

CHEEKS BEAUTY ACADEMY  
*Est. 1984*

Cheyenne Student Handbook

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\*This handbook is true in content and policy, however, it is subject to change to accommodate the changes in school policies, rules, regulations, and economic conditions. 1/1/2021



CHEEKS BEAUTY ACADEMY  
*Est. 1984*

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Dear Students,

From all of us here at Cheeks Beauty Academy we would like to congratulate you on your career choice. Pursuing a career in the beauty industry will be very rewarding and fulfilling with endless possibilities. Choosing to attend Cheeks Beauty Academy will ensure that you receive the knowledge and skills to have a successful career. You will have access to over 30 years of experience and knowledge to ensure you the highest level of education. We look forward to the journey ahead.

I cannot emphasize enough how important a solid education is for the foundation of your career. Here at Cheeks Beauty Academy we only offer educational training in the Cosmetology Arts. As a student you can rest assured, we will use all the time to teach you the fast and exciting world of Cosmetology. As a staff, we will strive to set goals that will challenge each of you, so that you may reach your full potential.

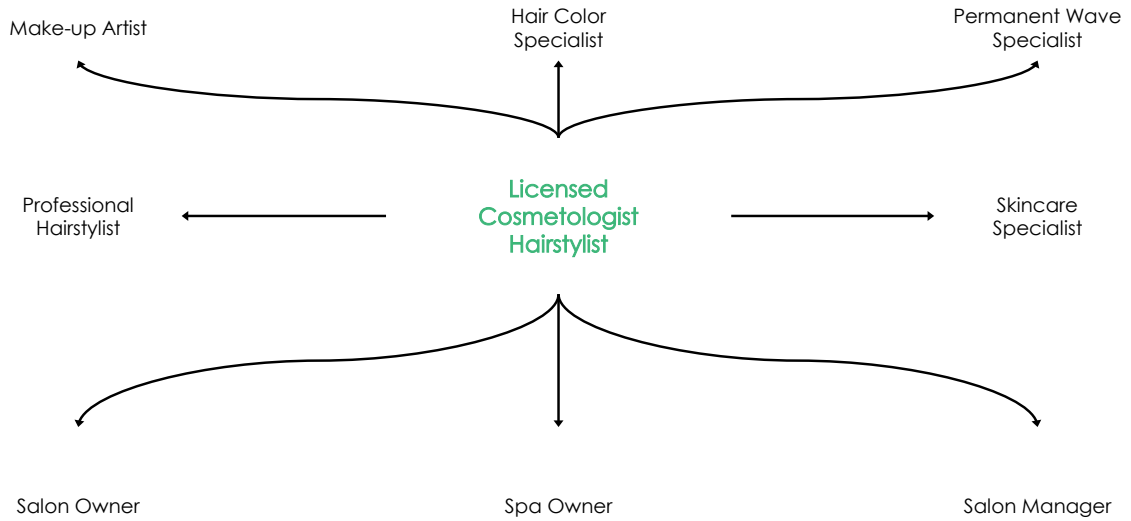
At Cheeks Beauty Academy, we will do everything possible to provide you with all the skills necessary to be successful. We encourage you to take full advantage of your time here, and in doing so, you will leave with a great education and an even brighter future.

Sincerely,

Amy Stevenson  
*Director of Education*

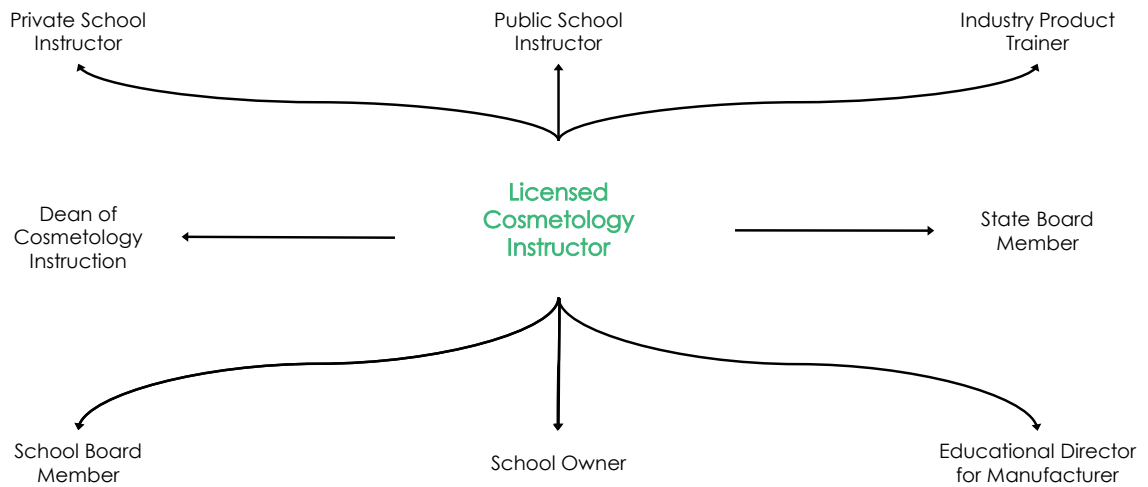
# Career Opportunities

## Salon Positions



# Career Opportunities

## Educational Positions



# Cheeks Beauty Academy Cheyenne Course Outlines

## COSMETOLOGY PROGRAM COURSE OUTLINE – 1600 HOURS

### COSMETOLOGY COURSE OBJECTIVE

The primary objective of the cosmetology curriculum is to prepare students for the state licensing examination necessary to become a licensed cosmetologist in WY. The 1600-hour course includes haircutting, hairstyling, haircoloring, permanent waving, relaxers, straightening treatments, scalp and hair treatments, manicures, pedicures, artificial nails, facials, makeup and other related subjects.

### COSMETOLOGY COURSE DESCRIPTION

The cosmetology course is designed to train the student in the necessary skills, safety, proper work habits, business skills, and desirable attitudes needed to obtain licensure and entry level positions in cosmetology or a related career field. The training will include practical hands-on as well as theory.

### REFERENCES

A comprehensive library of references, periodicals, books, texts, and DVD/video tapes are available to support and supplement the program of study. Primary text used for classroom is Milady Standard Cosmetology Text.

### INSTRUCTIONAL METHODS

The education you receive is measured in clock hours. The first 15 weeks will consist of theory classroom instruction and mannequin as well as fellow student practice. After successfully completing these requirements, the remaining time will consist of hands-on practice in the student salon, theory classes, and additional practical skill training. The types of methods used to teach this course include demonstrations, interactive lectures, mannequin practice, guest speakers, projects, activities, audio and visual aids, field trips and textbooks.

### GRADING PROCEDURES

Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated satisfactory. If the performance does not meet satisfactory requirements, it is not counted and must be repeated before credit is given. Comprehensive practical skill evaluations are conducted throughout the course. Practical skills are evaluated according to text and state board procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain an academic and practical grade average of 80% or higher and pass final written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100% to 93%	A – Excellent mastery of course content
92% to 87%	B – Good mastery of course content
86% to 80%	C – Satisfactory mastery of course content
79% to 0 %	D – Unsatisfactory mastery of course content

# STATE MANDATED COSMETOLOGY COURSE CURRICULIM

SUBJECT/UNIT	HOURS
<p><b>GENERAL INFECTION CONTROL AND PROFESSIONAL STANDARDS</b>            Professional development, effective communication human relations, business management/ownership, resume development, interview preparation, job search skills, state law, infection control in a licensed facility, infection control standards and guidelines, infection control for implements and equipment, first aid and blood exposure standards.</p>	100
<p><b>THE SCIENCE OF COSMETOLOGY</b>            Health, safety and infection control; general anatomy and physiology; skin diseases, disorders and structure; properties of the hair and scalp; nail structure, growth, diseases, and disorders; product chemistry; basic nutrition; basics of chemistry; and basics of electricity.</p>	290
<p><b>GENERAL COSMETOLOGY</b>            Principles of hair design, scalp care, shampooing, conditioning, haircutting, hairstyling, braiding, extensions, wigs and hair additions</p>	500
<p><b>CHEMICAL SERVICES</b>            Permanent waving, relaxers, straightening treatments, highlighting, permanent color, semi-permanent color and toners.</p>	250
<p><b>GENERAL NAIL TECHNOLOGY</b>            Pre- and post-service procedures, performing basic manicures and pedicures, hand, arm, foot and leg massage, wraps, tips, and paraffin wax treatments, polishing, UV gel.</p>	90
<p><b>THE ART OF NAIL TECHNOLOGY</b>            Electric filing, nail tips and wraps, monomer liquid and polymer powder nail enhancements, UV gels, and creative design.</p>	120
<p><b>SKIN SCIENCES</b>            Physiology and histology of the skin, skin analysis, skin care product chemistry, Ingredients and selection.</p>	70
<p><b>GENERAL ESTHETICS</b>            Facials and treatments, exfoliation, machines, hair removal, massage, analysis, extraction, make up, body treatments, lash and brow tinting.</p>	180
<p><b>TOTAL HOURS</b></p>	1600

**\*The above hour requirements must be met by each student, in each category, in order for the earned hours to be accepted by the applicable regulatory agency for examination.**

# HAIRSTYLING PROGRAM COURSE OUTLINE – 1000 HOURS

## HAIRSTYLING COURSE OBJECTIVE

The primary objective of the hairstyling curriculum is to prepare students for the state licensing examination necessary to become a licensed hairstylist in WY. The 1000-hour course includes haircutting, hairstyling, haircoloring, permanent waving, relaxers, straightening treatments, scalp and hair treatments, and other related subjects.

## HAIRSTYLING COURSE DESCRIPTION

The hairstyling course is designed to train the student in the necessary skills, safety, proper work habits, business skills, and desirable attitudes needed to obtain licensure and entry level positions in hairstyling or a related career field. The training will include practical hands-on as well as theory.

## REFERENCES

A comprehensive library of references, periodicals, books, texts, and DVD/video tapes are available to support and supplement the program of study. Primary text used for classroom is Milady Standard Cosmetology Text.

## INSTRUCTIONAL METHODS

The education you receive is measured in clock hours. The first 10 weeks will consist of theory classroom instruction and mannequin as well as fellow student practice. After successfully completing these requirements, the remaining time will consist of hands-on practice in the student salon, theory classes, and additional practical skill training. The types of methods used to teach this course include demonstrations, interactive lectures, mannequin practice, guest speakers, projects, activities, audio and visual aids, field trips and textbooks.

## GRADING PROCEDURES

Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated satisfactory. If the performance does not meet satisfactory requirements, it is not counted and must be repeated before credit is given. Comprehensive practical skill evaluations are conducted throughout the course. Practical skills are evaluated according to text and state board procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain an academic and practical grade average of 80% or higher and pass final written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100% to 93%	A – Excellent mastery of course content
92% to 87%	B – Good mastery of course content
86% to 80%	C – Satisfactory mastery of course content
79% to 0 %	D – Unsatisfactory mastery of course content



# STATE MANDATED HAIRSTYLING COURSE CURRICULIM

SUBJECT/UNIT	HOURS
<b>GENERAL INFECTION CONTROL AND PROFESSIONAL STANDARDS</b> Professional development, effective communication human relations, business management/ownership, resume development, interview-preparation, job search skills, state law, infection control in a licensed facility, infection control standards and guidelines, infection control for implements and equipment, first aid and blood exposure standards.	<b>100</b>
<b>THE SCIENCE OF COSMETOLOGY</b> Health, safety and infection control; general anatomy and physiology; skin diseases, disorders and structure; properties of the hair and scalp; product chemistry; basic nutrition; basics of chemistry; and basics of electricity.	<b>150</b>
<b>GENERAL COSMETOLOGY</b> Principles of hair design, scalp care, shampooing, conditioning, haircutting, hairstyling, braiding, extensions, wigs and hair additions	<b>500</b>
<b>CHEMICAL SERVICES</b> Permanent waving, relaxers, straightening treatments, highlighting, permanent color, semi-permanent color and toners.	<b>250</b>
<b>TOTAL HOURS</b>	<b>1000</b>

**\*The above hour requirements must be met by each student, in each category, in order for the earned hours to be accepted by the applicable regulatory agency for examination.**

# **INSTRUCTOR PROGRAM COURSE OUTLINE – 500 HOURS**

## **INSTRUCTOR TRAINING COURSE OBJECTIVES**

The primary objective of the instructor-training curriculum is to prepare students for the state licensing examination necessary to become a licensed instructor in WY. The 500-hour course includes instruction in basic teaching methods, coaching techniques, development of lesson plans, evaluation techniques, classroom observation, record keeping, supervision of clinic activity, inventory control and purchasing. This course will prepare licensed individuals to become qualified, licensed educational professionals.

## **INSTRUCTOR TRAINING COURSE DESCRIPTION**

The instructor-training course is a 500-clock hour program that covers the basics of teaching cosmetology or other related fields. It includes practical hands-on training as well as theory. This course is required for licensure as an instructor.

## **REFERENCES**

A comprehensive library of references, periodicals, books, texts, and DVD/video tapes are available to support and supplement the program of study. Primary text used for classroom is Milady Master Educator Text.

## **GRADING PROCEDURES**

Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated satisfactory. If the performance does not meet satisfactory requirements, it is not counted and must be repeated before credit is given. Comprehensive practical skill evaluations are conducted throughout the course. Practical skills are evaluated according to text and state board procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain an academic and practical grade average of 80% or higher and pass final written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100% to 93%	A – Excellent mastery of course content
92% to 87%	B – Good mastery of course content
86% to 80%	C – Satisfactory mastery of course content
79% to 0 %	D – Unsatisfactory mastery of course content

## STATE MANDATED INSTRUCTOR COURSE CURRICULIM

SUBJECT/UNIT	HOURS
<b>GENERAL PROFESSIONAL STANDARDS</b> Health, safety and infection control; introduction to teaching Ethics and personality development; laws and rules governing Cosmetology and other related fields; student supervision and Record keeping.	<b>150</b>
<b>THE SCIENCE OF TEACHING</b> Lesson planning, use of audio and visual teaching aids and tools; Test construction and analysis; theory class lectures; performance, Class demonstrations; and student supervision.	<b>350</b>
<b>TOTAL HOURS</b>	<b>500</b>

**\*The above hour requirements must be met by each student, in each category, in order for the earned hours to be accepted by the applicable regulatory agency for examination.**

## Barber (No Chemicals) Program Course Outline – 1000 hours

### BARBER (NOCHEMICALS) COURSE OBJECTIVE

The primary objective of the barber curriculum is to prepare students for the state licensing examination necessary to become a licensed barber stylist in WY. The 1000-hour course includes haircutting, hairstyling, scalp and hair treatments, facials, shaving, beard design and other related subjects.

### BARBER (NO CHEMICALS) COURSE DESCRIPTION

The barber course is designed to train the student in the necessary skills, safety, proper work habits, business skills, and desirable attitudes needed to obtain licensure and entry level positions as a barber or a related career field. The training will include practical hands-on as well as theory.

### REFERENCES

A comprehensive library of references, books, texts, and DVD/video tapes are available to support and supplement the program of study. Primary text used for classroom is Milady Standard Barbering Text.

### INSTRUCTIONAL METHODS

The education you receive is measured in clock hours. The first 12 weeks will consist of theory classroom instruction and mannequin as well as fellow student practice. After successfully completing these requirements, the remaining time will consist of hands-on practice in the student salon, theory classes, and additional practical skill training. The types of methods used to teach this course include: demonstrations, interactive lectures, mannequin practice, guest speakers, projects, activities, audio and visual aids, field trips and textbooks.

### GRADING PROCEDURES

Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated satisfactory. If the performance does not meet satisfactory requirements, it is not counted and must be repeated before credit is given. Comprehensive practical skill evaluations are conducted throughout the course. Practical skills are evaluated according to text and state board procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain an academic and practical grade average of 80% or higher and pass final written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100% to 93%	A – Excellent mastery of course content
92% to 87%	B – Good mastery of course content
86% to 80%	C – Satisfactory mastery of course content
79% to 0 %	D – Unsatisfactory mastery of course content

# State Mandated Barber (No Chemicals) Course Curriculum

SUBJECT/UNIT	HOURS
<p><b>SAFETY AND INFECTION CONTROL</b>            State law; products materials and implements; preparations, procedures and practice; public protection; methods of disinfection; chemical agents; types and classifications of bacteria; bacterial growth; infections; infection control for implements and equipment; first aid and blood exposure standards.</p>	100
<p><b>SHAMPOO, RINSES AND SCALP TREATMENTS</b>            Related theory, safety and infection control; general anatomy and physiology; preparations, procedures and practice; products, materials and implements; hair analysis; disorders of the hair and scalp; hair and scalp treatments; related chemistry; and client record keeping.</p>	100
<p><b>HAIRCUTTING</b>            Related theory, safety and infection control; general anatomy and physiology; preparations, procedures and practice; products, materials and implements; use of shears, razor and clippers; client consultation and recommendations; and client record keeping.</p>	450
<p><b>HAIRSTYLING</b>            Related theory, safety and infection control; blow dry styling; thermal curling; and Hairpieces.</p>	50
<p><b>SHAVING AND BEARD TRIMMING</b>            Related theory, safety and infection control; general anatomy and physiology; Honing and stropping; use of clippers and shears on beard; shaving face and neck; client consultation; and client record keeping.</p>	150
<p><b>FACIALS</b>            Related theory, safety and infection control; general anatomy and physiology; preparations, procedures and practice; products, materials and implements; theory of massage and facial treatments; use of electrical appliances, currents and specialized machines for treatments; client consultation and recommendations; and client record keeping.</p>	50
<p><b>SHOP MANAGEMENT AND BUSSINESS METHODS</b>            Related theory, safety and infection control; opening a shop and business plan; written agreements; regulations and laws; shop operations, policies, practices, personnel, compensations, and payroll deductions; use of telephone, advertising, retail and salesmanship, client communications, public relations and insurance.</p>	50
<p><b>MISCELLANOUSE</b>            To be applied by the instructor to strengthen student performance in curriculum related areas; or supervised field trips and other course related training.</p>	50
<p><b>TOTAL HOURS</b></p>	1000

**\*The above hour requirements must be met by each student, in each category, in order for the earned hours to be accepted by the applicable regulatory agency for examination.**

# Barber Stylist Program Course Outline – 1250 hours

## BARBER STYLIST COURSE OBJECTIVE

The primary objective of the barber stylist curriculum is to prepare students for the state licensing examination necessary to become a licensed barber stylist in WY. The 1250-hour course includes haircutting, hairstyling, haircoloring, permanent waving, relaxers, straightening treatments, scalp and hair treatments, facials, shaving, beard design and other related subjects.

## BARBER STYLIST COURSE DESCRIPTION

The barber stylist course is designed to train the student in the necessary skills, safety, proper work habits, business skills, and desirable attitudes needed to obtain licensure and entry level positions as a barber stylist or a related career field. The training will include practical hands-on as well as theory.

## REFERNCES

A comprehensive library of references, books, texts, and DVD/video tapes are available to support and supplement the program of study. Primary text used for classroom is Milady Standard Barbering Text.

## INSTRUCTIONAL METHODS

The education you receive is measured in clock hours. The first 12 weeks will consist of theory classroom instruction and mannequin as well as fellow student practice. After successfully completing these requirements, the remaining time will consist of hands-on practice in the student salon, theory classes, and additional practical skill training. The types of methods used to teach this course include demonstrations, interactive lectures, mannequin practice, guest speakers, projects, activities, audio and visual aids, field trips and textbooks.

## GRADING PROCEDURES

Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated satisfactory. If the performance does not meet satisfactory requirements, it is not counted and must be repeated before credit is given. Comprehensive practical skill evaluations are conducted throughout the course. Practical skills are evaluated according to text and state board procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain an academic and practical grade average of 80% or higher and pass final written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100% to 93%	A – Excellent mastery of course content
92% to 87%	B – Good mastery of course content
86% to 80%	C – Satisfactory mastery of course content
79% to 0 %	D – Unsatisfactory mastery of course content

# State Mandated Barber Stylist Course Curriculum

SUBJECT/UNIT	HOURS
<p><b>SAFETY AND INFECTION CONTROL</b>            State law; products materials and implements; preparations, procedures and practice; public protection; methods of disinfection; chemical agents; types and classifications of bacteria; bacterial growth; infections; infection control for implements and equipment; first aid and blood exposure standards.</p>	100
<p><b>SHAMPOO, RINSES AND SCALP TREATMENTS</b>            Related theory, safety and infection control; general anatomy and physiology; preparations, procedures and practice; products, materials and implements; hair analysis; disorders of the hair and scalp; hair and scalp treatments; related chemistry; and client record keeping.</p>	100
<p><b>HAIRCUTTING</b>            Related theory, safety and infection control; general anatomy and physiology; preparations, procedures and practice; products, materials and implements; use of shears, razor and clippers; client consultation and recommendations; and client record keeping.</p>	450
<p><b>CHEMICAL REARRANGING – PERMS AND RELAXERS</b>            Related theory, safety and infection control; general anatomy and physiology; preparations, procedures and practice; products, materials and implements; hair analysis and client consultation; related chemistry; and client record keeping.</p>	150
<p><b>HAIRCOLORING – BLEACHING</b>            Related theory, safety and infection control; general anatomy and physiology; preparations, procedures and practice; products, materials and implements; hair analysis and client consultation; related chemistry; temporary, semi-permanent, demi-permanent, and permanent applications; bleaching, toning, frosting, special effects, and corrective color; client consultation and recommendations; and client record keeping.</p>	100
<p><b>HAIRSTYLING</b>            Related theory, safety and infection control; blow dry styling; thermal curling; and Hairpieces.</p>	50
<p><b>SHAVING AND BEARD TRIMMING</b>            Related theory, safety and infection control; general anatomy and physiology; Honing and stropping; use of clippers and shears on beard; shaving face and neck; client consultation; and client record keeping.</p>	150
<p><b>FACIALS</b>            Related theory, safety and infection control; general anatomy and physiology; preparations, procedures and practice; products, materials and implements; theory of massage and facial treatments; use of electrical appliances, currents and specialized machines for treatments; client consultation and recommendations; and client record keeping.</p>	50

**SHOP MANAGEMENT AND BUSINESS METHODS** **50**  
Related theory, safety and infection control; opening a shop and business plan;  
Written agreements; regulations and laws; shop operations, policies, practices,  
personnel, compensations, and payroll deductions; use of telephone,  
advertising, retail and salesmanship, client communications,  
public relations and insurance.

**MISCELLANEOUS** **50**  
To be applied by the instructor to strengthen student performance in curriculum  
related areas; or supervised field trips and other course related training.

**TOTAL HOURS** **1250**

**\*The above hour requirements must be met by each student, in each category, in order for the  
earned hours to be accepted by the applicable regulatory agency for examination.**



# Cheeks Beauty Academy Cheyenne Student Handbook

## LICENSING REQUIREMENTS

- All beauty professionals must be licensed by the state in which they practice their trade.
- Applicants for licensure must have completed all graduation requirements from a state approved school.
- Applicants must submit required documents/application and fees to licensing/testing agency within stated time frame.
- Applicants must pass a written and practical exam in order to receive a license in and be employed in their respective field.

**\*Fees for the licensing exams are NOT included in the program/course costs, must be paid for separately by student to the examining agency.**

## GRADUATION REQUIREMENTS

Cheeks Beauty Academy has set forth minimum standards for completion of all programs to include:

- ✓ Satisfactory completion of required program hours/credits
- ✓ Completion of all written exams with a cumulative 80% GPA
- ✓ Completion of all practical exams with a cumulative 80% GPA
- ✓ Completion of all practical assignments and lab requirements
- ✓ Full payment of tuition and fees or satisfactory payment arrangements

A diploma will be awarded in the appropriate program to students completing graduation requirements.

## JOB PLACEMENT/ EMPLOYMENT

The school does not guarantee placement or employment upon completion of the course. The school does maintain a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

## STATE APPROVING AGENCIES/NATIONAL ACCREDITING AGENCY

Cheyenne campus is approved, licensed and regulated by the Wyoming Board of Cosmetology located at: 2515 Warren Ave. Suite 300, Cheyenne, WY 82001.

Loveland campus are approved and regulated by Colorado Department of Higher Education, Division of Private Occupational Schools located at: 1600 Broadway St. #2200 Denver, CO. 80202.

All campuses are accredited by the National Accrediting Commission of Career Arts and Sciences located at: 4401 Ford Ave. Suite 1300, Alexandria, VA. 22302

## CAMPUS SECURITY/ CRIME REPORT

- This report reflects current statistical reporting.
- No reportable criminal offenses were reported to any law enforcement agencies or to any institutional official during the reporting period.
- The school does not have any off-campus student organizations.
- The annual report is prepared by Robert Stevenson in cooperation with local law enforcement agencies.
- Each October a student will receive notice that the crime report has been compiled for the Department of Education. The current Annual Security Report is attached at end of this handbook.

## TIMELY WARNINGS

- In the event that a situation arises either on or off campus and impacts students, and in the judgment of local enforcement constitutes an ongoing or continuing threat, a “timely warning” will be issued. The warning will be issued to staff and students as the information is made available from local and state authorities as well as any instructions or recommendations regarding the situation.
- Students will receive the information during theory class and or postings on the student bulletin board. Students can also contact the school staff if more information is needed.
- More information can be found in attached Annual Security Report.

## CRIME REPORTING

- All criminal actions occurring on campus should be reported immediately to the school administrator.
- The school administrator will inform the appropriate law enforcement agency or assist the student in notifying the authorities if the student makes such a request.
- Students are encouraged to report all criminal activities in a timely manner.

## ACCESS POLICY

- Cheeks Beauty Academy does not have any campus residences or dormitories. Nor does the school employ any security personnel or police force or offer any crime prevention programs.
- During business hours, the school will be open to students, staff and clients.
- During non-business hours, the building will be under lock and key, only staff will be permitted in the building and the doors will remain locked.
- Students and the public will not be permitted in the building during non-business hours.

## SEX OFFENSES AND OFFENDERS

Students and staff can access public information about registered sex offenders from the state official reporting web sites:

- Wyoming: <http://wysors.dci.wyo.gov/sor/search.htm>
- Colorado: <http://www.city-data.com/so/Colorado.html>

Unlawful use of this information for purposes of intimidating or harassing another is prohibited and may be punishable by law. More information can be found in attached Annual Security Report.

The following crisis prevention numbers are listed to help students and staff with various situations:

### **ALL EMERGENCIES DIAL 911:**

<b><u>TYPE</u></b>	<b><u>LOVELAND</u></b>	<b><u>CHEYENNE</u></b>
• State Patrol	970.224.3027	307.777.4321
• Suicide crisis	970.221.2114	1.800.784.2433
• Abuse shelter	970.669.5150	307.637.7233
• Chemical abuse	1.888.744.0069	307.777.6494
• Counseling	970.221.2114	307.777.7564
• Sexual Assault Victim Advocate	970.472.4204	307.637.7233
• Child abuse	970.498.6990	307.777.5246
• Alcohol dependency	866.945.9543	866.945.9543

## **DRUG FREE SCHOOLS AND CAMPUSES**

- Unlawful possession uses or distribution of illicit drugs and alcohol within school premises is PROHIBITED. Any student or employee involved in any activity involving illicit drugs or alcohol will not be allowed to remain on school property.
- The local police department will be notified of such activity and if necessary, the assistance of law enforcement will be utilized to resolve such situations.
- Students or employees facing such problems will be referred to the local rehabilitation program for counseling and treatment.
- Disciplinary sanctions imposed by the school for the student/employee involved with drugs or alcohol:
  - First occurrence: Advising by the school staff and referral to local organization dealing with drug and alcohol related problems.
  - Second occurrence: Termination from school/employment and notification to local law enforcement.
- Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
  - Abide by the terms of the statement and notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the work place no later than five days after such conviction.

## **STUDENT GRIEVANCE/INTERNAL COMPLAINT PROCEDURE**

- In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit.
- Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature and patterns of complaints for the institution.
- To register a complaint at any time the student must do the following:
  - 1) The complaint must be in writing, signed.
  - 2) The complaint should be mailed to:

Robert Stevenson  
207 W 18<sup>th</sup> St.  
Cheyenne, WY 82001
  - 3) The complaint must be filed within 30 days of the incident occurring.
- Within ten calendar days of receipt of the written complaint a school representative will meet with the complainant and attempt to resolve the problem. This meeting will be documented.
- Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
- In the event that a satisfactory resolution cannot be reached, the complaint will be turned over to corporate management committee who will respond to the complainant within 15 calendar days in writing as to steps taken to resolve the conflict.
- Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency.
- Should it be necessary, students may file complaints with the following agencies:
  - 1) Private Occupational School Board  
1600 Broadway, # 2200  
Denver, CO 80202
  - 2) Wyoming Board of Cosmetology  
2515 Warren Ave. Suite 300  
Cheyenne, WY 82001
  - 3) National Accrediting Commission of Career Arts and Sciences  
3015 Colvin Street  
Alexandria, VA 22314

## **STUDENT RECORDS AND PRIVACY/FERPA POLICY**

The Family Educational Rights and Privacy Act is designed to protect the privacy of a student's educational records.

- FERPA gives certain rights to parents regarding their children's education records. These rights transfer to student or former student who has reached the age of 18 or is attending any school beyond high school level.
- Parents or guardians of dependent minors or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless for reasons such as great distance, it is impossible for parents or eligible students to inspect the records personally. The school may charge a fee for copies.
- The school must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose record, without consent, to the following parties:
  - School employees who have a need to know
  - Other schools to which a student is transferring
  - Parents or legal guardians of dependent minors.
  - Certain government officials in order to carry out lawful functions
  - Appropriate parties in connection with financial aid to a student
  - Organizations doing certain studies for the school
  - Accrediting organizations
  - Individuals who have obtained court orders or subpoenas
  - Persons who need to know in cases of health and safety emergencies
  - State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974
- The school may release without consent directory type information such as student's name, address, phone number, date and place of birth, honors and awards, dates and attendance. This school does not provide directory information to outside sources.
- Parents or eligible students can review their records in the business office during regular school days and hours.
- All requests for record review should be written and submitted through an instructor. Copies of records are available for a fee per sheet, all request for copies must also be in writing accompanied with payment. Current records can be reproduced in two days for records a year or older please allow at least 10 days.

## **AUTHORIZED LEAVE OF ABSENCE (LOA) POLICY**

- An authorized leave of absence is a temporary interruption in the student's program of study/training.
- All requests for a Leave of Absence must be submitted in writing, in advance, and include the reason for the request along with the student's signature unless unforeseen circumstances would prevent him/her from doing so.
- An individual who does not provide the written request in advance, due to unforeseen circumstances, may still be granted a Leave of Absence. In this case, documentation will be made in the student's file and the proper form and documentation would be collected at a later date. Any Leave of Absence granted, for unforeseen circumstances, will have the beginning date as the first date that the student was unable to attend as determined by the school.
- The school must have reasonable expectation that the student will return from a leave before a Leave of Absence is granted.
- Students may request leaves of absences for maternity, medical or personal issues.
- The student will not accrue any additional charges as a result of the leave of absence.

- A student granted a LOA that meets these criteria will not be considered withdrawn, therefore, no refund calculations will be made at this time.
- The student's contract and maximum time frame will be extended the same number of days taken in the leave of absence. Changes to the contract period on the enrollment agreement must be initialed by both parties or an addendum must be signed and dated by both parties.
- Students cumulative leave of absences during any 12-month period, cannot exceed a maximum of 180 days.
- Students who do not return to school at the expiration of an approved Leave of Absence will be terminated. His/her withdrawal date, for calculating a refund, will be his/her last day of physical attendance
- Students will return to school in the same progress status as prior to the leave.

### **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

The following satisfactory progress policy is consistently applied to all students enrolled at this institution. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. Only students who maintain satisfactory progress are eligible to receive Title IV financial assistance. This policy complies with guidelines established by the National Accrediting Commission of Career Arts and Sciences and the federal regulations established by the United States Department of Education.

### **ACADEMIC REQUIREMENTS/GRADING**

Students are assigned written exams and a minimum number of practical experiences. Academic learning is evaluated at the end of each unit of study. Practical assignments are evaluated as completed and counted toward course completion when rated satisfactory. Comprehensive practical skills evaluations are conducted throughout the course of study and are evaluated according to the school and state board criteria. Students must maintain a cumulative grade average of 80%. Students are responsible for making up missed exams and incomplete assignments. The following grading system is used for all courses:

100% to 93%	A – Excellent mastery of course content
92% to 87%	B – Good mastery of course content
86% to 80%	C – Satisfactory mastery of course content
79% to 0 %	D – Unsatisfactory mastery of course content

### **EVALUATION PERIODS**

Students will be evaluated for satisfactory progress as follows:

<b>Program:</b>	<b>Evaluation Hours:</b>
Barber	450/900
Barber Stylist	450/900
Cosmetology	450/900/1250
Hairstyling	450/900
Instructor	250

Evaluations will determine if the student has met the minimum requirements for satisfactory progress. Students will receive a copy of their SAP Determination at the time of each evaluation and a copy is retained in the student's file.

### **SAP ATTENDANCE REQUIREMENTS**

All students must maintain a minimum of 75% cumulative attendance of the total scheduled hours to be considered making satisfactory attendance progress. The attendance percentage is determined by dividing the hours attended by the total number of hours scheduled.

## MAXIMUM TIME FRAME

The maximum allowable time with a 75% attendance rate for students to complete each course is 133% of the time it would take to complete the scheduled hours in the program. Students who exceed the maximum time frame will be terminated from their program.

**Maximum time Allowed in Calendar Days**

<b>Course:</b>	<b>Program Hours:</b>	<b>Full-Time (30 hours per week)</b>	<b>Part-Time (16 hours per week)</b>
Barber	1000	308	581
Barber Stylist	1250	388	727
Cosmetology	1600	497	931
Hairstyling	1000	308	581
Instructor	500	154	294

## DETERMINATION OF PROGRESS STATUS

Students will be evaluated for SAP as follows:

<b>Program:</b>	<b>Evaluation Hours:</b>
Barber	450/900
Barber Stylist	450/900
Cosmetology	450/900/1250
Hairstyling	450/900
Instructor	250

Students meeting minimum requirements for academics and attendance are considered to be making SAP until the next scheduled evaluation. Students who do not achieve the minimum standards of SAP are no longer eligible to receive Title IV funds unless the student has prevailed upon appeal of the determination and is placed on probation.

For students who fail to meet SAP requirements at the end of an evaluation period, all of the following conditions must be met:

- The student must appeal the determination that they are not making satisfactory progress.
- The institution must determine that the student should be able to meet satisfactory progress standards by the end of the subsequent evaluation period or the institution will develop an academic plan for the student that, if followed, will ensure that the student is able to meet the satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.
- A student must have a basis to file an appeal. Acceptable reasons might include death of a relative, injury or illness to student, or other personal extenuating circumstances. The student must explain what caused the failure to meet SAP standards. They must also explain what has changed in their situation that will allow them to achieve SAP by the end of the next evaluation period. The student must submit all information relating to the appeal in writing within 15 days of being notified of unsatisfactory determination. All appeal documents will be kept in the student's file.
- Students that prevail upon appeal, will be placed on probation until the end of the next evaluation period, students are eligible to receive Title IV financial aid during this time. If the student meets the SAP requirements at the end of the probationary period, they will be removed from probation and considered making SAP. If the student does not meet the requirements for SAP at the end of the probationary period, the student will no longer be eligible to receive Title IV funds and will be terminated from the program.

## **RE-ESTABLISHMENT OF SATISFACTORY PROGRESS**

- Students may re-establish satisfactory progress by meeting the minimum requirements for attendance and academics by the end of the probationary period.
- Students re-entering the program after termination/withdrawal must wait a minimum of three months before being considered for re-enrollment and write a re-enrollment appeal.
- Upon appeal approval, the student will re-enter the program under the status of the previous enrollment, either satisfactory or on probation.

## **APPEAL PROCEDURE**

- A student determined to not be making satisfactory progress may appeal the determination within 15 days of receiving an official Progress Report.
- The student must submit a written appeal with supporting documentation if applicable, stating the circumstances and basis for the appeal.
- They should also explain why they should be considered making satisfactory progress in light of the extenuating circumstances.
- The appeal will be documented by the school and a corrective plan of action or a termination decision will be given to the student.
- If the student prevails on the appeal, the student will be placed on probation.
- During the probationary evaluation period the student must meet minimum requirements for satisfactory academic progress.

## **INTERUPTIONS, COURSE INCOMPLETE, WITHDRAWALS**

- If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence, hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.
- Students who withdraw prior to course completion and wish to re-enroll will return in the same academic progress status as at the time of the withdrawal.
- Students must re-enroll within five years of the last date of attendance to maintain all hours.
- Five years after the last date of attendance all hours expire, and students must begin as a new student.

## **NON-CREDIT AND REMEDIAL COURSES**

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect on the school's satisfactory progress standards.

## **CHANGE IN COURSE STUDY**

If a student switches from one program of study to another program of study, their satisfactory academic progress is reviewed only for the program that the student is currently enrolled in. Academic grades and attendance records from prior program will not be included in the current satisfactory academic progress determination. If a student is currently enrolled in two programs, their satisfactory academic progress will be reviewed for each program independently.

## **TRANSFER HOURS/CREDITS**

With regard to Satisfactory Academic Progress, a student's transfer hours that are accepted toward the student's educational program will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. However, the school and state evaluation of hours will determine the number of hours needed to complete the program.

## TERMINATION

- A student's enrollment can and will be terminated by the school for the following:
- The student notifies the school of her/his withdrawal.
- Unsatisfactory academic or attendance progress
- The student is absent for 14 calendar days, excluding holidays, school breaks or unusual circumstances, will be withdrawn on the 15<sup>th</sup> day.
- The student fails to return from an approved leave of absence on the documented date of return.
- Violations of school rules and policies.
- Non-payment of tuition.
- Any criminal or unlawful act.

## REFUND POLICY

This refund policy applies to all terminations for any reason by either party, including student decision, course or program cancellation or school closure.

1. An applicant not accepted by the school shall be entitled to a refund of all monies paid.
  2. If a student (or in case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back, in writing, within three business days of the signing of the enrollment agreement or contract. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
  3. If a student cancels his/her enrollment after three business days of signing enrollment agreement or contract but prior to starting classes then he/she shall be entitled to a refund of all monies paid the school less an application fee of \$100.00.
  4. A student notifies the institution of his/her withdrawal in writing.
  5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of determination of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the school that the student will not be returning.
  6. In the case of expulsion or termination it shall be the date on which the student violates published school policy, which provides for termination. (Unofficial withdrawals will be determined by the institution monitoring attendance daily)
  7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school in person.
- For students who enroll in and begin classes but withdraw prior to course completion (after three business days of signing enrollment agreement or contract), the following schedule of tuition earned by the school applies.

<b>% of Scheduled Hours Completed</b>	<b>Amount of Total Tuition Owed</b>
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds are based on scheduled hours, which are defined as the hours possible from the student's enrollment date, to the last date of student's physical attendance. All refunds will be calculated based on the student's last date of attendance.



- Any monies due to the student who withdraws or is terminated shall be refunded within 30 days of a determination that a student has withdrawn or been terminated whether officially or unofficially.
- In case of illness or disabling accident or death in the student's immediate family, or other mitigating circumstances the school may consider a settlement which is reasonable and fair to both parties.
- Upon termination, the total balance becomes due and payable to the school immediately. In case of default, the total balance, court costs and reasonable attorney fees incurred by the Academy will be paid by the student in connection with such litigation.
- Refunds shall be made payable to the person and/or agency who actually paid the tuition. In the event, that the student has a student loan, refunds shall be made payable to the lending institution.
- If the school is permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student or provide course completion through a pre-arranged teach out agreement with another institution.
- If a course is canceled subsequent to a student's enrollment, the school at its option shall provide a full refund of all monies paid or provide for the completion of the course at a later time.
- If the course is cancelled after the student has enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school or provide completion of the course or participate in a teach-out agreement or provide a full refund of all monies paid.
- The cost of books, supplies and student kit is nonrefundable.
- Students who withdraw prior to course completion are charged a cancellation fee of \$100.00.
- Unofficial withdrawals will be determined based upon the daily monitoring of student attendance. Students who have not attended school for 16 consecutive school days or 30 calendar days will be considered withdrawn.
- The Return of Title IV Funds calculation will be performed for the payment period the withdrawing student is receiving Federal Student Aid. This calculation is done before the school's refund policy is applied to the students account. Any funds the school may have to return due to the calculation could result in a situation where school charges that were previously paid by Federal Student Aid might become a debit that the student will be responsible for paying.
- In the event a student withdraws, and no Title IV Aid was processed prior to the students withdraw date, a post-withdrawal disbursement offer may be made to the student or parent if a Plus Loan. A post withdrawal disbursement, a type of late disbursement, is Title IV Aid that was not disbursed before a student withdrew, but the student has earned based on a Return of Title IV Funds Calculation. A student or parent will be notified in writing within 30 days of the date the school determined the student withdrew of any available post withdrawal funds.

## **RETURN OF TITLE IV FUNDS**

- The Return of Title IV Funds and school refund policy calculations will be performed based on the students last date of attendance.
- The Return of Title IV Funds calculation will be performed for the payment period the withdrawing student is receiving Federal Student Aid. This calculation is done before the school refund policy is applied to the students account. Any funds the school may have to return due to the calculation could result in a situation where school charges that were previously paid by Federal Student Aid might become a debit that the student will be responsible for paying.

- In the event of a student withdrawal and no Title IV Aid was processed prior to the students withdraw date, a post-withdrawal disbursement offer may be made to the student or parent if a Plus Loan. A post withdrawal disbursement, a type of late disbursement, is Title IV Aid that was not disbursed before a student withdrew, but the student has earned based on a Return of Title IV Funds Calculation. A student or parent will be notified in writing within 30 days of the date the school determined the student withdrew of any available post withdrawal funds.
- Return of the Title IV requirements apply to a Title IV grant and/or loan recipient who completely withdraws from or leaves school before completing the payment period of enrollment. The requirements also apply to a student whose parent borrowed a PLUS loan.
- A student is a "Title IV grant or loan recipient" for purposes of the return of funds requirements if before the student withdrew, the school received the student's Institutional Student Information Record (ISIR) or a Student Aid Report (SAR) and the ISIR/SAR has an official expected family contribution and the student received Title IV funds from any of the Title IV programs; Direct Loan Program, Federal Family Education Loan, Federal Pell Grant, Federal Perkins or the FSEOG.
- Return of Title IV funds requirements do not apply to a student who:
  - we're not awarded any Title IV aid
  - never attends any classes in the payment period or period of enrollment
  - If the student does not attend any classes all Title IV funds will be returned.

### **DETERMINING THE AMOUNT OF TITLE IV FUNDS TO BE RETURNED**

- To determine the earned aid for the payment or enrollment period:
  - 1) Divide the clock hours scheduled to have been completed as of the withdrawal date in the payment period by the total clock hours in the payment period.
  - 2) If this percentage is greater than 60%, then the student has earned all the aid for that payment or enrollment period.
  - 3) To determine the amount of aid the student has earned, multiply the amount of aid disbursed during the payment or enrollment period by the appropriate percentage from step one above.
  - 4) All unearned Title IV funds must be returned to the appropriate source.

### **RETURN OF FUNDS BY THE SCHOOL**

- The school will return unearned aid for which the school is responsible for repaying within 45 days of the date the school determined the student withdrew to the following sources, in order, up to total net amount disbursed.
  - 1) Unsub Direct Stafford Loan
  - 2) Direct Stafford Loan
  - 3) Perkins Loan
  - 4) Direct PLUS
  - 5) Pell Grant
  - 6) FSEOG
  - 7) Other Title IV programs

## RETURN OF FUNDS BY THE STUDENT

- The student must return unearned aid for which the student is responsible by repaying funds to the following sources, up to the total net amount from each source, after subtracting what the school will return. Amounts to be returned to grants are reduced by 50%.
  - 1) Unsub Direct Stafford Loans
  - 2) Direct Stafford Loans
  - 3) Perkins Loans
  - 4) Direct PLUS
  - 5) Pell Grant
  - 6) FSEOG
  - 7) Other Title IV programs
- In the event of unearned grant funds, the student must repay or make satisfactory repayment arrangements within 45 days or lose Title IV eligibility and may be referred to the Department of Education for collection.

## TIME CLOCK

- Students will receive a username/number and password on orientation day. Students will use these to clock in and out on the computer during their enrollment.
- Students must use the computer to clock in and out when entering or leaving the school. The only exceptions to this are when moving vehicles, or scheduled break time. However, the student must inform their instructor when they are moving their vehicle or going outside for a scheduled break.
- Students may **NOT** clock in and out for each other.
- If a student forgets to clock in or out, they must record it on the computer clock in/out sheet. The director will then enter the student's time in the computer. If a student fails to do so they will be given a warning, after a warning the student will not receive appropriate hours, due to failure to follow procedure.
- Student hours will be printed each week.
- Be careful when clocking in and out that you are entering the correct numbers and receiving the green check mark for in and the red check mark for out.

## PERSONAL ITEMS/LOCKERS

- The school provides lockers, located in the break room.
- Students must bring their own lock and submit a key or combination to the instructor to be kept in student file.
- The school is not responsible for student's personal items.

## STUDENT KIT

- Each student receives a freshman hair kit, freshman skin/nail kit, senior kit, smock and textbooks.
- Each student is responsible for his/her own kit items.
- Lost items must be replaced by the student.
- All items in the student kit should be marked with personal identification.
- The school is not responsible for the student's equipment or kit items.
- Any additional items the student wishes to purchase must be done through financial aid office and director.

## **PARKING**

- Parking is an issue in the downtown area.
- There is a two-hour time limit when parking on the street in downtown Cheyenne.
- Freshman students schedule will allow time for moving vehicles.
- Senior students are also permitted to move vehicles and the floor instructor will help facilitate that process.
- The city does offer free parking in the Cox parking structure located on O'Neil Ave.
- There is a free city shuttle from structure to downtown area.
- The school has also negotiated a special rate for students in the city parking structure located at Carey Ave. and 17<sup>th</sup> St.
- The school will share in the cost of a parking pass in this structure.

## **PRACTICAL SHEETS**

- Each student is issued practical lab sheets in freshman class and for clinic work. These sheets are the responsibility of the student.
- The sheets are designed to ensure students are receiving the minimum practical experiences in each area of study as mandated by the state board of cosmetology.
- Students receive credit for work done by having practical projects checked by an instructor, the instructor that checked the project will then initial the student's practical sheet.
- If the work is not satisfactory the instructor may require adjustments to be made or a complete redo before credit is given.
- Practical sheets must be turned in when completed and will then be recorded on student's grade sheet and returned.
- Student should turn in one practical sheet every week or every 30 hours to stay on track for course completion.

## **GENERAL SCHOOL RULES**

These rules apply to all students. The school reserves the right to be the sole judge of any such conduct that may be detrimental to the school or it's students. Repeated or gross breaches of this standard shall be grounds for dismissal. Student can only be readmitted at the discretion of the director.

- Promptness – School begins and ends promptly. If you are not prepared (in attendance, uniform, books, and supplies) at the start of class, you may not be allowed to attend school. Excessive tardiness and absences will not be tolerated.
- Electronic devices – Any and electronic devices on campus must not interfere with school processes. Cell phones may NOT be used on the clinic floor or in classrooms unless permission from an instructor is given for educational purposes. You may not audibly record or photograph (still or motion) campus activities without permission.
- Use, distribution or sale of controlled substances, alcoholic beverages, prescribed or non-prescribed drugs during school hours which includes breaks and lunch breaks will lead to termination.
- No weapons of any kind are permitted in the school.
- Insubordination/Harassment – If you refuse to be engaged in your education, refuse to perform duties including clinic assignments, disrupt the educational environment, use profanity, threaten, engage in verbal or physical abuse, willful neglect or destruction of property you will, most probably, be immediately terminated with no opportunity for re-enrollment.
- Malicious Intent – If you engage in any online forum by verbal or written language that is believed to be malicious, defamatory or slander, about fellow students, clients, our employees, or the school you will be immediately terminated.

- Payments – You may be required to execute documents, provide additional documentation, or to, in some way, provide means to pay for your cost of attending school. Failure to do in a timely manner may lead to your termination.
- Illness – If you may be contagious, you are at risk and should not attend school. For the safety of our students, employees and clients, we reserve the right to request a doctor's release to return to school if you are believed to be at risk to the health of your classmates and employees.
- Food is not permitted in any of the clinic service areas. Food is only permitted in the classrooms during lunch time. All drinks must have a lid.
- Smoking, vaping or chewing is allowed in the designated areas only, which is the back alley 25 feet from the door or in your vehicle. Smoking is not permitted directly in front of the building.
- Any student engaged in any activity thought to be unlawful will be immediately reported to proper authorities and may be terminated for the same.
- Conduct which negatively affects the educational environment of students will not be tolerated.
- Safety precautions and sanitation practices are required at all times. Students are responsible for cleaning up after themselves, keeping their area and tools clean, and sanitation duties to keep the environment clean.

### **ATTENDANCE /TARDY POLICY**

- 1) Students that will be tardy or absent must call and speak to an instructor or leave a voicemail before 9:00 a.m. or 1:30 p.m.
- 2) Tardy students must state specific time they will be arriving, not arriving by the stated time will result in the student being sent home for the day.
- 3) Students that do not call before 9:00 a.m. or 1:30 p.m. will be suspended for 2 days.
- 4) Students that no show, no call, will be suspended for a minimum of 1 week.
- 5) Students are not permitted to suspend themselves!
- 6) Students are only permitted 1 tardy per week.
- 7) Junior/Senior students with poor attendance will result in removal of clinic privileges, and any other disciplinary action assigned by the instructor.

### **DRESS CODE**

You are entering a working salon area for your training. Good grooming and hygiene are essential. As a student, your hair, dress and make-up should be business professional and completed before you arrive at school.

This is the beauty industry, it is about image, beauty and wellness, and it is important to enhance our own personal beauty.

In order to gain a client's confidence, it is imperative that you present them with your best image. Clients will form a lasting impression of you based on your first interaction.

Remember, "You don't get a second chance to make a good first impression."

### **Personal Grooming**

- Clean hygiene, including bathing, deodorant, freshly laundered clothes and oral hygiene are essential.
- Excessive body odors or smoke odors are NOT ACCEPTABLE in either the school classroom or the professional environment. If a student smokes during a designated break they must wash their hands and refresh their hair and clothing to dissipate smoke and odors that may be offensive to others.
- Students' hair should be dry and styled when arriving at school.
- Facial make up is encouraged.
- Facial hair should be neatly groomed.
- All jewelry worn is to be in good taste and should be minimal.
- Negative or derogatory tattoos are not allowed to show and must be covered.

## Clothing

- Clothing and smock must be clean (without stains) and wrinkle free.
- Students are required to wear full length (ankle length), solid black pants.
  - Solid black leggings are acceptable but must not be see-through.
  - Solid black jeans are acceptable but must not be faded.
  - Jeans may have “fashionable” holes, but no skin showing.
- Students must wear solid black or solid white shirts, must have sleeves when worn with aprons.
- Footwear may be any color, professional in appearance and in good repair. Professional open toe shoes may be worn.
- Cardigan type sweaters, shirts or cover ups may be worn over solid black/white shirts and may be any color.
- Hats, headbands or scarves may be worn but must be in good taste, no inappropriate writing or designs will be permitted.

### PROHIBITED CLOTHING AND FOOTWEAR:

- No clothing that is too tight or too baggy (oversized pants) exposing inappropriate areas.
- No sweatpants, jogging pants or workout tops.
- No pants that are too long or have ragged bottoms.
- No capri length pants.
- No shirts that expose midriff or cleavage or that are a see-through material exposing private areas of the body.
- No clothing with words, designs, patterns or advertisement of any kind.
- No pull over hoodies, zip up hoodies.
- No skirts and or dresses.
- No flip flops, slippers or slipper like shoes.

### Students arriving to school not in compliance with the dress code will not be permitted to clock in until they do so:

- Clock out and comply with dress code standard here at school
- Clock out and go home. Students wishing to comply with dress code may return

### EMERGENCY EVACUATION PLAN

- 1) There are two exits in the building, the front door is located at the north end of the building and exits to 18<sup>th</sup> street. The second exit is located at the south end of the building and exits into the ally. Please refer to diagram at end of this handbook.
- 2) In the event of evacuation please proceed to the nearest exit available. Students performing services, please escort your client with you to the nearest exit.
- 3) Students, clients and staff are to meet in the parking lot across the street on 18<sup>th</sup> street.
- 4) Students and clients must stay in this area in order that staff may take attendance.
- 5) No one may enter the building until the staff gives approval.
- 6) No smoking in the event of an evacuation, this is NOT a break.
- 7) No one leaves the site until dismissed.
- 8) Listed below are the procedures to be followed in an emergency:
  - a. **Fire** - staff and students are to call “911” and evacuate premises
  - b. **Medical** - staff and students are to call “911” for assistance
  - c. **Criminal** - staff and students are to call “911” when safe to do so
  - d. **Tornado or earthquake** - staff and students should remain in the building and go to secure areas.

**FIRE EXTINGUISHERS**

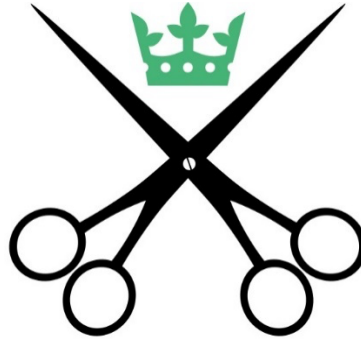
Fire extinguishers are located throughout the building and clearly marked.

To operate fire extinguisher if necessary, do the following:

- 1) Pull the pin
- 2) Aim the nozzle at bottom of the fire
- 3) Squeeze the handle
- 4) Sweep from side to side at base of fire

**FIRST AID**

- First aid supplies are located in the dispensary.



CHEEKS BEAUTY ACADEMY  
*Est. 1984*

ANNUAL SECURITY REPORT



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# Cheeks Beauty Academy

## Annual Security Report

Security Reporting for 2018, 2019 & 2020

### I. Introduction

This report is provided in compliance with federal law pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as amended. It provides students and employees of Cheeks Beauty Academy with information on security arrangements, policies and procedures; programs that provide education on such things as drug and alcohol abuse, awareness of various kinds of sex offenses, and the prevention of crime generally; and procedures to notify the students in the event of an emergency. The purpose of this report is to provide students and staff with information that will help them make informed decisions relating to their own safety and the safety of others. This report includes policies, procedures, and information prepared in cooperation with local law enforcement agencies. The campuses are located at 207 West 18<sup>th</sup> Street, Cheyenne, WY and 5010 Granite Street, Loveland, CO. As required by the Clery Act this report includes crime statistics related to each campus for the following years: 2018, 2019 and 2020. The Academy does not have residence halls or any kind of dormitory facilities.

### II. Preparation of the Annual Security Report

This Annual report is prepared by Robert M. Stevenson Financial Aid Administrator, in cooperation with local law enforcement authorities and includes information provided by them as well as by the campus staff. Each year an e-mail notification and posting to student information board is provided to all enrolled students that provides the web site (cheeksusa.com) to access this report. Staff will receive notification at the monthly staff meetings. Hard copies of the report may also be obtained at no cost at the admission office at both campuses.

### III. Campus Security Authorities and Campuses Personnel

Cheeks Beauty Academy does not maintain a separate police department. We work closely with the local law enforcement agencies and police departments that have jurisdiction over the campuses.

Contact information for local law enforcement:

**Cheyenne Campus:**

Cheyenne Police Department  
2020 Capitol Ave  
Cheyenne, WY 82001  
307.637.6500

**Loveland Campus:**

Loveland Police Department  
810 E 10th Street  
Loveland, CO 80537  
970.962.2052

Campus security authorities are:

**Cheyenne Campus:**

Robert Stevenson  
Financial Aid Administrator  
207 West 18<sup>th</sup> Street  
Cheyenne, WY 82001  
307.637.8700  
[rob@cheeksbeautyacademy.com](mailto:rob@cheeksbeautyacademy.com)

**Loveland Campus:**

Lisa Duffy  
Campus Director  
5010 Granite Street  
Loveland, CO 80538  
970.667.4122  
[cheeksloveland@gmail.com](mailto:cheeksloveland@gmail.com)

#### **IV. Policies on Reporting a Crime or Emergency**

##### **To report a crime:**

For non-emergencies contact the appropriate campus security authority identified above or dial 911 (emergencies only). If you are the victim of a crime and do not want to pursue action within the Academy's structure or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus authority can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the Academy can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime regarding a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. The Academy encourages accurate and prompt reporting of all crimes to the Campus authority's office or to local law enforcement authorities where the crime occurred.

##### **Report a Hazard:**

Students are encouraged to report hazardous conditions or safety concerns to the Campus authority.

#### **V. Emergency Response and Evacuation Procedures**

Upon confirmation of a significant emergency or dangerous situation involving an imminent threat to the health or safety of the campus community, the following communication resources and procedures will be activated: The Campus authority will confirm the magnitude and scope of the emergency, and/or evacuation procedures will be determined. Upon confirming that an event warrants immediate notification of the campus community, the staff will inform the campus on the best course of action to maintain their safety. Evacuation and/or shelter-in-place directions will be given. Should the incident and/or threat impact the larger community, the local law enforcement agencies or state agency will determine whether residents should be alerted. Local law enforcement agencies are primarily responsible for confirming that there is a significant emergency or threat on campus which could cause harm to the campus community. The campus authority or staff members, depending on the circumstances, also may be able to confirm certain types of emergencies. The campus authority or staff members in collaboration or individually or with other appropriate personnel, will determine who should be notified and will, without delay, and considering the safety of the community, determine the content of the notification and initiate notifying the campus, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. When appropriate or required, the content of the notification will be determined in consultation with local authorities. Also, as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location. Campus authority or staff members will direct the issuance of emergency notifications, which will be accomplished using all means available, which include:

- Campus authority or staff members will visit all classrooms to provide emergency notification.
- Campus authority or staff members will post a copy of the emergency notification in each classroom, the student areas, and all entrances to the building.
- The emergency notification will be posted on the Cheeksusa.com web site.

All Cheeks Beauty Academy Campuses will test its emergency response and evacuation procedures at least once a year. The Campus authority will maintain a record of these tests and training exercises, including a description of them, the dates and times they were held and an indication of whether they were announced or unannounced. In connection with at least one such test, the Academy will distribute to its students and employee's information to remind them of the emergency response and evacuation procedures. Emergency response and evacuation procedures are part of all new student's orientation package.

## VI. Timely Warnings

### Reporting and notification:

Anyone with information warranting a timely warning should immediately report to Campus authority or staff member. Shortly after the incident is reported a decision regarding the issuance of a Timely Warning will be made on a case-by-case basis considering all the facts of the situation. The timing of the notification shall be based on the seriousness of the crime in relation to possible risk of compromising law enforcement efforts and the continuing threat to the students, employees, and guests of Cheeks Beauty Academy. Information included in the warnings may include, but are not limited to, the following information:

- Type of crime
- Location
- Date and time occurred
- Any suspect information

### Procedure:

The following methods may be used to disseminate information to the campus community about crimes that represent a continuing threat to students and employees:

- Email—issued campus-wide
- Flyers—posted in visible areas, such as entry doorways.
- The Warning will be posted on the Cheekusa.com web site

## VII. Building Security and Access Policy

Cheeks Beauty Academy does not have any campus residences or dormitories at the Cheyenne or Loveland locations. Cheeks Beauty Academy does not maintain any off-campus locations of student organizations. During regular business hours, the school will be open to students, staff and clients. All visitors and clients must check in at the front desk. During non-business hours, the building will be under lock and key, only staff will be permitted in the building and the doors will remain locked. Students and the public will not be permitted in the building during non-business hours.

## VII. Security Awareness and Prevention of Criminal Activity

Cheeks Beauty Academy is committed to providing a safe and secure environment for all students, visitors, and staff. The Academy seeks to improve the security of its campuses and the members of its campus communities by periodically presenting educational programs to inform students and staff about campus security procedures and practices, to encourage students and staff to be responsible for their own security and the security of others and to inform them about the prevention of crimes. The Academy regularly schedules guest speakers and offers classes on personal safety and self-defense.

## IX. Drug and Alcohol Policy

Cheeks Beauty Academy campuses are part of the **Drug-Free Schools and Communities Act**, which requires the implementation of a program to prevent the use and abuse of alcohol and illegal drugs by students, faculty, and staff. It is the policy of the Academy to prohibit the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcoholic beverage during school time or on school premises. The Academy has a strict policy that all employees and students completely abstain, on campus, from the possession, use, or distribution of any alcohol or illegal drug and also abstain from the use, possession or distribution of any controlled legal substance without specific medical authorization.

Staff or students known to be possessing, using, or distributing illegal drugs or alcohol on campus are subject to disciplinary action and, if appropriate, to legal sanctions pursuant too local, state, and federal law.

Educational programs and information regarding Crime Prevention and Drug and Alcohol Abuse and Sexual Assault Prevention are available to all students and staff through various local professional organizations and support groups. Additional information is attached to this Security Report distributed to all students and employees annually.

## **X. Policy Related to Sex-Related Offenses**

Cheeks Beauty Academy prohibits discrimination based on sex in its educational programs including sexual harassment and acts of domestic violence, dating violence, sexual violence, and stalking. The Academy also prohibits any retaliation, intimidation, threats, coercion, or any other discrimination against any individuals exercising their rights or responsibilities pursuant to this policy. If you are a victim of a sexual assault, your priority should be to get to a place of safety. You should then obtain necessary medical treatment. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Campus authority or staff member.

### **Filing a report will:**

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim.
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam).
- assure the victim has access to free confidential counseling from counselors specifically trained in sexual assault crisis intervention.

The Academy strongly advocates that a victim of sexual assault reports the incident in a timely manner to the local police. Time is a critical factor for evidence collection and preservation. The campus personnel will assist the victim in contacting the local police, although the victim also has the option to decline to make such notification.

Once a complaint of sexual violence (including sexual assault), domestic violence, dating violence, or stalking is made, the complainant has several options such as, but not limited to:

- contacting parents or a relative
- seeking legal advice
- seeking personal counseling (always recommended)
- pursuing legal action against the perpetrator
- pursuing disciplinary action
- requesting that no further action be taken

Cheeks Beauty Academy will provide written notification to victims about options for, and available assistance in, changing academic, transportation, and working situations. If victims request these accommodations and they are reasonably available they will be provided, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

### **Victim services**

Victims will be provided written notification about off-campus counseling, health, mental health, victim advocacy, legal assistance, and other services available to them local community. Those services include:

## **Cheyenne, WY:**

- Wyoming Safe House Confidential 24-hour crisis line: 307.637.7233
- SAFE Project 24hr Crisis Line: 307.742.3556
- Office Line: 307.742.7273
- Teen Line (Texting Crisis Hotline): 307.460.0811
- Sexual Assault Hotline: 307.777.6086

## **Loveland, CO**

- RAINN - Rape, Abuse & Incest National Network  
1.800. 656.HOPE  
[www.rainn.org](http://www.rainn.org)
- Domestic Violence/Sexual Assault Alternatives to Violence  
313 E 4th St  
Loveland, CO 80537  
970.669.5150

## **Campus Disciplinary Actions**

A victim of a sexual offense by a student or staff member may choose to report the alleged perpetrator to the Campus authority.

### **The Accuser will be:**

- treated with consideration and understanding.
- encouraged to report the incident to appropriate local law enforcement authorities, and to seek appropriate legal redress.
- informed of the option to be assisted by campus authorities in notifying law enforcement authorities.
- given a list of off-campus sex offense victim services (medical, legal, ecclesiastical, educational, and mental health), and encouraged to utilize these resources.
- informed of reasonable options and assistance in changing academic arrangements.
- informed that he/she must identify the accused and provide sufficient details of the event in writing for the Academy to investigate and, if justified, sanction the accused.
- informed that a person of his/her choice may accompany them, for the purpose of providing support, to any resulting campus disciplinary proceeding.
- informed that he/she will be promptly informed as to the outcome of the disciplinary proceeding.
- informed that the Academy will act responsibly to respect his/her privacy.
- informed that the Academy will initiate reasonable measures to assist in his/her safety.

### **The Accused**

- informed of the nature of the allegations and asked to participate in an investigative interview.
- treated with consideration.
- allowed to respond in writing as to the allegation.
- cautioned to have no contact with the accuser during this process.
- informed that he/she will be promptly informed as to the outcome of the disciplinary proceeding

A timely determination will be made as to an appropriate sanction based upon all information gathered during the investigation.

The range of appropriate sanctions may vary according to the facts. If the administrative personnel determine that it is more probable than not that the sex offense as alleged by the accuser did take place, appropriate sanctions will be imposed.

If the accuser or accused elect to appeal the decision and/or sanction, the matter will then be heard by the Campus Authority. If it is not feasible for the Academy to come to a decision with respect to the allegation and the accuser pursues legal redress through the criminal or civil courts, the determination may be deferred pending the outcome of the legal process.

Depending upon the court action, the Academy may impose an appropriate sanction retroactive to the date of the sexual offense. Sanctions include, but are not limited to, no-contact order, suspension, probation, or termination from the program. The Academy will act responsibly to protect the welfare and privacy of the accused with respect to the disciplinary process.

### **Restraining Orders**

Any student or staff member who has a restraining order, order of protection, no contact order or any other such order issued by a court against another individual (whether that individual is also a student or staff member) is encouraged to notify a campus administrator of the threat and to provide a copy of the restraining order so that it can be enforced, if necessary.

Sex offense prevention sessions are presented to all new students in orientation. Additional information is attached to this Security Report distributed to all students and employees annually.

### **XI. Sex Offender Registration Program**

In accordance with the federal Campus Sex Crimes Prevention Act (CSCPA), notice must be given of registered sex offenders to institutions of higher education if the offender is employed, carries on a vocation, or is a student at the institution. Information regarding registered sex offenders residing within a specific geographic location can be accessed via:

- **Wyoming:** <http://wysors.dci.wyo.gov/sor/search.htm>
- **Colorado:** <http://www.city-data.com/so/Colorado.html>

### **XII. Crime Definitions**

The definitions of these offenses follow FBI guidelines and are as follows:

- **Murder and non-negligent manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Negligent manslaughter:** The killing of another person through gross negligence.
- **Sex offenses--forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
- **Sex offenses—non-forcible:** unlawful, non-forcible sexual intercourse (i.e., incest or statutory rape).
- **Rape:** Penetration, no matter how slight, of the vagina or anus with a body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent
- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

- **Incest:** The non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Robbery:** The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury, usually accompanied by the use of a weapon or by a means likely to produce death or great bodily harm.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft.
- **Motor vehicle theft:** The theft or attempted theft of a motor vehicle.
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Domestic violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Dating violence:**  
Violence committed by a person:
  - a) who is or has been in a social relationship of a romantic or intimate nature with the victim.
  - b) where the existence of such a relationship shall be determined based on consideration of the following factors:
    - the length of the relationship
    - the type of relationship
    - the frequency of interaction between the persons involved in the relationship.
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - a) fear for his or her safety or the safety of others.
  - b) suffer substantial emotional distress.
- **Hate Crimes:** Any of the aforementioned offenses, and any other crime involving bodily injury, larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property that manifests evidence that the victim was intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.
- **Illegal Weapons Possession:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Included in this classification are the manufacture, sale, or possession of deadly weapons; carrying deadly weapons—concealed or openly; the manufacture, sale, etc. of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.



- **Drug Law Violations:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance; and arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
- **Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages—not including driving under the influence and public drunkenness. Included in this classification is: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession, using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.

### XIII. Crime Statistics

The Clery Act requires institutions of higher education to disclose crime statistics covering the previous three years. Cheeks International does not have any non-campus facilities.

	Cheyenne Campus & Public Property			Loveland Campus & Public Property		
	2018	2019	2020	2018	2019	2020
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offences	0	0	0	0	0	0
Non-Forcible Sex Offences	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Weapon Law Arrest	0	0	0	0	0	0
Weapon Law Disciplinary Action	0	0	0	0	0	0
Drug Law Arrest	0	0	0	0	0	0
Drug Law Disciplinary Action	0	0	0	0	0	0
Liquor Law Arrest	0	0	0	0	0	0
Liquor Law Disciplinary Action	0	0	0	0	0	0
VAWA Offenses: Domestic Violence	0	0	0	0	0	0
VAWA Offenses: Dating Violence	0	0	0	0	0	0
VAWA Offenses: Stalking	0	0	0	0	0	0
Unfounded Crimes	0	0	0	0	0	0

# Appendix

- **Health Risks of Alcohol Consumption**
- **Sex Offense Prevention Assistance**
- **Other Crimes & Situations**
- **Risks Associated with Substance Abuse**
- **Emergency Response Plan**

## Health Risks of Alcohol Consumption

The consumption of alcohol may cause a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms—including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than other youngsters of becoming alcoholics. For more information, visit this link:

<http://alcoholism.about.com/od/effect/u/Risks.htm>

## Sex Offense Prevention Assistance

The Academy's policies and procedures require all staff members to respect the personal rights of others and to obey the law. Any violation of another individual's right to be free from forcible and non-forcible sex offenses constitutes a serious violation of the policy which may result in termination of employment, suspension, or dismissal from the Academy. All the following sex offenses are also serious crimes and punishable by imprisonment:

- **Forcible Sex Offenses:** Offenses against another person forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. These offenses include:
  - **Sexual Assault:** Unwanted sexual acts directed against another person.
  - **Rape:** The carnal knowledge (sexual intercourse) of a person against her or his will.
  - **Forcible Sodomy:** Unwanted oral or anal sexual intercourse with another person.
  - **Sexual Assault with an Object:** Use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person.
  - **Forcible Fondling:** Unwanted touching of the private body parts of another person for the purpose of sexual gratification.
- *Frequently, victims and their attackers know each other. Be aware that acquaintance rape is a serious crime. Rape of any kind is a crime of violence and is never the victim's fault. The lack of verbal or physical resistance because of force, or threat of force, or intimidation, does not represent consent.*

- **Non-Forcible Sex Offenses:** Unlawful, non-forcible sexual intercourse. These offenses include:
  - **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.
  - **Other Non-Contact Sex-Related Offenses:** The College strives to prevent other non-contact sex-related offenses including exhibitionism, voyeurism, stalking and obscene or harassing phone calls, text messages, emails, etc. The College enforces all applicable state and federal laws concerning sex offenses.
  - **Sexual Harassment in The Workplace or in Academics:** For information concerning the reporting of sexual harassment in the workplace or in academics, see the Employee Manual or Student Catalog.
  - **Sex Offense Education:** The Academy will provide information and programs to educate individuals about ways and means to avoid victimization and to inform victims of their rights and responsibilities. These programs also educate potential perpetrators of the consequences of their actions.

**If You Are a Victim of Sexual Assault:**

Incidents of on-campus assault should be reported to the Campus Authority. Off-campus incidents should also be reported to appropriate local law enforcement officials. If the victim desires, campus personnel will assist them in notifying the appropriate law enforcement authorities. Prompt reporting facilitates the victim receiving medical assistance, counseling, and other support services, and allows for the collection and preservation of crucial evidence. If you are assaulted, it is recommended that you:

- Escape and go to a safe place as soon as possible.
- Preserve all physical evidence. Do not bathe, douche, brush teeth, wash hands or change clothing.
- Notify the police as soon as possible.
- Ask the police to assist you in getting medical attention.
- Find someone you trust to be with you.
- Use the campus and community resources listed in this publication to aid you in your recovery.

**What a Victim of Sexual Assault Can Expect from the Academy:**

The Academy will fully comply with *The Student Right-To-Know and Campus Security Act of 1990*, which specifies that campus authorities must:

- Treat victims with respect.
- Help victims understand their rights and legal options, and fully cooperate with them in exercising those rights, which include:
  - having sexual assaults investigated by civil and criminal authorities.
  - being free from pressure to not report sexual assault crimes or report them as lesser offenses.
  - having the same rights as the accused of representation and having the opportunity to have others present during a campus disciplinary proceeding.
  - cooperation in obtaining medical evidence
  - being informed of any federal or state rights to test sexual assault suspects for communicable diseases.
  - having access to campus mental health and victim support services.

### **What a Victim of Sexual Assault Can Expect from Campus Personnel:**

The Academy's primary objective is to provide victims of sexual assault with immediate professional and compassionate attention, and information and assistance to make interaction with the criminal justice system easier. All sexual assault cases are aggressively and professionally investigated. Immediately upon the Academy receiving a sexual assault complaint, a police officer will respond to the victim's location and will:

- Attend to any medical emergency needs of the victim.
- Call in additional investigative resources as necessary.
- Obtain medical and counseling services for the victim.
- Instruct forensic medical personnel to collect and preserve evidence found on the victim.
- Inform the victim of other available campus and community resources.
- Secure the crime scene and collect evidence.
- Identify possible witnesses and suspects.
- If appropriate, help locate a "Safe House" for the victim for the first 24 hours following the assault.
- Complete a comprehensive police report to the local law enforcement agency.

### **Other Sex Offenses:**

Sex offenses are not limited to rape and sexual assault. Other behaviors may be violations of the Academy policy or criminal law. Exhibitionists, voyeurs (peeping toms), and persons who make obscene or harassing phone calls, text messages, emails, etc. are in violation of the law. Although a physical attack may not have been carried out, don't take chances. Promptly report all incidents to the police.

- **Exhibitionism:** The act or practice of exposing one's genitalia to another for the purpose of obtaining sexual gratification or stimulation or to

shock or be offensive to another.

- **Voyeurism:** The act or practice of obtaining sexual gratification or stimulation by visual means—an example would be a window peeper.

### **What to Do:**

Stay calm and exhibit no reaction.

- Note the time and location of the occurrence.
- Note physical characteristics of the offender.
- Note direction of travel.
- Get a description of the vehicle (make, model, color, and license plate number).
- Get the names and phone numbers of other witnesses.
- Lock all doors and windows.
- Always contact administrative personnel or the local police where the crime occurred.

### **Harassing and Obscene Phone Calls, Text Messages, Emails, etc.:**

Harassing and obscene electronic communications are generally intended to shock or intimidate the victim or to sexually gratify the perpetrator. Use these forms of communication on your terms—not on the terms of a perpetrator.

### **What to Do:**

- Do not give out your name or address.
- Do not give out any type of contact information.
- Note the phone number displayed on your caller ID.
- Save the text or email message.
- State "Do not call this number again," and quietly hang up once a caller makes obscene remarks or does not respond to your "hello."

- Keep a call log noting the date, time, content, voice characteristics, background noises, etc.
- Be wary of callers conducting surveys.
- Never give personal information (e.g., credit card or social security numbers, etc.).
- Always contact campus personnel and the local police where the crime occurred

### Other Crimes & Situations

**Active Shooter:** To survive an active shooter incident, one must develop a **survival mindset** and a **course of action**. A survival mindset is a protective shield comprised of three components:

- **Awareness**
- **Preparation**
- **Rehearsal**

A course of action may involve any or all the following:

- **Figure out** the situation.
- **Get out** to a safer area if you can.
- **Call out** to the police.
- **Hide out** if you are unable to get out.
- **Keep out** the shooter by blocking doorways, etc.
- **Spread out** (do not huddle together) and quietly develop a plan of action.
- **Take out** the shooter. Assume the shooter's intentions are lethal and be prepared to do whatever it takes (survival mindset) to neutralize the threat.

**Assault:** To avoid circumstances that may make you vulnerable to assault:

- Never jog alone at night.
- Avoid dense shrubbery where an assailant could hide.
- Know the locations of emergency telephones.

- Stick to well-lit paths and walkways at night.
- Carry a cell phone and whistle to summon help.
- Let friends or family know where you are going and when you will return.
- Stay in groups.
- Keep windows and doors locked.

### Pornography and Indecent Material:

Involvement with pornographic, erotic, obscene, indecent, or other offensive materials, expressions or conduct which, in the sole discretion and judgment of the Academy, is a serious offense. Such offenses may result in sanctions including, in appropriate cases, termination from employment, immediate suspension or dismissal, as well as prosecution pursuant to state and federal law. The Academy believes that an educational environment which is consistent with the principles of respecting individual dignity will assist in discouraging the advent of sexual offenses on campus and within the community.

**Theft:** As with crimes against persons, the best defense against theft is vigilance. The following suggestions may assist you in protecting your personal property:

- In a public setting, never leave personal belongings unattended even for a minute.
- Do not keep large amounts of money on your person.
- Don't lend your keys, credit cards, or ID card to anyone.
- Don't attach ID to your keys.
- Engrave ID numbers on personal property (*Do not use your Social Security number*).
- Keep records of your property, including description, make, model, and serial number.
- Always lock your car and remove valuables or place them in the trunk of your car.

### **Risks Associated with Substance Abuse**

Substance abuse may result in a wide spectrum of extremely serious health and behavioral problems. Substance abuse results in both short- and long-term effects upon the body and mind. There are specific health risks related to impairment and addiction. Alcohol and drugs are toxic to the body's systems. In addition to the problem of toxicity, contaminate poisonings often occur with illegal drug use. HIV infection associated with intravenous use is a prevalent hazard.

Acute health problems may include heart attack, stroke, and sudden death, which, in the case of some drugs, such as cocaine, can occur after first-time use. Long-lasting health effects of drugs and alcohol may include disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, destruction of brain cells, permanent memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.

### **Federal Penalties for Possession of Illegal Drugs**

#### **21 U.S.C. 844(a)**

1st Conviction: May be sentenced to a term of imprisonment of not more than 1 year, and shall be fined a minimum of \$1,000, or both. After 1 prior drug conviction: Shall be sentenced to a term of imprisonment of not less than 15 days but not more than 2 years and shall be fined a minimum of \$2,500. After 2 or more prior drug convictions: Shall be sentenced to a term of imprisonment of not less than 90 days but not more than 3 years and shall be fined a minimum of \$5,000. Special sentencing provisions for possession of crack cocaine: Shall be imprisoned not less than 5 years and not more than 20 years, and fined a minimum of \$1,000 if:

- a) 1st conviction and the amount of crack possessed exceeds 5 grams; or

- b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams; or
- c) 3rd or subsequent conviction and the amount of crack possessed exceeds 1 gram.

#### **21 U.S.C. 853(a)(2) and 881(a)(7)**

Forfeiture of personal and real property used (or intended to be used) to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack).

#### **21 U.S.C. 881(a)(4)**

Forfeiture of vehicles, boats, aircraft, or any other conveyance used (or intended to be used) to transport or conceal a controlled substance.

#### **21 U.S.C. 844a, 28 C.F.R. § 76.3(a)**

Civil fine of up to \$11,000.

#### **21 U.S.C. 862(b)**

The court may deny federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

#### **18 U.S.C. 922(g)**

Ineligible to receive, possess, or purchase a firearm.

#### **21 U.S.C. 862**

Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies. For More Information about health risks, visit this link:

<http://easyread.drugabuse.gov/index.php>

- Drug abuse hotline 855-290-3857

### **Emergency Response Plan**

The Academy recognizes that having a comprehensive safety and security plan in place allows students and staff to respond more quickly and effectively to incidents that may occur.

### **Fire Plan or Plan for Emergencies Requiring an Evacuation of the Building**

- Drills are conducted at least once per year and involve all occupants—everyone should leave the building when the fire alarm sounds.
- Emphasis is placed on a safe, orderly evacuation rather than speed.
- Occupants should close (BUT NOT LOCK) doors as they leave their classroom/office and staff should direct students and clients to the appropriate exit.
- All building occupants should congregate in the parking lot across the street.
- Staff should check to make sure that everyone has evacuated the building and conduct a “head count” at the congregation area to assure that everyone has left the building.
- Re-entry of the building is contingent upon permission by a representative of the school administration or the Fire Department.
- Involve and train all staff members about the Fire Plan or Plan for Evacuation of the Building.

### **Bomb Threats**

The person receiving the bomb threat call should engage the caller in a conversation to get as much information as possible:

- Ask what time the bomb is set to go off.
- Ask questions regarding the specific location, building, room, closet, locker, hallway, etc.
- Ask about the appearance of the bomb package.

- Listen for background noise, e.g., jukebox, radio, other people, traffic sounds, etc.
- Note whether the caller was calm or hysterical.
- Note whether the caller’s voice was young or old.
- Notify the director or the administrator in charge.
- The director or the administrator in charge will call the police and declare an emergency and may initiate the Evacuation of the Building Procedure.
- Students and staff are to remain outside of the building while police conduct the bomb search.
- Any student or employee who believes a box or other type of container to be suspicious should not touch the item and should immediately report it to the Campus Director or the administrator in charge.
- The area where the suspect device is located will be cleared by at least 200 feet.

### **Tornado Safety**

- Evacuate classrooms to an adjacent hallway, if possible. If not possible, move students away from doors and windows and into the auditorium.
- Initiate the duck, cover, and hold procedure after evacuating the classroom.
- Students will be trained in the duck, cover and hold procedure during orientation as follows, if indoors:
  - DUCK – drop to the floor.
  - COVER – in a bent, crouched-over position, bury the face in the crook of the elbow, and place the other hand over the back of the neck.
  - HOLD – stay in the cover position.

## Winter Storm

- The administration should monitor winter weather on a continual basis. In the event of threatening weather, the administration should monitor the internet, and/or commercial radio or television for local weather updates and predictions.
- Students will learn during orientation under what conditions the school would close for inclement weather and where they can become informed of a closure.

## Flooding

- **School Building:** In the event of the flooding of a school building, the Evacuation Procedure will be followed and an alternative site for conducting the school operation will be established as soon as practicable by the administration.

## Earthquakes

- Identify and assign individual responsibilities for staff following an earthquake (including accounting for and evacuation of students, injury control, and damage assessment)
- Involve and train all staff members about the earthquake safety plan, including location and procedures for turning off utilities and gas.

## Protection of Students and Staff from Acts of Others

**Assaults:** The person observing an assault should follow the following procedures:

- Report the incident to the director or administrator in charge in the most expeditious manner (messenger, cell phone, etc.)
- Defuse the situation and seek to protect others but avoid risk of physical injury to anyone.
- Deal with immediate medical emergencies by offering first aid or summoning police as appropriate.

- Do not leave assailants or victims by themselves.
- Determine if it is appropriate to maintain custody of participants.
- Take the names of all parties, including bystanders or witnesses.
- Report all assaults to the police.
- Involve and train all staff members about the protection of students and staff from acts of others.

**Trespassers** – A trespasser is any person found on school premises who will not register as a visitor. All visitors should register at the front desk in the lobby.

- Greet the trespasser in a polite and non-threatening manner.
- Identify yourself as a school official.
- Inquire as to the purpose of his/her presence. If the person has a legitimate reason for being on campus, have them report to and register at the front desk in the lobby.
- Inform the trespasser of the visiting policy.
- If the trespasser gives no indication of voluntarily reporting to the office, notify law enforcement by calling 911.
- Observe the person's size, weight, clothing, age, and location to relay to the emergency operator.
- **DO NOT GET INTO AN ARGUMENT OR ATTEMPT TO CHALLENGE THE TRESPASSER.**
- Involve and train all staff members about the appropriate procedure for protecting students and staff from the possible threat of a trespasser.



## Medical Emergencies

- If a medical emergency occurs, contact the director or to the administrator in charge.
- Do not leave the injured or sick person until the administrator in charge arrives.
- The administrator in charge will determine if medical emergency personnel need to be summoned.
- No staff member is to distribute any medication.
- Involve and train all staff members about the appropriate procedure to follow in the event of a medical emergency.

## Safety and Emergency Equipment and Supplies

- **Fire Extinguishers:** All emergency equipment is to be kept in functioning order and checked on an annual basis.
- **First Aid Supplies:** The Campus Director's office will order and maintain an up-to-date inventory of the first aid supplies and kits. Notice of the location of such first aid kits will be posted.