

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 Sherriff 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.

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.