

Annual Security Report Bitterroot School of Cosmetology

October, 2018

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Jeanne Clery Disclosure

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, mandates that all Title IV institutions, without exception, prepare, publish and distribute an Annual Security & Fire Safety Report.

Campus Policies Regarding Reporting Criminal Offenses

All students and employees are encouraged to report crimes, suspicious activities, resulting injuries from criminal offenses or other security problems.

Your safety is important. First, notify the appropriate contact at your school. The appropriate contact will then contact the local police department.

If you experience a life-threatening emergency, please call 9-1-1.

Campus Policy for Making Timely Warning Reports

In the event that the Director of Schools determines that a situation constitutes an ongoing or continuing threat, campus-wide "timely warning" will be issued.

Timely Warning

A timely warning is a short description of the crime or incident, time and date, location, reported offense, suspect description, and any other pertinent information pertaining to the crime. This timely warning will also include personal safety information to protect individuals from becoming victims. The timely warning will be distributed via public announcement and may include a memo to a bulletin board. If deemed necessary by the Senior Administrator, other method of notification may be employed; including, but not limited to, flyers, notices on official school websites/social media and local media.

Campus Policy for Preparing Annual Crime Statistics

The crime statistics report is prepared and completed by Financial Aid Office Manager, Lynn Startin and submitted to the Department of Education annually. The crime statistics report includes crime statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus building or property and on public property for the following offenses:

- Criminal Homicide (murder and non-negligent manslaughter)
- Sex Offenses (forcible and non-forcible sex offenses)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Arrests for Liquor Law Violations, Drug Law Violations and Illegal Possession (including persons referred for campus disciplinary action)
- Hate Crimes (Race, Gender, Religion, Sexual Orientation, Ethnicity and Disability of the Victim)

Policies Concerning Security of and Access to Campus Facilities

Students, faculty, and staff have access to academic and administrative facilities on campus. The general public may attend certain activities on campus with access limited to only the facilities in which activities are held and within the time that those activities occur.

Professionals engaged in the maintenance of institution facilities will have access to campus facilities. Maintenance professionals will be instructed to which facilities they have access and when they may access the facilities.

Please report any unauthorized person to our campus contact.

List of Titles of Persons Whom Students and Employees Should Report Criminal Offenses

Institution Contact Name Title Contact Telephone

Bitterroot School of Cosmetology, Hamilton, MT – Barbara Daughenbaugh Owner, 406.363.3355

Lynn Startin, Financial Aid Office Manager, 406-531-1166

Confidential Report

A victim may elect to not pursue action within the institution or criminal justice system and provide a confidential report. A confidential report may be given to the appropriate contact. The confidential report will help provide the institution with an accurate record of the number of incidents and to allow the community to be made aware.

Institution Security Personnel

The authority on each campus is the institutional contact whom students and employees should report criminal offenses. In their absence, the senior instructor should be notified. Senior instructors will notify the Owner of any criminal offense. The Owner has a campus representative role with the local police departments of the institution.

Prompt & Accurate Reporting

Prompt and accurate reporting to the appropriate contact is an integral component of campus safety. In life threatening situations, please call 9-1-1 immediately.

Our institutions are committed to the principles of self-discipline and self-governance that require that misconduct be reported and the appropriate sanctions be imposed. Each of our students and employees share responsibility in helping us preserve a safe and comfortable learning environment.

First determine if you are experiencing a non-emergency or emergency. Non-emergency is a crime that happened a while ago and there is no direct danger to you or another. If you have just seen or experienced a crime, or a crime is in progress, call 9-1-1.

Remember:

- Your Name, Location (use street address not business name), and your contact number
- Quickly announce the number of people injured and how they were injured for medical response
- Briefly describe what has occurred; how many individuals were involved; and the time and location it occurred
- Note any weapons
- The time and location suspects were last seen and their appearance
- Relevant details (car, smell, sounds, accents)
- Write down any details as soon as possible

If you are the victim of a sexual assault:

- Go to a safe place
- Call 9-1-1
- Do not shower, bathe, or douche
- Do not urinate, if possible
- Do not eat, drink, smoke or brush teeth if oral contact occurred
- Keep the clothes worn during the offense (paper bag is okay but not plastic)
- Get prompt medical attention
- Do not destroy any physical evidence
- Write down all details as soon as possible

Counselors

Our institutions do not have any trained pastoral or professional counselors.

Be Safe!

- Be Aware! Recognize your vulnerability
- Report suspicious individuals
- Use buddy system at night or if something “does not feel right”
- Write your name on your belongings
- Use lockers with locks
- If you know someone being victimized, let an employee know immediately
- Do not accept rides from strangers

Drugs & Alcohol

Our institution enforces drug and alcohol regulations as required in the Drug Free Schools and Communities Act of 1988 and amendments of 1989. The unlawful

possession, use, or distribution of alcohol by employees on school property, or as part of any institution activity is prohibited.

Students believed to be using alcohol or drugs may be referred to substance abuse programs outside the institution.

Illegal drugs and drug paraphernalia are prohibited. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Therefore, any employee or student engaging in such illegal action will be subject to disciplinary procedures, which could result in sanctions, including termination of employment, suspension or expulsion from school, and criminal prosecution. In addition, the use and/or possession of weapons of any type, including facsimiles, except those in possession of a bona fide law enforcement agency, are not permitted on campus.

Sex Offender Registry

Information provided by state agencies concerning sex offenders can be found: **svcalt.mt.gov/svor**

Policy on Sexual Assault Prevention Programs & Procedures

If you feel you have been the victim of a sexual assault, you have the option to file a confidential report, to file a non-confidential report with the appropriate institution contact, and/or to contact the local law enforcement office. If you feel the need to alter your academic situation, please see your financial aid advisor.

The accuser and the accused are both entitled to the same opportunities of having others present during disciplinary proceedings and both will be advised of any outcome.

Missing Student Notification

Our schools do not provide on-campus housing; therefore, in accordance with Department of Education and HEOA Sec. 488(g) amended HEA Sec.485 (20 U.S.C. 1092): added HEA Sec.485 (j), we do not have a Missing Person Notification Policy.

Emergency Response and Evacuation Procedures

Disaster Information for Students and Parents

- Disaster Information for Students and Parents
- Students and parents with questions about their federal student aid can call 1-800-4FEDAID (1-800-433-3243).
- Borrowers who have questions about their federally-owned loans (Direct Loans or FFEL Purchased Loans) should contact their federal loan servicer directly. Federal Loan Servicer contact information is available on the Federal Student Aid Loan Servicers Web page (<http://studentaid.ed.gov/PORTALSWebApp/students/english/FSALoanServicers.jsp>) They can also call 1-800-4FEDAID (1-800-433-3243) or may contact the Federal Student Aid Ombudsman at 1-877-557-2575 or 1-202-377-3800.
- Additional Resources:
 - o Federal Emergency Management Agency (FEMA)
 - o DisasterAssistance.gov
 - o American Red Cross
 - o The National Hurricane Center

Emergency Response and evacuation announcements will be made by the institutional contact or their designate. If time allows without compromising safety and without delay, all emergency and dangerous situations will be confirmed by either the Owner, Barbara Daughenbaugh and/or the Financial Aid Office Manager, Lynn Startin

1. Determine the appropriate people to be notified; including, the public via the official website of the particular institution affected; taking into account the safety of the community
2. Determine the content of the notification

3. Initiate the notification via website, email, announcements, and phone
4. Persons responsible: Barbara Daughenbaugh, Owner.

Geographic Locations under the Clery Act

On Campus

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

On Public Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.

Bitterroot School of Cosmetology, Hamilton, MT Total Occurrences on Campus

Criminal Offenses – On Campus 2015 2016 2017

Murder/Non-negligent manslaughter

0 0 0

Negligent manslaughter

0 0 0

Sex offenses – Forcible

0 0 0

Sex offenses – Non-forcible

0 0 0

Robbery

0 0 0

Aggravated assault

0 0 0

Burglary

0 0 0

Motor vehicle theft

0 0 1

Arson

0 0 0

Total Occurrences on Public Property

Criminal Offenses – On Campus 2015 2016 2017

Murder/Non-negligent manslaughter

0 0 0

Negligent manslaughter

0 0 0

Sex offenses – Forcible

0 0 0

Sex offenses – Non-forcible

0 0 0

Robbery

0 0 0

Aggravated assault

0 0 0

Burglary
0 0 0
Motor vehicle theft
0 0 0
Arson
0 0 0

Criminal Offense

2017 Total Occurrences of Hate Crimes
Category of Bias for Crimes Reported
Race Religion Sexual Orientation Disability Ethnicity/National Origin
Murder/Non-Negligent manslaughter 0 0 0 0 0 0
Sex Offenses – Forcible 0 0 0 0 0 0
Sex Offenses – Non-Forcible 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
Simple Assault 0 0 0 0 0 0
Larceny-Theft 0 0 0 0 0 0
Intimidation 0 0 0 0 0 0
Destruction/damage/vandalism of property 0 0 0 0 0 0
Criminal Offense

2017 Total Occurrences of Hate Crimes
Category of Bias for Crimes Reported
Race Religion Sexual Orientation Disability Ethnicity/National Origin
Murder/Non-Negligent manslaughter 0 0 0 0 0 0
Sex Offenses – Forcible 0 0 0 0 0 0
Sex Offenses – Non-Forcible 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
Simple Assault 0 0 0 0 0 0
Larceny-Theft 0 0 0 0 0 0
Intimidation 0 0 0 0 0 0
Destruction/damage/vandalism of property 0 0 0 0 0 0
Criminal Offense

2017 Total Occurrences of Hate Crimes
Category of Bias for Crimes Reported
Race Religion Sexual Orientation Disability Ethnicity/National Origin
Murder/Non-Negligent manslaughter 0 0 0 0 0 0
Sex Offenses – Forcible 0 0 0 0 0 0
Sex Offenses – Non-Forcible 0 0 0 0 0 0
Robbery 0 0 0 0 0 0

Aggravated Assault 0 0 0 0 0
Burglary 0 0 0 0 0
Motor Vehicle Theft 0 0 0 0 0
Arson 0 0 0 0 0
Simple Assault 0 0 0 0 0
Larceny-Theft 0 0 0 0 0
Intimidation 0 0 0 0 0
Destruction/damage/vandalism of property 0 0 0 0 0
Arrests – On Campus Number of Arrests
Law Violation 2015 2016 2017
Weapons: Carrying, Processing, etc. 0 0 0
Drug Abuse Violations 0 0 0
Liquor Law Violations 0 0 0

Arrests – Public Property Number of Arrests
Law Violation 2015 2016 2017
Weapons: Carrying, Processing, etc. 0 0 0
Drug Abuse Violations 0 0 0
Liquor Law Violations 0 0 0

Disciplinary Actions – On Campus Number of persons referred for Disciplinary Action
Law Violation 2015 2016 2017
Weapons: Carrying, Processing, etc. 0 0 0
Drug Abuse Violations 0 0 0
Liquor Law Violations 0 0 0

Disciplinary Actions – Public Property Number of persons referred for Disciplinary Action
Law Violation 2015 2016 2017
Weapons: Carrying, Processing, etc. 0 0 0
Drug Abuse Violations 0 0 0
Liquor Law Violations 0 0 0
University of Aesthetics, Downers Grove, IL Crime Report
Total Occurrences on Campus
Criminal Offenses – On Campus 2015 2016 2017
Murder/Non-negligent manslaughter
0 0 0
Negligent manslaughter
0 0 0
Sex offenses – Forcible
0 0 0
Sex offenses – Non-forcible
0 0 0
Robbery
0 0 0
Aggravated assault
0 0 0
Burglary
0 0 0
Motor vehicle theft
0 0 0
Arson
0 0 0

Total Occurrences on Public Property
 Criminal Offenses – On Campus 2015 2016 2017
 Murder/Non-negligent manslaughter
 0 0 0
 Negligent manslaughter
 0 0 0
 Sex offenses – Forcible
 0 0 0
 Sex offenses – Non-forcible
 0 0 0
 Robbery
 0 0 0
 Aggravated assault
 0 0 0
 Burglary
 0 0 0
 Motor vehicle theft
 0 0 0
 Arson
 0 0 0

Criminal Offense

2017 Total Occurrences of Hate Crimes
 Category of Bias for Crimes Reported
 Race Religion Sexual Orientation Disability Ethnicity/National Origin
 Murder/Non-Negligent manslaughter 0 0 0 0 0 0
 Sex Offenses – Forcible 0 0 0 0 0 0
 Sex Offenses – Non-Forcible 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
 Simple Assault 0 0 0 0 0 0
 Larceny-Theft 0 0 0 0 0 0
 Intimidation 0 0 0 0 0 0
 Destruction/damage/vandalism of property 0 0 0 0 0 0
 Criminal Offense

2017 Total Occurrences of Hate Crimes
 Category of Bias for Crimes Reported
 Race Religion Sexual Orientation Disability Ethnicity/National Origin
 Murder/Non-Negligent manslaughter 0 0 0 0 0 0
 Sex Offenses – Forcible 0 0 0 0 0 0
 Sex Offenses – Non-Forcible 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

Simple Assault 0 0 0 0 0
Larceny-Theft 0 0 0 0 0
Intimidation 0 0 0 0 0
Destruction/damage/vandalism of property 0 0 0 0 0
Criminal Offense

2017 Total Occurrences of Hate Crimes
Category of Bias for Crimes Reported
Race Religion Sexual Orientation Disability Ethnicity/National Origin
Murder/Non-Negligent manslaughter 0 0 0 0 0
Sex Offenses – Forcible 0 0 0 0 0
Sex Offenses – Non-Forcible 0 0 0 0 0
Robbery 0 0 0 0 0
Aggravated Assault 0 0 0 0 0
Burglary 0 0 0 0 0
Motor Vehicle Theft 0 0 0 0 0
Arson 0 0 0 0 0
Simple Assault 0 0 0 0 0
Larceny-Theft 0 0 0 0 0
Intimidation 0 0 0 0 0
Destruction/damage/vandalism of property 0 0 0 0 0
Arrests – On Campus Number of Arrests
Law Violation 2011 2012 2013
Weapons: Carrying, Processing, etc. 0 0 0
Drug Abuse Violations 0 0 0
Liquor Law Violations 0 0 0

Arrests – Public Property Number of Arrests
Law Violation 2015 2016 2017
Weapons: Carrying, Processing, etc. 0 0 0
Drug Abuse Violations 0 0 0
Liquor Law Violations 0 0 0

Disciplinary Actions – On Campus Number of persons referred for Disciplinary Action
Law Violation 2015 2016 2017
Weapons: Carrying, Processing, etc. 0 0 0
Drug Abuse Violations 0 0 0
Liquor Law Violations 0 0 0

Disciplinary Actions – Public Property Number of persons referred for Disciplinary Action
Law Violation 2015 2016 2017
Weapons: Carrying, Processing, etc. 0 0 0
Drug Abuse Violations 0 0 0
Liquor Law Violations 0 0 0