



Donna's Academy of Hair Design
14454 N. U.S. 169 HWY
Smithville, MO 64089
Phone: 816-532-3334
Fax: 816-532-3351

September 12, 2016

Every student or staff member deserves a safe environment here at Donna's and if you witness a crime or are involved in a criminal activity please tell us immediately so the proper action may be taken.

Donna's Academy of Hair Design prepares this Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Police and Crime Statistics Act. The administration prepares this report so that our staff and students are aware of any crime in the surrounding area. We have contacted the Smithville Police Department to gather the Crime Statistics for the Major Mall and North on Highway 169 to Highway 92 and 144th Street that is just south of campus. Should you be involved in any criminal activity or if you are to witness any criminal activity, please talk to a member of the administrative staff. Even if you do not believe the criminal activity that you were involved in or witnessed is reportable to the Smithville Police Department, we still would like to know, so we can take the appropriate action. Please note if you voluntarily report a criminal activity we will keep it confidential.

This annual report will be available on our website in the Consumer Information Link for all enrolled students, perspective students and staff to access. Our website is www.donnashairacademymo.com.

Attached please review our policies on Violence Prevention Policy, Campus Security Policy, Sexual Harassment Policy and Procedure, Drug Free Workplace, Drug and Alcohol Policy, and Drug Abuse Prevention Program. We also have guest speakers who will demonstrate Crime Awareness, Fire Safety and Drug and Alcohol Prevention.

Should there be any questions or concerns regarding policies or reportable criminal activities, please feel free to ask your instructors or an administrative member.

Sincerely,

Brandi Smithmier
Director of Financial Aid



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VIOLENCE PREVENTION POLICY

Donna's Academy of Hair Design does not tolerate threats by or against students. In addition, Donna's prohibits students from carrying, possessing, or using firearms and/or weapons while on school premises and while attending school-related events off premises. This policy applies to all students, including those with a valid permit to carry a firearm. Students who violate this policy will be suspended or terminated.

Crime on Campus

There have been no reportable crimes of any type or arrests made within the reportable period; July 2003 to the present.
The crime on campus report is available upon request.

Campus Security Policy

THE CLERY ACT

The Jeanne Clery Act requires all institutions of higher education that participate in financial aid programs to disclose campus crime in and around the surrounding area and to give timely warning of any crime that could pose a threat to student/employee safety. It is also used to advise and make public the Academy's campus security policies.

Annual Reporting

Donna's Academy of Hair Design will make available an annual report containing statistical information on campus crime reported during the previous year. Perspective students will be advised of the availability of the statistic report prior to enrollment. The Annual Crime Report will be prepared by the Financial Aid Department and Smithville Policy Department will be contacted to determine any reportable crimes in the Major Mall and surrounding area.

Law Enforcement Authority

The Local Law Enforcement Authority for Donna's Academy of Hair Design is Smithville Police, located at 107 W. Main Street, Smithville, MO 64089, Ph# 816-532-0500 or 911 for emergencies. Clay County Sheriff can be reached at 816-407-3700 and the Smithville Fire Department at 816-532-4902.

School Access

During school hours, the school is open to the students, employees, parents, and public. The school uses the main door for entrance and exiting into the reception area, while other doors remain closed.

Timely Warnings

In the event of a dangerous situation that constitutes a possible threat to students and staff a warning will be issued through in class announcements by appropriate administration.

Reporting a Crime

For emergencies DIAL 911

To report a non-emergency situation students and employees shall report any crime on the school premises including the parking lot to the admissions office immediately. After being notified of a possible crime the admissions office will report to the local police department and any other applicable agencies. All reports will be investigated. Donna's Academy authorizes the police to stop or detain any persons involved in illegal activities. School personnel are also authorized to detain any persons involved in illegal activities until appropriate authorities arrive.

Confidential Reporting Procedure

If you are a victim of a crime and do not wish to take action within the school system or criminal system, you may still file a confidential report. The Director can file a report with the details of the crime, without disclosing your identity. By filing a confidential report you can help ensure the safety of others and yourself in the future. This will also help the school to keep an accurate record of incidents and can still be counted in the annual crimes statistics.



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Emergency Exits, Evacuations, Severe Weather, and Fire Drills

In the case of an emergency the owner, director, or head instructor on duty will notify students and/or clients of the procedure to follow, whether that be to stay where we are or evacuate the building.

- In the event of severe weather emergencies, no one is allowed to leave the building. Everyone must remain in the building until the emergency is past. Stay calm and do not remain in the Clinic area. All guests and students should seek shelter in an area without windows such as:
 - Classrooms, Dispensary, Restrooms
- **Should severe weather cause an evacuation such as a tornado warning we shall proceed to the Montessori daycare below us.**
- In the event it becomes necessary to evacuate the building, everyone should proceed in an orderly fashion to the nearest exit. Evacuation plans are posted in several areas throughout the Academy. Emergency exits are clearly marked. All exit doors remain unlocked during school hours.
- In the event of an emergency, dial 911 for assistance.
- Donna's Academy of Hair Design conducts fire drills on a periodic basis. Please follow all instructions during fire drills.

Prevention Programs

The Academy holds an annual self-defense course as well as a fire/safety awareness program, with the Smithville Fire Department, for students and employees to help ensure the safety of everyone. Campus Security and Safety is reviewed with students at student orientation on the first day of class to encourage responsibility for their safety as well as others.

SEXUAL HARASSMENT POLICY AND PROCEDURE

Donna's Academy of Hair Design prohibits sexual harassment by any student, employee, or customer and is committed to providing an educational experience free of any and all sexual advances. Anyone experiencing an alleged sexual offense should immediately locate a safe place. Next, he or she should seek immediate medical care, and report the incident to the Director of the Academy or Admissions office. The appropriate Academy personnel shall advise the victim of their right to report the incident to law enforcement and will assist upon request by the victim, in reporting the crime to the local law enforcement agencies. If the incident involves students and/or employees, the Director will investigate the incident within and a hearing will be held. The victim and accused will be afforded the same opportunities to have others present during such hearing. If a student or employee is found guilty they could be criminally prosecuted as well as terminated from the academy. Donna's does not provide counseling for victims of sex offenses; however should a student require counseling please contact R. Gene Dill at Full Circle Education and Counseling Center, 913-310-0101 or email him at gene.dill@fullcirclecounselingassociates.com.

SEX OFFENDER REGISTRATION

In accordance with "Campus Sex Crimes Prevention Act" of 2000, Registered sex offender information can be found at the following website: www.fbi.gov/hq/cid/cac/registry.htm.

DRUG FREE WORKPLACE

Notice to all Students and Employees

Donna's Academy of Hair Design is a Drug Free Workplace with a Zero Tolerance Drug and Alcohol Policy. Upon enrollment or hire at Donna's Academy of Hair Design students and/or employees are advised that the use, possession, sale or being under the influence of ILLICIT DRUGS AND/OR ALCOHOL is strictly prohibited in or on school property. Violation of this rule will lead to automatic termination and may result in local, state and/or federal criminal charges. By signing the Policies and Procedures sheet in the back of your handbook you the student agrees that you have been provided separate notification as well as understand and agree to the terms of this policy.



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DRUG/ALCOHOL POLICY *Zero Tolerance*

1. Upon enrollment or hire at Donna's Academy of Hair Design students and/or employees are advised that the use, possession, sale or being under the influence of **ILLICIT DRUGS AND/OR ALCOHOL** is strictly prohibited in or on school property. Violation of this rule will lead to automatic termination and may result in local, state and/or federal criminal charges.
2. If a student is a minor and/or living at home with their parent/guardian the school will notify the parent/guardian.
3. A record of this will be kept in the student's file and the student will receive a copy of their termination.

DRUG ABUSE PREVENTION PROGRAM

Students and Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on Donna's Academy property including: grounds, parking areas, anywhere within the buildings, or while participating in school-related activities. Students/Employees are also prohibited from being present on campus under the influence of alcohol or controlled substances. Students/Employees who violate this policy will be subject to disciplinary action up to and including termination of employment or enrollment and may result in local, state and/or federal criminal charges. Legal sanctions under local, state and federal laws may include:

- Suspension, revocation, and or denial of a driver's license
- Loss of eligibility of federal financial aid or other benefits
- Mandated community service
- Monetary fines
- Property seizure
- Felony convictions may result in jail time

In addition to local and state authorities, the federal government is engaged in fighting illicit drugs.

- It is a crime to hold someone else's drugs
- It is a crime to sell fake "drugs"
- It is a crime for being in a house where people are using illicit drugs
- It is a crime if drugs are found in your home, purse, car or possession

Drugs and alcohol can be highly addictive and injurious to your body. It can alter your sense of responsibility, coordination, and lead to restlessness, irritability, and anxiety, and depression, loss of appetite, convulsions, coma, and even death.

Anyone who notes danger signals in either a student or employee should contact the Director or Admissions office. If the Director determines that a student or employee is in need of drug or alcohol assistance, he/she may be counseled on the need to seek such assistance. The cost of assistance will be the responsibility of the student or employee. If a student or employee is referred to counseling or substance abuse center, continued enrollment or employment is contingent upon attendance and successful completion of necessary treatment or counseling. Students or employees who believe they have a substance abuse problem may find treatment sources of treatment by referring to "Drug Abuse & Addiction Information & Treatment Centers" in your local telephone book, internet or student handbook.

Any student receiving Title IV Higher Education program funds, who is convicted for any offense involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, Higher Education grant or loan. Any student or employee must notify the Director, in writing, within (5) business days of being convicted of any criminal drug offense. Disciplinary action will occur within (30) business days of receipt of the written notification and may result anywhere from a letter of admonishment to termination from enrollment or employment at the academy.



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If there is a reasonable suspicion that a student or employee of Donna's is under the influence of alcohol or a controlled substance while on The Academy's premises, then the student or employee will be asked to leave for the day and will be subject to suspension and/or termination. The Academy reserves the right to search personal belongings and/or person in the event of such suspicion.

Any student wishing to re-enroll after being terminated because of drugs or alcohol abuse will have to wait 6 months before being eligible to re-enroll. They must be clean from all drugs and provide written proof from a doctor/drug counselor. Students who are accepted back into the program will pick up where they left off with their academics but may not be eligible to receive credit for the total amount of hours they had previously. If a student is gone longer than 6 months and wishes to return a written and practical exam will be administered to determine student retention. Hours of credit will be based on the percentage of both test scores. Example a 60% test score will result in 60% of previous hours.

Drug Abuse and Addiction Information Treatment Centers

- The Watershed Addiction Treatment Program---www.thewatershed.com
1-800-210-6018
- First Step to Recovery---www.AcenterforRecovery.com
1-800-227-5857
- Kansas City Community Center---www.kccommunityctr.org
816-421-6670
- Narcotics Anonymous Help Line
816-531-2250

The Academy will perform a biennial review of The Drug and Alcohol Abuse Prevention Policy to determine its effectiveness and implement any necessary changes. Last done July of 2016.



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To date Donna's Academy has not had any Crimes on Campus. The breakdown below shows what crimes are reportable and if they occurred on campus or on property around campus, i.e. Major Mall.

Offense	Year	Year	Year	Year	On-Campus Property	Non-Campus Property	Public Property
Murder / Non-Negligent Manslaughter	2012-13	2013-14	2014-15	2015-16	None	None	None
Negligent Manslaughter	2012-13	2013-14	2014-15	2015-16	None	None	None
Sex Offenses, Forcible	2012-13	2013-14	2014-15	2015-16	None	None	None
Sex Offenses, Non-Forcible	2012-13	2013-14	2014-15	2015-16	None	None	None
Domestic Violence	2012-13	2013-14	2014-15	2015-16	None	None	None
Dating Violence	2012-13	2013-14	2014-15	2015-16	None	None	None
Sexual Assault	2012-13	2013-14	2014-15	2015-16	None	None	None
Stalking	2012-13	2013-14	2014-15	2015-16	None	None	None
Robbery	2012-13	2013-14	2014-15	2015-16	None	None	None
Aggravated Assault	2012-13	2013-14	2014-15	2015-16	None	None	None
Burglary	2012-13	2013-14	2014-15	2015-16	None	None	None
Motor Vehicle Theft	2012-13	2013-14	2014-15	2015-16	None	None	None
Arson	2012-13	2013-14	2014-15	2015-16	None	None	None
Arrests: Weapons: Carrying, Possessing, Etc.	2012-13	2013-14	2014-15	2015-16	None	None	None
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2012-13	2013-14	2014-15	2015-16	None	None	None
Arrests: Drug Abuse Violations	2012-13	2013-14	2014-15	2015-16	None	None	None
Disciplinary Referrals: Drug Abuse Violations	2012-13	2013-14	2014-15	2015-16	None	None	None
Arrests: Liquor Law Violations	2012-13	2013-14	2014-15	2015-16	None	None	None
Disciplinary Referrals: Liquor Law Violations	2012-13	2013-14	2014-15	2015-16	None	None	None
Hate Crimes – Race, Gender, Religion, Sexual Orientation, Ethnicity, or Disability	2012-13	2013-14	2014-15	2015-16	None	None	None

Any questions concerning our crime on campus policy please refer to your student handbook pages 34-36. Any further questions please feel free to contact us.