



**Austin's Beauty College** 585A South Riverside Dr. Clarksville, TN 37040  
(931) 647-6543 [www.austinbeautycollege.com](http://www.austinbeautycollege.com)

## **Campus Crime and Security Policy**

**Please note: The Clarksville TN. campus falls within the jurisdiction of the Clarksville Police Dept. (931 645-7480). *In an emergency situation Dial 911 for assistance.***

### **Access Policy**

During business hours, Austin's Beauty College is open to students, parents, prospective students and employees, clients and guest. During non-business hours access to Austin's Beauty College, Inc. is by the key and security code password if issued to an individual. In the periods of holidays, the college will allow individuals access to the building with written approval from the Director.

Austin's Beauty College, Inc. does not provide residence halls to students enrolled at the school. During the academic year maintenance is performed weekly at the school. The maintenance crew and administrators survey the security issues such as landscaping, locks, alarms, lightening, and communications to make necessary changes when needed. Security surveys of maintenance are evaluated on a weekly basis.

### **Timely Warnings**

In the event that a situation arises, either on or off campus, that the Local Police constitutes an ongoing or continuing threat, a school wide "timely warning" will be issued throughout the school to students and staff through word of mouth.

If the particular circumstances of the crime could pose immediate threat to the community and individuals, Austin's Beauty College, Inc. may also post a notice on the school's phone system to provide the community with more immediate notification. Also, a notification of the crime will be posted on the front doors of the building to ensure the safety of all students, staff, and customers of Austin's Beauty College, Inc. Anyone with information justifying a timely warning should report the circumstance to the Clarksville Police Department by phone 931 645-7480 or Clarksville Montgomery County Sherriff Department at 931-648-0611 or in person at the Police Department.

### **Policy for Reporting the Annual Disclosure of Crime Statistics**

The Financial Aid Director in conjunction with the compliance officer prepares this report to meet the terms of the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act and is provided to students when they have their orientation. A full view text of this report can be

obtained through Austin's Beauty College, Inc. upon request. This report is organized in cooperation with the local law enforcement agencies surrounding our campus and School Coordinator who handles Student

Affairs. Each unit submits updated information to comply with the act.

The campus crime report consists of arrest and referral statistics reported to the Clarksville Police Dept. and designated school officials (executive director, admissions leader, financial aid officer, and instructors). These statistics may consist of crimes that have occurred in the surrounding area and other businesses.

Enrolled students and staff will receive a notification each year with information on how to access the campus crime report. All prospective employees and students may obtain a copy of the report from the Admissions Office or by calling Austin's Beauty College, Inc.

## **To Report a Crime**

Contact Clarksville Police Department at 931 647-7480) for non-emergency or dial 9-1-1 for emergency situations. Also, contact a school official on the situation. If suspicious activity is noticed or a person is seen in the parking lot or loitering around vehicles please contact the police department and school officials. Any suspicious person inside the building should be reported immediately to authorities. You may report crimes to the following school officials:

Executive Director:	Clarksville, TN 931 647-6543, 931 278-3990
Business Office Manager;	Clarksville, TN 931 278-3990, 931 206-4664

## **Voluntary Confidential Reporting and Limited Voluntary Confidential Reporting**

Austin's Beauty College, Inc. does currently have policies and procedures allowing confidential crime reporting. Austin's Beauty College, Inc. does have procedures that encourage pastoral counselors and professional counselors, which is given to the student at orientation, if and when they deem it appropriate, to inform persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

## **Campus Law Enforcement**

Austin's Beauty College, Inc. does not have any security personnel. Austin's Beauty College works with the Clarksville Police Dept. and Montgomery County Sheriff's Department if an issue were to arise at the school. Austin's Beauty College, Inc. does not have any off campus student organizations. All organizations are located on campus.

## **General Procedures for Reporting a Crime or Emergency**

Austin's Beauty College, Inc. encourages students, staff, clients and community members to report all crimes to the Clarksville Police Department if an issue were to arise at the school in a

timely manner. To report a crime or emergency dial 911 or contact the Clarksville Police Dept. at 931 645-7480, or Montgomery County Sherriff Department 931-648-0611.

Police dispatches are available at the listed number to answer your call and ensure your safety. Dispatchers will take required action in filing an incident report. An Austin's Beauty College, Inc. representative will be contacted if an issue occurs on campus, and we will take necessary precautions in preventing other occurrences on school property.

Crimes should be reported to the Clarksville Police Department, and Austin's Beauty College, Inc. to ensure the crimes are included in the annual crime statistics.

## **Security Awareness Programs**

When students are at Austin's Beauty College, Inc. are presented with information on ways to maintain personal safety inside and outside the school facility. Students and staff are consistently reminded of crime prevention and awareness while attending Austin's Beauty College, Inc. Students and staff are encouraged to be aware of their surroundings when entering and exiting the school. It is the responsibility of the student and employees to be aware of their security and the security of others. Also, information is available for the students and staff on crime prevention. Located in the school are posters with information on crime prevention and hotlines available if an event were to occur. If a crime occurs on the school property information will be released in a timely manner to ensure the safety of all students and staff.

## **Emergency Exit Procedure**

Emergency exit procedures to be followed in the event of fire or other emergency are posted at the school. If a fire is discovered in the building, the following procedures are to be followed:

**CLEAR** anyone in immediate danger.

**CONFINE** the fire by closing all windows and doors to the area.

**CALL** the fire department.

**ACTIVATE** the alarm.

**EXTINGUISH** the fire if safe to do so.

**EVACUATE** quietly and calmly using your nearest Emergency Exit. Walk down. Use safe

stairwell procedures:

Remove high heeled shoes.

Move quickly. Walk in single file using handrails.

Be prepared to move to one side for Emergency Personnel.

Allow others to enter without holding up traffic.

Assist those who are slower or physically impaired.

Treat injuries at stairwell landings if necessary and safe to do so.

Do not smoke.

Do not spread false information.

**FOLLOW** directions of Emergency Personnel.

**IF YOU SMELL SMOKE OR HEAR THE ALARM...Before opening any door, feel the top of the door with your hands.**

If the door is **HOT-DO NOT OPEN IT!**

1. Proceed to an alternate door.
  2. If no alternate door, notify a staff member to contact the Fire Department.
  3. If you cannot locate a staff member quickly enough, go to any phone and dial 911 and request assistance. Give your exact location and all known information.
- Seal the door and ant vents with cloth material to keep the smoke out.
  - If there is smoke, stay low. Air is cooler and cleaner closer to the floor.
  - If water is available, keep a wet cloth over your mouth and nose.
  - Do not break a window. Signal at the window by waving a bright colored object, since breaking a window provides a new source of oxygen to feed the fire, and could injure people below.
  - Remain calm. Help is on the way.

If the door is **NOT HOT**

1. Brace behind the door and open it cautiously.
2. Check corridor for smoke. If there is smoke present stay low and crawl.



## **Drug and Alcohol Abuse Prevention** (Student and employee)

### **Policy Statement**

In compliance with the Drug Free Schools and Communities Act of 1989, Austin's Beauty College, Inc. has established the following policy toward promoting a drug free learning environment; ABC prohibits students and employees from the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance, or being under the influence of the same while at the institution or while attending /participating in school related activities on or off school grounds. Students and employees are further prohibited from being under the influence of alcohol while at school p\or while attending/participating in school related activities on or off school grounds. Drug and alcohol abuse information is given to each student and employee annually.

### **School Sanctions**

The following sanctions will be imposed on a student or employee in violation of the policy regarding use, possession or being under the influence.

**First Infraction-** The student or employee and Executive Director will have a counseling session that will be documented and become a part of the student's permanent record or employee's personnel file. The student or employee will be advised to voluntarily seek professional counseling.

**\*Second Infraction-**The student will be administratively withdrawn from Austin's Beauty College, Inc.; employee will be dismissed.

The following sanctions will be imposed on a student or employee in violation of the policy regarding the selling or trafficking of controlled substances.

**\*First Infraction-**Immediate administrative termination for both students and employees, and referral to the appropriate authorities for prosecution.

ABC reserves the right, in extreme cases, to immediately dismiss any student or employee in violation of this policy, the above outlined procedure notwithstanding. Austin's Beauty College, Inc. further reserves the right to refer students or employees to the proper legal authorities for prosecution.

### **Legal Sanctions**

Information regarding local and federal legal sanctions related to drug offenses is outlined below. Students and employees are encouraged to read this information carefully.

## Tennessee Drug Trafficking Penalties

The following chart represents your potential sentence if you are charged with a **first offense drug possession charge** under Tennessee drug laws.

### If the substance abuse is:

**Schedule I** - Class 1 felony

**Schedule I** - Class I misdemeanor

**Schedule III**- Class 1 misdemeanor

**Schedule IV**- Class 1 misdemeanor

**Schedule V**- Class 2 misdemeanor

**Schedule IV**- Class 3 misdemeanor

### Then the potential sentence is:

\* 3-8 months in prison

\* 6 months- 1 year in jail

\* 6 months-1 year in jail

\* 6 months-1 year in jail

\* 30 days-6 months in jail

\* Up to 30 days in jail

## SEXUAL HARASSMENT POLICY

Sexual harassment involves a school employee explicitly conditioning a student's participation in an education program or activity, or basing an education or employment decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Similarly no employee, agent or third party shall promise, imply, or grant and preferential to any student for engaging in sexual conduct or submission to sexual harassment.

Hostile environment harassment can include unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature. This type of sexually harassing behavior is sufficiently severe, persistent or pervasive as to limit a student's ability to benefit from an education program or activity, or has created a hostile or abusive educational or work environment. Acts of physical aggression, intimidation, hostility, or unequal treatment based on sexually suggestive objects or graphic verbal commentaries about an individual's body, dress or habits.

### Grievance Procedures

Any student who feels that he or she is a victim of or a witness to sexual harassment, including but not limited to any of the conduct listed above, by any Austin's Beauty College, Inc. employee, student, or third party, should report the matter to the Austin's Beauty College, Inc. Sexual Harassment/ Equal Employment Opportunity Officer: Linda Austin, Chief Operating Officer, Austin's Beauty College, Inc., 585A South Riverside Drive, Clarksville TN. 37040.

I have read and understand the Drug and Alcohol Prevention Policy at Austin's Beauty College, Inc., and acknowledge that I will abide by this Policy. I understand that Austin's Beauty College, Inc. has a zero tolerance for violations of this policy and I understand that violation of this policy could result in Expulsion or termination from enrollment.

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Student

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Date

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Instructor

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Date

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Witness

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Date

Revised 6/4/2018