

# Lu Ross Academy

## Campus Safety and Security Handbook

### I. **Lu Ross Academy Campus Information**

Lu Ross Academy Has two locations. The main campus is located at 470 E. Thompson Blvd. and houses all beauty programs. The barber satellite classroom is located at 93 S. Chestnut St. Both locations are in Ventura, CA 93001.

### II. **Crime Statistics**

Lu Ross Academy collects statistics for reported incidents/crimes that fall within the geography of the Clery Act. These statistics are disclosed annually in our security report to The Department of Education. Exhibit II.1 contains the web-based data collection report as well as the records associated with those statistics.

### III. **Campus Security Authorities (CSA)**

Lu Ross Academy has contracted with a private security company for our evening schedule. Our school has designated Campus Security Authorities or individuals with significant responsibility for student & campus activities. Campus Security Authorities hold the following job titles:

- President
- School Director
- Director of Education

Alleged incidents reported to these Authorities are then reported to the Director of Compliance. Incident reports may be obtained from any one of the Campus Security Authorities or the Director of Compliance. Reports are due for the prior year no later than the end of February.

### IV. **Statistics From Law Enforcement Agencies**

Crime statistics are requested by letter or email from the Ventura Police Department annually. This information is incorporated into the school's security report

### V. **Daily Crime Log for Institutions with Campus Police**

The private security company maintains a daily log of incidents/crimes observed on campus property and the adjacent public property.

### VI. **Emergency Response and Evacuation Procedures**

Lu Ross Academy will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees that occurs on campus. An **immediate threat** as used here encompasses an imminent or impending threat, such as an approaching forest fire or terrorist attacks.

Understanding that the very nature of immediate threats can create fear and panic, The School will take all necessary steps to contain these situations. For example, if a fire is reported in a trash can outside the main entrance; the area to be evacuated would be limited to the front desk area and the area immediately surrounding the main entrance. For this reason, The School is broken into evacuation zones to determine that only the affected segments of the campus receive immediate threat notifications. In the event of a reported immediate threat, The School will err on the side of caution and take appropriate actions to ensure the safety of its students and staff first and foremost.

The content of immediate threat warnings or notifications will be minimal. For example, in the event of a reported gas leak an all page or all evacuation zone order would be issued and the entire campus would be evacuated to their designated areas.

Once the evacuation was complete, additional information would be issued to zone leaders on how to safely proceed. Another example would be an all page or all zone emergency assembly to announce a meningitis outbreak and information on the virus. Notification content includes, but is not limited to:

- Zone evacuation.
- Campus evacuation.
- Announcement of approaching weather threats.
- Emergency assemblies to disseminate information.

A Campus Security Authority or the Director of Compliance are the only individuals to initiate the School's notification system in the event of an immediate threat. However, the individual initiating the notification does not need to be the individual who verified the threat. For example, if the Flood Control District notified a CSA that the campus was in danger of flood, that CSA or any other CSA would initiate the notification system with the action the Flood Control District recommended.

Lu Ross Academy will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Following is a list of the titles of the persons and organizations responsible for carrying out the actions listed in section VI:

- President
- Director of Administration
- Director of Education

Upon deployment of an immediate threat notification to the affected portions or persons on campus, a CSA will notify the emergency dispatch (911) for appropriate law enforcement or first responders. The CSAs will use their professional judgment to ensure the security and safety of the schools students and staff.

Lu Ross Academy has at least one unannounced test of its emergency response and evacuation procedure each year. This unannounced test is scheduled and put on the management calendar prior to the end of February even though the actual test may be scheduled for later in the year. Announced tests are done from time to time in conjunction with The School's emergency response and evacuation procedure training. This training is scheduled by management and is preceded by staff training. Documentation for each test, a description of the exercise, the date, time and whether it was announced or unannounced is contained in Example VI.1

## VII. **Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the administration constitutes an ongoing or continuing threat, a campus wide timely warning will be issued. Clery Act crimes whether the crime happened on campus or in the immediately surrounding area will warrant a timely warning. These warnings will be issued through an attempted email alert to students, faculty and staff, and an announcement will be made during the next scheduled class session.

## VIII. **Annual Security Report**

### **Online Security Policy Disclosures and Policies**

The School's annual security report is published on its website under 'Annual Security Report'. It is available to all students, potential students and employees. As each new year's report becomes available (no later than October 1) a notice is posted in The School in clear view for students, prospective students and employees to review. In addition to crime statistics, The School's annual security report contains:

- Timely Warning Policy (including a list of Clery Act crimes)
- A list of titles of each person to whom students and employees should report criminal offences as described on The Clery Act.

### **Confidential Crime Reporting**

The School encourages victims or witnesses to voluntarily report crimes for inclusion in the annual security report. If you are a victim of a crime and do not want to pursue action within Lu Ross Academy or the criminal justice system, you still may want to consider making a confidential report. With your permission, a Campus Security Authority can file a report on the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Lu Ross Academy can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in annual crimes statistics for the institution.

### **Security of and Access to Campus Facilities**

During posted business hours, Lu Ross Academy will be open to students, parents, employees, contractors, guests and invitees. During non-business hours access to all campus facilities is by key, if issued, or by admittance by Administration. Emergencies or special classes may necessitate changes or alterations to any posted schedules. Any areas that are revealed as problematic during routine maintenance or maintenance issues, such as non-working exterior lighting, are reported to the maintenance department. Security issues such as landscaping, locks, alarms, lighting and communications should be reported to any member of the administrative team as soon as possible.

### **Campus Law Enforcement Authority**

**Lu Ross Academy does not have a campus law enforcement department.** The School's administrative team and Campus Security Authorities have the authority to act as campus security personnel to determine whether individuals have lawful business on campus grounds. They also have the authority to issue parking tickets, which are billed to the financial accounts of students, faculty and staff. All crime victims and witnesses are strongly encouraged to immediately report the crime to a Campus Security Authority and the appropriate police agency. Prompt and accurate reporting will assist The School in maintaining a safe learning environment, assure timely warning notices to our campus community, and accurate disclosures of crime statistics.

While The School does not have any written agreements with local law enforcement, such as a memorandum of understanding, The School expects the campus community to cooperate with law enforcement agencies to resolve crimes that may occur on campus or affect the safety of the campus community.

The School does not employ any pastoral counselors or professional counselors. If a member of the campus community needs a referral for these services, we encourage you to seek out the Educational Systems Manager (please refer to the Student Handbook & School Catalog for the 'Professional Assistance' policy).

### **Security Awareness**

During orientation, incoming students are informed of on campus crime statistics, and campus security handbook. Employees are given the campus security handbook during employee orientation. In addition, students and employees are encouraged to be aware of their responsibility for their own security and the security of others. From time to time The School hosts personal safety speakers and law enforcement crime prevention officers in homeroom. These speakers and their messages are designed to make the campus community aware of their safety and to prevent crimes such as rape, acquaintance rape and other forcible and non-forcible sex offences.

### **Sex Offences**

If you believe you are the victim of a sex offence please contact any Campus Security Authority to report the offence as soon as possible keeping in mind the importance of preserving evidence for the proof of a criminal offence. The CSA will assist a student in notifying law enforcement if the student requests the assistance of these personnel. Students seeking counseling, mental health evaluation or other student services for victims of sex offences should seek out a School Administrator for a referral. Please refer to the School Catalog for the 'Professional Assistance' policy. The School will make changes a victim's academic situation to another schedule offered after an alleged sex offence if requested by the victim and the change is reasonably available.

Procedures for campus disciplinary action in cases of an alleged sex offence:

- The accuser and the accused are entitled to the same opportunities to have others present during disciplinary proceedings
- Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense? Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
- Should the disciplinary proceedings find against the accused, the accused student will immediately be expelled & become ineligible for re-admittance.
- California State registered sex offenders may be obtained online at: <http://meganslaw.ca.gov/disclaimer.aspx> or by contacting The California State Department of Justice at:  
Voice: (916) 322-3360 or  
(Toll-free in California)  
(800) 952-5225  
Fax: (916) 323-5341

### **Off-Campus Crime Reporting**

The School does not have any off-campus locations of student organizations or off-campus student housing facilities.

### **Alcoholic Beverages**

The School does not condone or allow underage drinking on campus. Violators are subject to school Disciplinary action, criminal prosecution, fine and imprisonment in accordance with State Law.

#### **Illegal Drug Possession**

Lu Ross Academy does not condone or allow the possession, use or sale of illegal drugs on school grounds in accordance with State and Federal drug laws. If a student or employee is caught possessing or selling illegal drugs, Lu Ross Academy will report the incident to law enforcement. Violators are further subject to school disciplinary action.

### **Substance Abuse Education**

Our company policy for all our employees requires them to sign a drug policy prior to hire. The sale or use of alcohol and illegal drugs are not permitted at the school or its adjacent parking facilities. Anyone observed using illegal drugs and any underage alcoholic consumption should be reported to the Academy Director and will be referred to local police authorities. The school has a drug and alcohol prevention program in place as required under Public Law 101-226.

Any individual associated with Lu Ross Academy who is seeking information, advisement, or assistance concerning drug abuse prevention may call or visit the following agency:

Health and Human Services  
4875 Broadway  
Sacramento, CA 95820  
(916) 366-2736

### **Disclosures to Alleged Victims**

Lu Ross Academy will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the results of any disciplinary proceeding conducted by The School against student who is the alleged perpetrator of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

### **Missing Students**

The School is not required under the Clery Act to have and does not have a missing student notification system.

### **Clery Act Crimes**

Following are the three categories of offenses that are defined as Clery Act crimes:

- Criminal Offenses - Criminal Homicide, including: a) Murder and Non-negligent Manslaughter, and b) Negligent Manslaughter; Sex Offenses including:
  - Forcible, and b) Non-forcible; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
- Hate Crimes - Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property<sup>1</sup> that were motivated by bias; and <sup>1</sup>The 2008 HEOA regulations expanded the list of hate crime statistics to be included in Clery Act statistical disclosures.
- Arrests and Referrals for Disciplinary Action for Weapons: Carrying, Possessing, Etc., Drug Abuse Violations and Liquor Law Violations.