

Del-Mar-Va Beauty Academy

Campus Safety and Security

In compliance with The Jeanne Clery Disclosure of Campus Security Policy, The Campus Crime Statistics Act, The Drug-Free Campus/Drug-Free Workplace and The Violence Against Women Act, the following Campus Security Policy has been created. The School Director and instructors have been appointed as the Security Force (Campus Security Authorities) to enhance the safety of the students and employees of Del-Mar-Va Beauty Academy. Reports of criminal offenses should be reported to a member of the Security Force, which will be documented and made available to students, prospective students, and employees of the institution. The information will be collected and reported in conjunction with the crime statistics provided by local police to the Department of Education annually. Current crime statistics are provided to students prior to enrollment and updated in October while attending.

Reporting Crimes and Other Emergencies

Students and employees are encouraged to report crimes, suspicious activities, injury, or other security issues to the Security Force at the school. In the event that the person witnessing the event is not in the immediate vicinity of a staff member of the school, that person shall call 911 or activate the police alarm on the alarm keypad located on the wall by the main entrance to the school. In the event a vehicle is involved, the person reporting the crime should observe, model, make, color and identifying marks on the vehicle. School staff may provide security video if the event is captured. This critical information will assist law enforcement authorities in their investigation.

Campus Geography

The campus consists of the school buildings and parking lot at 111 Milford Street. There are no additional locations. The property is located on the corner of Milford Street and Wayne Street, adjacent to properties owned by Salisbury University and professional (accounting and medical) offices.

Timely Warning

In the event that a threat due to crime or other dangerous conditions is confirmed on or in the immediate vicinity of the campus, the Security Force member will determine whether a campus-wide timely warning will be issued. A description of the threat or incident, time, date, location, reported offense, description of the danger and other pertinent information will be included in the notification. Personal safety information will be provided to assist students and staff in protecting themselves. The warning will be shared utilizing text messages, social media and/or e-mail to students and staff. In the event the nature of the emergency is severe, a decision will be made to utilize other methods to provide relevant information.

Confidential Reporting Procedure

A confidential report process will be recommended for a victim of a crime who does not desire to pursue action either within the school or local justice agencies. The information will be used to provide accurate statistics involving the campus and will be included in the annual statistics for the institution.

Whistleblower Policy

A safeguard for individuals reporting a crime and identifying the perpetrator is in place by The Higher Education Opportunity Act. The school director will be assigned to communicate directly on the progress of the individual reporting the allegations. Concerns regarding personal retaliation or unfair treatment linked to the allegation will be monitored and responded to.

Campus Emergency Response

In the event a threat or emergency exists that impacts the staff and students of the institution, an alert will be activated and appropriate action will be initiated. This procedure will be tested at least twice a year.

Evacuations

In the event it becomes necessary to evacuate, students and staff are to evacuate quickly in a calm and orderly manner to the predetermined safe area. Staff will assist visitors to the safe area and the building and interior doors will remain unlocked. In a situation where evacuation of the entire campus occurs, students and staff will use remove themselves to a location given to them at the time of evacuation to check roll. The alarm system will be activated at the first sign of a threat. Each classroom has an emergency evacuation diagram indicating the nearest exit.

Shelter In-Place

In the event of an emergency where evacuation would be more dangerous than remaining within the school, (ie: tornado, armed intruder warning in the immediate area, etc.). A timely warning will be issued and the Campus Security Authority may issue a Shelter In-Place order. Students and staff will be instructed to remain in the innermost rooms within the building away from windows and doors. The building will be locked down, if it is necessary, until the danger has passed and an All Clear notification has been issued.

Missing Student Notification

A student 18 years or older will be provided an opportunity to designate an individual to be contacted if they are officially reported missing. If said student has not designated an emergency contact person, the institution will contact local police. If the student is under the age of 18 and is determined to be missing, the parent or legal guardian will be notified within 24 hours.

Security and Access to Campus Facilities

Students have access to the clinic, classroom areas and student lounge during operating hours. The institution does not have residence areas. Staff have access to areas pertinent to their duties. The institution has a monitored alarm system and has interior and exterior security cameras throughout the building. All visitors use the main entrance and must report to the front desk. Visitors are not allowed to wander throughout the facility.

Campus Law Enforcement Policy

The School Security Force does not provide services outside the boundaries of campus property. The institution does not have any officially recognized student organizations or other off-campus presence. The administration works closely with local and state agencies when violations of federal, state, or local laws involving students occur.

City, State, and Federal Police

The institution has access to the local police department, sheriff's department, and state police department. Policies and laws regarding confidentiality of records are followed, however, the school reserves the right to provide law enforcement agencies information involving a criminal investigation. The school encourages anyone who witnesses or is the victim of a crime to notify the local police. Assistance in contacting police may be arranged through a member of the Security Force.

Security Awareness Programs

Safety programs are conducted at orientation for each class and continue throughout the year. Safety policies are provided at employee orientation for new employees. Fire prevention and safety is also the responsibility of the School Director. The school complies with state of Maryland fire codes and also has a fire alarm system that is monitored by an alarm monitoring company. Fire extinguishers are located throughout the facility and students and staff receive instruction in the operation. The School Director has the authority to monitor all persons on school property to determine legitimate presence and to escort unauthorized persons off the premises, report suspicious or criminal activity to law enforcement, and control the actions of persons violating school rules or local, state, or federal laws.

Students and staff are encouraged to be responsible for their own security and the security of others. Good sound judgement and simple precautions should be used to avoid becoming a victim, ie, walking in pairs, reporting suspicious activity, and locking vehicles and personal property.

Crime Prevention Programs

Crime Prevention material is located through the facility and in the Director's office. The Campus Safety and Security Program provided to prospective students prior to enrollment. It is reviewed at orientation for employees and students, there is discussion regarding security procedures and practices and encouraging the campus community to look out for themselves and one another. A copy of the Campus Safety and Security Program is provided to current employees and students annually.

Professional Counseling Referrals

Each prospective student is provided with a list of Professional Counseling contacts prior to enrollment and at orientation. Assistance in seeking counseling will be provided upon request.

Drug and Alcohol Programs

The unlawful possession, use, or distribution of alcohol or drugs on School property, or as part of any school activity is prohibited. The Family Educational Rights and Privacy Act as amended in 1998 enables institutions to release to parents of minor students, information concerning alcohol or drug-related disciplinary violations. Students documented for an alcohol or drug violation may be referred to substance abuse programs outside the school. Illegal drugs and drug paraphernalia are prohibited on the school campus. The possession, sale, manufacture, or distribution of any controlled substance is in violation of School regulations and illegal under both state and federal laws. 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.

Hate Crimes

A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim including the victims actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability. In compliance with Title IV of the Civil Rights Act of 1964, any crime determined to be a Hate Crime will be recorded in the Campus Crime Logs and reported to police agencies. The perpetrator may be referred for counseling, terminated, suspended or expelled.

Sexual Assault, Rape or Misconduct

Sexual assault is a crime and is also an issue of justice. Del-Mar-Va Beauty Academy does not tolerate sexual assault or misconduct in any form or to any degree. The school provides resources available for referral to students reporting sexual assault or misconduct. It is the goal of the school to provide an environment where incidence of assault and misconduct are avoided through preventative measures and training. The school encourages prompt reporting of assault, cooperation with law enforcement to assist in the apprehension of perpetrator and protection of the rights of the victim.

Rape

Rape is any sexual penetration with any object or sexual intercourse without consent. Attempted rape is also prohibited under this policy.

Sexual Exploitation

Sexual exploitation occurs when someone takes nonconsensual or abusive sexual advantage of another for his/her own benefit or for the benefit of anyone other than the one being exploited, that does not constitute rape, sexual assault or sexual harassment.

Examples are:

1. prostitution
2. videotaping without knowledge and consent
3. inducing incapacitation with the intent to rape or sexually assault.

Consent

Consent is informed consent which is freely and actively given. Consent which is obtained through the use of fraud, force, threats, intimidation, or coercion is ineffective consent. Minors, mentally disabled persons, and physically incapacitated persons are incapable of giving consent.

Sexual Harassment, Stalking

Sexual harassment includes unwelcome sexual advances, sexual demands, request for sexual favors, sexual comments, gestures or other physical actions of a sexual nature. Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others and/or to suffer substantial emotional distress.

Dating Violence

Dating Violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and includes but is not limited to, sexual or physical abuse or threat of such abuse.

Domestic Violence

A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person who shares a child in common; a person who is or was cohabitating with the victim; any other person who is protected from that person's acts under the domestic or family violence laws in the jurisdiction in which the crime of violence occurred.

Procedure for Assault Victims

The institution encourages students to report incidences of rape, sexual assault, and sexual misconduct. Resources for trained professionals and support services are available to assist students impacted by sexual offenses. If a student is in immediate danger, **they should dial 911**.

Depending on the student's wishes and the circumstances, the school director will facilitate the following services which include,

- Obtaining medical attention at a hospital
- Filing a Confidential Crime Report
- Filing an Incident Report with the School Security Force
- Filing a Criminal Report with local Police
- Contacting Clergy or Professional Counselors
- Issuance of a Timely Warning alert to campus community

In the event the student tells a staff member about a sexual offense, the staff member must report to the School Director. The School Director consults with the student to determine his/her wishes for support services.

Reporting Options

A student who has been sexually assaulted has reporting options. They are encouraged, but not required to file a report.

Options are:

1. Confidential Crime Report

This report does not contain victim's name or offender. It is kept on file for purposes of the Jeanne Cleary reporting disclosure requirements. The Confidential Crime Report allow the institution to track report incidents of sexual assault, however it does not constitute an incident report, police report, or student conduct report. The school will not pursue further action.

2. Incident Report

Student may always file a standard formal Incident Report, which includes the name of the student filing and the name of the alleged offender, if known. Upon the filing of the report, the school will immediately notify the local police department. Upon the finding of responsibility, the school will take disciplinary action against the offender. Further action is assumed by local Maryland laws. After filing the report, the student has the option to take no further action with respect to the investigation, however, the student will be advised that the school may still take action against the offender as the school has the responsibility to protect students and staff.

3. Criminal Report

Sexual assault and rape are against the law in the State of Maryland and may be prosecuted under Maryland Criminal and/or Civil Statutes. Students who have been sexually assaulted are encouraged to call 911 to report the incident. Filing a criminal report with the local police is different than filing an incident report with the school. The police will determine a course of action to follow the report.

Confidentiality

Students have the right to report or not report a rape, sexual assault or other sexual misconduct. The school recommends that students contact a school official as soon as possible. The school is required by law (Jeanne Cleary Act) to report incidents, confidentiality may prohibit the school from disclosing a victim's name. The student's identity will be protected unless student agrees otherwise. Victims of sexual assault may desire confidentiality therefore, the school respects their decision and encourages them to seek professional help through local resources, assisted by the school.

Statistical information must be reported for crimes committed on campus regarding type of incident and general location for inclusion in the annual crime statistic report. No names will be used. The school reserves the right to investigate and pursue resolution of an incident to protect students and staff of the institution.

Disciplinary Process

Following an Incident Report filed by a student alleging misconduct, the following procedures for disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, will be followed. As soon as possible, a conference with the Director will be held for the accuser and the accused. Circumstances which lead to the Incident Report will be recorded and evidence given. The Director's decision will include a prompt, fair and impartial process. The accuser and accused will have the same opportunities to have others present, including an advisor of the individual's choosing, in any disciplinary-related meeting. Both parties will receive simultaneous written notification of the results of the proceedings. Suspension and expulsion are at the discretion of the Director should the accused be found guilty. An appeal may be submitted in writing to the school owner within five days of the Director's decision. The school owner will return the **final** decision in writing within 5 days.

Violations

An act that has occurred which may not be criminally prosecuted under state or federal law may still violate the policies of the school, therefore internal discipline will be enforced. These violations are limited to conduct occurring on campus. Accused students will be provided a hearing with the Director to establish the facts. If a violation is proven, appropriate disciplinary action may include suspension or expulsion.

Sex Offender Registration

In compliance with the Campus Crime Prevention Act of 2008, members of school community may search the following registries for registered sex offenders:

Maryland Sex Offender Public Website at:

<http://www.dpscs.state.md.us/sorSearch/>

Professional Referrals and Victim Resources

Emergency	911		
Life Crisis Hotline	410-749-4357	National Poison Control	800-222-1222
Drug Abuse	410-749-4357	Health Department	410-749-1244
Child Protective Services	410-543-6900	Rape Crisis Hotline	800-262-9800
Joseph House Crisis Center	410-749-4239	Runaway Youth Hotline	800-621-4000
National Crisis Hotline	800-799-7233	Christian Shelter	410-749-5673
National Suicide Hotline	800-784-2433	Alcoholics Anonymous	410-543-2266

Office for Victims of Crime (OVC) – Mobile Apps for Crime Victims

<https://ovc.ojp.gov/library/mobile-apps>