

TENAJ

SALON INSTITUTE®



SEPTEMBER 1, 2018

CAMPUS SECURITY ACT

DISCLOSURE STATEMENT



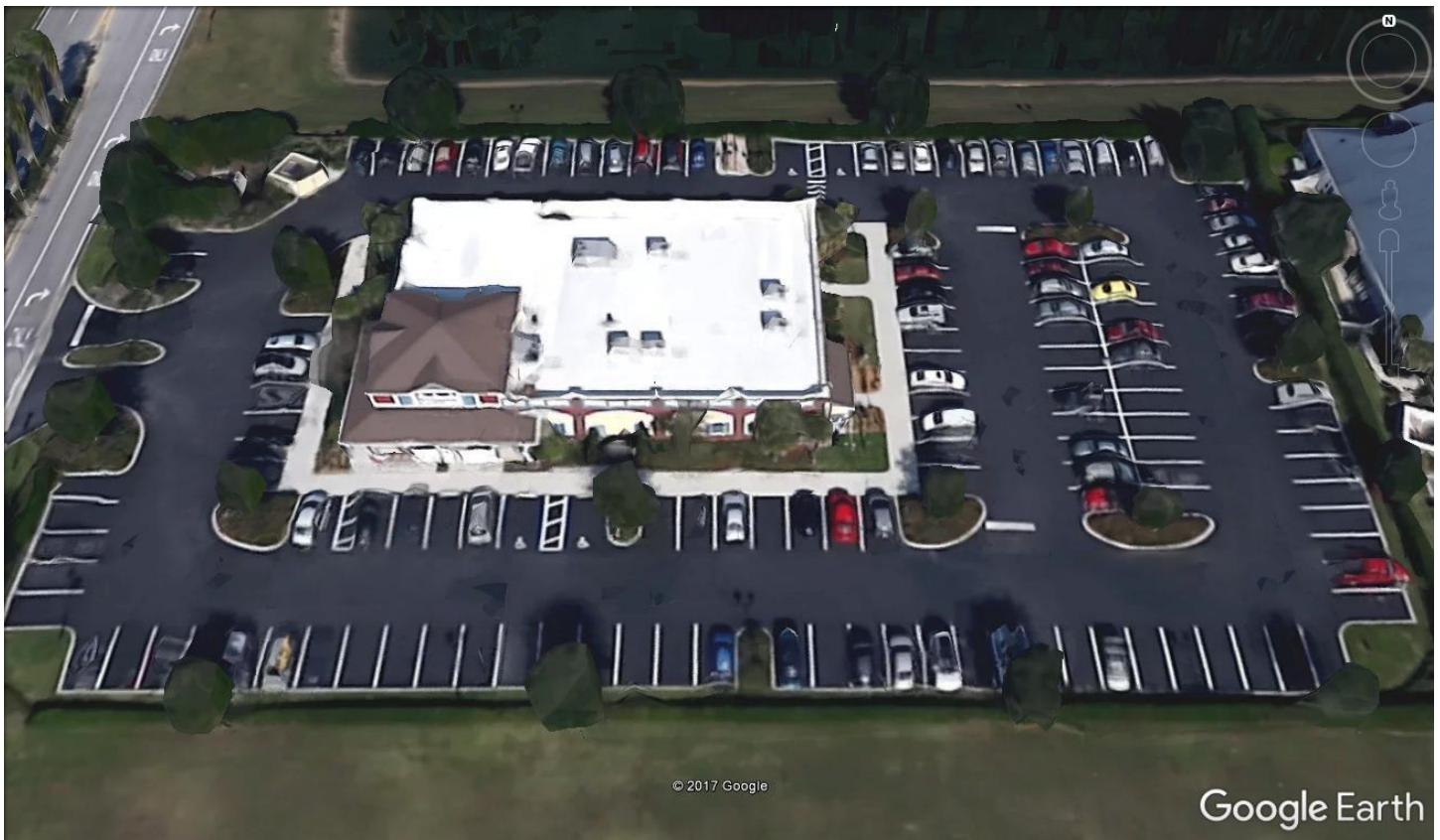
TENAJ SALON INSTITUTE

11915 COUNTY ROAD 103, THE VILLAGES FLORIDA 32162

Campus Security Act Disclosure Statement

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. The following criminal offenses, published each year and must be report no later than October 1 of each year, include any crime statistics that occurred on campus during the previous three calendar year periods.

Occurrences within years 2015, 2016 & 2017, Updated 9/01/2018.



Crimes Reported	2015	2016	2017	Location C=Campus N=Non-campus P=Public Area	*Hate Crime
Criminal Homicide					
Murder (Includes Non-Negligent Manslaughter)	0	0	0		
Negligent Manslaughter	0	0	0		
Sex Offenses					
Sex offenses –Females	0	0	0		
Sex offenses -Male	0	0	0		
Sex Offense - Sodomy	0	0	0		
Sex Offense – Sexual Assault With an Object	0	0	0		
Robbery	0	0	0		
Aggravated Assaults	0	0	0		
Burglaries	0	0	0		
Motor Vehicle Thefts (on Campus)	0	0	0		
Arson	0	0	0		
Larceny - Theft	0	0	0		
Simple Assault	0	0	0		
Intimidation	0	0	0		
Destruction/Damage / Vandalism of Property	0	0	0		
Any other Crime Involving Bodily Injury	0	0	0		
Number of Arrest Made for the Following Crimes					
Liquor Laws	0	0	0		
Drug Laws	0	0	0		
Illegal Weapons Possession	0	0	0		
Crimes Against Women Act					
Domestic Violence	0	0	0		
Dating Violence	0	0	0		
Stalking	0	0	0		

Hate Offenses:

The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender identity, religion, sexual orientation, ethnicity, national origin, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Crimes Against Women

The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

- “Domestic violence” means a “felony or misdemeanor crime of violence committed by—
 - i. A current or former spouse or intimate partner of the victim,
 - ii. A person with whom the victim shares a child in common,
 - iii. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
 - iv. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under the VAWA].

- v. 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" means "violence committed by a person –
 - i. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - 1. The length of the relationship;
 - 2. The type of the relationship; and
 - 3. The frequency of interactions between the person involved in the relationship."
- "Stalking" means "engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
 - i. Fear for his or her safety or the safety of others; or
 - ii. Suffer substantial emotional distress."

Definition of Terms

- 1) The term **primary prevention** refers to programming, initiatives and strategies intended to stop domestic violence, dating violence, sexual assault, or stalking before it occurs to prevent initial perpetration or victimization through the promotion of positive and healthy behaviors and beliefs. Efforts to change behavior and social norms, and promote healthy relationships, healthy sexuality and egalitarian gender roles, or efforts to understand risk factors and protective factors for bystander inaction and change social norms around bystander inaction are all examples of primary prevention.
- 2) The term **awareness programs** refers to programs, campaigns, or initiatives that increase audience knowledge of the issues of sexual assault, domestic violence, dating violence and stalking and share information and resources to prevent interpersonal violence, promote safety, and reduce perpetration. These efforts can include campus communitywide mobilizations as well as targeted audience-specific programming (including both students and employees). Awareness month campaigns, "Speak Outs," rallies or marches, informational poster campaigns or resource websites, and educational programming that focus on sharing resources and information about these issues are examples of awareness programs.
- 3) The term **risk reduction** refers to approaches that seek to mitigate risk factors that may increase the likelihood of perpetration, victimization, or bystander inaction. Risk reduction focuses on helping individuals and communities address the institutional structures or cultural conditions that facilitate SV, DV & stalking to increase safety. Examples of risk reduction may include but are not limited to general crime prevention education, campus escort programs, programs that educate on how to create individual and community safety plans and strategies, and bystander intervention programs that educate the campus on how to recognize and interrupt situations of harm, or implementing a communications system that can notify the entire campus community of immediate threats to security.
- 4) The term **ongoing awareness and prevention campaigns** refers to campaigns that are sustained over time focusing on increasing awareness or understanding of topics relevant to SA, DV and stalking prevention. These programs will occur at different levels throughout the institution (i.e., faculty, incoming students) and will utilize a range of strategies. Ongoing awareness and prevention campaigns may include information about what constitutes sexual assault, dating violence/intimate partner abuse, and stalking, changing social norms, promoting recognition of perpetrator tactics, enhancing understanding of consent, and advancing prosocial behaviors of individuals and communities. Effective ongoing awareness and prevention campaigns will include developmentally appropriate content for the specific audience and their knowledge and awareness level and provide positive and concrete ways for individuals to get involved.
- 5) The term **bystander intervention** refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the individual. Effective bystander intervention training prepares participants to recognize situations of potential harm, overcome barriers to intervening, identify safe and effective intervention options, and take action.

To Report a Crime and Other Contact Information Requirements

Office Responsible to provide a copy of the Campus Security information	Financial Aid Office (352) 259-6710 Financial Aid Office (352) 259-6710
Who to contact to report an incident at the Institution	Director of Education (352) 259-6701 or Director of Financial Aid (352) 259-6710
Local Law enforcement agency to report incidents	Sumter County Sheriff's (352) 569-1600
List of agencies and contacts in your area that provide assistance to anyone who believes they are a victim who can provide help to anyone.	Sumter County Sherriff (352) 569-1600 Lake County Sherriff (352) 343-2101 Marion County Sherriff (352) 732-9111
Title IX Coordinator contact information	Hannah Longest (352-259-6701) hannah.longest@tenajsaloninstitute.edu Website: www.tenajsaloninstitute.edu

General Information:

- 1) This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available campus security officer, institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).
- 2) All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtain by the institution's secretary who contacts the correct police department District for statistics and the institution's "Daily Incident Log", and then records those statistics. Each Year In October the institutional will handout to all currently enrolled students and current employees a copy of the updated crime report. During the year all newly enrolled students will receive a copy of the current crime report as part of the student pre-enrollment process

- 3) Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5:00pm. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
- 4) Current policies concerning campus law enforcement are as follows:
 - a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the

security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.

- c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
- 5) Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - a) Do not leave personal property in classrooms
 - b) Report to your institutional official, any suspicious persons.
 - c) Always try to walk in groups outside the school premises.
 - d) If you are waiting for a ride, wait within sight of other people
 - e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
 - f) The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and faculty) and prospective students.
 - g) The School has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - h) Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
 - 6) The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
 - 7) All incidents shall be recorded in the Institutions daily Incident Log located on campus. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.
 - 8) This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
 - 9) The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
 - 10) Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*
 - 11) Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that

person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.

- 12) The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.
- 13) In the event a sex offense should occur on campus, the victim should take the following steps:
 - a) Report the offense to the school administration.
 - b) Preserve any evidence as may be necessary to the proof of the criminal offense.
 - c) Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
 - d) Request a change in the academic situation if necessary.
- 14) On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.
- 15) These records are available upon request through the administrative offices.
- 16) Information for crime victims about disciplinary proceedings. The institution must, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009.
- 17) As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders. <https://offender.fdle.state.fl.us/>

Timely Warning

In the event that a situation arises, either on or off campus, that, in the judgment of the School Director or School Owner or other members of the administrative Staff present and in charge, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The notification will include a short description of the crime or incident, giving the time and date, location, reported offense, suspect description, and any other pertinent information used to facilitate the crime. The notification will also include personal safety information to aid members of The School in protecting themselves from becoming victims of a similar crime. The warning will be broadcast thru the message center to students, faculty and staff. Depending on the nature of the emergency, a decision will be made to utilize other methods or notification including posting of red colored flyers entitled "Security Alert" on the building entrances.

Emergency Evacuation Plan

This school's campus consists of one building. If an emergency evacuation is required you will be notified by either your instructor or by a message service. All effected members of the school will follow the emergency plan posted in the area you are currently located in. On an annual basis the institution will conducts an emergency evacuation drill. Each classroom has emergency evacuation procedures posted in the room. Please make yourself familiar with these evacuation procedures. **Most recent drill completed on 8/31/2018.**

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon on to report to the school's officer but rather contact the appropriate agency by calling (911).