

DRUG FREE WORKPLACE

I. NEECEE'S COLLEGE NOTICE TO ALL STUDENTS & EMPLOYEES:

NeeCee's College of Cosmetology, 4646 S. 14th Abilene Texas, and NeeCee's Barber College is a Drug Free Workplace with a Zero Tolerance Drug and Alcohol Policy. Upon enrollment or hire at NeeCee's College students and /or employees are advised that the use, possession, sale or being under the influence of ILLICIT DRUGS AND /OR ALCOHOL is strictly prohibited in or on school property.

Violation of this rule will lead to automatic termination and may result in local, state and /or federal criminal charges. By signing the Policies and Procedures list relevant to DRUG FREE WORKPLACE you the student agrees that you have been provided separate notification as well as understand and agree to the terms of this policy.

DRUG ABUSE PREVENTION PROGRAM

Students and Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on any of NeeCee's College campus, property including: grounds, parking areas, anywhere within the buildings, or while participating in school-related activities. Students/Employees are also prohibited from being present on campus under the influence of alcohol or controlled substances.

Students/Employees who violate this policy will be subject to disciplinary action up to and including termination of employment or enrollment and may result in local, state and/or federal criminal charges. Legal sanctions under local, state and federal laws may include:

- Suspension, revocation, and or denial of a driver's license
- Loss of eligibility of federal financial aid or other benefits
- Mandated community service
- Monetary fines
- Property seizure
- Felony convictions may result in jail time In addition to local and state authorities, the federal government is engaged in fighting illicit drugs.
- It is a crime to hold someone else's drugs
- It is a crime to sell fake "drugs"
- It is a crime for being in a house where people are using illicit drugs
- It is a crime if drugs are found in your home, purse, car or possession

Drugs and alcohol can be highly addictive and injurious to your body. It can alter your sense of responsibility, coordination, and lead to restlessness, irritability, anxiety, and depression, loss of appetite, convulsions, and even death. Anyone who notes danger signals in either a student or employee should contact the Director or Admissions office

Students or employees who believe they have a substance abuse problem may find treatment sources of treatment by referring to “Drug Abuse & Addiction Information & Treatment Centers” in your local telephone book, internet or student handbook.

Any student receiving Title IV Higher Education program funds, who is convicted for any offense involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, Higher Education grant or loan.

Any student or employee must notify the Director, in writing, within (5) business days of being convicted of any criminal drug offense. Disciplinary action will occur within (30) business days of receipt of the written notification and may result anywhere from a letter of admonishment to termination from enrollment or employment at the academy.

If there is a reasonable suspicion that a student or employee is under the influence of alcohol or a controlled substance while on the NeeCee’s College premises, then the student or employee will be asked to leave for the day and will be subject to suspension and /or termination.

NeeCee’s College reserves the right to search personal belongings and /or person in the event of such suspicion.

Any student wishing to re-enroll after being terminated because of drugs or alcohol abuse will have to wait 6 months before being eligible to seek re-instatement. Student seeking re-instatement after being terminated because of drugs or alcohol abuse must do so in writing. They must be clean from all drugs and provide written proof from a doctor/drug counselor. Students who are accepted back into the program will pick up where they left off with their academics and earned hours.

Drug Abuse And Addiction Information Treatment Centers

- National Domestic Violence Hotline 1-800-799-SAFE
- Rape Crisis Center 1-254-634-8309
- Narcotics Anonymous Help Line 1-800-799-7233
- Watershed Addiction Treatment 1-855-836-7744

NeeCee’s College will perform a biennial review of the Drug and Alcohol Abuse Prevention Policy to determine its effectiveness and implement any necessary changes.

II. CRIME STATISTICS - MANDATORY FOR ALL INSTITUTIONS.

Off/individual responsible: Joyce Ayers
Location housed: NeeCee’s Colleges

Responsible Party: Joyce Ayers

This institution has been mandated because it receives Title IV Higher Education Program funds to collect statistics for reported crimes on campus on Clery geography. We will disclose all

statistics in our annual security report and annual Web-based data collection to all new students, current/employees.

Campus Crime Statistics & Security Information

A handout detailing campus crime statistics is provided at the time of enrollment and is also made available upon request from the school Director.

Clery Act crimes that occur on campus or adjacent parking. This institution owns and controls the properties parking lot it operate in and hold our classes in. NeeCee’s College facility and adjacent parking lot.

Appropriate geographic categories: The appropriate geographic categories for this institution are as follows: on campus which is the building or parking lot, public property which is the sidewalk and street adjacent to the campus but not the building across the street and off campus which we do not have any off campus property.

Campus Policy for Preparing Annual Crime Statistics

The crime statistics report is prepared and completed by the Director. The crime statistics report includes crime statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus building or property and on public property.

NEECE’S COLLEGE ANNUAL CRIME SECURITY REPORT

Campus Crime Statistics & Security Information

A handout detailing campus crime statistics is provided at the time of enrollment and is also made available upon request from the school Director.

	2017		2016		2015	
Murder and Non-Negligent Manslaughter	On Campus	0	On Campus	0	On Campus	0
	Off Campus	0	Off Campus	0	Off Campus	0
	Public Property	0	Public Property	0	Public Property	0
Negligent Manslaughter	On Campus	0	On Campus	0	On Campus	0
	Off Campus	0	Off Campus	0	Off Campus	0
	Public Property	0	Public Property	0	Public Property	0
Sex Offenses: Forcible	On Campus	0	On Campus	0	On Campus	0
	Off Campus	0	Off Campus	0	Off Campus	0
	Public Property	0	Public Property	0	Public Property	0
Sex- Offenses: Non- Forcible	On Campus	0	On Campus	0	On Campus	0
	Off Campus	0	Off Campus	0	Off Campus	0
	Public Property	0	Public Property	0	Public Property	0
Robbery	On Campus	0	On Campus	0	On Campus	0
	Off Campus	0	Off Campus	0	Off Campus	0
	Public Property	0	Public Property	0	Public Property	0

Aggravated Assault	On Campus	0	On Campus	0	On Campus	0
	Off Campus	0	Off Campus	0	Off Campus	0
	Public Property	0	Public Property	0	Public Property	0
Burglary	On Campus	0	On Campus	0	On Campus	0
	Off Campus	0	Off Campus	0	Off Campus	0
	Public Property	0	Public Property	0	Public Property	0
Motor Vehicle Theft	On Campus	0	On Campus	0	On Campus	0
	Off Campus	0	Off Campus	0	Off Campus	0
	Public Property	0	Public Property	0	Public Property	0
Arson	On Campus	0	On Campus	0	On Campus	0
	Off Campus	0	Off Campus	0	Off Campus	0
	Public Property	0	Public Property	0	Public Property	0
Hate/ Crime: Race	On Campus	0	On Campus	0	On Campus	0
	Off Campus	0	Off Campus	0	Off Campus	0
	Public Property	0	Public Property	0	Public Property	0
Hate/ Crime: Gender	On Campus	0	On Campus	0	On Campus	0
	Off Campus	0	Off Campus	0	Off Campus	0
	Public Property	0	Public Property	0	Public Property	0

Hate Crime: Religion	On Campus	0	On Campus	0	On Campus	0
	Off Campus	0	Off Campus	0	Off Campus	0
	Public Property	0	Public Property	0	Public Property	0
Hate Crime: Sexual Orientation	On Campus	0	On Campus	0	On Campus	0
	Off Campus	0	Off Campus	0	Off Campus	0
	Public Property	0	Public Property	0	Public Property	0
Hate Crime: Ethnicity/National Origin	On Campus	0	On Campus	0	On Campus	0
	Off Campus	0	Off Campus	0	Off Campus	0
	Public Property	0	Public Property	0	Public Property	0
Hate Crime: Disability.	On Campus	0	On Campus	0	On Campus	0
	Off Campus	0	Off Campus	0	Off Campus	0
	Public Property	0	Public Property	0	Public Property	0
Arrest.	On Campus	0	On Campus	0	On Campus	0
	Off Campus	0	Off Campus	0	Off Campus	0
	Public Property	0	Public Property	0	Public Property	0
Illegal Weapons Possession	On Campus	0	On Campus	0	On Campus	0
	Off Campus	0	Off Campus	0	Off Campus	0
	Public Property	0	Public Property	0	Public Property	0
Drug Law Violation	On Campus	0	On Campus	0	On Campus	0
	Off Campus	0	Off Campus	0	Off Campus	0
	Public Property	0	Public Property	0	Public Property	0
Liquor Law Violation	On Campus	0	On Campus	0	On Campus	0
	Off Campus	0	Off Campus	0	Off Campus	0
	Public Property	0	Public Property	0	Public Property	0
Referred for Disciplinary Action	On Campus	0	On Campus	0	On Campus	0
	Off Campus	0	Off Campus	0	Off Campus	0

	Public Property	0	Public Property	0	Public Property	0
Larceny-Theft	On Campus	0	On Campus	0	On Campus	0
	Off Campus	0	Off Campus	0	Off Campus	0
	Public Property	0	Public Property	0	Public Property	0
Intimidation	On Campus	0	On Campus	0	On Campus	0
	Off Campus	0	Off Campus	0	Off Campus	0
	Public Property	0	Public Property	0	Public Property	0
Simple Assault	On Campus	0	On Campus	0	On Campus	0
	Off Campus	0	Off Campus	0	Off Campus	0
	Public Property	0	Public Property	0	Public Property	0
Destruction, Damage, Vandalism	On Campus	0	On Campus	0	On Campus	0
	Off Campus	0	Off Campus	0	Off Campus	0
	Public Property	0	Public Property	0	Public Property	0

DRUG AND ALCOHOL ABUSE PREVENTION

The school actively supports the prevention of drug abuse. Upon enrollment, students are provided the school's policy on drug and alcohol abuse. A list of agencies and counselors is also available on the state website for personal assistance and is available to any student requesting assistance.

OSHA REQUIREMENTS

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in Cosmetology & Barbering training. During the course work the student learns about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

PRIVACY AND FILE ACCESS POLICY

The Privacy Act of 1974 prohibits the release of privileged and confidential information concerning individual students unless authorization is received by the student and/or guardian (if the student is a minor) for each third party request. The school form may be used for this purpose. It is the school's policy that no information is released without written authorization by the student, with the exception of a parent who claims the student on their Federal tax return. The school will release information to any federal, state or local official, auditor, or accrediting body having the authority to request such information. Upon request a student will

be scheduled time to review or give permission to an outside individual to review his/her student records. These records may include academic, financial aid and advisement records. A student may not review income and asset information on parents in the file without written consent of the parents. Cumulative education records are maintained for each student for a minimum of three years after graduation or termination.

POLICY FOR SAFEGUARDING STUDENT INFORMATION

NeeCee's College is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic).

The school Director/administrator shall be responsible to coordinate the school's information security program. The Director shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The Director shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school will be held for 12 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they enroll.

NeeCee's College shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.