any on-campus student housing facility must include a statement of policy regarding missing student notification procedures for students who reside in on-campus housing in its annual security report. The statement must: <b>Advise students that their contact information will be registered confidentially, that this information will be accessible only to authorized campus officials, and that it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.</b>	N/A
<b>Item No.</b>	<b>Required Information to be addressed in the Institution's Security Handbook (Continued)</b>	<b>Missing or N/A</b>
85	A school that provides any on-campus student housing facility must include a statement of policy regarding missing student notification procedures for students who reside in on-campus housing in its annual security report. The statement must: <b>Advise students that if they are under 18 years of age and not emancipated, the school must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.</b>	N/A
86	A school that provides any on-campus student housing facility must include a statement of policy regarding missing student notification procedures for students who reside in on-campus housing in its annual security report. The statement must: <b>Advise students that the school will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.</b>	N/A
87	The procedures that the school must follow when a student who resides in an on-campus student housing facility is determined to have been missing 24 hours include: <b>If the student has designated a contact person, notifying that contact person within 24 hours that the student is missing.</b>	N/A
88	The procedures that the school must follow when a student who resides in an on-campus student housing facility is determined to have been missing 24 hours include: <b>If the student is under 18 years of age and is not emancipated, notifying the student's custodial parent or guardian and any other designated contact person within 24 hours that the student is missing.</b>	N/A
89	The procedures that the school must follow when a student who resides in an on-campus student housing facility is determined to have been missing 24 hours include: <b>Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, informing the local law enforcement agency that has jurisdiction in the area within 24 hours that the student is missing.</b>	N/A
90	The school has a Missing Student notification policy as outlined above.	N/A

**Programs to prevent dating violence, domestic violence, sexual assault, and stalking 668.46(j)**

Office Responsible:	Administration
Area Information is located:	Administrators Office
Date the document was last updated:	1/26/2021
Date policy and procedure was last updated:	2/23/2019

Item No.	Required Information to be addressed in the Institution's Security Handbook	Missing or N/A
1	As required by <u>34 CFR 668.46(b)(11)</u> , a school must include in its annual security report a statement of policy that addresses the school's programs to prevent dating violence, domestic violence, sexual assault, and stalking. The statement includes: <b>A description of the school's primary prevention and awareness programs for all incoming students and new employees which must include: (1) a statement that the school prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in <u>34 CFR 668.46(a)</u>, (2) the definition of "dating violence," "domestic violence," and "stalking" in the applicable jurisdiction, (3) the definition of "consent," in reference to sexual activity, in the applicable jurisdiction, (4) a description of safe and positive options for by-stander intervention, (5) information on risk reduction, and (6) the information described in <u>34 CFR 668.46(j)(1)(i)(A) through (F)</u>.</b>	yes
92	As required by <u>34 CFR 668.46(b)(11)</u> , a school must include in its annual security report a statement of policy that addresses the school's programs to prevent dating violence, domestic violence, sexual assault, and stalking. The statement includes: <b>the school must ensure that the proper implementation of Awareness programs, bystander intervention, ongoing prevention and awareness campaigns, primary programs, and risk reduction is done according to the definitions outlined in <u>34 CFR 668.46(j)(2)(i-v)</u>.</b>	yes
93	As required by <u>34 CFR 668.46(b)(11)</u> , a school must include in its annual security report a statement of policy that addresses the school's programs to prevent dating violence, domestic violence, sexual assault, and stalking. The statement includes: <b>the school's programs to prevent dating violence, domestic violence, sexual assault, and stalking must include, at a minimum, the information described in <u>34 CFR 668.46(j)(1)</u>.</b>	
94	The school has the required programs to prevent dating violence, domestic violence, sexual assault, and stalking as outlined above.	yes

**Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking 668.46(k)**

Office Responsible:	Administration
Area Information is located:	Administrators Office
Date the document was last updated:	1/26/2021
Date policy and procedure was last updated:	2/23/2019

Item No.	Required Information to be addressed in the Institution's Security Handbook	Missing or N/A
95	As required in <u>34 CFR 668.46(b)(11)(vi)</u> , the school must include in its annual security report a clear statement of policy that addresses the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking as defined in <u>34 CFR 668.46(a)</u> .	yes

Item No.	Required Information to be addressed in the Institution's Security Handbook (Continued)	Missing or N/A
96	Describes each type of disciplinary proceeding used by the school; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the school determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking.	yes
97	Describes the standard of evidence that will be used during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking.	yes
98	Lists all of the possible sanctions that the school may impose following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking.	yes
99	Describes the range of protective measures that the school may offer to the victim following an allegation of dating violence, domestic violence, sexual assault, or stalking.	yes
100	Provides that the proceedings will include a prompt, fair, and impartial process from the initial investigation to the final result.	yes
101	Provides that the proceedings will include conducting by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.	yes
102	Provide the accuser and accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.	yes

103	Not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however the school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.	yes
104	Require the simultaneous notification, in writing, to both the accuser and accused of: <b>(1) the result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking, (2) the school's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available, (3) any change to the result and when such results become final.</b>	yes
105	Ensure that the school's procedures for this section address the proper definition for each of the requirements as follows: <b>a prompt, fair, and impartial proceeding includes a proceeding that is completed within reasonably prompt timeframes designated by a school's policy, including a process that allows for the extension of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay.</b>	yes
Item No.	<b>Required Information to be addressed in the Institution's Security Handbook (Continued)</b>	Missing or N/A
106	Ensure that the school's procedures for this section address the proper definition for each of the requirements as follows: <b>a prompt, fair, and impartial proceeding includes a proceeding that is conducted in a manner that: (1) is consistent with the school's policies and transparent to the accuser and the accused, (2) includes timely notice of meetings at which the accuser or accused, or both, may be present, and (3) provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings.</b>	yes
107	Ensure that the school's procedures for this section address the proper definition for each of the requirements as follows: <b>a prompt, fair, and impartial proceeding includes a proceeding that is conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.</b>	yes
108	The school has the required procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking as outlined above.	yes

Item No.	<b>Prohibition on retaliation <u>668.46(m)</u></b>	Missing or N/A
109	The school has procedures to ensure that the school, an officer, employee, or agent of the school, does not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision outlined in <u>34 CFR 668.46</u> .	yes

**Please ensure that your school has a system in place to submit the required crime statistics to the U.S. Department of Education via the Campus Safety and Security Survey and a process to release the information to students and families.**

Office Responsible:	Administration
Area Information is located:	Administrators Office
Date the document was last updated:	1/26/2021
Date policy and procedure was last updated:	2/23/2019

<b>Item No.</b>	<b>Submitting Crime Statistics to the U.S. Department of Education <u>668.46(c)</u> ; <u>34 CFR 668.41(e)</u></b>	<b>Missing or N/A</b>
<b>110</b>	The school annually releases the security report each year by the October 1 deadline.	<b>yes</b>
<b>111</b>	The school submits the crime statistics portion of the annual security report via the ED Web site ( <a href="http://surveys.ope.ed.gov/security">http://surveys.ope.ed.gov/security</a> ) by the required deadline established each year.	<b>yes</b>
<b>112</b>	The school has a process to submit the annual security report as outlined above.	<b>yes</b>