

Annual Security Report & Criminal Awareness Policy:

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act")

See also VAWA (Violence Against Women Act) & the Title IX Policy

Policies for Preparing the Annual Campus Crime Statistics: *Certificate Issued & Attached at end of Catalog*

Preparation of the annual report of crime statistics involve review of any reports submitted by students and/or staff, request of the local police for any criminal activity information in the vicinity and inquiry to the Pa. State Police. The school will collect, classify and count all reported crimes and once this information is gathered, the annual security report is completed. The school is obligated to report to the Department of Education, by September 1st annually, its crime statistics of any such incidence as noted in this criminal awareness policy.

Disclosure of Statistics as reported annually:

Campus security procedures will be fully described to all students during their new student orientation. Employees will be informed of security procedures at the time of employment and will be reminded of the procedure at least once a year at a faculty or staff meeting. Crime prevention information can be obtained from the local police precinct, Lower Southampton Police department. A daily **Crime Log** along with the school's **Annual Statistics** are posted in the main office. The log will list any criminal incident reported to the school and the date it occurred. The specific details of a reported crime will be included on a school's annual report.

Statement of Policy:

The manufacture, use, distribution or sale of alcoholic beverages or illegal drugs is prohibited on campus. Lockers are issued to students for the sole purpose of storing school supplies and personal items. A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws can be found in the Controlled Substance Abuse Policy contained in the student handbook.

Annual Security Report – Campus Safety & Security Statistics

Crime Activity Reported to USDE by October 1st, Annually

Data reported for: 2022/2023/2024

Policies for Preparing the Annual Camus Crime Statistics involve review of the daily crime report, reports submitted by students and/or staff, request of the local & state police for any criminal activity reported on the campus or in the vicinity. This information was gathered & the Annual Safety & Security Report was completed August 21, 2024

	On Campus	Off Campus/Public Property	Building/Property
Murder/Manslaughter	0	0	0
Sexual Offenses:			
Rape	0	0	0
Statutory Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Hate Crimes (race, religion, etc)	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
Simple Assault	0	0	0
Larceny-theft	0	0	0

Intimidation	0	0	0
Vandalism-Destruction of Property	0	0	0
Arrests-Disciplinary Actions			
Weapons: Possession, carrying, etc	0	0	0
Drug Related Violations-Arrests	0	0	0
Liquor Law Violations-Arrests	0	0	0
Crimes Manifest of Prejudice (Hate Crimes)	0	0	0
VAWA Offenses:			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

There is also a Daily Crime Log posted at the Entrance to the Main Office

Procedures and Facilities for Students to Report Criminal Actions or Other Emergencies

Students & employees should report any crime or suspicious activity that occurs at the **Bucks County School of Beauty Culture**, aka, **BCSBC** to the Administration of the school. This could include any invasion of personal or school belongings, known possession of illegal weapons and/or illegal substances, any and all criminal action that occurs on campus including theft, accidents or incidents in the schools parking lot or on school grounds, criminal mischief, and any sexual misconduct as stated in the Title IX Policy. The Administration is defined as the Schools Owners, Title IX Coordinator, the Admissions Director, the Financial Aid Administrator and the Administrative Coordinator, an Instructor or designated Supervisor in charge.

Reporting to Authorities:

At all times, students and staff are encouraged to report any type of crime as soon as it occurs. BCSBC administration is supportive of any student or staff member who feels the need to report a crime. The school administration is responsible to report criminal actions (if deemed a warranted criminal action) promptly to the

Lower Southampton Police Department: Phone **911** or **(215) 357-1234**. If a situation occurs between two (or more) students but it not necessarily a criminal action, the administration will advise a student that they have every right to contact the police and report the incident. (ex: cyber bullying, defamation of character, personal discrepancy or any other type of action that a student may categorize as a violation). The School Owners and Administrators will help any student report a campus crime to local police authorities. (Campus is defined to include the building & parking lot where the school is physically located.) We will not make the call but will allow a student or staff member to call in the privacy of an office if they so request.

Campus Law Enforcement

BCSBC has no campus law enforcement. If needed, the local police are contacted and the response time has always been excellent. BCSBC has a good working relationship with local police and makes determinations on when to use the emergency call number and the non-emergency call number.

Security Considerations Used in the Maintenance of Campus Facilities

BCSBC has no campus residences to maintain. The school has a camera security system which is used by the administration daily to prevent any harm either to the facility and/or personal harm to anyone on the school campus. The camera security system has a live feed to 16 cameras placed both inside & outside of the facility. The system also records the data for playback whenever needed. Facility maintenance is done when the facility is empty. Fire and security alarm systems are tested annually.

Off Campus Locations Officially Recognized by School

There are no off campus locations officially or unofficially recognized by the school.

Safety of and Access to School Facilities Including Campus Residences

BCSBC has NO campus residences. Access to school facilities by students is permitted only during operating hours of the school. Staff and faculty have access to the school facility during normal working hours or by request and/or permission of the school owners. This is a single building campus and is open to the public Monday through Thursday from 8:30 am to 10:00 pm and on Friday from 8:30 am to 3:00 pm. Exterior entries may be locked between 3:30 pm - 5:30 pm for security purposes.

Off Campus Locations Officially Recognized by School

There are no off campus locations officially or unofficially recognized by the school. A school official is present at all off-campus activities sponsored by BCSBC. Students should report any criminal activity occurring during off campus activities to the school official. The school official will then aid any student in reporting the criminal activity to local police. The school official will also document and report the incident to the school's Owners.

Policies for Making Timely Warning Reports to the Student Population

Should any situation arise that would need a timely warning to the student population students will be notified in their classroom or via the school phone speaker system, by text message or via student email. Other incidences may be reported via a published bulletin or on the schools announcement monitor located in the student lounge. The school will keep all personal information regarding any incident report private and make every effort of confidentiality throughout the process.

Campus Sexual Assault Program – See the Title IX & VAWA Policy for additional information

Educational programs are offered through professional organizations in the community such as: **NOVA** (network of victim assistance) and/or **A Woman's Place**. They provide services for victims and are advocates for education on rape prevention, acquaintance rape, forcible and non-forcible sex offenses, sexual violence, domestic violence, dating violence, stalking and physical or mental abuse programs. The school will act to assist anyone including, but not limited to, students, graduates, professionals, faculty and administrators suffering domestic violence, dating violence, harassment or sexual harassment, stalking and physical or mental abuse with accommodations as noted in the Title IX Policy. Memoranda's of Understanding (MOU's) whenever available are on file with these organizations.

Additional information on sex offenders is available on the PA State police web site:

<http://www.pameganslaw.state.pa.us>

Through the **Title IX Policy**, the school has made the employees and student population aware of the Schools Policy of Non-Discrimination and the crime of Sexual Harassment. **If a sex offense occurs, a student should contact any employee of BCSBC that they are comfortable speaking with and/or local law enforcement. Reporting should happen as soon as possible in order to preserve evidence as proof of the crime.** If the student would like to contact local police, BCSBC personnel will assist as long as the student agrees. If such an offense is reported, BCSBC personnel will provide the number for the nearest rape crisis center that can provide information on all services the student may need. If the student would like assistance contacting the rape crises center, BCSBC personnel will assist. If an ambulance is required, BCSBC personnel will make that phone call. BCSBC personnel will also contact anyone the student requests. If the student is not able to make the request, BCSBC personnel will contact the student's emergency contact as listed in the student file. If the student's academic situation needs to change as a result of the assault, BCSBC will make changes if they are reasonably available.

Sanctions: Sanctions will be determined if the crime committed has been against the school. This would include stealing, destroying school property, fighting, etc. Interviews will be conducted with the accused and depending on the outcome, sanctions could be, no action and up to and including expulsion from the program.

Training:

Staff and faculty are trained via area professionals such as sexual violence shelters/centers, domestic violence centers, and/or by those individuals deemed approved trainers by the United States Department of Education. Training is held once per year.

Title IX Coordinators Contact Information:

Michael Mathis, Financial Aid & Compliance Administrator
1761 Bustleton Pike
Feasterville, Pa. 19053
215-322-0667
mmathis@beautycultures.com

Emergency Response & Evacuation Procedures/Fire Drill

Fire Drills are performed during New Class Orientation using the Fire Drill/Parking Map which is located in the Student Handbook

Each year the fire extinguishers and the schools fire alarm system are inspected and approved. Emergency lighting is also inspected once per year. Our facilities manager is on premise weekly and takes note of anything needed to be enhanced, corrected or added to the current fire safety policy. During each new student orientation, BCSBC drills the schools evacuation & emergency plan and common meeting place should a fire or other emergency occur.

Staff, students and the school administration are encouraged to be on the lookout for any suspicious packages, articles of luggage, situations or behaviors which may be construed as threatening to the school population. Any questionable objects, material or activity should be quickly reported to an administrator. The administration will analyze the situation and institute a corrective action. Courses of action fall into two main categories. **Evacuate or Remain**

Remain: Includes Safety Plan & Lock Down

- **Earthquake** - Everybody does one thing: ***DUCK, COVER AND HOLD ON***
- **Area Emergency or Active Shooter:** Once aware of a situation, 911 will be contacted by the administration and/or teaching staff and/or a student. The administration encourages any person in the BCSBC building that witnesses an emergency to immediately dial 911, if able. Then, report the incident to school administration. The administration will notify each classroom to make them aware of the situation by use of the schools classroom speaker system (private address system) and/or through vocal projection in the main hallway and/or by text message.
- The administration will use its security camera system to help identify any internal threat and relay the information to each of the classrooms. Security cameras are located both inside & outside the building
- Staff will lock classroom doors and students should move to an area of their classroom that is away from the doors & windows. If emergency is **weather related**, students and staff will relocate to the interior hallways of the building and/or to the lower level of the building which has no windows but has 2 means of egress (exits).
- If emergency is occurring before or after schools hours, students and staff will receive a text message to alert them of the situation and then also advise them when the situation is over.
- Building will be locked down if there is an external threat.
- **Lock Down** – All classroom doors are to be locked and interior blinds on hallway windows closed. All people should be silent, remain in their classroom and move to an area that is furthest away from the door & windows. Depending on the situation, the administration & teaching staff will be responsible to lock both main entrances and staff & students, if able, will be directed to the lower level of the building which has two means of egress (emergency exits). The lower level cannot be entered from outside the building with a key.

Evacuate: Ex: In the Case of a Fire or Gas Leak – An Alarm will sound throughout the Building

- When the alarm is heard, students & staff will evacuate using any of the 3 upper level exits. The three exit routes are **front, side and rear doors** which are **displayed on the building map (page 12 of the student handbook) & during the new student orientation presentation.**
- Everyone will assemble to be accounted for at the **meeting place** established as the right side of the building parking lot, at the free standing **Beauty School Sign (Corner of Loretta & Bustleton).**

- The staff and students should be conscious of the presence of anyone with any type of disability. The unique special needs of this portion of the school's community can only be maintained with the compassion and assistance of staff and fellow students.
- Instructors are encouraged to take their grade book to assist in accounting for the student population.
- Instructors in the clinic area are responsible for informing and assisting clients having a service.
- All areas of the facility will be searched to ensure complete evacuation.
- The school community will be assessed to determine if there is anyone in need of medical attention.
- The administration is responsible for communicating any first aid and rescue needs to medical and rescue crews.
- Any additional concerns or findings should be reported to the administration.
- When deemed safe, the administration will coordinate a return to the facility.

Voter Registration:

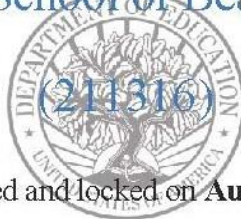
Everyone has the right to vote & voter registration applications are available in the schools admissions office. For more information, please go to the schools website or visit one of these links: <https://www.pavoterservices.pa.gov/Pages/VoterRegistrationApplication.aspx>
<http://www.fvap.gov/> (For active duty military personnel or if you are bedridden or hospitalized)
<https://www.pa.gov/guides/voting-and-elections/#RegisteringtoVote> (General Voting Information)

Certificates:

Campus Safety and Security & Fire Safety Inspection

Campus Safety and Security Survey Completion Certificate

The Campus Safety and Security data for
Bucks County School of Beauty Culture Inc



were completed and locked on **August 21, 2024.**

Thank you for your participation in the 2024 data collection.

This certificate was prepared on **August 21, 2024**

LOWER SOUTHAMPTON TOWNSHIP

Fire Marshall's Office

