

**BELLA COSMETOLOGY And BARBER COLLEGE AND BELLA
COSMETOLOGY COLLEGE**

Campus Security Act Disclosure Statement

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution’s crime statistics for the period between 1/1/2020 and 12/31/2022 (THREE MOST COMPLETED CALENDAR YEARS).

See attached map for the campus which includes outlines the building and parking lots that students use while attending classes at Bella Cosmetology and Barber College

Note: In complying with the crime statistical reporting requirements, Bella Cosmetology and Barber College provides a map to current and prospective students and employees that depict its campus. Bella Cosmetology and Barber College does not have non-campus building or property, and public property areas)

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.

Date updated as of 3-1-23_____

Report Distribution Date:

Occurrences within the 2019, 2020 and 2021 Calendar Years

Crimes Reported	2020	2021	2022	Location: C=Campus N=Non-campus P=Public Area
Criminal Homicide				
• Murder (Includes non-negligent manslaughter)	0	0	0	
• Negligent manslaughter	0	0	0	
Sex Offenses				
• Sex offenses - forcible	0	0	0	
• Sex offenses - non-forcible	0	0	0	
Robbery	0	0	0	

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Aggravated assaults	0	0	0	
Burglaries	0	0	0	
Motor Vehicle Thefts (on Campus)	0	0	0	
Arson	0	0	0	
Larceny - Theft	0	0	0	
Simple Assault	0	0	0	
Intimidation	0	0	0	
Destruction/Damage /Vandalism of property	0	0	0	
Any other Crime involving bodily injury	0	0	0	
Number of arrest made for the following crimes				
Note: this information also includes those individuals that were referred for campus disciplinary action for liquor law violations, drug law violations and illegal weapons possession.				
Liquor Laws	0	0	0	
Drug Laws	0	0	0	
Illegal Weapons Possession	0	0	0	
Hate Crimes Reporting				
Larceny-theft	0	0	0	
Simple Assault	0	0	0	
Intimidation	0	0	0	
Destruction, Damage or Vandalism of Property	0	0	0	
Crimes Against Women				
			2021	
Domestic violence			0	
Dating violence			0	
Stalking			0	

Hate Offenses:

The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Contact Information:

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Office Responsible to provide a copy of the Campus Security information	Bella Colleges President
Who to contact to report an incident at the Institution	Sharon Eitelman 903/456/4522

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:

1. “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”

2. “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 person involved in the relationship.”

3. “Stalking” means “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.”

If you believe you are a victim of any of these situations you can and should seek out help and assistance from the following agencies: Texas Vine 1877/TX4/VINE 1/877/894/8463

Contact Information:

Who to contact to report an incident at the Institution	Sharon Eitelman 903/456/4522
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Local Law enforcement agency to report an incident that occurred off campus	Greenville Police Department 3000 Lee St, Greenville, TX 75401 (903) 457-2900---Greenville--903494-5170
Agencies and contacts in your local area that can provide assistance to anyone who believes they are a victim and might need assistance.	SAFE-T 511 West First St. Mt. Pleasant, Texas 75455 903-572-0973 e-mail safe@bluebonnet.net

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).

Preparation for the Annual Disclosure of Crime Statistics report is obtain by the institution’s President who contacts the correct police department District for statistics and the institution’s “Daily Incident Log”, and then records those statistics.

3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor’s badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 4:30pm. When the school closes for the night, the school’s official or supervisor will inspect to see that it is empty and then set the alarms 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

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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:
 - a) 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.
 - b) 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.
 - c) 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. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - a) Do not leave personal property in classrooms
 - b) Report to your institutional official, any suspicious persons.
 - c) Always try to walk in groups outside the school premises.
 - d) If you are waiting for a ride, wait within sight of other people
 - e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
 - f) The "*Crime Awareness and Campus Security Act*" is available upon request to students, employees (staff and faculty) and prospective students.
 - g) The School has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - h) 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. 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.
7. All incidents shall be recorded in the Institutions daily Incident Log located on campus at the Administration Office of the School President. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. 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.
8. 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.
9. 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.
10. Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff. (*Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education*).
11. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. 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 expulsion, while investigations are being followed, termination and/or arrest.
12. The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.
13. In the event a sex offense should occur on campus, the victim should take the following steps:
 - Report the offense to the school administration.

- Preserve any evidence as may be necessary to the proof of the criminal offense.
 - Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
 - Request a change in the academic situation if necessary.
14. On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.
15. These records are available upon request through the administrative offices.
16. 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.
17. 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 on to report to the school's President but rather contact the appropriate agency by calling (911).

GENERAL EMERGENCY PROCEDURES

Who to Contact

All employees are expected to be familiar with and to follow procedures outlined in the Bella Cosmetology and Barber College Response Plan. 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 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

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

Any injury which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to the School President. All injuries and accidents should be reported to the Supervisor/Instructor by the end of the day.

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

Alcoholic beverages are not allowed on the School property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption.

Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.

Liquids such as water or oil, excessive dust/dirt, or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

Accident Investigation and Reporting

Anyone who suffers an injury during school shall promptly report such injury to the Supervisor/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
- TCLEOSE approved students.

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 tools, materials, draped hoses, 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 AND SECURITY

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 supervisor/instructor or the School President.

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.

TYPES OF FIRES	TYPES OF EXTINGUIDHER AND AGENT
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Ordinary Combustible Materials Such As Paper, Wood, and Trash	Water (Preferred) And Multi-purpose
Flammable Liquid And Gases such As Gasoline, Lubricating Oils and Natural Gas	Dry Chemical (Preferred) And Carbon Dioxide
Electrical such as Electronic Instruments And Switchgear Installations	Carbon dioxide (Preferred) And Dry 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 regards 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.

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- 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 President or administrator 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 President 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 Bella College are not likely to flood. However, during periods of flooding, the President 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 President may dismiss classes to allow commuters to return home safely.

Closing the School as the Result of Severe Weather

Only the President has the authority to close the School. When this action is taken, the President will notify the students and faculty. In addition, it will be posted on the School’s website and the local radio station will be notified and asked to broadcast the notice of closing.

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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

Emergency Evacuation

Curing 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.

CRITICAL INCIDENT RESPONSE PLAN

OBJECTIVES

1. To coordinate the School's response to critical incidents while pay special attention to the safety and security needs of members of the Bella Cosmetology College And B. C. College #2community.
2. To maintain the safety and security of faculty, staff and students as a whole in the event of a critical incident.
3. To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

DEFINITION OF A CRITICAL INCIDENT

A critical incident is a situation that involves Bella College student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal school operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life threatening injury or illness.

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(Note: this plan is for general information only. During an actual critical incident, variations might be made depending on the nature of the event and the situation.)

STUDENT ASSISTANCE SERVICES

Personal Counseling Referrals

The President of Bella College will act as the referral agent for student seeking assistance for emotional or personal counseling services.

PROCEDURES FOR BELLA COLLEGE

Step 1 Bella College - The President or School Director is notified of a critical incident involving a student or employee at 903-494-5170 Greenville during the day, (903) 456-4522 after hours or holidays.

First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.

Step 2 Bella College The President gathers information concerning the critical incident and responds accordingly.

In the event that scheduled classes need to be cancelled or altered in some manner the School Director will contact the faculty. The President will contact the student's and the closure will be posted on the college website. www.bellacollege.com

Any media contact, press releases, email or website assistance must be coordinated through the School President.

Step 3 Bella College – Depending on the evaluation of the situation, one or more of the following may occur:

- **Step 3A** – Bella College will without delay, an taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain respond, to or otherwise mitigate the emergency.

The President goes to scene of the incident to assess the need for back-up personnel. Based on the initial findings and upon agreement with either the President or Director, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center.

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- **Step 3B** -- If warranted, an emergency meeting of the Critical Incident Response Team (CIRT) may be called after evaluation of the situation with the consent of the President and/or Director. Current contact information for the CIRT is posted around campus and is provided to all Bella College faculty.
- **Step 3C** – President initiates family contacts.
- **Step 3D** – CIRT Command Headquarters is activated in the President’s Office. The Crisis Center (if activated) will be located in the Administration building. The CIRT Command Headquarters will communicate directly with the Crisis Center on activities and communications to be carried out.
- **Step 3E** – Emergency CIRT meeting is called. If determined in the emergency CIRT meeting, the CIRT will assist the President in dealing with the critical incident. This may include: assisting affected student or employee’s family members, counseling with students or college employees, gathering additional information, etc.
- **Step 4 Bella College** – Once the issue/situation is under control, the CIRT will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the CIRT will be scheduled. CIRT will evaluate all responses to critical incident at the closure/evaluation meeting.
- **Step 5 Bella College**– The CIRT will recommend to the President any policy revisions in procedures and will compile a Critical Incident Report to be filed in the Office of the President.

Crisis Center

When a critical incident involves responses from a variety of personnel, a Crisis Center will be established in the Administration building. The CIRT Command Headquarters (HQ) will communicate with the Crisis Center to coordinate all activities involved in the responses to the critical incident. Communications involving responding personnel will be dispersed through this Crisis Center by the Center Head as directed by the CIRT. The President will assign the Center Head of the Crisis Center when a situation arises. The Center head is responsible for gathering any documents and/or gear necessary.

Member of the Bella College INCIDENT RESPONSE TEAM

Critical Incident Response Team			
President	Sharon Eitelman	5015 A Wesley St.	903-456-4522
Director	Mike Eitelman	5015 A Wesley St.	903-494-5170
Instructor	Kelley Holley	5015 A Wesley St..	903-494-5170

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Local Community Emergency Services

All Emergencies (Fire, Police, Sheriff, Ambulance)	911
Poison Control Center	1-800-222-1222
Suicide Hotline	1-800-784-2433
Hospitals:	
Greenville	903-408-5000
Clinics:	
Greenville	903-408-7979



Bella Cosmetology and barber College

5015 A Wesley St.

Greenville, Texas

Emergency Communication Guidelines

In the event of an emergency that directly affects Bella College all students and employees will be notified by telephone, e-mail and the School website.

EXAMPLES OF LIFE THREATING/SERIOUS SITUATIONS AND RESPONSES

FIRES:

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- **Examples: Buildings, Grounds, Automobiles**

1. Call the appropriate college official at the location.
2. Clearly identify the location of the incident.
 - a. Building name
 - b. Physical location on campus
 - c. Room or area where fire is located
3. Evacuate the area.
 - a. Check the evacuation signs posted in hallway and
 - b. Follow to the Exit
 - c. Gather in Parking lot
4. Call the Fire Department
 - a. Remain in Parking lot until the Fire Department has indicated that it is safe to re-enter the building.

SEVERE WEATHER: (i.e., Tornado)

- **Tornado Watch** – Indicates that conditions are right for a tornado to develop and that the sky and public information system should be monitored.
- **Tornado Warning** – Indicates a tornado has been sighted or is indicated on radar and confirmed by spotters.
 - When a tornado **WARNING** is received by way of siren or public broadcast:
 - Bella College faculty and staff will insure that all persons with disabilities are evacuated to designated safety areas first, along with other students and visitors.
 - If a designated safety area cannot be reached, move away from windows to an inside hall or take cover under desks or tables.
 - Protect yourself by:
 - Lying face down
 - Drawing your knees up under you
 - Covering the back of your head with your hands

EMERGENCY EVACUATION SIGNS ARE LOCATED IN THE HALLS OF EACH OF THE BUILDINGS.

POWER OUTAGE:

- If an electric power outage occurs, the following procedures need to be taken:

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- Emergency flashlights will come on in each room.
- Open doors and window coverings to take advantage of natural lighting.
- Help those in need of assistance.
- Carry flashlight to the Exits.

CRIMINAL DISTURBANCE:

- EXAMPLES:
 Robbery
 Assault (verbal or physical)
 Theft in progress
 Hostage situation
 Gang activity
 Weapon on campus

1. Do not resist or attempt to retaliate unless your life depends on self-defense.
2. Call local law enforcement.
3. Report any criminal disturbance to the School President immediately.

BOMB THREATS:

1. Do not hang up or put the person on hold.
2. Record date and time you were notified of a bomb threat.
3. Obtain as much information as possible.
4. Call the School President or Director.
5. The School President or Director will call the local law enforcement.
6. Do not take any further action, unless you are specifically asked to do so.

DISRUPTIVE BEHAVIOR:

- Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the School President or Director.
- Examples of disruptive behavior:
 - Throwing rocks in windows
 - Blocking chairs and tables in classrooms
 - Writing on walls and defacing the School property
 - Verbal abuse of students or employees
 - Disturbing instructors or students
 - Unauthorized protests

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Make written documentation of incident.

DRUG/ALCOHOL INTOXICATION:

- Immediately call the School President or Director.

UNUSUAL BEHAVIOR:

Recognize the ability of the disturbed person to deal rationally with his/her behavior is limited; therefore:

1. Contact the School President or Director.
2. Do not argue with the person, no matter how unusual the conversation may seem.
3. Make no threatening movements or comments to the person.
4. Designate one student to contact additional staff.
5. Remain calm during your conversation with the person.
6. Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.

MEDICAL EMERGENCY:

- Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (i.e., paramedics, ambulance personnel, nurses, etc.)
 - Reportable examples include but are not limited to:
 - Medical emergencies
 - Occupational accidents requiring medical treatment other than minor first aid.
 - Accidents caused by property damage or unsafe conditions.
 - Apparent minor injuries that may become major injuries requiring medical treatment by a physician at a later date.
1. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, the School President or Director should be notified of the location of the emergency.
 2. ALWAYS document the incident.

MINOR FIRST AID:

For the treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician, a Red Cross First Aid Kit is maintained in the Ladies Restroom with band aids and supplies for minor injuries.

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EVACUATION PROCEDURES:

In the situation where a building must be evacuated, evacuation routes are posted in the hallways of the buildings. For instructors, follow the path indicated unless it endangers you or your students. Be aware of alternate routes to leave your building. Once outside assemble the group to account for your students. Shut doors behind you as you leave, ensuring all students are out of the room/building.

In the event staff should have to evacuate a facility, they are to close their office doors behind them and exit according to the posted evacuation routes, unless they are blocked or unsafe.

Evacuation routes are posted in the halls of the buildings. All staff should familiarize themselves with alternate routes from their office to the outside. In the event of a tornado, staff should move to the interior offices and protect themselves, if possible.

LOCKDOWN PROCEDURES:

The lockdown process will only be initiated with the approval of the School President or Director. Lockdown is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization.

Lockdown Basics:

- REMAIN CALM
- If safe, check halls and clear them of students and staff.
- Lock all doors and barricade with furniture if necessary.
- Lock windows and close blinds.
- Do not unlock doors or allow anyone in or out until ordered to do so by proper authorities. Keep cell phone with you if possible. Faculty/Staff will be updated through their cell phones.

EMERGENCY RESPONSE AND EVACUATION DRILLS

Bella College conducts a test of the emergency response and evacuation procedures at least once a term. The test is unannounced to the students and takes place at a time when most of the students, faculty and staff are expected to be present on campus. An emergency response log is maintained in the President's Office and includes the date, time and whether the Drill was announced or unannounced.

6. Drug and Alcohol Abuse Prevention Program

Procedures and Policy

The policy of this institution is to provide annually information to its students and employees to prevent drug and alcohol abuse.

Distribution of drug and alcohol abuse prevention information may be given through discussion, counseling, direction to drug and alcohol abuse facilities, or the distribution of printed materials.

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Specifically, this institution via employee hiring interviews, employee reviews, student orientation, and printed in our Employee Manual and School Catalog states:

1. We prohibit, at a minimum, the unlawful possession, use or distribution of drugs and alcohol by students and employees on the school's property, or as a part of a school's activities.
2. Below, please find a summary of applicable legal sanctions under local, state, and federal law for unlawful possession, use of distribution of illicit drugs and alcohol.
3. Below, please find a summary of how drug use affects health.

Standards of Conduct:

The school is committed to a campus free of illegal drug use, misuse and abuse of prescription drugs, underage drinking and alcohol abuse. The school has no tolerance for illegal activity or any other harmful conduct influenced by drugs or alcohol. Unlawful possession as well as the distribution of illegal drugs or alcohol is prohibited on school property or as part of its activities. The school will cooperate fully with law enforcement agencies and will apply appropriate internal disciplinary processes should a student or an employee violate criminal statutes with regard to illegal drugs or possession or sale of alcohol.

The following shows the Federal penalties:

(Felony or misdemeanor)

a. DRUG CONVICTION FOR POSSESSION

Under Student Aid Laws: Cannot obtain any Government Student Aid, Loans, Or Grants for 1 Year after 1st Conviction for Possession; for 2 Years after 2nd Conviction and for an indefinite amount of time after 3rd Conviction.

DRUG CONVICTION FOR SALE

(Felony or misdemeanor)

Under Student Aid Laws: Cannot obtain any Government Student Aid, Loans, or Grants for 2 Years after 1st Conviction and indefinite amount of time after 2nd Conviction.

DRUG POSSESSION

CANNABIS (< 2.5 grams) Up to \$1500 Fine &/or Up to 30 Days in Jail

CANNABIS (2.5 grams to 10 grams) Up to \$1500 Fine &/or Up to 6 Months in Jail

CANNABIS (10 grams to 30 grams) 1st Offense Up to \$2500 Fine &/or Up to 1 Year in Jail 2nd Offense Felony Up to \$25,000 Fine &/or 1 to 3 Years Pen.

CANNABIS (30 grams to 500 grams) 1st Offense Felony Up to \$25,000 Fine &/or 1 to 3 Years in Pen. 2nd Offense Felony Up to \$25,000 Fine &/or 2 to 5 Years in Pen.

CANNABIS (500 grams to 2000 grams) Felony Up to \$25,000 Fine &/or 2 to 5 Years in Pen.

CANNABIS (2000 grams to 5000 grams) Felony Up to \$25,000 Fine &/or 3 to 7 Years in Pen.

CANNABIS (over 5000 grams) Felony Up to \$25,000 Fine &/or 4 to 15 Years Pen.

PRESCRIPTION FORGERY

1st Offense Felony Up to \$100,000 Fine &/or 1 to 3 Years in Pen. 2nd Offense Felony Up to \$200,000 Fine &/or 2 to 5 Years in Pen.

POSSESSION DRUG PARAPHERNALIA

\$750 to \$2500 Fine &/or Up to 1 Year in Jail

POSSESSION OF HEROIN, COCAINE, MORPHINE, METHAMPHETAMINE, LYSERGIC ACID OR LSD:

15 GRAMS TO 100 GRAMS Felony Up to \$200,000 Fine &/or 4 to 15 Years in Pen.

100 GRAMS to 400 GRAMS Felony Up to \$200,000 Fine or Street Value &/or 6 to 30 Years Pen.

400 GRAMS TO 900 GRAMS Felony Up to \$200,000 Fine or Street Value &/or 8 to 40 Years Pen.

900 + GRAMS Felony Up to \$200,000 Fine or Street Value &/or 10 to 50 Years Pen.

PEYOTE, BARBITURIC ACID, AMPHETAMINE

(more than 200 grams)

Felony Up to \$200,000 Fine &/or 4 to 15 Years in Pen.

METHAQUALONE, PENTAZOCINE, PHENCYCLIDINE

(more than 30 grams) Felony Up to \$200,000 Fine &/or 4 to 15 Years in Pen.

ANABOLIC STEROID

1st Offense Up to \$1500 Fine &/or 30 Days in Jail 2nd Offense UP to \$1500 Fine &/or 6 Months in Jail

NITROUS OXIDE

1st Offense Up to \$2500 Fine &/or Up to 1 Year in Jail 2nd Offense Felony Up to \$25,000 Fine &/or 1 to 3 Years in Pen.

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SALE, MANUFACTURE, POSSESSION WITH INTENT TO TRAFFIC DRUGS

CANNABIS

(less than 2.5 grams) Up to \$1500 Fine &/or 6 Months in Jail

CANNABIS

(2.5 grams to 10 grams) Up to \$2500 Fine &/or 1 Year in Jail

CANNABIS

(10 grams to 30 grams) Felony Up to \$25,000 Fine &/or 1 to 3 Years in Pen.

CANNABIS

(30 grams to 500 grams) Felony Up to \$55,000 Fine &/or 2 to 5 Years in Pen.

CANNABIS

(500 grams to 2000 grams) Felony Up to \$100,000 Fine &/or 3 to 7 Years in Pen.

CANNABIS

(2000 grams to 5000 grams) Felony Up to \$150,000 Fine &/or 4 to 15 Years in Pen.

CANNABIS

(more than 5000 grams) Felony Up to \$200,000 Fine &/or 6 to 30 Years in Pen.

COCAINE

(1 to 15 grams)

HEROIN

(10 to 15 grams)

MORPHINE

(10 to 15 grams)

METHAMPHETAMINE

(5 to 15 grams) Felony Up to \$250,000 &/or 4 to 15 Years in Pen.

COCAINE, HEROIN, MORPHINE, METHAMPHETAMINE, LSD: 15 GRAMS TO 100 GRAMS Felony Up to \$500,000 Fine &/or 6 to 30 Years in Pen.

100 GRAMS TO 400 GRAMS Felony Up to \$500,000 or Street Value &/or 9 to 40 Years in Pen.

400 GRAMS TO 900 GRAMS Felony Up to \$500,000 Fine or Street Value &/or 12 to 50 Years Pen.

OVER 900 GRAMS Felony Up to \$500,000 Fine or Street Value &/or 15 to 60 Years Pen.

NITROUS OXIDE

Felony Up to \$25,000 Fine &/or 2 to 5 Years in Pen.* FELONY, INCREASES PENALTY TO 15-20-25-LIFE

Increased Penalties for use of Firearm During Commission of Offense:

Use of firearm during commission of offense: 15 years added to sentence imposed

Discharge of firearm during commission of offense: 20 years added to sentence imposed

Discharge of firearm causing death or injury: 25 years or up to natural life added to sentence imposed

MISDEMEANORS

Class A: Up to \$2500 Fine &/or Up to 1 Year in Jail.

Class B: Up to \$1500 Fine &/or Up to 6 Months in Jail.

Class C: Up to \$1500 Fine &/or Up to 30 Days in Jail.

FELONY CONVICTION

Class X Felony Up to \$25,000 Fine &/or 6 to 30 Years in Pen.

Class 1 Felony Up to \$25,000 Fine &/or 4 to 15 Years in Pen.

Class 2 Felony Up to \$25,000 Fine &/or 3 to 7 Years in Pen.

Class 3 Felony Up to \$25,000 Fine &/or 2 to 5 Years in Pen.

Class 4 Felony Up to \$25,000 Fine &/or 1 to 3 Years in Pen.

IF POSSESSION OR SALE OF ANY DRUG IS WITHIN 1500 FEET OF A SCHOOL, CHURCH, PUBLIC PARK, OR MOVIE THEATER, COURT MAY DOUBLE THE FINE AND THE SENTENCE.

Penalty Offense Incarceration misdemeanor

Possession 1 year felony 1 oz or less 6 years felony 1 oz or less (second conviction) 3* - 10 years felony 1 oz or less (third conviction) 4 - 10 years felony * Mandatory minimum sentence 5 - 10 years felony **Sale** 6 - 30 years misdemeanor 1 oz - 10 lbs 1 year felony 10 - 100 lbs 3 - 10 years

More than 100 lbs

The sale within 1,000 feet of a school increases the penalty. A second conviction can double the penalty. Sale to a minor can double the penalty.

Paraphernalia

Possession of paraphernalia

In furtherance of a felony

Miscellaneous

Any conviction causes a 6 month driver's license suspension.

Any conviction causes a 1 year commercial driver's license suspension.

Penalty Details

Possession

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Possession of 1 oz. or less is a misdemeanor punishable by a maximum sentence of 1 year imprisonment and a maximum fine of \$1,000. A second conviction for possession of 1 oz. or less is a felony which is punishable by a maximum sentence of 6 years imprisonment and a maximum fine of \$10,000. A third conviction for possession of 1 oz. or less is a felony which is punishable by a minimum sentence of 3 years and a maximum sentence of 10 years imprisonment as well as a maximum fine of \$10,000.

Sale

The sale of 1 oz.-10 lbs. is a felony which is punishable by a sentence of 4-10 years imprisonment and a maximum fine of \$10,000. The sale of between 10 lbs.-100 lbs. is a felony which is punishable by a sentence of 5-10 years imprisonment and a maximum fine of \$50,000. The sale of more than 100 lbs. is a felony which is punishable by a sentence of 6-30 years imprisonment and a maximum fine of \$50,000. The sale within 1,000 feet of a school increases the penalty. A second conviction can double the penalty. Sale to a minor at least three years younger than the seller can double the penalty.

Paraphernalia

Possession of paraphernalia is a misdemeanor punishable by a maximum sentence of 1 year imprisonment and a maximum fine of \$1,000. Possession of paraphernalia in furtherance of a felony is a Class C felony punishable by 3-10 years imprisonment and a maximum fine of \$10,000.

Miscellaneous

Any conviction causes a 6 month driver's license suspension.
Any conviction causes a 1 year commercial driver's license suspension.

b. How Does Drug Use Affect Health?

Health risks are everywhere and are compounded with the use and abuse of drugs. Risks associated include nausea, depression, cardiac damage, coma, anxiety, and even death. Risks to pregnant women include difficult pregnancies and physical and mental damage to the fetus. Drug use, including alcohol, may diminish short term memory, affect your coordination, slow your reflexive abilities impair your ability to make sound judgments and impair your ability to operate motor vehicles.

A description of alcohol and drug categories, their effects, symptoms of overdose, symptoms of withdrawal and indications of misuse can be found at:

<http://ncadi.samhsa.gov/>

and at the Drug Enforcement Administration of the U.S. Department of Justice website:

<http://www.usdoj.gov/dea/concern/concern.htm>

Federal Trafficking Penalties can be found at:

<http://www.usdoj.gov/dea/agency/penalties.htm>

Health Risks

The following briefly summarizes health risks and symptoms associated with the use of alcohol and other drugs. It is important to note that individuals experience alcohol and drugs in different ways based on physical tolerance, body size and gender, and on a variety of other physical and psychological factors.

Alcohol:

Alcohol consumption causes a number of changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasingly the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental functions severely altering a person's ability to learn and remember information. Very high doses cause

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respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of developing alcohol related problems.

Cigarettes and other Nicotine Products:

In 1989, the U.S. Surgeon General issued a report that concluded that cigarettes and other forms of tobacco, such as cigars, pipe tobacco and chewing tobacco, are addictive and that nicotine is the drug in tobacco that causes addiction. In addition, the report determined that smoking was a major cause of stroke and the third leading cause of death in the United States. Nicotine is both a stimulant and a sedative to the central nervous system. Nicotine is absorbed readily from tobacco smoke in the lungs, and it does not matter whether the tobacco smoke is from cigarettes, cigars, or pipes, Nicotine also is absorbed readily when tobacco is chewed. In addition to nicotine, cigarette smoke is primarily composed of a dozen gases (mainly carbon monoxide) and tar. The tar in a cigarette, which varies from about 15 mg for a regular cigarette to 7 mg in a low-tar cigarette, exposes the user to a high expectancy rate of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in the smoke increases the chance of cardiovascular diseases. The Environmental Protection Agency has concluded that secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children and sudden infant death.

Prescription Medications:

Prescription drugs that are abused or used for non-medical reasons can alter brain activity and lead to dependence. Commonly abused classes of prescription drugs include opioids (often prescribed in the treatment of pain), central nervous system depressants (often prescribed to treat anxiety and sleep disorders), and stimulants (prescribed to treat narcolepsy, ADHD, and obesity). Long-term use of opioids or central nervous system depressants can lead to physical dependence and addiction. Taken in high doses stimulants can lead to compulsive use, paranoia, dangerously high body temperatures and irregular heartbeat.

Marijuana:

Marijuana use can lead to several long term and short term physical and psychological effects. Marijuana use leads to a substantial increase in the heart rate, impairs short term memory and comprehension and motivation can be altered. It can produce paranoia and psychosis. Smoking marijuana damages the lungs and pulmonary system. Marijuana contains more cancer-causing agents than tobacco. It also lowers male sex hormones, suppresses ovulation, and causes changes in the

menstrual cycle. Short-term effects include memory and learning problems, distorted perception and difficulty thinking and solving problems.

Cocaine and Crack:

Health risks may include changes in body temperature and blood pressure as well as heart and breathing rates. Even small amounts may cause the body to exceed its own limits, sometimes resulting in death. Snorting cocaine may severely damage nasal tissue and the septum. Smoking cocaine may damage the lungs. Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a crash, a runny or bleeding nose, and depression. Other symptoms of cocaine use may include nausea, vomiting, insomnia, tremors, and convulsions. Chronic users may become paranoid and/or experience hallucinations.

Barbiturates:

In small doses, barbiturates produce calmness, relaxed muscles, and lowered anxiety. Larger doses cause slurred speech, staggering gait, and altered perception. Very large doses or doses taken in combination with other central nervous system depressants (e.g., alcohol) may cause respiratory depression, coma and even death. A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, or inattentive, or have slowed reactions.

Amphetamines:

Amphetamines, methamphetamines, or other stimulants can cause increased heart rate and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever, heart failure and death. An individual using amphetamines might begin to lose weight, have the sweats, and appear restless, anxious, moody, and unable to focus. Extended use may produce psychosis, including hallucinations, delusions, and paranoia.

Hallucinogens:

PCP, or angel dust, interrupts the part of the brain that controls the intellect and keeps instincts in check. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Exceptionally large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure, and tremors. Someone under the influence of PCP might appear moody, aggressive, or violent. Sleeplessness, confusion, anxiety, and panic, and may report perceptual distortions. Flashbacks may occur.

Steroids (anabolic):

Anabolic steroids are human-made substances related to male sex hormones. Some athletes abuse anabolic steroids to enhance performance. Abuse of anabolic steroids can lead to serious health problems, some of which are irreversible. Short term side effects include depression, hallucinations,

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paranoia, severe mood swings and aggressive behavior. Major side effects also can include liver tumors and cancer, jaundice, high blood pressure, kidney tumors, severe acne and trembling. In males side effects may include shrinking of the testicles and breast development. In females, side effects may include growth of facial hair, menstrual changes and deepened voice. In teenagers, growth may be halted prematurely and permanently.

Narcotics:

Because narcotics are generally injected, the use of contaminated needles may result in the contraction of many different diseases, including AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin, convulsions, and coma and may result in death. Some signs of narcotic use are euphoria, drowsiness, constricted pupils, and nausea. Other symptoms include itchy skin, needle or “track” marks on the arms and legs, nodding, lack of sex drive and appetite, sweating, cramps and nausea when withdrawing from the drug.

Treatment:

Medication and behavioral therapy, alone or in combination, are aspects of an overall therapeutic process that often begins with detoxification, followed by treatment and relapse prevention. Easing withdrawal symptoms can be important in the initiation of treatment; preventing relapse is necessary for maintaining its effects. And sometimes, as with other chronic conditions, episodes of relapse may require a return to prior treatment components. A continuum of care that includes a customized treatment regimen, addressing all aspects of an individual’s life including medical and mental health services, and follow-up options (e.g. community or family-based recovery support systems) can be crucial to a person’s success in achieving and maintaining a drug-free lifestyle.

Hotline Numbers:

National Drug and Alcohol Treatment referral Services: 800-662-435

Drug and Alcohol Addiction Treatment in Texas [844-276-3033](tel:844-276-3033)

Tyler Inpatient Drug and Alcohol Rehab Centers *Call toll-free, 24/7 at 1-844-370-4910*

School Disciplinary Sanctions:

It is the school policy to discourage all violations of Federal, State or local laws by any member of the school community. In addition to possible prosecution and punishment by civil authorities, a student or employee violating any law may be subject to sanctions imposed by the school.

Students:

Sanctions against students include, but are not limited to, disciplinary expulsion, suspension, and/or probation. When appropriate school sanctions may be entered into permanent records. Parents of dependent students will be notified of pending charges or subsequent decisions.

Faculty:

Faculty who violates the school’s standards of conduct are subject to disciplinary action including reprimand, suspension or dismissal.

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Other Employees:

The school may impose sanctions against any employee who violates Federal, State or local laws, or the standards of school conduct. Depending on the nature and severity of the violation, these sanctions can range from warnings and/or mandatory referral for drug or alcohol rehabilitation to outright termination of employment.

Federal Law

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid shall not be eligible to receive any federal or institutional grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table.

If convicted of an offense involving:

Possession of a Controlled Substance	Ineligibility Period
First Offense	1 year
Second Offense	2 years
Third Offense	Indefinite
Sale of a Controlled	Ineligibility Period
First Offense	2 years
Second Offense	Indefinite

A student whose eligibility has been suspended based on a conviction for possession or sale of a controlled substance may resume eligibility before the end of the ineligibility period if:

A. The student satisfactorily completes a drug rehabilitation program that:

1. Complies with the criteria prescribed in the federal regulations; and
2. Includes two unannounced drug tests.

B. The student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with the criteria prescribed in the federal regulations: or

C. the conviction is reversed, set aside, or otherwise rendered nugatory.

7. Drug and Alcohol Abuse Prevention Program Bi-Biennial Review

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Bella College will review the Drug and Alcohol Abuse Prevention Program in December on a biennial basis to determine its effectiveness and to ensure sanction enforcement. The review will include the following:

- The number of violations and fatalities that occur on campus and that are reported to the school officials.
- The number and type of sanction that were imposed by the school official

Bella College will make available the results, the data and methods supporting its conclusion upon request. Requests must be submitted in writing and in person to the following school official:

Sharon Eitelman
Bella Cosmetology and Barber College
5015 A Wesley St.
Greenville, Texas 75494

8. Security Report – Missing Person Notification Policy

Our school does 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.

9. Fire Safety Report and Fire Log

Our schools do not provide on-campus housing; therefore, in accordance with Department of Education and HEOA Sec.488 (a)(1)(E) amended HEA Sec.485(a)(1) U.S.C. 1092(a)(1)): added HEA Sec.485(a)(1)(T). HEOA Sec.488 (g) amended HEA Sec.485 (20 U.S.C. 1092): added HEA Sec.485 (i), we do not distribute a Fire Safety and Fire Log.

10. Voter Registration Procedure to Ensure Annual Requirement is Met

www.texas.gov/en/discover/pages/voting.aspx
www.dmv.org/tx-texas/voter-registration.php

11. Student Right to Know Consumer Information is Updated Annually as Required

Bella College is committed to providing its students, their families, and their campus communities, full disclosure of all consumer information as required by State and Federal laws and regulations. The consumer information is updated annually and is intended to satisfy students' right to know and to give students the opportunity to make fully informed choices regarding the institution. It is the student's responsibility to review the information below to ensure they have a full understanding of "Your Right to Know" as it relates to disclosure of consumer information at Bella Cosmetology College.

If you need clarification or additional information, please let your instructor know so an appointment can be made with the **Bella College, School Director, or the Financial Planner at your institution.**

***Bella Cosmetology and Barber College
5015A Wesley St.
Greenville, Texas 75494***

Though in some cases the dates by which schools must make consumer and safety information available to students, parents, and high school counselors and coaches are based on the dates by which schools must report that information to the Department, the regulatory requirements are separate. The disclosure

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requirements arise from the Student-Right-to-Know and Campus Security/Cleary Act. Schools report similar information to the Department when they fulfill the requirement that they participate in the annual Integrated Postsecondary Education Data System (IPEDS) Survey conducted by the National Center for Education Statistics (NCES).

12. IPEDS Report Procedures and Responsibilities

The National Center for Education Statistics (NCES) survey program at the postsecondary education level provides statistical information used by planners, policy makers, and educators in addressing multiple issues. One major source of this information is the annual Integrated Postsecondary Education Data System (IPEDS) Survey. The IPEDS system, established as the core postsecondary education data collection program for NCES, is a system of surveys designed to collect data from all primary providers of postsecondary education. The IPEDS system is built around a series of interrelated surveys that collect school-level data in such areas as – school characteristics, enrollments, program completions, staffing patterns, faculty salaries, finances, and financial aid. Information on NCES and IPEDS is available at – <http://www.nces.ed.gov/IPEDS>

Schools must disseminate the information on completion or graduation and, if applicable, transfer-out rates to enrolled and prospective students upon request, through appropriate publications, mailings, or electronic media (for example, school catalogs or admissions literature). Schools are strongly encouraged to provide this information to other interested parties, such as guidance counselors, upon request.

13. Vaccinations Policy if Applicable

Bella Colleg does not require vaccination for admission into any of our programs. If you are interested in getting more information about vaccinations, please contact your healthcare provider or:

Texas Department of State Health Services, Immunizations Branch
P.O. Box 149347
Austin, Texas 78714-9347
512-776-7111 or 1-888-963-7111
www.dshs.state.tx.us/immunize

14. Gainful Employment Disclosures Procedures

Bella Cosmetology College
410 West Broadway St.
Winnsboro, Texas

www.bellacollege.com

The Department has proposed a framework with three components: certification requirements, accountability metrics, and public disclosures. The Department’s proposal distinguishes programs that provide affordable training that leads to well-paying jobs from those programs that leave students with poor earnings prospects and relatively high amounts of debt or which lead to high student loan default rates.

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While all programs would have an opportunity to improve under the proposed regulations, those with the worst outcomes – high debt-to-earnings rates – would lose eligibility to participate in federal student aid programs to protect students and taxpayers.

Bella College has one program listed under Gainful Employment, Cosmetology.

1. Certification requirements:

Institutions must certify that each of their gainful employment programs meets applicable institutional or program-level accreditation requirements and state or federal licensure standards.

2. Accountability metrics:

To maintain title IV eligibility, gainful employment programs will be required to meet minimum standards measured by two metrics: debt to earnings and program cohort default rate.

- Annual debt-to-earnings and discretionary debt-to-earnings are calculated based on students who complete the program. A program becomes Title IV ineligible for 3 years if it fails in any 2 years out of 3 years, OR does not pass in any 1 year out of 4 years (with time for zone programs to improve before ineligibility).
- Passing programs would have an a DTE less than or equal to 8% OR a DTE less than or equal to 20%.
Programs considered in the zone would not pass AND have an a DTE greater than 8% or less than or equal to 12% OR a DTE greater than 30%.
- Programmatic cohort default rate (p CDR) includes both students who complete a program and non-completers. A program becomes ineligible to award Title IV for 3 years if the 3 year default rate of 3 consecutive cohorts of students is greater than or equal to 30%.

3. Institutions will be required to make public disclosures regarding the performance and outcomes of their gainful employment programs. The disclosures include information on costs, earnings, debt, default rates and completion rates.

- Completion rates based on graduation between July 1st and June 30th.
- Median loan debt of students who completed during this period.
- Placement rates for those who graduated between 7/1 and 6/30 and placed by December 1st.
- What are the licensure rates.
- On time graduation rates: Those who completed within normal time- 100% of the length of the program.
- SOC codes for the programs and a link to the O*Net on line link website:
http://nces.ed.gov/ipeds/resource/net_price_calculator.asp
- Program costs.

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15. FERPA Requirements

The institution will annually distribute to all enrolled students information about:

- The right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information and to file complaints with the Department of Education.
- Procedures for reviewing education records and requesting amendment of the records.
- Information about the institution's policy regarding disclosures to school officials with a legitimate educational interest in the education records.

a. What is FERPA?

The Family Rights and Privacy Act of 1974, as amended, (commonly known as the Buckley Amendment) is a federal law which provides that schools will maintain the confidentiality of student education records. The law basically says that no one outside the institution shall have access to students' education records nor will the institution disclose any information from those records without the written consent of students. There are exceptions, of course, so that certain personnel within the institution may see the records, including persons in an emergency to protect the health or safety of students or other persons.

18. Safeguarding Customer Information (PII requirements) Procedure

Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) sets limit on the disclosure of **Personally Identifiable Information** (PII), from school records and defines the rights of the student to review the records and request a change to the records.

With exceptions such as those noted in this section, FERPA generally gives postsecondary students the right to:

- review their education records,
- seek to amend inaccurate information in their records, and
- provide consent for the disclosure of their records.

These rules apply to all student education records the school keeps, including admissions records (only if the student was admitted) and academic records, as well as any financial aid records pertaining to the student.

a. In compliance with FERPA

the following statement reflects. Bella Cosmetology and Barber College and Bella Cosmetology College's policy:

The following directory information may be released by telephone: a) student's dates of attendance; b) date of graduation and degree or certificate earned. Other kinds of directory information, such as a student's address, telephone listing, program of study, awards received, and the most recent previous education agency or previous institution attended, will be released only in response to a written request. Bella College reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know. Information regarding the student's record: grades, courses, GPA, social security number and other personal information will not be released without the student's written consent.

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However, the Act states that each student has the right to inform Bella College that any or all of the information is not to be released. No information will be released without the written consent of the student. This status is binding until such time that Bella College is notified in writing by the student to permit release of “directory information”.

b. Students’ & Parents’ Rights to Review Educational Records

A school must provide a student with an opportunity to review his or her education records within 45 days of the receipt of a written request. A school is required to provide the student with copies of education records or make other arrangements to provide the student access to the records if a failure to do so would effectively prevent the student from obtaining access to the records.

Student Record Fees for Copies

While the school may not charge a fee for retrieving the records, it may charge a reasonable fee for providing copies of the records, if the fee would not prevent access to the records.

Student Parent Right

While the rights under FERPA have transferred from a student’s parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student’s education records to his or her parents if the student is a dependent student under IRS rules. However, the Institution must establish that the student’s parents do meet the requirements as outlined by the IRS rules.

IRS Definition of a Dependent Student

Note that the IRS definition of a dependent is quite different from that of a dependent student for FSA purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent’s income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

Prior written consent to disclose the student’s records

Except, under one of the special conditions described in this section, a student must provide written consent before an education agency or school may disclose PII from the student’s education records.

Written Consent

Written consent must:

- state the purpose of the disclosure
- specify the records that may be disclosed
- identify the party or class of parties to whom the disclosure may be made, and
- be signed and dated

If the consent is given electronically, the consent form must:

- identify and authenticate a particular person as the source of the electronic consent, and
- indicate that person’s approval of the information contained in the electronic consent.

c. FERPA Exceptions

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The FERPA regulations include a list of exceptions where the school may disclose PII from the student's file without prior written consent.

d. Disclosures to School Officials

Some of these disclosures may be made to officials at your school or another school who have a legitimate interest in the student's records (transfer student). Typically, these might be admissions records, grades, or financial aid records. Disclosure may be made to:

- School officials, including teachers, within the school whom the school has determined to have legitimate educational interests.
- Officials of another postsecondary school or school system where the student receives services or seeks to enroll (transfer student).
- Third-party servicers that our school has contracted with who perform a Title IV, HEA function are considered school officials under FERPA. A school official may disclose personal information from your student education records to a servicer.

e. Disclosures to Government Agencies

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. **“Authorized representatives”** includes employees of the Department:

- Employees of the Office of Federal Student Aid, the Office of Postsecondary Education,
- Office for Civil Rights, and
- National Center for Education Statistics, as well as firms that are under contract to the Department to perform certain administrative functions or studies.

In addition, disclosure may be made if it is in connection with financial aid that the student has received or applied for during the enrollment at Bella College. Such a disclosure may only be made if the student information is needed to determine the amount of the aid, the conditions for the aid, or the student's eligibility for the aid, or to enforce the terms or conditions of the aid.

Release of Personally Identifiable Information

A school may release PII on an F, J, or M nonimmigrant student to U.S. Immigration and Customs Enforcement (formerly the Immigration and Naturalization Service) in compliance with the Student Exchange Visitor Information System (SEVIS) program without violating FERPA.

f. FERPA Student Complaint

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Bella College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
6000 Independence Avenue, SW

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19. Citizenship and Constitution Day Annual Procedure

In 2004, Congress passes a provision that every school and college that receives federal funding must teach students about the constitution of the United States of American each year on September 17. the day this historical document was adopted in 1787. Instructors are required to provide creative activities and instruction with class participation or a campus-wide presentation to commensurate this historic document.

18. Copyright Infringement Policies and Sanctions Including Computer Use and File Sharing Peer to Peer Policy

a. Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Bella College prohibits copyright infringement. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov

b. Summary of Institutional Disciplinary Action for Violation of unauthorized peer-to-peer file sharing

Bella College does not allow unauthorized peer to peer file sharing. Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system will be terminated. With the possibility of criminal penalties.