



Mystros Barber Academy

CAMPUS SECURITY ACT DISCLOSURE STATEMENT CAMPUS HEALTH AND SAFETY POLICIES

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 Mystros Barber Academy, 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 01/01/2018 through 12/31/2020

1. Mystros Barber Academy does not have non-campus buildings or property. The parking lot of the institution is shared by several businesses in this shopping center,
2. Statistics must be disclosed separately for each of the four general categories; this means that when an incident meets definitions in more than one of these four categories, it must be reported in each appropriate category.
3. The Institution distributes the Disclosure report annually to all International Skills, Inc 501c3 and Advisory Committee members, all currently enrolled students (including those attending less than full-time and those not enrolled in Title IV programs or course) and all employees by October 1.

| Crimes Reported | 2018 | 2019 | 2020 |
|---|------|------|------|
| Location codes which should precede the incident number(s) OC=On Campus P=Public Area | | | |
| Criminal Offenses | | | |
| #1 Also referred to as Primary Crimes #2 also referred to as Sex Offenses | | | |
| Criminal Homicide #1 | | | |
| ● murder | 0 | 0 | 0 |
| ● non - negligent manslaughter | 0 | 0 | 0 |
| ● Manslaughter by Negligence | 0 | 0 | 0 |
| Sexual Assault #2 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 |
| ● Foundling | 0 | 0 | 0 |
| ● Incest | 0 | 0 | 0 |
| ● Statutory Rape | 0 | 0 | 0 |
| ● Robbery | 0 | 0 | 0 |
| Aggravated Assaults | 0 | 0 | 0 |
| Burglaries | 0 | 0 | 0 |
| Motor Vehicle Thefts | 0 | 0 | 0 |



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| Arson | 2018 | 2019 | 2020 |
|--|------|------|------|
| Hate Crimes Reporting Notes: Any of the above-mentioned offenses & any of the following incidents: a hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Three are eight categories that are reportable: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin and disability | 0 | 0 | 0 |
| | 0 | 0 | 0 |
| Larceny-theft | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 |
| Destruction, Damage or Vandalism of Property | 0 | 0 | 0 |
| Gender Identity | 0 | 0 | 0 |
| Violence Against Women Act | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 |
| Stalking (including cyber-stalking) | 0 | 0 | 0 |
| Rape & Forcible Foundling | 0 | 0 | 0 |
| Sex offenses - forcible | 0 | 0 | 0 |
| Sex offenses - non-forcible | 0 | 0 | 0 |
| Arrests and Disciplinary Referrals 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. | 0 | 0 | 0 |
| Arrest: | 0 | 0 | 0 |
| • Weapons- Carrying | 0 | 0 | 0 |
| • Weapons Possession | 0 | 0 | 0 |
| Disciplinary Referrals: | 0 | 0 | 0 |
| • Weapons - Carrying | 0 | 0 | 0 |
| • Weapons Possession | 0 | 0 | 0 |
| Arrest: | 0 | 0 | 0 |



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| | | | |
|--------------------------------|---|---|---|
| ● Drug Abuse Violations | 0 | 0 | 0 |
| Disciplinary Referrals: | 0 | 0 | 0 |
| ● Drug Abuse Violations | 0 | 0 | 0 |
| Arrest: | 0 | 0 | 0 |
| ● Liquor Law Violations | 0 | 0 | 0 |
| Disciplinary Referrals: | 0 | 0 | 0 |
| ● Liquor Laws Violations | 0 | 0 | 0 |

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:

The President, Eros Shaw, is responsible for providing a copy of the Campus Security Disclosure information to the Students, Board members and staff

Students are encouraged to contact any member of the faculty or staff to report crimes, suspicious activities, or other security problems. Staff and Faculty must report any information to the Registrar, their Instructor, or the President immediately.

Definition: Violence Against Women

The Violence Against Women Reauthorization Act of 2013 and the HEA defines new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994. The definitions are:

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 –



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- 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 should report any incidents to the President or an Instructor and if this occurred off campus, report the incident to Houston Police Dept. 713-837-0311 or the Harris County Sheriff’s office 713-221-6000. You can and should seek out help and assistance from the following local agency: Houston Area Women’s Center 713-528-6798

Definition: Sexual Harassment

Sexual Harassment - (From the Equal Employment Opportunity Commission)

Sexual harassment is a form of sex discrimination which is a violation of Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or schooling, or
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment or schooling decisions affecting such individual.

Also, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes “hostile environment” sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual’s work or school performance or creating an intimidating, hostile, or offensive working or schooling environment.

Sexual conduct becomes unlawful only when it is unwelcome. The challenged conduct must be unwelcome in the sense that the employee or student did not solicit or incite it, and in the sense that the employee or student regarded the conduct as undesirable or offensive.

Reporting crimes, suspicious activities, sexual offenses

I. The following procedures will be followed to report crimes, suspicious activities, sexual offenses or other security problems or complaints:

- A. The President is to be notified immediately.
- B. A written report will be made listing the following information:



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1. Date of Report
2. Time of Report
3. Name of complainant (voluntary)
4. Nature of complaint
5. Action taken by the President
6. Recommendations to higher authorities

This report will be signed and submitted to the President for any further action and then filed by the President. In the event that outside assistance (such as local Police, Sheriff's Department, Federal Officers, etc.) should be needed, the President will cooperate with the agencies and investigations to the best of their ability and within the scope of company policies.

C. All criminal complaints or complaints of any sexual offenses will be reported to the local authorities for further action.

D. Sexual assaults (criminal offences) on campus will be reported immediately to the President or Instructor, who will report it to (911) emergency and police units. In the case of experiencing any type of assault, students and staff are cautioned to immediately leave the area of danger. They are to get an administrator or school official and call 911. If there is a need to lock oneself up in a room, please call the administrator at the school office number 832-286-4248 after you have called 911.

1. 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.
 - 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. Mystros Barber Academy 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.
2. Disciplinary action in cases of alleged sexual assault occurring on campus will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances. These records are available upon request through the administrative offices.

II. Mystros Barber Academy does not employ security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest Instructor or the President, and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).



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III. All students and employees are required to report any crime or emergency to their Instructor or the President promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the President 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 without a signature. The President and the President will thoroughly investigate any crime or emergency that is reported to them, orally or in writing.

IV. Penalties and actions for student or staff involvement in any of these complaints are listed in the student handbook or personnel guidelines. Every attempt will be made to preserve evidence for the proof of a criminal offense.

V. A student or employee has the option to notify the appropriate law enforcement authorities, including local police. Mystros Barber Academy personnel will assist the individual in notifying these authorities, if they request such the assistance.

VI. In the case of disciplinary actions taken by Mystros Barber Academy due to on campus violations, the school will provide simultaneous notification, in writing, to both the accuser and the accused of:

- The result of any institutional disciplinary proceeding that arise from an allegations of dating violence, domestic violence, sexual assault, or stalking.
- The school's procedures for the accused and victim to appeal the result of the institutional disciplinary proceeding.
- Any changes to the result and when such results become final.

VII. Mystros Barber Academy publishes the following link/information regarding registered sex offenders. in its Annual Campus security Report, in the New Student Rules and Regulations as well as making it available to the community.

Link: <http://www.city-data.com/soz/soz-78613.html> or www.familywatchdog.us

VIII. Students and employees should refer to their Instructor when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon to report to the school's President but rather contact the appropriate agency by calling 911.

Crime logs

Mystros Barber Academy maintains a written crime log that records any crime that was reported, or has occurred on campus. This log includes the same information as the written reports listed above.

General Security Information

1. Mystros Barber Academy of Beauty is a private non-profit school. Only students, employees, clinic floor customers, and other parties having business with the Academy should be on school property. Staff, faculty, and students must have and display a security identification badge at all times. Prospective students and customers entering the premises must sign in at the entrance and identify their purpose of visit, and register with the President or an Instructor.



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2. The rear access door leading into the campus is closed and locked at 5:00pm. When the school closes for the night, the President or Instructor will inspect each room to see that it is empty and then set the alarms and lock down the campus.
3. Mystros Barber Academy does annual crime awareness or prevention programs through the Houston Police department, or the Harris County Sheriff's Department, and students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others.
4. The following tips are designed to inform students and employees about the prevention of crimes on campus.
 - a. Do not leave personal property in classrooms
 - b. Report any suspicious persons to your Instructor or the President.
 - 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, and turn off lights when leaving a room.

DRUG FREE WORKPLACE

Mystros Barber Academy is a drug free workplace. Our drug abuse prevention program provides information concerning the risk involved with drug abuse, the school's policy on drug abuse, and the locations where students can get counseling and treatment for drug abuse.

1. A copy of our drug abuse prevention program is distributed at orientation and annually to every student and employee. In keeping with all local, state and federal laws, our school prohibits the sale, possession, use or distribution of drugs by students or employees while on school property or when involved in any school sponsored activity
2. 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.
3. 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.

COUNSELING FOR DRUG AND ALCOHOL ABUSE

1. The main source for currently active counseling centers are on the Internet listings and the Drug Abuse Hotline at 877-591-7905.
2. A student or employee may contact them directly, or contact the President in person or by telephone. The President will furnish that individual with several names and telephone numbers where counseling and treatment may be obtained on a confidential basis.
3. Information concerning drug and alcohol abuse education and any agencies that provide counseling and help on drug and alcohol abuse is distributed annually to students and staff and always available from the President, upon request.



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Right to Know

Mystros Barber Academy keeps crime statistic information so that this can be made available to all students. Crime Statistics are gathered each year by contacting the Harris County Sheriff's Department Officials and requesting the information in writing for this area. The information is then faxed to the school, and is discussed in all presentations to prospective students, reported in the School Catalog and also reported to the Federal authorities annually.

- a) The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and faculty) and prospective students.
- b) 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.

Review and Updating of Policies

Annually, usually in October, the International Skills, Inc. 501c3 (including Lead Faculty and the President) meet to review and update all safety and security policies, the drug and alcohol prevention program, and procedures pertaining to the effectiveness of these. The Board evaluates changes needed based on situations and occurrences within the campus.

Emergency Procedures

Student Illness

During orientation, students are asked to complete an Authorization to Render Emergency Medical Care form, and a Student Emergency Information form which are placed in their permanent records.

In the event of a student medical emergency:

- a. The student's medical history form is pulled from the student's records.
- b. The student's instructor will administer first aid within their scope of practice.
- c. A decision will then be made by the President (or Manager on Duty) whether to return the student to class, send the student home, send the student to the doctor or hospital, or call an ambulance.



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*If an ambulance is called, the President will remain with the student until medical help arrives. Any pertinent medical information will be relayed to the medical technicians by the school representative.

- d. Staff will contact the individual noted as the emergency contact named on the Student Emergency Information.
- e. If the individual listed on the "Student Information Form" is not available, then staff will call the personal references listed in the student's record.
- f. If a student is severely ill or found to be contagious, he/she will not be permitted to return to school without a verifiable doctor's release.

Emergency Evacuations

The evacuation map is posted in several locations throughout the school. This plan is discussed at orientation and annually with all students and staff. Should the building need to be evacuated;

- a. The President (or a designated staff person) will alert all school personnel.
- b. All guests, employees, and all classes will be notified immediately by the President and any other school officials, instructed to proceed to the nearest exit, moving to the parking lot or alley adjacent to the building.
- c. Instructors must clear out classrooms and all public areas of the school, such as all rest rooms, ensuring that all areas are cleared and all doors are closed.
- d. Once outside, students exiting from the rear will proceed to the front parking lot to join the others. Instructors will check the roll to account for all students and customers and await the "all clear" indication from the President.

Fire

In the event of a fire emergency, fire extinguishers are conveniently located in many areas of the school. They are clearly marked. If the fire is not controllable with fire extinguishers the evacuation plan is implemented and the President or assigned Staff member calls 911.

In case of fire:

- a. All guests, employees, and all classes will be notified immediately by the President and any other school officials, instructed to proceed to the nearest exit, moving to the parking lot or alley adjacent to the building.
- b. Instructors must clear out classrooms and all public areas of the school, such as all rest rooms, ensuring that all areas are cleared and all doors are closed.
- c. The President or school official in charge will call 911 or the fire department.
- d. Once outside, Instructors will check the roll to account for all students and customers and await the "all clear" indication from the President.
- e. Fire extinguishers are available throughout the school in well marked locations, to assist school personnel with control of any small fires.
- f. Random fire drills are conducted at least once per year so as to ensure that all students and staff are familiar with the fire exits as posted on the maps located by the doorway of each classroom and public area.



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Flood Emergency

In the event of a flood emergency, the evacuation plan will be implemented and the President or Lead Instructor on duty will call 911.

Gas Leak Emergency

In the event of a gas leak emergency, the evacuation plan will be implemented and the President or Lead Instructor on duty will call 911.

Inclement Weather

- a. If weather conditions are severe enough to warrant the closure of Mystros Barber Academy, the President will place a message regarding the status of classes with the schools' telephone answering machine.
- b. If classes are in session, when aware of approaching inclement weather, such as tornadoes or hurricanes, the President will notify all faculty to instruct students on moving away from heavy glass, taking cover under tables or desks, or inside a closet or interior room such as the student classroom, or the breakroom. Depending on the situation, the President will make the decision to send the student home.
- c. When management announces closure of the school due to inclement weather, staff and students are to prepare the building by taking the following steps:
 - All loose and/or important papers are cleared from desktops and put away in a file cabinet or desk, preferably in an interior office away from exterior windows.
 - All doors to exterior offices are to be closed.
 - All perishable items should be removed from the refrigerator and taken out of the building.
 - If flooding is a threat on the floor or through broken windows, etc., action must be taken to protect all student records and the media resource library, as well as to protect computers and other electronic equipment near windows. All computers are turned off and unplugged. If electricity is lost, use personal cellular phones.

Unwelcome Intruder

In the case of an unwelcome intruder, employees and students are instructed not to confront or challenge the person. Call 911 at the earliest possible time.

Robbery

In all cases of robbery, the police are called (as a non-emergency), and the theft is reported. Additionally, the Administration makes a written report listing:

- a. Date of Report
- b. Time of Report
- c. Name of Complainant (voluntary)
- d. Nature of Report
- e. Action Taken by Administration
- f. Recommendations to Higher Authorities



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Physical Violence

In all cases of physical violence on campus all participants are suspended from school immediately. In some cases, the police are called. Students and staff are to immediately leave the area, get an instructor or President, and call 911, if necessary.

Weapons Policy

If a student enters the school with any form of firearm or any instrument that may be construed as a weapon, the student will be asked to leave the premises immediately and will be suspended or terminated.

Lockdown Procedures:

The lockdown process will only be initiated with the approval of the President or President. 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.

Accident or Injury Protocol

Minor Injuries

The school has made provision to assist students in case of an emergency and/or accident or injury that occurs on campus. A first-aid kit is on site at the front desk at all times. First-Aid and the Heimlich maneuver posters are posted in the breakroom. Information is available and often discussed regarding health-related issues like carpal tunnel syndrome and/or related problems to ergonomics.

An accident or injury report must be prepared with the school's liability insurance carrier for the systematic reporting of accidents or injuries. The faculty and/or staff member most closely associated with the accident or injury will complete the report. This form will be filed with the President and copies will be given to the school's insurance carrier.

Written Procedure for Handling Minor Emergencies

The school's written procedure for handling minor emergencies is to assist in treatment for minor cuts, bruises, or bumps that occur on campus. The first aid kit is available at the front desk for items such as bandages or burn cream. If further medical attention appears warranted, or is requested, or if at the discretion of the faculty and/or staff member and the student, medical attention will be deemed advisable, the student will be advised to seek attention from their regular physician.



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If in the event there is a minor accident or injury that cannot be handled on campus but which does require medical attention, the student will be advised to seek attention from their regular physician at the student's expense. If the accident or injury is deemed medically necessary, the faculty and/or staff member will call 911.

A faculty and/or staff member must complete an accident or injury report with the student involved after treatment has been rendered. The report will be filed with the President and copies will be provided to the school's insurance carrier.

Major Injuries

If, in the event of a major emergency or injury which could involve hospitalization or the need for medical attention by medical personnel, the faculty and/or staff member will call 911 for transportation to the nearest medical facility for treatment. Any expenses incurred will be at the student's expense.

A faculty and/or staff member must complete an accident or injury report with the student involved after treatment has been rendered. The report will be filed with the President and copies will be provided to the school's insurance carrier.

National and Local Community Number for Emergency Services

| | |
|--|---------------------|
| All Emergencies (Fire, Police, Sheriff, Ambulance) | 911 |
| Poison Control Center | 800-222-1222 |
| Suicide Hotline | 800-273-8255 |
| HCA Houston Northwest Hospital | 281-440-1000 |