

CENTRAL TEXAS BEAUTY COLLEGE

(This report is for the Temple and Round Rock, Texas Campus)

SCHOOL SECURITY POLICY

A School Security Force has been appointed to enhance the safety of both the Students and the Employees. All Students and Employees are encouraged to report crimes, suspicious activities or other security problems to the proper authorities at the school. Through this security program students and staff are kept informed about methods of prevention of crime. The School Security Force at this School consists of:

Chief Security Officer: School Director
Chief School Officer: Office Manager

The procedure listed below will be followed to address reports of complaints made to Security Personal:

1. Chief School Officer will make written report listing the following:
 - a. date of report
 - b. time of report
 - c. name of complainant (voluntary)
 - d. nature of complaint
 - e. action taken by School Security Officer
 - f. Recommendations to higher authorities

This written report will be signed and submitted to the Chief Security Officer. In the event that outside help should be called in - such as local Police, Sheriffs Department, Federal Officers, etc. - the School Security personnel shall cooperate with said agencies and investigations to the best of their abilities and within the scope of Company policies. The Institution has no legal right to enforce state and local laws except the authority to dismiss students and faculty from school or employment.

2. Certain areas of the School facilities are not open to the public and are considered to be restricted. Individuals who wish to visit restricted areas or persons in such areas must first obtain permission through either the admissions office or the administration office. Visitors to the school class rooms or laboratories must check in with the School Security Force.

Security is maintained during hours Institution is open by the School Security Force.

3. The School Security Force has the authority to check all persons on the school property to determine their legitimate presence, and to:
 - a. escort unauthorized persons to the proper office or off the school property
 - b. report any suspicious activity or criminal activity to their supervisor
 - c. Control the actions of persons violating company rules or local State or Federal laws - as long as these actions by the School Security Force do not in themselves violate any local, State or Federal laws
 - d. Cooperate with Local, State or Federal Law Officer should that become necessary.

4. While on School Property students are encouraged to be responsible for their own security and the security of others and to:

- a. travel in groups or pairs
- b. stay or walk in well-lighted areas
- c. report suspicious activities or persons
- d. lock vehicle or personal property
- e. know where the School Security Force can be reached at any time

5. Statistics are kept on all felony and misdemeanor crimes reported on campus. These reports are distributed to staff and student body upon any revision or update of the crime data.

6. The following reports have been made to the school regarding the following crime committed at our institution during the 1999 school year: Any violations of the below mention offenses will mean immediate suspension from our program.

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|--------------------------|------|
| a. Murder | None |
| b. Robbery | None |
| c. Burglary | None |
| d. Motor Vehicle theft | None |
| e. Liquor-law violations | None |
| f. Drug-abuse violations | None |
| g. Weapons possessions | None |
| h. Aggravated assault | None |
| i. Rape | None |

7. The school has no drug or alcohol treatment facility associated with the school. All incidents of drug or alcohol use on campus will result in immediate suspension of student or staff.

8. No violations were reported on the above crimes consequently no crimes were listed on this report.

9. Any staff members or students needing counseling about any crime, drug or alcohol related sickness, mental health counseling or general information on the above may call 1-800-848-4284 or 1-800-821-3205 or in case of a police emergency dial 911.

10. The Institution will have professionals in law enforcement, drug and alcohol, rape and family violence, and general safety personnel visit the Institution from time to time to keep Staff and Students informed on all current information.

We have no campus housing so no data is available on off-base housing facilities. No firearms are permitted and no consumption of Liquor or Non-Prescription drugs are allowed on campus. Violation of the above policy by Staff or Students will result in immediate dismissal. Any serious infractions will be reported to proper agency of authority to handle these serious situations.