Mississippi Barber Academy

2025
Campus Security and Drug-Free Campus/Workplace Report
(Covers 2022-2024 Reporting Years)

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Introduction

The safety of students, faculty, staff, and visitors is an important concern of the Institution. This brochure has been prepared to increase your awareness of campus security programs and to provide information to protect your safety. Campus security is an ongoing process that includes the development and enforcement of regulations, procedures, and practices to provide a reasonable level of security for employees, students, and visitors.

Administration and other personnel are responsible for the incorporation of the security principles and procedures. Each member of the faculty, staff, and student body is responsible for following campus procedures and shall comply with federal, state, and local regulations related to security matters while on the campus or in the course of representing or conducting Institution business. Students and employees receive this information during new student and new employee orientation, respectively. This information is updated each year and a notice is sent to both active and prospective students and employees.

The Institution's Annual Campus Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") and the Violence Against Women Reauthorization Act of 2013 (VAWA). This report constitutes the Institution's program to inform students and employees about security procedures and practices. It also includes campus crime statistics which are a compilation of the Incident Log and the statistics provided by local law enforcement agencies. The Campus President/Director prepares the report with the support of the campus community and ECA corporate resources.

Statistics are reported on the last three calendar years and are published by October 1 of each year. A campus is exempt from reporting the statistics, however, if it became Title IV eligible after Jan. 31 of the last year to report. Our campus does not have any off-campus student organizations, housing, or athletic programs.

All campuses will still comply with all other HEA safety and security related requirements. You may go to the Department of Education's web site at http://ope.ed.gov/security/ to view other campuses' statistics. On this site you will also find a glossary of definitions for items described in this policy.

Security and Access to Facilities

Each campus limits access to all campus facilities to authorized personnel, students, and visitors. Unauthorized persons will be considered "trespassers" and will be dealt with accordingly. Adequate lighting is provided at all campus locations, especially in outside areas. Certain school staff and faculty are always on campus during business hours. Only authorized vehicles are allowed to park in the designated parking areas.

Security personnel is defined as the individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security. These individuals are responsible for monitoring entrance into campus property, an individual or organization specified in a campus security policy as an individual or organization to which students and employees should report criminal offenses, or an official of a campus who has significant responsibility for student and campus activities including, but not limited to student discipline or campus judicial proceedings.

The security personnel do not have powers of arrests. Such persons have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing.

Any and all suspicious activities, crimes, harassment, sexual misconduct and/or any other security problems should be reported immediately to the following Security Officers:

Chief Security Officer: Melvin Calton

The campus maintains its relationship with local police through campus in-services and collection of statistical in-services. In addition, the campus works with local law enforcements as necessary to report or investigate crimes. State and local police personnel can provide security for the campus and they do have the authority to make arrests. Institution officials work closely with the federal, state and local police agencies to ensure a safe environment for each student and employee. The maintenance staff coordinates its activities with Institution administrators. Maintenance staff are not available on an emergency basis and generally do not deal with safety concerns of the Institution. The Campus Director/President must be notified of any maintenance concerns, and will direct the maintenance staffs' activities with respect to security considerations.

The campus provides assistance to students and employees with locating off-campus counseling, health services, mental health services, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other student services for victim of crimes including sex offenses. This information is provided in the Crime Awareness & Prevention section and will be provided in writing upon request regardless of whether the victim chooses to report the crime to campus police or local law enforcement. All victims may choose to remain confidential.

Emergency Notification and Timely Warnings

It is the Policy of Academy of Hair Design to provide all constituents, including the public, with timely and accurate information regarding any emergency situation that occurs on or around the campus. Rapid and timely communication of information to the college public during emergency situations is critical. In addition, accurate and timely communication from both staff and students to incident response personnel is required for adequate response to emergency incidents.
Annual testing of emergency and evacuation procedures will be conducted to ensure that all necessary parties are notified as intended. These annual tests will be fully documented, describing the exercise, time, date and whether the test was announced or unannounced. The effectiveness of this alert system depends to a large extent on the validity and accuracy of the emergency contact information on file. The institution encourages students, faculty and staff to ensure that their contact information is continuously up to date.

Timely warnings will be issued in response to certain crimes. Examples of these crimes are, but not limited to, robbery, burglary, arson, sex offenses and murder. Any threat to the health or safety of employees or students will be followed by immediate notification. We will use our best judgment in confirming an emergency or dangerous situation, determining the necessary content of the notification, and without delay, initiate the notification system described below. Notification will be initiated only if it is determined that notification will not compromise the safety of or the ability to assist a victim or respond to an emergency. Timely warnings of these crimes will be distributed to the entire campus. It is the responsibility of the Campus President/Director to issue timely warnings. A crisis situation or state of emergency can be declared by the Campus President/Director, or his or her designee.

Emergency notification can include any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the campus. These can overlap with timely warnings in certain situation, yet they include other threats not covered by those crimes. This declaration will result from some form of notification or indication of an emergency or possible emergency situation. When such a state is declared, campus access will be limited to faculty and staff, registered students, pre-authorized contract services, and notifications can come from various sources within and external to the campus such as campus personnel, commercial radio or television, NOAA/National Weather Service radio, building smoke detection or sprinkler system, emergency siren, web/internet, private citizens, or the local police or fire department. Special security bulletins will be distributed if a need arises to advise students, faculty, and staff of community crime

patterns and suspect information. Several sources should be monitored to assist in determining when emergency situations exist since no one system can cover all circumstances.

The Institution has in place an emergency notification and rapid alert system. With this program, the Institution has the ability, either from an individual campus or from the Corporate Offices, to send broadcast alerts to all members of the campus community or to any subgroup within the campus. The Institution can send these alerts via any combination of email, text message, telephone call, and voicemail, depending on the contact information that each member of the campus community has provided. The Institution will use the alert system to notify members of the campus community of important announcements, such as last-minute school closings caused by weather events or power outages, and of emergency situations, such as bomb threats or security breaches. The institution will choose the mode of notification best suited for dealing with the particular issue at hand.

Certain emergencies or situations could require that the larger community be notified as well. This notification will be distributed by various means to the area of the community that could be affected. The same care and procedures will be followed as those stated above for the campus community.

Questions regarding this alert system should be directed to the Executive Director, Melvin Calton, located in the administration offices of the Institution, who can be reached via telephone at (601) 372-9800.

Procedures and Prevention of Sex Offenses

In accordance with the section 40002(a) of the Violence Against Women Act of 1994, the Higher Education Act provides the following definition for the new crime categories of dating violence, domestic violence, sexual assault, and stalking.

Academy of Hair Design prohibits the crimes of dating violence, domestic violence, sexual assault and stalking.

The state of Mississippi defines domestic violence as:

(3)(a) When the offense is committed against a current or former spouse of the defendant or a child of that person, a person living as a spouse or who formerly lived as a spouse with the defendant or a child of that person, a parent, grandparent, child, grandchild or someone similarly situated to the defendant, a person who has a current or former dating relationship with the defendant, or a person

with whom the defendant has had a biological or legally adopted child, a person is guilty of simple domestic violence who:

(i) Attempts to cause or purposely, knowingly or recklessly causes bodily injury to another;

(ii) Negligently causes bodily injury to another with a deadly weapon or other means likely to produce death or serious bodily harm; or

(iii) Attempts by physical menace to put another in fear of imminent serious bodily harm. Upon conviction, the defendant shall be punished by a fine of not more than Five Hundred Dollars ($500.00) or by imprisonment in the county jail for not more than six (6) months, or both.

(b) Simple domestic violence: third. A person is guilty of the felony of simple domestic violence third who commits simple domestic violence as defined in this subsection (3) and who, at the time of the commission of the offense in question, has two (2) prior convictions, whether against the same or another victim, within seven (7) years, for any combination of simple domestic violence under this subsection (3) or aggravated domestic violence as defined in subsection (4) of this section or

substantially similar offenses under the law of another state, of the United States, or of a federally recognized Native American tribe. Upon conviction, the defendant shall be sentenced to a term of imprisonment not less than five (5) nor more than ten (10)years.

(4)(a) When the offense is committed against a current or former spouse of the defendant or a child of that person, a person living as a spouse or who formerly lived as a spouse with the defendant or a child of that person, a parent, grandparent, child, grandchild or someone similarly situated to the defendant, a person who has a current or former dating relationship with the defendant, or a person with whom the defendant has had a biological or legally adopted child, a person is guilty of aggravated domestic violence who:

(i) Attempts to cause serious bodily injury to another, or causes such an injury purposely, knowingly or recklessly under circumstances manifesting extreme indifference to the value of human life;

(ii) Attempts to cause or purposely or knowingly causes bodily injury to another with a deadly weapon or other means likely to produce death or serious bodily harm; or

(iii) Strangles, or attempts to strangle another.

Upon conviction, the defendant shall be punished by imprisonment in the custody of the Department of Corrections for not less than two (2) nor more than twenty (20) years.

(b) Aggravated domestic violence; third. A person is guilty of aggravated domestic violence third who, at the time of the commission of that offense, commits aggravated domestic violence as defined in this subsection (4) and who has two (2) prior convictions within the past seven (7) years, whether against the same or another victim, for any combination of aggravated domestic violence under this subsection (4) or simple domestic violence third as defined in subsection (3) of this section, or substantially similar offenses under the laws of another state, of the United States, or of a federally recognized Native American tribe. Upon conviction for aggravated domestic violence third, the defendant shall be sentenced to a term of imprisonment of not less than ten (10) nor more than twenty (20) years.

Domestic violence may include a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence

can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Examples of domestic violence include:

Physical Abuse: Hitting, slapping, shoving, grabbing, pinching, biting, hair pulling, etc are types of physical abuse. This type of abuse also includes denying a partner medical care or forcing alcohol and/or drug use upon him or her.

Sexual Abuse: Coercing or attempting to coerce any sexual contact or behavior without consent. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.

Emotional Abuse: Undermining an individual's sense of self-worth and/or self-esteem is abusive. This may include, but is not limited to constant criticism, diminishing one's abilities, name-calling, or damaging one's relationship with his or her children.

Economic Abuse: Making or attempting to make an individual financially dependent by maintaining total control over financial resources, withholding one's access to money, or forbidding one's attendance at school or employment.

Psychological Abuse: Elements of psychological abuse include - but are not limited to - causing fear by intimidation; threatening physical harm to self, partner, children, or partner's family or friends; destruction of pets and property; and forcing isolation from family, friends, or school and/or work.

Domestic violence can happen to anyone regardless of race, age, sexual orientation, religion, or gender. Domestic violence affects people of all socioeconomic backgrounds and education levels. Domestic violence occurs in both opposite-sex and same-sex relationships and can happen to intimate partners who are married, living together, or dating.

Domestic violence not only affects those who are abused, but also has a substantial effect on family members, friends, co-workers, other witnesses, and the community at large. Children, who grow up witnessing domestic violence, are among those seriously affected by this crime. Frequent exposure to violence in the home not only predisposes children to numerous social and physical problems, but also teaches them that violence is a normal way of life - therefore, increasing their risk of becoming society's next generation of victims and abusers.

The state of Mississippi defines sexual assault as: 97-3-95. "Sexual battery" defined:

(1) A person is guilty of sexual battery if he or she engages in sexual penetration with:

(a) Another person without his or her consent;

(b) A mentally defective, mentally incapacitated or physically helpless person;

(c) A child at least fourteen (14) but under sixteen (16) years of age, if the person is thirty-six (36) or more months older than the child; or

(d) A child under the age of fourteen (14) years of age, if the person is twenty-four (24) or more months older than the child.

(2) A person is guilty of sexual battery if he or she engages in sexual penetration with a child under the age of eighteen (18) years if the person is in a position of trust or authority over the child including without limitation the child's teacher, counselor, physician, psychiatrist, psychologist, minister, priest, physical therapist, chiropractor, legal guardian, parent, stepparent, aunt, uncle, scout leader or coach.

Sexual assault includes rape as defined by the FBI's Uniform Crime Reporting Program (UCR) is "penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim."

The state of Mississippi defines consent as:

(a) Whether or not specifically stated, it is an element of every offense defined in this article, with the exception of subdivision (a)(3) of Section 13A-6-65, that the sexual act was committed without consent of the victim.

(b) Lack of consent results from:

(1) Forcible compulsion; or

(2) Incapacity to consent; or

(3) If the offense charged is sexual abuse, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in

the actor's conduct.

(c) A person is deemed incapable of consent if he is:

(1) Less than 16 years old; or
(2) Mentally defective; or
(3) Mentally incapacitated; or
(4) Physically helpless.

(Acts 1977, No. 607, p. 812, §2330.) - See more at:

http://codes.lp.findlaw.com/alcode/13A/6/4/13A-6- 70#sthash.KkCNNMCV.dpuf

The state of Mississippi defines stalking as:

97-3-107. Stalking and aggravated stalking; elements; venue; defenses; penalties; restraining orders; definitions; application

(1)(a) Any person who purposefully engages in a course of conduct directed at a specific person, or who makes a credible threat, and who knows or should know that the conduct would cause a reasonable person to fear for his or her own safety, to fear for the safety of another person, or to fear damage or destruction of his or her property, is guilty of the crime of stalking.

(b) A person who is convicted of the crime of stalking under this section shall be punished by imprisonment in the county jail for not more than one (1) year or by a fine of not more than One Thousand Dollars ($1,000. 00), or by both such fine and imprisonment.

(c) Any person who is convicted of a violation of this section when there is in effect at the time

of the commission of the offense a valid temporary restraining order, ex parte protective order, protective order after hearing, court approved consent agreement, or an injunction issued by a municipal, justice, county, circuit or chancery court, federal or tribal court or by a foreign court of competent jurisdiction prohibiting the behavior described in this section against the same party, shall be punished by imprisonment in the county jail for not more than one (1) year and by a fine of not more than One Thousand Five Hundred Dollars ($1,500.00).

(2)(a) A person who commits acts that would constitute the crime of stalking as defined in this section is guilty of the crime of aggravated stalking if any of the following circumstances exist:

(i) At least one (1) of the actions constituting the offense involved the use or display of a deadly weapon with the intent to place the victim of the stalking in reasonable fear of death or great bodily injury to self or a third person;

(ii) Within the past seven (7) years, the perpetrator has been previously convicted of stalking or aggravated stalking under this section or a substantially similar law of another state, political subdivision of another state, of the United States, or of a federally recognized Indian tribe, whether against the same or another victim; or

(iii) At the time of the offense, the perpetrator was a person required to register as a sex offender pursuant to state, federal, military or tribal law and the victim was under the age of eighteen (18)years.

(b) Aggravated stalking is a felony punishable as follows:

(i) Except as provided in subparagraph (ii), by imprisonment in the custody of the Department of Corrections for not more than five (5) years and a fine of not more than Three Thousand Dollars ($3,000.00).

(ii) If, at the time of the offense, the perpetrator was required to register as a sex offender pursuant to state, federal, military or tribal law, and the victim was under the age of eighteen (18) years, by imprisonment for not more than six (6) years in the custody of the Department of Corrections and a fine of Four Thousand Dollars ($4,000.00).

(3) Upon conviction, the sentencing court shall consider issuance of an order prohibiting the perpetrator from any contact with the victim. The duration of any order prohibiting contact with the victim shall be based upon the seriousness of the facts before the court, the probability of future violations, and the safety of the victim or another person.

(4) Every conviction of stalking or aggravated stalking may require as a condition of any suspended sentence or sentence of probation that the defendant, at his own expense, submit to psychiatric or psychological counseling or other such treatment or behavioral modification program deemed appropriate by the court.

(5) In any prosecution under this section, it shall not be a defense that the perpetrator was not given actual notice that the course of conduct was unwanted or that the perpetrator did not intend to cause the victim fear.

(6) When investigating allegations of a violation of this section, law enforcement officers shall utilize the Uniform Offense Report prescribed by the Office of the Attorney General in consultation with the sheriffs' and police chiefs' associations. However, failure of law enforcement to utilize the Uniform

Offense Report shall in no way invalidate the crime charged under this section.

(7) For purposes of venue, any violation of this section shall be considered to have been committed in any county in which any single act was performed in furtherance of a violation of this section. An electronic communication shall be deemed to have been committed in any county from which the electronic communication is generated or in which it is received.

(8) For the purposes of this section:

(a) "Course of conduct" means a pattern of conduct composed of a series of two (2) or more acts over a period of time, however short, evidencing a continuity of purpose and that would cause a reasonable person to fear for his or her own safety, to fear for the safety of another person, or to fear damage or destruction of his or her property. Such acts may include, but are not limited to, the following or any combination thereof, whether done directly or indirectly: (i) following or confronting the other person in a public place or on private property against the other person's will; (ii) contacting the other person by telephone or mail, or by electronic mail or communication as defined in Section 97-45-1; or (iii) threatening or causing harm to the other person or a third party.

(b) "Credible threat" means a verbal or written threat to cause harm to a specific person or to cause damage to property that would cause a reasonable person to fear for the safety of that person or damage to the property.

(c) "Reasonable person" means a reasonable person in the victim's circumstances.

(9) The incarceration of a person at the time the threat is made shall not be a bar to prosecution under this section. Constitutionally protected activity is not prohibited by this section. Prevention programs are aimed at the prevention of sex offenses or other intimate partner violence including the prevention of stalking, dating violence, sexual violence, and domestic violence offenses. Sex offenses include any intimate partner violence, stalking, dating violence, sexual violence, and domestic violence offenses.

Community experts and local police agencies give presentations and provide resources to promote the awareness of dating violence, domestic violence, sexual assault, and stalking. You can reach your local crisis center at any time by calling the National Sexual Assault Hotline at

1.800.656.HOPE (4673) or Catholic Rape Services at 601.982.7279. The following are links to worldwide programs that will assist in the awareness, education and prevention of sex offenses and other intimate partner violence.

http://www.cdc.gov/violenceprevention/sexualviolence/prevention.html
http://www.nsvrc.org/publications/child-sexual-abuse-prevention-information-packet
http://www.jrsa.org/dvsa-drc/contacts.shtml#state
http://www.jrsa.org/dvsa-drc/national-summary.shtml
http://www.nsvrc.org/organizations/sexual-violence-specific-organization
http://clerycenter.org/referrals-sexual-assault-and-rape-state

If you a victim of a sex offense or are aware of an occurrence of a sex offense, you may seek assistance by contacting the Campus Director/President, faculty, staff, and/or the sexual assault hotline at (800) 656-4673. Any reporting will remain fully confidential, at your request. Reports crimes shall be kept confidential to the maximum extent possible and the student shall not be retaliated against for notification of criminal activity. Your first priority should be to get to a safe place. Medical treatment should be your next most important step. Police departments strongly suggest timely reporting of these crimes as a critical factor in the importance of evidence preservation in situations where obtaining a protection order may be warranted. Any evidence that may support the offense

should be meticulously preserved for police identification as it may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protective order. To preserve evidence, you the victim should not bathe or change clothes or do any cleaning up in any manner prior to receiving medical assistance.

Should you, as an employee or student, report a sex offense, please remember the following:

Every victim has the right to notify proper law enforcement. Campus staff will be available to assist in notifying these authorities should you choose to.

If relevant, every victim has the right to obtain an order of protection. These include no contact and restraining orders.

Contacting the sexual assault hotline will provide victims resources on advocacy, counseling, health, mental health and legal assistance.

Any order of protection, no contact or restraining issued by criminal or civil court may be submitted to the Campus President/Director for development of a plan to honor and assist the victim.

The Institution prohibits crimes of dating violence, domestic violence, sexual assault, and stalking and cooperates with outside law enforcement agencies and exchanges criminal information. Students, faculty, staff, and visitors are encouraged to report criminal offenses to the local policy department in addition to reporting them to designated Institution officials. The Institution will assist students in notifying local law enforcement if requested. The local police department, local county sheriff's department, and other local police agencies, state agencies, and federal law enforcement agencies have criminal jurisdiction on this campus.

After reporting a sexual assault, a student or employee victim may request changes in their academic, living, transportation and working situations. These accommodations may be made if requested and if they are reasonably available. Counseling for victims of sexual assault is not available on campus. Counseling is available through local rape crisis centers. The campus will also assist the student or employee in obtaining any additional protective measures necessary. The Institution will provide the student or employee with a written explanation of the student's or employee's rights and options after such report is made.

A faculty member, staff member, or student who commits a sexual assault may be charged with a violation of Institutional policy. The victim should inform the Campus President/Director to obtain an informal consultation or to file a formal complaint. Possible sanctions against a student/employee found guilty of sexual assault may also include expulsion/termination in addition to criminal charges brought forth from law enforcement agencies.

Any accuser shall have the opportunity to request that a speedy disciplinary proceeding be

initiated. The accuser and the accused perpetrator will receive simultaneous written notification of the reported incident, and are entitled to the same opportunities to have others (i.e. witness or advocate) present during a campus disciplinary proceeding alleging sexual assault. The proceedings will be conducted by trained officials that will use the evidence to rule a decision. Both parties will be informed of the Institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused, in writing within one business day of the outcome being reached. Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Possible sanctions against an employee found guilty of sexual assault may include but are not limited to termination. Student Disciplinary Code in the Student Handbook will be used as a guideline for possible sanctions that could be imposed following a final determination of a sex offense disciplinary proceeding.

Penalties: Penalties for violation of Institution regulations may include one or a combination of the following:

- reprimand;
- the imposing of specified restrictions;
- conduct probation;
- temporary suspension;
- and/or dismissal from school.

Appeals: Appeals from a student must be in the form of a letter of appeal, written and signed by the student.

The letter should include, but not be limited to, the following:

- substantiate records in support of the student's reasoning and appeal for withdrawing the student's pending action; and
- the student's perspective and documentation (if appropriate) challenging the penal action.

Should there be a change in the determination result, and when the results become final, both the accused and accuser will receive simultaneous written notification. For questions about the content of the Employee Handbook or Student Handbook, please contact your Campus Representative.

The Higher Education Opportunity Act (HEOA) requires colleges to disclose, upon written request, to the alleged victim of a crime of violence or anon-forcible sex offense, the results of any disciplinary hearing related to the offense conducted by the campus against the student who is the alleged perpetrator of the crime or offense. If the disciplinary hearing to the victim's next of kin, if so requested.

Non-Discrimination Policy

The College is committed to equal employment and educational opportunities. No person will be subject to discrimination on the basis of age, gender, religion, race, color, or national origin in the administration of any educational program or activity, including participation in, receiving the benefits of, admission to, or employment in such programs and activities. No otherwise qualified persons with disabilities will be excluded from employment or participation in educational programs. The commitment to equal opportunity applies to all aspects of recruitment, employment, and education of individuals at all levels throughout the College. The College complies with non-discrimination regulations under Title VI and Title VII of the Civil Rights Act of 1964 and the Regulations issued there under.

The College also complies with Title IX of the Education Amendments of 1972 which provides that “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 educational program or activity receiving Federal financial assistance.” Complaints filed under Title IX shall be kept confidential to the

maximum extent possible and the student shall not be retaliated against for bringing forth a complaint. The process for filing complaints for claims related to sexual discrimination or harassment under Title IX is as follows:

Step One: The student/employee must submit a complaint in writing to the Financial Aid Director within 30 calendar days of the misconduct, which is the subject of the complaint, last occurred. The Financial Aid Director will investigate the claims, conduct and investigation and reply to the student/employee in writing. The Financial Aid Director shall generally respond with a resolution to the complaint in writing within ten (10) days of receipt of the written complaint; if the complaint will take longer to resolve, the Financial Aid Director will notify the student or employee of the reason for the delay and how much longer it may take.

Step Two: If the matter is not resolved at this stage and an appeal is desired, the student/employee must submit his/her appeal within 15 days of the decision having been provided to the student/employee in Step One of the process. Alternatively, in the event the Financial Aid Director is the source of the complaint, the student/employee must then submit his/her complaint in writing, within 30 days of the misconduct, which is the subject of the complaint, last occurred. An appeal or complaint at this step in the process shall be submitted to the Campus President at the Academy of Hair Design 5420 I-55 N. Frontage Road, Jackson MS 39211. The Campus President will generally respond with a resolution to the student/employee’s complaint within ten (10) days, specifying what action, if any, the College will undertake; if the complaint will take longer to resolve, the Campus President will notify the student/employee of the reason for the delay and how much longer it may take.

Crime Awareness and Prevention

All new campus employees and students are instructed on crime awareness during orientation, including the description of campus security measures and procedures for reporting any criminal activity or emergency. Students are required to follow campus security guidelines for their own personal and property safety, and are encouraged to report any suspicious activity promptly. Prospective students and employees are provided with a summary of the campus measures to prevent crime on campus and details for acquiring the complete policies and procedures package from the campus via the campus website or at the residential campus location. This information on crime awareness is readily available upon request, and will be updated and re-distributed to all existing students and staff on an annual basis.

The campus conducts bi-annual in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted by local law enforcement or qualified officials twice a year.

The campus does not maintain any off-campus student organizations.

Sex Offenders

The Campus Sex Crimes Prevention Act requires colleges and universities to disclose to its students and employees the location of sex offender registries and the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide a notice of any campus of higher education in which the offender is employed, carries on a vocation, or is a student to state officials.

Students who are subject to an involuntary civil commitment, after completing a period of incar

ceration for a forcible or non-forcible sexual offense, are ineligible to receive a Federal Pell Grant. Any member of the campus community who wishes to obtain further information regarding sexual offenders in the area may refer to http://www.sexoffender.com for the national registry.

Drug and Alcohol Policy

The Drug-Free Workplace Act of 1988 applies to all employees of the Institution. The consumption and/or possession of any alcoholic beverage by any person under the age of 21 years of age is forbidden as provided by federal, state and campus regulations. The Institution prohibits the use, possession, manufacture, sale, or distribution by its students, faculty, or staff of any illegal drug. All federal and state drug laws will be enforced.

The Institution may conduct unannounced searches for illegal drugs or alcohol in Institution facilities. Employees are expected to cooperate in the conducting of such searches. Searches of employees and their personal property may otherwise be conducted when circumstances or workplace conditions justify them. Searches of Institution facilities and property can be conducted at any time and do not have to be based on reasonable suspicion.

The Institution may require a blood test, urinalysis, or other drug/alcohol screening of those persons suspected of using or being under the influence of a drug or alcohol or where circumstances or workplace conditions justify it. An employee's consent to a search or a drug and alcohol test is required as a condition of employment, and the employee's refusal to consent may result in disciplinary action, including termination, even for a first refusal.

The Drug-Free Schools and Communities Act of 1989 (Public Law 101- 226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies. As a matter of policy, the Institution prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs, prescription medications and alcohol by students, employees, and any other parties on its property or at any College sponsored or College related activity. Any violation of this policy will result in appropriate disciplinary actions up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

Standard of Conduct:

The consumption and/or possession of any alcoholic beverage by any person under the age of 21 years of age is forbidden as provided by state law and campus regulations. The Institution prohibits the use, possession, manufacture, sale, or distribution by its students, faculty, or staff of any illegal drugs. All federal and state drug laws will be enforced.

As a matter of policy, Academy of Hair Design prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students, employees, and any other parties on its property or at any College activity. Any violation of this policy will result in appropriate disciplinary actions up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified. Violation of this policy can result in institutional, as well as criminal sanctions.

In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers to take part, at their own expense, in an appropriate counseling or treatment program. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. These programs may vary from state to state.

Drug or Alcohol Counseling, Treatment, and Rehabilitation Programs Available to Students and Employees

Referral and Reference information for drug and alcohol abuse:

Mississippi State Hospital Whitfield, MS 39193 601.939.1221	Haven House Oxford, MS 38655 662.234.7237	Pine Grove Hattiesburg, MS 39401 601.288.4800

Disclosure of Crime Statistics
Jackson Campus

	2022	2023	2024
Criminal Offenses			
Murder/non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sexual Offenses, Non-Forcible	0	0	0
Sexual Offenses, 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

	2022	2023	2024
Hate Crimes			
Sexual Offenses, Non-Forcible	0	0	0
Sexual Offenses, 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
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

	2022	2023	2024
VAWA Offenses			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

	2022	2023	2024
Disciplinary Actions			
Weapons Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0