

Campus Security Act Information Disclosure & Annual Security Report

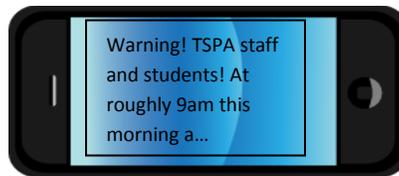
Under the Crime Awareness Campus Security Act of 1990, we are required to provide the student with the following safety information about our campus.

- The Salon Professional Academy of Kenosha is committed to providing safety to all of its students, faculty, and staff. If a crime happens to the student or the student's property or if there is an emergency occurring on campus, report the incident to an educator or administrator immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force.
- The Salon Professional Academy of Kenosha will provide students, faculty, and staff with a copy of this crime report from the previous calendar year by October 1st of the following year. Statistics will be gathered from the local police and compiled in the annual report.
 - The report will show the number of incidents on campus, including The Academy parking lot and adjacent streets. At any time, statistics can be accessed from The Academy's Financial Aid Office.
- Although The Academy does not employ security officers, The Salon Professional Academy of Kenosha has a working relationship with the local police who are able to support and provide services promptly in the event of an incident. We encourage accurate and prompt reporting of all crimes to the local police.

Timely Warning

In addition to the required annual campus security report, The Salon Professional Academy of Kenosha will provide a timely warning to students of any occurrences of the following crimes that are reported to local police agencies and are considered to represent a serious or continuing threat to students and employees. As soon as the school becomes aware of the crimes, students and employees will be notified via SMS notification.

- These crimes include: criminal homicide, forcible and non-forcible sex offenses, robbery, aggravated assault, simple assault, intimidation, vandalism, burglary, motor vehicle theft, larceny-theft, arson, hate crimes including crimes involving bodily injury reported to local police agencies that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability, arrests for violations of liquor and drug law violations, and illegal weapons possession, and persons not arrested but referred for disciplinary action for liquor, drug, and weapons law violations.



If a student wishes to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, contact Renee Montalbano

- The facilities are open Monday through Saturday according to assigned class/salon area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner. Only owners and staff members have keys to the building thus preventing internal crimes as minimal as possible.

- We encourage students and employees to be responsible for their own security and the security of others.
- The Salon Professional Academy of Kenosha does not provide any programs on campus regarding security or prevention of crimes. If students wish to learn more about personal security or prevention of crimes, contact the local Police Department.
- The Salon Professional Academy does not have any off-campus locations and therefore all monitoring and recording of any criminal activity is conducted on campus and the surrounding accessible areas. (See Campus Geography)

Drug Prevention Program

The Salon Professional Academy of Kenosha prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and staff on the property or as part of any Academy activities. The Academy will immediately contact law enforcement officials to report all unlawful activities. The health risks of the use of illicit drugs and alcohol abuse require providing education and referral for students and staff. The Academy provides education annually and refers students and staff to local services. Area drug abuse information, counseling, referral and treatment centers information is made available to students or staff members. The Academy will expel students and terminate staff involved in unlawful possession, use or distribution of illicit drugs and alcohol. The Academy will refer such cases to the proper authorities for prosecution. Students and staff may be reinstated upon completion of an appropriate rehabilitation program.

As a condition of employment, employees must notify The Academy of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. There are serious legal sanctions for illegal use of drugs and/or alcohol. There are serious health risks associated with such use. Health risks associated with the use of illicit drugs and the abuse of alcohol include: impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death. All students and / or staff at The Academy must understand The Academy's policies as stated above and recognize their impact if the law is broken in relation to drug and/or alcohol use.

The Salon Professional Academy of Kenosha reviews its Drug Prevention Policy and effectiveness of sanctions imposed every two years.

- The dismissal that may occur following a final determination of the said proceedings regarding The Academy Drug Policy prohibits the possession, use, and sale of alcoholic beverages to anyone on our property or as part of any of our activities.
- The Academy policy also prohibits the possession, use and sale of illegal drugs.
- The Academy policy supports and enforces state underage drinking laws. Students caught in any of the above situations will be dismissed from the program and will be reported to the authorities.
- In some cases, conviction of drug-related offenses could result in the student's ineligibility of Title IV funding or other forms of financial assistance.

Sexual Misconduct Policy

The Academy is committed to providing a working and educational environment for all students, faculty, and staff that is free from sex discrimination, including sexual misconduct. Every member of the school community should be aware that the Academy is strongly opposed to sexual misconduct, and that such behavior is prohibited by state and federal laws.

The Academy's Sexual Misconduct Policy describes the school's programs to prevent sexual misconduct, and the procedures that the school will follow once an incident of sexual misconduct has been reported. This Policy is disseminated widely to the Academy community through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. Copies of the Policy can be obtained from the Financial Aid office, or by calling 262-697-6000 x 3, or from the school's website at www.KenoshaTspa.com. The Academy provides training to key staff members to enable the school to handle any allegations of sexual misconduct promptly and effectively. The Academy will respond quickly to all reports of sexual misconduct, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

The Academy's Sexual Misconduct Policy governs sexual misconduct involving students that occurs on any school property or in connection with any Academy-sponsored program or event. This Policy applies to all students, employees, and third parties conducting business with the Academy, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. The Academy encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the school can respond appropriately. As further described in the Policy, the Academy will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

A complete list of Sex Offenders in Kenosha can be found at <http://doc.wi.gov/community-resources/wi-sex-offender-registry>.

Violence Against Women Act

Sexual Assault, Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking are all forms of Prohibited Conduct. The Academy is committed to offering educational programs to promote awareness and prevention of Prohibited Conduct. Educational programs include an overview of the Academy's policies and procedures; relevant definitions, including prohibited conduct; discussion of the impact of alcohol and illegal drug use; consent; safe and positive options for bystander intervention; review of resources and reporting options available for students, faculty, and staff; and information about risk reduction. Incoming students and new employees will receive primary prevention and awareness programming as part of their orientation. The Title IX Coordinator maintains an education and prevention calendar and tailors programming to campus needs and climate.

As part of the Academy's commitment to provide an educational and work environment free from Prohibited Conduct, this Policy will be disseminated widely to the school community through e-mail communication, publications, websites, new employee orientations, student orientations, and other appropriate channels of communication.

The Title IX Coordinator, hearing panel members, and anyone else who is involved in responding to,

investigating, or adjudicating sexual misconduct will receive annual training from experts in the field. In addition to training on how the adjudicatory process works, the training will include specific instruction about how to approach students about sensitive issues that may arise in the context of sexual misconduct.

Definition of Sexual Misconduct under Wisconsin Law. STATUE 940.225. FIRST DEGREE SEXUAL ASSAULT.

Whoever does any of the following is guilty of a Class B felony:

- Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person.
- Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the victim reasonably to believe it to be a dangerous weapon.
- Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.

- SECOND DEGREE SEXUAL ASSAULT. Whoever does any of the following is guilty of a Class C felony:

- Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.
- Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim.
- Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition.
- Has sexual contact or sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that person incapable of giving consent if the defendant has actual knowledge that the person is incapable of giving consent and the defendant has the purpose to have sexual contact or sexual intercourse with the person while the person is incapable of giving consent.
- Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious.
- Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person.

- THIRD DEGREE SEXUAL ASSAULT. Whoever has sexual intercourse with a person without the consent of that person is guilty of a Class G felony. Whoever has sexual contact in the manner described in sub. [\(5\)](#) [\(b\) 2.](#) or [3.](#) with a person without the consent of that person is guilty of a Class G felony.

- FOURTH DEGREE SEXUAL ASSAULT. Except as provided in sub. [\(3\)](#), whoever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor.

The Wisconsin Code provides the following definitions with respect to incidents of sexual assault. STATUE 940.225(5)

"Sexual contact" means any of the following:

- Any of the following types of intentional touching, whether direct or through clothing, if that intentional touching is either for the purpose of sexually degrading; or for the purpose of sexually humiliating the complainant or sexually arousing or gratifying the defendant or if the touching contains the elements of actual or attempted battery under s. [940.19 \(1\)](#):
- Intentional touching by the defendant or, upon the defendant's instruction, by another person, by the use of any body part or object, of the complainant's intimate parts.
- Intentional touching by the complainant, by the use of any body part or object, of the defendant's intimate parts or, if done upon the defendant's instructions, the intimate parts of another person.

- Intentional penile ejaculation of ejaculate or intentional emission of urine or feces by the defendant or, upon the defendant's instruction, by another person upon any part of the body clothed or unclothed of the complainant if that ejaculation or emission is either for the purpose of sexually degrading or sexually humiliating the complainant or for the purpose of sexually arousing or gratifying the defendant.

- For the purpose of sexually degrading or humiliating the complainant or sexually arousing or gratifying the defendant, intentionally causing the complainant to ejaculate or emit urine or feces on any part of the defendant's body, whether clothed or unclothed.

"Sexual intercourse" includes the meaning assigned under s. [939.22 \(36\)](#) as well as cunnilingus, fellatio or anal intercourse between persons or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal opening either by the defendant or upon the defendant's instruction. The emission of semen is not required.

The Wisconsin Code provides the following definitions with respect to incidents to Stalking. STATUE 940.32

"Course of conduct" means a series of 2 or more acts carried out over time, however short or long, that show a continuity of purpose, including any of the following:

1. Maintaining a visual or physical proximity to the victim.
2. Approaching or confronting the victim.
3. Appearing at the victim's workplace or contacting the victim's employer or coworkers.
4. Appearing at the victim's home or contacting the victim's neighbors.
5. Entering property owned, leased, or occupied by the victim.
6. Contacting the victim by telephone or causing the victim's telephone or any other person's telephone to ring repeatedly or continuously, regardless of whether a conversation ensues.
- 6m. Photographing, videotaping, audiotaping, or, through any other electronic means, monitoring or recording the activities of the victim. This subdivision applies regardless of where the act occurs.
7. Sending material by any means to the victim or, for the purpose of obtaining information about, disseminating information about, or communicating with the victim, to a member of the victim's family or household or an employer, coworker, or friend of the victim.
8. Placing an object on or delivering an object to property owned, leased, or occupied by the victim.
9. Delivering an object to a member of the victim's family or household or an employer, coworker, or friend of the victim or placing an object on, or delivering an object to, property owned, leased, or occupied by such a person with the intent that the object be delivered to the victim.
10. Causing a person to engage in any of the acts described in subds. [1.](#) to [9.](#)

- "Domestic abuse" has the meaning given in s. [813.12 \(1\) \(am\)](#).

- "Domestic abuse offense" means an act of domestic abuse that constitutes a crime.

(c) "Labor dispute" includes any controversy concerning terms, tenure or conditions of employment, or concerning the association or representation of persons in negotiating, fixing, maintaining, changing or seeking to arrange terms or conditions of employment, regardless of whether the disputants stand in the proximate relation of employer and employee.

- "Member of a family" means a spouse, parent, child, sibling, or any other person who is related by blood or adoption to another.

- "Member of a household" means a person who regularly resides in the household of another or who within the previous 6 months regularly resided in the household of another.

- "Personally identifiable information" has the meaning given in s. [19.62 \(5\)](#).

- "Record" has the meaning given in s. [19.32 \(2\)](#).

- "Suffer serious emotional distress" means to feel terrified, intimidated, threatened, harassed, or tormented.

Whoever meets all of the following criteria is guilty of a Class I felony:

- The actor intentionally engages in a course of conduct directed at a specific person that would cause a reasonable person under the same circumstances to suffer serious emotional distress or to fear bodily injury to or the death of himself or herself or a member of his or her family or household.
- The actor knows or should know that at least one of the acts that constitute the course of conduct will cause the specific person to suffer serious emotional distress or place the specific person in reasonable fear of bodily injury to or the death of himself or herself or a member of his or her family or household.
- The actor's acts cause the specific person to suffer serious emotional distress or induce fear in the specific person of bodily injury to or the death of himself or herself or a member of his or her family or household.

Whoever meets all of the following criteria is guilty of a Class I felony:

- After having been convicted of sexual assault under s. [940.225](#), [948.02](#), [948.025](#), or [948.085](#) or a domestic abuse offense, the actor engages in any of the acts listed in sub. [\(1\) \(a\) 1.](#) to [10.](#), if the act is directed at the victim of the sexual assault or the domestic abuse offense.
- The actor knows or should know that the act will cause the specific person to suffer serious emotional distress or place the specific person in reasonable fear of bodily injury to or the death of himself or herself or a member of his or her family or household.
- The actor's act causes the specific person to suffer serious emotional distress or induces fear in the specific person of bodily injury to or the death of himself or herself or a member of his or her family or household.

Whoever violates sub. [\(2\)](#) is guilty of a Class H felony if any of the following applies:

- The actor has a previous conviction for a violent crime, as defined in s. [939.632 \(1\) \(e\) 1.](#), or a previous conviction under this section or s. [947.013 \(1r\)](#), [\(1t\)](#), [\(1v\)](#), or [\(1x\)](#).
- The actor has a previous conviction for a crime, the victim of that crime is the victim of the present violation of sub. [\(2\)](#), and the present violation occurs within 7 years after the prior conviction.
- The actor intentionally gains access or causes another person to gain access to a record in electronic format that contains personally identifiable information regarding the victim in order to facilitate the violation.
- The person violates s. [968.31 \(1\)](#) or [968.34 \(1\)](#) in order to facilitate the violation.
- The victim is under the age of 18 years at the time of the violation.

-Whoever violates sub. [\(2\)](#) is guilty of a Class F felony if any of the following applies:

- The act results in bodily harm to the victim or a member of the victim's family or household.
- The actor has a previous conviction for a violent crime, as defined in s. [939.632 \(1\) \(e\) 1.](#), or a previous conviction under this section or s. [947.013 \(1r\)](#), [\(1t\)](#), [\(1v\)](#) or [\(1x\)](#), the victim of that crime is the victim of the present violation of sub. [\(2\)](#), and the present violation occurs within 7 years after the prior conviction.
- The actor uses a dangerous weapon in carrying out any of the acts listed in sub. [\(1\) \(a\) 1.](#) to [9.](#)

The Wisconsin Code does not define "Dating Violence."

Emergency Notification

Immediate notification of an unforeseen combination of circumstances that calls for immediate action.

Emergency Notification will be in written form, posted on the front and back door of The Academy, distributed by SMS to students and staff members as well as (Facebook messaging through team coach Facebook page and Staff Facebook page).

The verbal/written communication will include:

- 1) Type of emergency
- 2) Steps to be taken for the emergency situation

Emergency Response Procedures

At the time of an urgent unanticipated event, staff members will assess the situation to determine the significance of an emergency. In the event of an emergency, staff and students will be notified by either verbal communication (for students currently in the building), or written communication posted on the front and back door of The Academy, distributed by SMS to students and staff members as well as (Facebook messaging through team coach Facebook page and Staff Facebook page). A count for all staff, students and guests will be taken as soon as reasonably possible to ensure all are accounted for at the time of the emergency. Without delay, all students will receive notification of the emergency by written communication in the form of a text message from the **Emergency Decision Team (EDT)**.

The responsible members of the Emergency Decision Team. (EDT) consist of:

- 1) The Academy Owners – Renee Montalbano and Tiffany Schlaeger**
- 2) Education & Training Manager**

The verbal/written communication will include:

- 1) Type of emergency
- 2) Steps to be taken for the emergency situation

Emergency procedures will be tested twice a year. Administration will evaluate the testing results and implement improvements needed to secure the safety of all concerned.

Emergency Procedures Due to Criminal or Terrorists Threats

Upon receipt of information pertaining to a threat during business hours, the person receiving the information should notify a staff member of the impending or occurring emergency. The staff member will respond to the immediate situation when necessary and will contact civil authorities to determine appropriate action which may include evacuation of entire campus for a length of time to be determined based on the situation at hand. If necessary, The Academy will post on outside doors the time class will resume. In the event that staff, students, and guest would be safer inside the building the EDT will direct everyone to an internal room within the Academy.

Tornado Warning

When a tornado warning is issued:

- A tornado has actually been sighted
- Or has been indicated by radar
- Public warning will come over the radio.

Tornado Warning Procedure

- DO NOT leave the building
- Move away from the perimeter and exterior of the building
- Report to the hallway between the classrooms and the lockers. (marked on the Emergency Exit Plan) If this room is full members of the EDT will direct those in need of a shelter area
 - Take shelter under tables, if possible.

- Go to the center of the room shelter area.
- Sit down and cover your head.
- Make every effort to remain calm and encourage those around you to do likewise.
- Remain in the shelter location until instructed to return to your previous activities.
- A tornado safety map (Emergency Exit Plan) may be found above the fire extinguishers, and near the front desk

Fire Drills

Fire drills will be practiced at the beginning of the year, scheduled 2 Fire Drills (one every six months) on a Monday that doesn't have celebrations require your most serious cooperation and consideration. All exits must be in working condition and unobstructed.

In A Fire Emergency

Fire Procedure

If you smell smoke or see fire, report it immediately to an educator. A warning will be given by the Education & Training Manager (EDT). Do not panic. Proceed as follows:

- Students in the salon area exit single file out the front doors. **If you have a guest at the time, the guest is your responsibility.**
- If exiting out the front door of the building, **report to the American Flag located at the Chase Bank in the front parking lot and remain there until a member of the EDT is able to take an accurate count of staff, students and guests.**
- If in a classroom, exit out the back door, **report to the American Flag located at the Chase Bank in the front parking lot and remain there until a member of the EDT is able to take an accurate count of staff, students and guests.**

VIOLATION OF FIRE SAFETY RULES PUTS LIVES IN JEOPARDY. TAMPERING WITH FIRE ALARMS OR FIRE EQUIPMENT CAN RESULT IN FINES AND POSSIBLE INCARCERATION ACCORDING TO WISCONSIN STATE LAWS.

In case of serious accident or illness

- Call 9-1-1
- Do not move sick or injured person(s).
- Be careful to avoid personal contact with any body fluids such as blood, vomit, or saliva.
- Stay with the victim and reassure her/him that help is on the way.

Power Failure

- Remain calm
- Do not move
- Await instructions from Academy staff members.
- If instructed to evacuate, use designated emergency exits ONLY.

Emergency and Non-Emergency Contact Information

Emergency Phone Numbers

Emergency Help	9-1-1
Non Emergency Fire Department	262-653-4100
Non Emergency Police Department	262-656-1234
Highway Assistance	5-1-1
Kenosha Co Department of Human Services	262-605-6582
Kenosha County Sheriffs office	262-605-5100
Crisis Prevention	262-657-7188
National Poison Center	800-222-1222
Adult Abuse Hotline:	800-236-7188
Alcohol, Tobacco & Firearms & Explosives	651-726-0200
Child Abuse Hotline:	262-657-7188
FBI:	414-276-4684
National Response Center (Hazardous Spills):	800-424-8802
National Suicide Prevention Hotline	800-273-TALK

Crime Log Report

Below is the Academy's crime statistics reporting from 2012-2015.

Crime Report

Hate Crimes:

2016: There were no reported Hate Crimes for the year.

2015: There were no reported Hate Crimes for the year.

2014: There were no reported Hate Crimes for the year.

Unfounded Crimes:

2016: There were no reported Unfounded Crimes for the year.

2015: There were no reported Unfounded Crimes for the year.

2014: There were no reported Unfounded Crimes for the year

THE SALON PROFESSIONAL ACADEMY

Crime Log Report									
	2014			2015			2016		
Offense	On-Campus	Non-campus Property	Public Property	On-Campus	Non-campus Property	Public Property	On-Campus	Non-campus Property	Public Property
Murder/ Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	n/a	n/a	n/a
Rape	0	0	0	n/a	n/a	n/a	0	0	0
Fondling	0	0	0	n/a	n/a	n/a	0	0	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0	n/a	n/a	n/a
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests & Disciplinary Referrals	2013			2014			2015		
Action	On-Campus	Non-Campus Property	Public Property	On-Campus	Non-Campus Property	Public Property	On-Campus	Non-Campus Property	Public Property
Arrests: Weapons: Carrying Possessing, Etc	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Discipline Referrals: Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0	0	0	0
VAWA Offenses	2014			2015			2016		
Action	On-Campus	Non-Campus Property	Public Property	On-Campus	Non-Campus Property	Public Property	On-Campus	Non-Campus Property	Public Property
Domestic Violence	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0
Dating Violence	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0
Stalking	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0