



## **Campus Security Act Disclosure Statement**

The safety of students, faculty, staff, and visitors is an important concern of the Institution. This brochure has been prepared to increase your awareness of campus security programs and to provide information to protect your safety. Campus security is an ongoing process that includes the development and enforcement of regulations, procedures, and practices to provide a reasonable level of security for employees, students, and visitors.

Administration and other personnel are responsible for the incorporation of the security principles and procedures. Each member of the faculty, staff, and student body is responsible for following campus procedures and shall comply with federal, state, and local regulations related to security matters while on the campus or in the course of representing or conducting Institution business. Students and employees receive this information during new student and new employee orientation, respectively. This information is updated each year and a notice is sent to both active and prospective students and employees.

**The Institution's Annual Campus Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") and the Violence Against Women Reauthorization Act of 2013 (VAWA). This report constitutes the Institution's program to inform students and employees about security procedures and practices. It also includes campus crime statistics which are a compilation of the Incident Log and the statistics provided by local law enforcement agencies.**

- **Our campus does not have any off-campus student organizations, housing, or athletic programs.**
- **Our campus will comply with all other HEA safety and security related requirements.**
- **You may go to the Department of Education's web site at <http://ope.ed.gov/security/> to view other campuses' statistics. On this site you will also find a glossary of definitions for items described in this policy.**

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.

## Report Distribution Date:

Updated October 2021

Primary Crimes	2019	2020	2021
Criminal Homicide			
**Including but not limited to:			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses			
**Including but not limited to:			
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary / B&E	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	2019	2020	2021
Larceny- Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/ Damage/ Vandalism	0	0	0
Violence Against Women Act (VAWA)	2019	2020	2021
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
Arrests	2019	2020	2021
Liquor Law Violation Arrests	0	0	0
Drug Law Violation Arrests	0	0	0
Illegal Weapons Possession Arrests	0	0	0

## CRIME DEFINITIONS

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:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- a. Rape - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sexorgan of another person, without the consent of the victim.
- b. Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- c. Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d. Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.

**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. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

**Burglary (B&E):** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

**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.

**Hate Crimes:** A hate crime is defined as any crime that manifests evidence that a victim was selected because of his/her actual or perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability.

- a. Larceny-Theft (Except Motor Vehicle Theft) - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
- b. Simple Assault - An unlawful physical attack by one person upon another where neither the offender

displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- c. Intimidation - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- d. Destruction/Damage/Vandalism of Property - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**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 drunkenness.

**Drug Abuse 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. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Illegal Weapons (Carrying, Possessing, Etc.):** 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.

## Crimes Against Women – Definitions of

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). 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—

- A current or former spouse or intimate partner of the victim
- A person with whom the victim shares a child in common.
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
- 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]
- 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 –

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship;
  - The type of the relationship; and
  - The frequency of interactions between the people involved in the relationship.”

“Stalking” ***Criminal activity consisting of the repeated following and harassing of another person. Stalking is a distinctive form of criminal activity composed of a series of actions that taken individually might constitute legal behavior. For example, sending flowers, writing love notes, and waiting for someone outside her place of work are actions that, on their own, are not criminal. When these actions are coupled with intent to instill fear or injury, however, they may constitute a pattern of behavior that is illegal. Anti-stalking laws are gender neutral.***

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.”

**The following are links to worldwide programs that will assist in the awareness, education and prevention of sex offenses and other intimate partner violence:**

<http://www.cdc.gov/violenceprevention/sexualviolence/prevention.html>

<http://www.nsvrc.org/publications/child-sexual-abuse-prevention-information-packet>

<http://www.jrsa.org/dvsa-drc/contacts.shtml#state>

<http://www.jrsa.org/dvsa-drc/national-summary.shtml>

<http://www.nsvrc.org/organizations/sexual-violence-specific-organization>

<http://clerycenter.org/referrals-sexual-assault-and-rape-state>

## Crimes Against Women – Definitions of

# **STUDENT ASSISTANCE SERVICES**

## **Personal Counseling Referrals**

The school director will act as the referral agent for student seeking assistance for emotional or personal counseling services.

## Emergency Warnings

It is the policy of Hatfield's Mississippi College of Beauty Culture to provide all constituents, including the public, with timely and accurate information regarding any emergency situation that occurs on or around the campus. Rapid and timely communication of information to the college public during emergency situations is critical. In addition, accurate and timely communication from both staff and students to incident response personnel is required for adequate response to emergency incidents. The effectiveness of this alert system depends to a large extent on the validity and accuracy of the emergency contact information on file. The institution encourages students, faculty, and staff to ensure that their contact information is continuously up to date.

Timely warnings will be issued in response to certain crimes. Examples of these crimes are, but not limited to, robbery, burglary, arson, sex offenses and murder. Any threat to the health or safety of employees or students will be followed by immediate notification. We will use our best judgment in confirming an emergency or dangerous situation, determining the necessary content of the notification, and without delay, initiate the notification system described below. Notification will be initiated only if it is determined that notification will not compromise the safety of or the ability to assist a victim or respond to an emergency. Timely warnings of these crimes will be distributed to the entire campus.

The Institution can send alerts via any combination of email, text message, telephone call, and voicemail, depending on the contact information that each member of the campus community has provided. The institution will choose the mode of notification best suited for dealing with the issue at hand.

Certain emergencies or situations could require that the larger community be notified as well. This notification will be distributed by various means to the area of the community that could be affected. The same care and procedures will be followed as those stated above for the campus community.

## 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 not 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).
3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, and students, entering the premises must have and display at all times an issued MCBC identification name tag. All clients and prospect students must sign in at the entrance and ~~only~~ state their purpose of visit. When the school closes for the night, the school's official or supervisor will inspect each room 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:

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.

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, 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.

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. Students and staff are encouraged to exercise proper care in seeing to their own

personal safety and the safety of others.

- Do not leave personal property in classrooms.
- Report to your institutional official, any suspicious persons.
- Always try to walk in groups outside the school premises.
- If you are waiting for a ride, wait within sight of other people.
- Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
- 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. All information is available upon request.
- Information regarding any crimes committed on the campus 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. Incidents should be recorded in the Institutions Crime Log located on campus in the President's Office. The log includes the date, time, location, incident reported, and disposition of incident. 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.
7. 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.
8. 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.
9. Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff. (*Resources are available to students and staff members providing counseling and help on drug and alcohol abuse*).
10. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's school director, who will report it to (911) or local police and file a police report. 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 suspension, while investigations are being followed, termination and/or arrest. More information covered under VAWA Act 2013. Rape is defined as unlawful sexual intercourse or any other sexual penetration of the vagina, anus, or mouth of another person, with or without force, by a sex organ, other body part, or foreign object, without the consent of the victim. Although the overwhelming majority of rape victims are women, a woman may be convicted of raping a man, a man may be convicted of raping a man, and a woman may be convicted of raping another woman.

11. On campus, disciplinary action in cases of alleged sexual assault will be based on the findings of the school director as well as the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances. School suspension or expulsion may occur at any time of the investigation. These records are available upon request through the Director's office.
12. Information for crime victims about disciplinary proceedings. The institution will, 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.
13. 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.

Link: <http://www.city-data.com/soz/soz-78613.html>

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 to report to the school's Director but rather contact the appropriate agency by calling (911).

## **GENERAL EMERGENCY PROCEDURES**

### **Who to Contact**

In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, the employee is authorized to make an emergency call to 911. Instructors (including student instructors) and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Administration should be notified of the threat.

### **Medical Attention**

Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

## **PERSONAL RESPONSIBILITY FOR SAFETY**

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following:

### **Individual Responsibility**

- Follow the approved practices and procedures or standards which apply, on any work you perform for the school.
- Use only the appropriate protective equipment and devices.
- Use such equipment or devices whenever the hazard justifies their use or when so instructed by your supervisor.

It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.

Report to your Director/Instructor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it to correct or avoid it before an accident occurs.

If anyone observes another who is about to endanger themselves, another person, or property while at Hatfield's MCBC, they should intervene immediately in such a way as to not endanger themselves.

**Anyone who suffers an injury during school shall promptly report such injury to the school Director/ Instructor no later than end of the period on the day in which the injury occurred.**

Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor/Instructor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Administration.

## Firearms

Firearms, ammunition, explosives, or other weapons are prohibited on the school property. Exceptions to this policy are limited to the following instances:

- Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on School property and personal safety items such as Mace spray, pepper spray and stun guns may be kept put away in vehicle.

## Good Housekeeping

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of kit duffel bags, materials, extension cords, and other objects which create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned up.

## Fire Prevention

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on School property. No one should smoke in areas where "No Smoking" signs are posted, or where hazard from smoking exists. If a fire should occur, contact your school director/instructor immediately. Stay calm. If the fire is small, select the proper extinguisher and attack the fire (if this can be done safely).

The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.

Extinguisher Type	Class A	Class B	Class C	Class D	Electrical	Class F
	Organic Materials (e.g Paper & Coal)	Flammable Liquids (e.g Petrol & Paint)	Flammable Gases (e.g Butane & Methane)	Flammable Metals (e.g Lithium & Magnesium)	Electrical Equipment (e.g Computers & Servers)	Cooking Oils (e.g Olive Oil & Fat)
Water	✓	✗	✗	✗	✗	✗
Foam	✓	✓	✗	✗	✗	✗
Dry Powder	✓	✓	✓	✓	✓	✗
CO2	✗	✓	✗	✗	✓	✗
Wet Chemical	✓	✗	✗	✗	✗	✓

## Storage of Flammable Liquids

Metal containers and/or safety cans equipped with flame arresters and spring actuated caps should be used for the storage and handling of all flammable liquids with a flashpoint of less than 100-degree F.

# **SOLVENTS, CHEMICALS & CHEMICAL CLEANING, WATER TREATMENT**

## **Rule**

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regard to both the use and storage of these materials. Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

## **Responsibility**

It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use. Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

- Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns, or eye damage.
- Potential explosive or fire hazard.
- The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin.
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

## **First Aid**

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes. If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

## **SEVERE WEATHER**

### **Tornado**

If (in the judgment of the owner or school director in charge) the threat of impending danger warrants it, the following actions may be taken:

- Dismissal of all classes and assembly of students and employees into interior hallways and away from glass windows, doors, and partitions.
- Everyone should remain in these "safe" areas until in the opinion of the school Director the threat of danger is past.
- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

### **Flooding**

Because of the elevation of the school, buildings at Hatfield's MCBC are not likely to flood. However, during periods of flooding, the school director will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

### **Ice and Snow**

In the event that ice and/or snow threaten to make highway travel hazardous, the school director may dismiss classes early or begin classes late to allow commuters safe travels to and from.

### **Closing the School as the Result of Severe Weather**

Only the owner has the authority to close the school. When this action is taken, the owner will notify the school's director to then notify students and faculty via phone, email and/or social media.

### **Self-Determination Policy**

No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy).

## **EVACUATION PROCEDURES**

During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed:

Instructors should know the shortest route from the classroom to the nearest exit.

When the need to evacuate the building arises, the class should be directed to move single file through the nearest exit and well beyond the building to an area of safety.

The instructor should be last to leave in order to check that all students are out of the classroom and to close the door.

Never return to the building until instructed to do so by the appropriate authorities.

# Drug and Alcohol Policy

The Drug-Free Workplace Act of 1988 applies to all employees of the Institution. The consumption and/or possession of any alcoholic beverage by any person under the age of 21 years of age is forbidden as provided by federal, state and campus regulations. The Institution prohibits the use, possession, manufacture, sale, or distribution by its students, faculty, or staff of any illegal drug. All federal and state drug laws will be enforced.

The Institution may conduct unannounced searches for illegal drugs or alcohol in Institution facilities. Employees are expected to cooperate in the conducting of such searches. Searches of employees and their personal property may otherwise be conducted when circumstances or workplace conditions justify them. Searches of Institution facilities and property can be conducted at any time and do not have to be based on reasonable suspicion.

The Institution may require a blood test, urinalysis, or other drug/alcohol screening of those persons suspected of using or being under the influence of a drug or alcohol or where circumstances or workplace conditions justify it. An employee's consent to a search or a drug and alcohol test is required as a condition of employment, and the employee's refusal to consent may result in disciplinary action, including termination, even for a first refusal.

The Drug-Free Schools and Communities Act of 1989 (Public Law 101- 226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies. As a matter of policy, the Institution prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs, prescription medications and alcohol by students, employees, and any other parties on its property or at any College sponsored or College related activity. Any violation of this policy will result in appropriate disciplinary actions up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

## *Standard of Conduct:*

The consumption and/or possession of any alcoholic beverage by any person under the age of 21 years of age is forbidden as provided by state law and campus regulations. The Institution prohibits the use, possession, manufacture, sale, or distribution by its students, faculty, or staff of any illegal drugs. All federal and state drug laws will be enforced.

As a matter of policy, Academy of Hair Design prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students, employees, and any other parties on its property or at any College activity. Any violation of this policy will result in appropriate disciplinary actions up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified. Violation of this policy can result in institutional, as well as criminal sanctions.

In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers to take part, at their own expense, in an appropriate counseling or treatment program. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. These programs may vary from state to state.

Referral and Reference information for drug and alcohol abuse:

Pine Grove  
Hattiesburg, MS 39401  
601.288.4800