

Campus Drug and Alcohol Policy

Glenwood Beauty Academy is an accredited private proprietary post-secondary training institution that adheres to all local, state and federal regulations and laws. School policy requires compliance with Drug Free Schools and Communities Amendments of 1989 (a federal law). The school has adopted the following drug and alcohol prevention program.

The use, possession, distribution, sale or manufacture by a student or employee of alcohol or illicit drugs anywhere on school property or during any school authorized campus activity is forbidden. Students or employees in violation of state, federal or local regulations with respect to illegal drug or alcohol use may be subject to both criminal prosecution and campus disciplinary action.

Legal Sanctions

Any student or employee convicted of the unlawful manufacture, distribution, dispensation, possession, use or abuse of drugs or alcohol is subject to criminal penalties under local state or federal law. These penalties vary in severity from a fine of \$100.00 up to \$8,000.00 and/or a jail sentence of 30 days up to life imprisonment. The exact penalty depends upon the nature of severity of the individual offense.

School Sanctions

Possession, use, sale or manufacture of alcohol or illegal drugs in any amount by a student on school property or at a school-authorized activity, will result in disciplinary probation, suspension or termination. The severity of the sanction depends upon the nature and severity of the individual offense.

Definitions of Sanctions

STUDENTS:

Disciplinary probation: A specified period of time in which a student is advised in writing of probable suspension or termination for future violation of this policy.

Suspension: Temporary interruption of training for a specified period, with the student advised in writing of probable termination for future violation of this policy.

Termination: A permanent dismissal from the school. Conditions for appeal of termination are outlined in the school catalog.

EMPLOYEES:

Suspension: Unpaid interruption of employment for a specified period, with **WRITTEN WARNING** of a probable dismissal for future violation of this policy.

Dismissal: Termination of employment with the employee notified in writing that he/she is ineligible for rehire by the school at any time in the future.

****These sanctions are in addition to any criminal sanctions, which may be imposed by the judicial system. Student employees are subject to both employee and student sanctions.**

Health Risks

Substance	Effects
Alcohol (at .10 blood alcohol and above).	Impaired motor abilities; reduced Judgment; sleepiness; nausea; Vomiting; liver disorders including Hepatitis and Cirrhosis; fetal alcohol Syndrome (most common symptom is Mental retardation). Excessive use of alcohol is proven to be a factor in cancer of the mouth, tongue, throat, esophagus, liver, and breast.
Cannabis Marijuana, Hash, Hash Oil, THC	Diminished short term memory, motivation, cognitive coordination, oral communication and reaction time, anxiety and panic reaction, damaged lungs and respiratory system, carcinogenic elements in smoke, are proven to contribute to cancer of the mouth, throat, esophagus and lung.
Cocaine (including crack)	Increased likelihood of risk taking; seizures, sleeplessness, paranoia, irregular heart beat, can cause sudden death by stroke or heart failure even in young users, cocaine psychosis (paranoia and hallucinations) uncertain of mucous membranes in nose, sexual dysfunction, during pregnancy severe physical and emotional problems in babies.
Depressants, Tranquilizers, Barbiturates, Methaqualone	Dangerous effects when mixed with alcohol, calmness and relaxed muscles, slurred speech, staggering gait, loss of motor coordination, altered perception, respiratory depression which can result in coma or death, disruption of normal sleep cycle, tolerance develops severe Withdrawal symptoms, physical and psychological dependence, during pregnancy birth defects and brain tumors in children

Stimulants (excluding cocaine), amphetamines,
Met amphetamines

Increased heart and respiratory rates, elevated blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, amphetamine psychosis, violent behavior, hallucinations, delusions, paranoia, drug tolerance and dependence, mood swings, ulcers, mental confusion

Hallucinogens, LSD, Mescaline, Psilocybin,
Phencyclidine (PCP), MDMA (ecstasy), MDA

Distorted sense of distance, space and time, blockage of pain sensations, nausea, vomiting and diarrhea, severe mood disorders, panic, depression, anxiety, greater suggestibility and feelings of invulnerability, unpredictable reactions if drugs are cut with impurities, tolerance after 3-4 daily doses (higher doses are required to produce same effects)

Narcotics, Opium, Morphine, Codeine, Thebaine,
Heroin, Methadone, Darvon, Demerol

Feeling of euphoria followed by drowsiness, nausea and vomiting, respiratory depression, central nervous system depression, use of unsterile needles promotes AIDS Hepatitis B and Endocarditic (infection in the heart), women dependent on opiates have multiple pregnancy complications spontaneous abortions, stillbirths, anemia and diabetes.

Treatment Resources

If at any time, a faculty or staff member believes a student or co-worker has a drug or alcohol abuse problem. the following list will provided to the suspected abuser:

Addiction Helpline	1-800-511-9225
Alcoholic's Anonymous	1-970-928-0499
Colorado West Recovery Center	1-970-945-8439
Innerbalance Health Center	1-877-900-7848
Youth Recovery Center	1-970-384-7470
Valley Partnership For Drug Prevention	1-970-925-5188

This policy is posted on the school website and is delivered to all students and employees no later than September 30th of each year. (This policy is reviewed each year and revised when necessary.)

Campus Crime, Sexual Assault/Harassment and Violence Against Women Policy

The safety and security of students, staff and faculty are of utmost importance to the institutions administration. All must be aware of and actively participate in the institutions safety and security policies. Institution policy requires compliance with the Campus Security Act of 1990, the Campus Security Act of 1998 and the Violence Against Women Act of 2013 (Federal Law). The schools have adopted the following policies and procedures, which apply to all students, employees and campus visitors.

Campus Crime Policy and Procedures

All employees and students are required to file an incident report with the Campus Administration for all crimes and unsafe incidents within 24 hours of the occurrence of the incident. Incident reports are available in the Business Office or at the front counter in the clinic. All incident reports will be filed in the crime file. All crimes will immediately be reported to local law enforcement agencies. The annual Crime Report is filed annually with the U.S. Department of Education from reports contained in the file along with reports procured from the city Police Department. The President, Vice President and Director bear the responsibility of campus notification of any incident or known crime that may pose a threat to students or staff members. The President bears the responsibility for the annual crime and security report.

Colorado Revised Statute 18-8-115, Duty to Report a Crime, requires all persons who believe a crime has been committed to promptly report the suspected crime to law enforcement authorities. You can report a crime by calling the Glenwood Springs Police Department at (970) 384-6500. In case of emergency call 911, immediately. Officers will respond to crime reports as appropriate, using federal, state and municipal laws as guidelines. If you require assistance in reporting to these agencies school personnel will assist. Campus hours of operation are:

Tuesday-Saturday 9:00AM-5:00PM

A staff member is in the building and in charge of security during all hours of operation. Although no school employees are authorized to make arrest, all are trained in the correct procedure to diffuse volatile situations and promptly report all crimes to the city police department.

The campus Crime Policy and Report is distributed to all employees and students no later than September 30th of each year. All staff members must be cognizant of all crime prevention and security procedures. At a minimum, staff members are responsible for:

1. Assuring all possessions are stored securely and all offices and classrooms are locked when unattended.
2. Immediately reporting suspected criminal activity to the Administration. A written incident report must be filed within 24 hours of the incident
3. Acting in a responsible and cautious manner when criminal activity poses a threat to employees, students or visitors. Personal safety must be everyone's primary concern. Therefore, staff members are trained not to confront, antagonize or attempt to apprehend

criminal suspects. They should observe the activity, immediately contact the local police department and offer complete cooperation with the authorities upon their arrival.

As prescribed in school catalogs, students are required to comply with all rules, regulations and standards of Conduct as published by the institution in its Catalog, as well as with the civil and criminal law at all times. Should violations occur, violators will be subject to appropriate disciplinary action. Such action will depend upon the severity of the violation. Disciplinary action may include written warning, probation, suspension, dismissal or referral to local police.

All visitors, applicants, student clinics guests, family members and vendors are required to enter the premises through the lobby and check in with the front desk attendant.

Women Against Violence Policy

Glenwood Beauty prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as defined under law. Any incident reported to the administration will be referred to the city police. Any student or employee accused of any of the above crimes will be suspended from school until the investigation is complete. If the accusation is found to be unfounded the accused will be reinstated. Should the student or employee be convicted the suspension will become termination.

Should the victim of any of these crimes need to obtain a restraining order, the Institution will assist the student in acquiring such.

Student will be made aware of this policy during new student orientation. Training for the prevention of dating violence, domestic violence, sexual assault and stalking is incorporated into the new student orientation curriculum.

Organizations that offer victims' assistance are as follows:

Advocate Safe house Crisis Line	945-4439
Alpine Counseling	945-7858
Community Counseling (Rifle)	625-0292

Sexual Offense Procedures

Any victim of a sexual assault, including, but not limited to rape, whether on campus or off, will be advised to immediately report the incident to the local police department. Upon request, a member of the local school administration will assist the victim with the report. It is vital that all evidence be preserved to assist law enforcement personnel with the investigation of the incident. A staff or faculty member will arrange transport for and accompany the victim to Valley View Hospital where qualified medical personnel will examine, and collect vital forensic evidence from the victim. The victim has the option of reporting the offense to appropriate law enforcement agencies.

If the said victim and the alleged perpetrator are both students, it must be understood that both are entitled to the same rights regarding any campus hearing that may be held to determine appropriate action. Both may have family members and/or legal representation present at the campus hearing. The institution's administration will hear the circumstances, review evidence, and then make a decision as to the appropriate action to be taken. All involved parties will be notified in writing of the decision and action to be taken.

The school administration is available to assist victims of sexual offenders, whether the offense occurred on or off campus. When further assistance is required, such as mental health counseling, the student will be referred to local support agencies as described in the schools general catalog.

Sexual Harassment policies

The institution strives to provide a vocational learning environment, which protects individual dignity and the integrity of human relationships. As places of work and learning, the environment must be free of sexual harassment and related retaliation. Such conduct is reprehensible because it undermines the integrity of the institutions and threatens the careers, educational experience and well-being of students, faculty and staff.

The law defines two types of sexual harassment. They are:

1. "Quid pro quo" which is defined as making conditions of employment (hiring, promotion, salary increase, retention, etc.) contingent on the victim's providing sexual favors.
2. "Hostile working environment" which is defined as speech or conduct of a sexually discrimination nature, which was neither welcomed or encouraged, committed by or permitted by a supervisor, which is so offensive to a reasonable person as to create an abusive working environment or impair his/her job.

The school does not permit sexual harassment of any nature at any time. If a student or a staff member believes such has occurred, he/she must report it immediately to the next level of supervision. The claim will be investigated by the administration, a decision as to the validity of the claim will be made and the appropriate action will be taken.

Sex Offender Information

Colorado Revised Statute requires that sex offenders register with the law enforcement agency where they reside. The local law enforcement agency is required to maintain a list of offenders for their city/community. For a list of sexual offenders for Glenwood Springs, contact the police precinct closest to your home. They will provide you with the request form collect a fee and provide you with a list of registered offenders who live within one mile of your house. If you live in the county, contact Garfield County Sheriff's Department at 1-970-945-0543.

Emergency Response and Evacuation Procedures

Students will be immediately informed upon confirmation by the administration of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring in the school or its' immediate neighborhood. The administration will, immediately, taking into account the safety of the community, determine the content of the notification and initiate the notification of all parties unless the notification, in the professional judgement of the administration, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

As we are a small institution, 4000 square feet, notification will be announced verbally in the office area, the student clinic area and the classroom. These locations make up the entire school. Determination of a significant emergency, who to notify, the content of the notification and the initiation of the notification will be determined by the administration.

The individuals authorized to confirm the emergency, determine the content of the notification, determine when to notify the students and staff, and initiate the notification are as follows:

Karen Fiolkoski, President
 Shelly Rosa, Director

Should emergency evacuation be deemed necessary all staff and students should proceed in an orderly manner through the nearest exit. All students and staff are instructed to meet in Southeast corner of the parking lot.

An emergency response and evacuation procedures test will be conducted at a time when most students and staff are present, at least, on an annual basis. The test may be announced or unannounced and document in the administrative offices

Campus Crime Statistics

	2013		2014		2015	
	Campus/	Local	Campus	/Local	Campus	/Local
	Area		Area		Area	
1. Murder & Non-negligent Manslaughter	0	0	0	0	0	0
2. Negligent Manslaughter	0	0	0	0	0	0
3. Forcible Sexual Offense	0	0	0	0	0	0
4. Non-forcible sex offenses	0	0	0	0	0	0
5. Robbery	0	1	0	0	0	0
6. Aggravated Assault	0	0	0	0	0	1
7. Burglary	0	0	0	0	0	0
8. Motor Vehicle Theft 1	0	0	0	0	0	0
9. Arson	0	0	0	0	0	0
10. Liquor Law Violations	0	0	0	0	0	0
11. Drug Law Violations	0	0	0	0	0	0
12. Weapons Possessions Violations	0	0	0	0	0	0

Arrests/Campus Disciplinary Action (Unduplicated)

	2013		2014		2015	
	Campus/ Local Area	Area	Campus/ Local Area	Area	Campus Local Area	Area
1. Liquor Law Violation	0	0	0	0	0	0
2. Drug Abuse Violation	0	0	0	0	0	0
3. Weapons Possession	0	0	0	0	0	0
TOTAL ARRESTS	0	0	0	0	0	0

VAWA Offenses – On Campus

	Campus/ Local Area	Campus/ Local Area	Campus/ Local Area
1. Domestic Violence	No Data	No Data	0 0
2. Dating Violence	No Data	No Data	0 0
3. Stalking	No Data	No Data	0 0
0 0			

*None of the above referenced claims were Hate Crimes as defined by the Uniform Crime Reporting Definitions

** Crime Statistics for the area surrounding the Campus are available upon request from the Office

Family Educational Rights and Privacy Act (FERPA)

The following Policy and Procedures is utilized to insure compliance with the Family Rights and Privacy Act of 1974 and is published in the School Catalog.

STUDENT RECORDS

The school maintains two student record files for each student. Those files are:

- Academic records
- Finacial/finacial aid records

The Colorado Private Educational Act of 1981, Rules and Regulations, revised January 2, 2003 requires all proprietary schools located in the State Of Colorado maintain complete student records for a minimum of six (6) years from the date the students discontinues training.

The Family Educational Rights and Privacy Act of 1974 (FERPA) Federal Law 93—380, protects student records. Students (or parents if the student is a minor) have the right to access their cumulative records at any time. Proper supervision and interpretation of student records will be provided when they are being reviewed. To review files, the student must request an appointment two days in advance with the director of education. Student record information will be released to other parties only upon written release from the student. However, education records may be released, without prior consent to school officials within the school who have legitimate interest in the information (President, Vice President, Administrators, Director, Registrar, or Financial Aid Officer or law enforcement officials. The school keeps a record of each request for access to and disclosure of personally identifiable information, as well as others who disclose personally identifiable information without written consent from the student, unless the request was from the student, a parent of a minor student, a school official with

legitimate educational interest, or a party seeking records due to a law enforcement subpoena containing criteria that the subpoena not be disclosed. The school publishes no personally identifiable information regarding any student.

Students have the right to request amendments to their records. If their request is denied, students have the right to request a hearing with the Administration to challenge the contents of their records on the grounds that the records are inaccurate, misleading or in any way violate the rights of the student. Students also have the right to file a complaint with the Department of Education concerning alleged failures by the school to comply with FERPA regulations.

Campus Performance Statistics

As required by the U.S. Department of education, we are providing you with the completion, licensure and employment rates for the most recent recorded year for each campus:

Glenwood Beauty Academy

	<u>2015</u>	<u>2014</u>
Campus Completion	79%	61%
Campus Licensure Rate	100%	100%
Campus Employment Rate	80%	88%

(The above statistics were computed using the formula pf the National Accrediting Commission of Career Arts & Sciences for the Institutions annual report)

Full-time, first time retention Rate (2014 IPEDS formula)	77%
Part-time, full time retention rate (2014 IPEDS formula)	75%

The school has no student athletes.

Student Diversity

Gender	Female – 96%	Male- 1%
Racial and Ethnic Groups	Caucasian – 58%	Hispanic/Latino – 33%
	Black/African American – 2%	Non Resident Alien –0%
	Hawaiian/Pacific Islander – 0%	Two or More Races-8%

Pell Grant Recipients – 76%
 Stafford Loan Recipients who did not receive Pell Grants - 24%
 Students who did not receive Pell Grants or Stafford Loans – 8%

Citizenship

On September 17th of each year (or proceeding or following week if the 17th falls on a Sunday, Monday or holiday) an assembly of the entire student body will be held commemorating the September 17, 1787 signing of the constitution.

All citizens are encouraged to practice their constitutional right and vote in every election. Therefore, every student is offered a voter registration form at the time of enrollment. The student has the right to accept, decline or inform the school that they are already a registered voter.

General Consumer Information

Cosmetologists, Hair Stylists, Manicurists, and Estheticians

Cosmetologist and other personal appearance workers can look forward for employment in this field to increase faster than average. Job opportunities generally will be abundant, but competition is expected for jobs and clients at higher paying salons. Opportunities for the higher paying positions will be best for those licensed to provide a broad range of services. Almost half of all Cosmetologists and other personal appearance workers are self-employed; many employment opportunities in the field offer flexible work schedules.

Cosmetologists and other personal appearance workers must complete a state approved training program to take the test required for licensure. All Cosmetologists, Hairstylists, Estheticians and Nail Technologists must be licensed to work in the field.

Earnings

Cosmetologists and other personal appearance workers held about 663,200 jobs in 2012. Of these, barbers, hairdressers, hairstylists, and cosmetologists held 610,200 jobs; manicurists and pedicurists 31,000; and skin care 22,000. Most of these workers are employed in beauty salons or barbershops, but they also found in nail salons, department stores, nursing and other residential care homes, and drug and cosmetics stores. Nearly every town had a barbershop or beauty salon, but employment in this occupation is concentrated in the most populous cities and States.

Barbers, cosmetologists and other personal appearance workers receive income from a variety of sources. They may receive commissions based on the price of the service or salary based on number of hours worked. All receive tips, and many receive commissions on products they sell. In addition, some salons pay bonuses to employees who bring in new business. Median annual earnings in 2012 for salaried hairdressers, hairstylists, and cosmetologists, including tips and commissions, were \$32,756. The middle 50 percent earned between \$19,010 and \$28,600. The lowest 10 percent earned less than \$15,980, and the highest 10 percent earned more than \$43,432. Among skin care specialists, median annual earnings, including tips, were \$26,430; for manicurists and pedicurists, \$19,330. A number of factors determine the total income of barbers, cosmetologists, and other personal appearance workers, including the size and location of the salon, the number of hours worked, clients tipping habits, and competition from other shops and salons. Cosmetologists or barbers initiative and ability to attract and hold regular clients also are key factors in determining his or her earnings. Earnings for entry-level workers are usually lower; however, for those who stay in the profession, earnings can be considerably higher. Although some salons offer paid vacations and medical benefits, many self-employed and part time workers in this occupation do not enjoy such common benefits.

Job Outlook

Overall employment of barbers and cosmetologists and other personal appearance workers is projected to grow about faster than average for all occupations through 2020, because of increasing population, incomes, and demand for personal appearance services. In addition to those arising from job growth, numerous job openings will arise from the need to replace workers who transfer to other occupations, retire, or leave the labor force for other reasons. As a result,

job opportunities generally should be good, however, competition is expected for jobs and clients at higher paying salons, as applicants compete with large pools of licensed and experienced cosmetologists for these positions. Opportunities will be best for those licensed to provide a broad range of services. Employment trends are expected to vary among the different specialties in the grouping of occupations. For example, slower than average growth is expected in employment of barbers due to a large number of retirements and the relatively small number of cosmetology school graduates opting to obtain barbering licenses. On the other hand, employment of hairdressers, hairstylists, and cosmetologists should grow about 20% faster average, because many now cut and style both men's and women's hair because the demand for coloring services and other hair treatments, such as permanent waves, by teens and aging baby boomers is expected to remain steady or even grow. Continued growth in the number of nail salons and full service day spas will generate numerous job openings for manicurists, pedicurists, skin care specialists, and shampooers. Nail salons specialize in providing manicures and pedicures. Day spas typically provide a full range of services, including hair services, beauty wraps, manicures and pedicures, facials, and massages.

Related Occupations

Other workers who provide a personal service to clients and usually must be professionally licensed or certified including massage therapists and fitness workers are considered to be in related occupations.

Sources of Additional Information

A list of licensed training school and licensing requirements for personal care specialists may be obtained from:

National Accrediting Commission of Cosmetology Arts and Sciences
4401 For Ave
Suite 1300
Alexandria, VA
22303
www.naccas.org

Required Textbooks

Milady Standard Cosmetology
Retail Price \$220.90

ISBN#978-1-4390-5929-6

Milady Standard Esthetics Fundamentals
Retail Price \$199.90

ISBN#978-1-1113-0689-2

Milady Standard Nail Technology
Retail Price \$183.9

ISBN#978-1-2850-8047-5

Gainful Employment

Our on-time graduation and graduate median loan debt reports, along with a list of occupations for which we train occupations (with SOC codes), is listed below and can also be found under Gainful Employment at the NSLDS web site: www.nsls.ed.gov

5. Maintaining a financial aid call center
6. Compensating any advisory board members.

Administration Hours

The administrative staff is available during normal business hour for information dissemination purposes to prospective and enrolled students.

Office hours are:

Sunday and Monday: Closed

Tuesday thru Friday: 9:00AM – 5:00PM

Saturday: By Appointment

This publication, along with the school catalog, contains the consumer information the school is required to disclose to students by the Department of Education and is provided prospective students prior to enrollment and is distributed annually to in school students and staff members.

Karen Fiolkoski

President

Glenwood Beauty Academy