

CAMPUS SECURITY DISCLOSURE AND EMERGENCY PROCEDURES / EVACUATION

This Campus Security Disclosure / Annual Security Report (ASR) is given to the student prior to contract signing. All staff members receive a copy prior to hiring. The purpose of the ASR is to inform prospective students, currently attending students and staff of the past three calendar years crime statistics so they are aware of the environmental safety of The Academy. The source(s) of crime statistics are derived by Crime Analyst at the Georgetown Police Department. The ASR report is prepared by Shane Wilson, Admissions Director. The last page of this document is the acknowledgment signature page for each student / staff member to sign. Currently enrolled students and staff members in the building will receive an updated copy of this Disclosure / ASR with the Annual Notice, no later than October 1 each year. The updated copy will include the three most recently completed calendar years crime statistics. Updates will be received by paper copy or electronic email. The terms “staff”, “employee” and “school personnel” are interchangeable in this document.

Campus Security Act Information Disclosure - Under the Crime Awareness Campus Security Act of 1990, we are required to provide you with the following safety information about our campus. The Salon Professional Academy hereinafter known also as “The Academy” is committed to providing a violence-free campus. **General Information**

- The Salon Professional Academy is committed to providing safety to all of its students, staff, and student salon training area guests.
- Violence, including, but not limited to: intimidation, sexual harassment/ sexual assault / misconduct, bullying or implied threat of violence is not tolerated at The Academy.

- No weapons (concealed or visible) are allowed in The Salon Professional Academy parking lots or Academy building(s).
- The Salon Professional Academy prohibits any retaliation against anyone who in good faith reports any violations of this policy.
- If you suspect or see unusual threatening behavior, report it immediately to the Title IX Coordinator / Compliance Officer / or another staff member.
- The Title IX Coordinator for The Academy is Tuesday Wilson at twilson@tspageorgetown.com, 512-868-8079.
 - The Title IX Coordinator is the designated person students and employees should report criminal offenses for the purpose of making timely warning reports and annual statistical disclosure.
- When both Clery Act and Title IX crimes are in question, The Academy will meet the regulations of both laws.
- Title IX is mandated by the Office of Civil Rights and includes any and all unwelcomed sexual violence.
 - The Academy does not discriminate on the basis of sex in the education programs or activities it operates and that it is required by Title IX not to discriminate in such a manner.
 - Questions regarding Title IX may be referred to The Academy's Title IX Coordinator or to the Office of Civil Rights.
- When The Academy becomes aware of a Title IX situation, The Academy will investigate and will not delay, even if a police investigation is involved.
 - The Academy will take reasonable, prompt, equitable, and necessary steps to end the sexual violence and / or eliminate a hostile environment.
 - Necessary steps may include, but may not be limited to: stopping the violence, disciplining and measures to prevent reoccurrence,
 - All investigation information will be documented and will be contained in the student's file.
- The procedures for a Clery Act, Title IX or accreditation grievance are contained in the Student Handbook under the Complaint / Grievance Policy and Procedures section.
- If there is an imminent threat or harm **call 911 immediately**.
- For the purposes of timely warning reports and statistics disclosures, if an occurrence of crime happens to you or your property or if there is an emergency occurring on campus report it to the Title IX Coordinator / Compliance Officer / or another staff member immediately.
 - A Timely Warning will be issued for all imminent threat situations.
 - Assessment of the situation will include next steps of action.

See Timely Warning Policy located within this document.

- If there is an immediate threat occurring to the health or safety of students, staff or student salon training area guests on campus or Clery geography perimeters, The Academy will follow its Emergency Notification Procedures and will provide adequate follow-up information to the community as needed.
- The Title IX Coordinator / Compliance Officer / or another staff member may assist the student or guest in reporting the crime to the local police or other appropriate security force.
- If the incident is a sexual offense, procedures will follow the “**Sexual Assault and Misconduct**” section of this document.
- If the occurrence of crime represents one of the Crime Statistics listed on the following pages, this Campus Security Disclosure / ASR will be updated by the administrative personnel responsible for this document immediately upon receipt of the crime information.
 - The crime(s) will be included in the yearly Campus Crime Report and Campus Security Disclosures / ASR for the year in which the crime was reported to the Title IX Coordinator / Compliance Officer / or another staff member.
 - The newly updated Campus Security Disclosure will be circulated to all staff, enrolled students and prospective students.
- The Academy provides a copy of the Campus Security Disclosure / Annual Security Report (ASR) to all incoming students and newly hired staff.
- The Academy will provide current students and staff members with a copy of this updated Campus Security Disclosure / ASR at the beginning of each new calendar year.
 - This update will include the previous calendar year statistics to comply with the Department of Education’s Consumer Reporting requirement of the most recent three (3) completed calendar years.
 - Statistics will be gathered from the local police and compiled in this Disclosure.
 - The Academy staff member responsible for updating this document makes a good faith effort to collect all crime data from the local Police Department as well as collects all data for any on-campus crime and updates the Campus Security Disclosure annually, at a minimum. The exception being if a crime is committed on campus, the Disclosure is updated immediately and distributed.
 - These same statistics will be entered on the Campus Crime Report due in October of each year.
 - All students and staff will be notified in the event of any changes, revisions, or updates made to this document during the year.
- If a student wishes to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, contact Shane Wilson in the Admissions office, swilson@tspageorgetown.com, and phone: 512-868-8079.

- The facilities are open Monday through Saturday according to assigned class/student salon training area schedules.
 - The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner.
 - Only educators, owners and The Academy's cleaning service have keys to the building thus preventing internal crimes to as great an extent as possible. Additionally, the Academy's cleaning service does not have keys to any administrative offices, therefore, has no access to PII or secure information.
 - All campus maintenance occurs during daytime hours when staff is present to monitor safety procedures.
- We encourage students and employees to be responsible for their own security and the security of others.
- The Academy provides annual programs to inform students and employees about campus security safety procedures and practices.
 - Every January, a police officer from the Georgetown Police department visits the Academy and gives a presentation about safety and security.
- The crime statistics in this report cover an area of Hobby Lobby Shopping Center and include any incidents on campus at the physical location of The Academy (901 S. IH35, Ste.102 Georgetown, TX), including The Academy parking lot, adjacent sidewalks and streets. It does not contain Non-campus crime statistics since it does not own or control properties used in direct support of, or in relation to The Academy's educational purposes that would be frequently used by students within a one-hundred-foot radius, such as parks and property not within the same reasonably contiguous geographic area of The Academy.



Disclosure / Reporting of Statistics

- The procedures for preparing the Annual Security Report / Campus Security Disclosure include collecting information from the Georgetown Police Department and the reporting of any crime or attempted crime to Academy officials.
- The Campus Security Report / ASR is prepared by Shane Wilson.
- The Annual Security Report contains information related to Academy-wide policies and procedures involving security, safety, and criminal activities.
- The crime statistics below are reported in accordance with the FBI's Uniform Crime Reporting (UCR)

Handbook when not in conflict with the Clery Act and relevant Clery Act federal law.

- The information below reflects the number of on campus and public occurrences reported of **both attempted and completed crimes**, using the Clery geography statistics reported each year, for the three most recently completed calendar years.
- The following categories do not include identification of the victim or the accused.
 - All confidential accommodations or protective measures provided to the victim, to that extent, will not impair The Academy’s ability to provide those accommodations as only administrative staff affected by the changes to accommodate will be made aware of the situation.
- If two crimes are committed in the same incident, both crimes will be counted in The Academy’s statistics according to the Hierarchy Rule in the “Summary Reporting System User Manual”.
- Statistics are categorized as either **On-Campus** (core main campus location), **Public** (adjacent sidewalks, streets and parking lots surrounding the campus) and **Noncampus** as described above.
- The Academy does not offer on campus housing.

Annual Report Campus Crime Statistics Occurrences in:



Campus Crime Statistics

Occurrences in:

On-Campus	Public
2022 2023 2024	2022 2023 2024

Criminal Offenses – Primary Crimes (As defined by FBI’s UCR Program, “Summary Reporting System User Manual”, (SRS))

• Criminal Homicide:					
○ Murder and non-negligent manslaughter	0	0	0	0	0
○ Manslaughter by negligence	0	0	0	0	0
• Sexual Assault / Sex Offenses: (As defined by the FBI’s UCR Program, “National Incident-Based Reporting System User Manual”, (NIBRS))					
○ Rape	0	0	0	0	0
○ Fondling	0	0	0	0	0
○ Incest	0	0	0	0	0
○ Statutory Rape	0	0	0	0	0
• Robbery	0	0	0	0	0
• Aggravated Assault	0	0	0	0	0
• Motor Vehicle Theft	0	0	0	0	1
• Arson	0	0	0	0	0

Arrests and referrals for disciplinary actions, per revised FBI definitions, including

- Weapons; Carrying and Possessing 0 0 0 0 0 0
- Liquor Law Violations 0 0 0 0 0 0
- Drug Abuse Violations 0 0 0 0 0 0
- Persons who were referred to campus disciplinary action
 - Weapons; Carrying and Possessing Etc. Law 0 0 0 0 0 0
 - Liquor Law Violations 0 0 0 0 0 0
 - Drug Abuse Violations 0 0 0 0 0 0

Hate Crimes

Reported statistics under **Criminal Offenses** by category of prejudice-hate crime or bias. (A Criminal Offense that is motivated by a Hate Crime must be counted in both sections):

On Campus Hate Crimes 2022-2024

2024	<u>Race</u>	<u>Religion</u>	<u>Sexual Orientation</u>	<u>Gender</u>	<u>Gender Identity</u>	<u>Disability</u>	<u>Ethnicity</u>	<u>National Origin</u>
• Murder and non-negligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Rape	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Fondling	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Incest	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Statutory rape	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Robbery	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Motor vehicle theft (not theft from a vehicle)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Arson	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Simple assault	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Larceny-theft	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Intimidation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Destruction, damage or vandalism	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

2023	<u>Race</u>	<u>Religion</u>	<u>Sexual Orientation</u>	<u>Gender</u>	<u>Gender Identity</u>	<u>Disability</u>	<u>Ethnicity</u>	<u>National Origin</u>
• Murder and non-negligent manslaughter	0	0	0	0	0	0	0	0
• Rape	0	0	0	0	0	0	0	0
• Fondling	0	0	0	0	0	0	0	0
• Incest	0	0	0	0	0	0	0	0
• Statutory rape	0	0	0	0	0	0	0	0
• Robbery	0	0	0	0	0	0	0	0
• Motor vehicle theft (not theft from a vehicle)	0	0	0	0	0	0	0	0
• Arson	0	0	0	0	0	0	0	0
• Simple assault	0	0	0	0	0	0	0	0
• Larceny-theft	0	0	0	0	0	0	0	0
• Intimidation	0	0	0	0	0	0	0	0
• Destruction, damage or vandalism	0	0	0	0	0	0	0	0
2022	<u>Race</u>	<u>Religion</u>	<u>Sexual Orientation</u>	<u>Gender</u>	<u>Gender Identity</u>	<u>Disability</u>	<u>Ethnicity</u>	<u>National Origin</u>
• Murder and non-negligent manslaughter	0	0	0	0	0	0	0	0
• Rape	0	0	0	0	0	0	0	0
• Fondling	0	0	0	0	0	0	0	0
• Incest	0	0	0	0	0	0	0	0
• Statutory rape	0	0	0	0	0	0	0	0
• Robbery	0	0	0	0	0	0	0	0
• Motor vehicle theft (not theft from a vehicle)	0	0	0	0	0	0	0	0

• Arson	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Simple assault	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Larceny-theft	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Intimidation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Destruction, damage or vandalism	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Public Hate Crimes 2022-2024

2024	<u>Race</u>	<u>Religion</u>	<u>Sexual Orientation</u>	<u>Gender</u>	<u>Gender Identity</u>	<u>Disability</u>	<u>Ethnicity</u>	<u>National Origin</u>
• Murder and non-negligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Rape	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Fondling	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Incest	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Statutory rape	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Robbery	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Motor vehicle theft (not theft from a vehicle)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Arson	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Simple assault	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Larceny-theft	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Intimidation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Destruction, damage or vandalism	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
2023	<u>Race</u>	<u>Religion</u>	<u>Sexual Orientation</u>	<u>Gender</u>	<u>Gender Identity</u>	<u>Disability</u>	<u>Ethnicity</u>	<u>National Origin</u>

• Murder and non-negligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Rape	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Fondling	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Incest	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Statutory rape	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Robbery	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Motor vehicle theft (not theft from a vehicle)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Arson	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Simple assault	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Larceny-theft	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Intimidation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Destruction, damage or vandalism	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

2022	<u>Race</u>	<u>Religion</u>	<u>Sexual Orientation</u>	<u>Gender</u>	<u>Gender Identity</u>	<u>Disability</u>	<u>Ethnicity</u>	<u>National Origin</u>
• Murder and non-negligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Rape	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Fondling	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Incest	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Statutory rape	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Robbery	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Motor vehicle theft (not theft from a vehicle)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

• Arson	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Simple assault	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Larceny-theft	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Intimidation	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Destruction, damage or vandalism	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>

Violence Against Women Act (VAWA) (Sexual Assault is included under “Criminal Offenses-Primary Crimes”

Occurrences in:

	On-Campus			Public		
	2022	2023	2024	2022	2023	2024

• Domestic Violence	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Dating Violence	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Stalking	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>

If applicable, the number and category of any above crimes that were considered “unfounded” as described later in this document, are as follows:

The Campus Security Disclosure does not contain noncampus crime statistics since it does not own or control properties used in direct support of, or in relation to The Academy’s educational purposes that would be frequently used by students within a one-hundred-foot radius, such as parks and property not within the same reasonably contiguous geographic area of The Academy.

FIRE SAFETY REPORTING INFORMATION FOR ON-CAMPUS HOUSING

- The Academy does not have on-campus housing; therefore, there are no statistics to report.

ADMISSIONS POLICY

- The full Admissions Policy outlining enrollment requirements, enrollment procedures and all requirements to remain enrolled in The Academy can be found in The Academy admissions office.
- A paper copy is available upon request. All courses are taught in English.

PRIOR TO ENROLLMENT

- The Academy Admissions Director meets with a prospective student and also collects facts necessary to procure admittance into The Academy.
- Before enrolling a prospective student for admission, The Academy provides the prospective student a copy of The Academy Catalog, Student Handbook, all required consumer pre-enrollment information, knowledge that accurately reports the certification or licensing requirements of the jurisdiction for which it is preparing graduates and provides access to materials that accurately reflect the most recent accreditation annual report statistics.
- The prospective student’s educational background is considered prior to enrolling a student.

- The Academy does not admit ability-to-benefit students.
- The Academy does not recruit students already attending or admitted to another school offering similar programs of study.
- All students admitted are beyond the compulsory age of attendance for the State of Texas.
- All students must be enrolled as a regular student in an eligible program.

If applicable, the number and category of any above crimes that were considered “unfounded” as described later in this document, are as follows: N/A

Confidentiality: The Academy ensures all personally identifiable information is not included when it completes the publicly available crime record keeping for the purposes of Clery Act reporting by utilizing the following procedures:

Crime statistics in any of the above categories may not include the identification of the victim or the person accused of committing the crime.

- Although The Academy does not employ outside campus security officers, The Salon Professional Academy has a working relationship with the local police / law enforcement agencies who are able to support and provide services promptly in the event of an incident.
- The Academy encourages accurate and prompt reporting of all crimes to local law enforcement agencies when the victim elects to or is unable to report an incident.