

**SETTING THE STANDARD BARBERING AND  
NATURAL HAIR ACADEMY, INC**

OPE ID: 04225900

**2018 Campus Safety and  
Security Handbook**



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### FORMS

- I. Violence Incident Statement
- II. Key Issuance Request
- III. Key Holder Agreement
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- V. Key Holder Agreement for Replacement Key
- VI. Maintenance Department Task Sheet
- VII. Maintenance Department Task Sheet (*continuation sheet*)
- VIII. STS Maintenance/Service Work Order
- IX. Family Educational Rights and Privacy Act (*FERPA*)
- X. Drug-Free School/Workplace/Environment Certification Policy & Signature



## OFFICE OF SECURITY CONTACT INFORMATION

**To report an emergency, crime in-progress, or suspicious persons/activities, contact:**

**Campus Security Coordinator, Terri R Pugh: (318) 635-0070/ (318) 349- 5487 or 9-1-1  
Operational 24 hours/7 days a week**

*Campus Security Authorities: Christena Francis (318)465-9196 or Taylor Franklin (318) 402-1779 is in  
the Administrative office located pass the main classroom.*

**STS Department of Security  
2902 Jewella Avenue  
Shreveport, Louisiana 71109**

**Office: (318) 635-0070/Fax: (318) 636-1754  
Email: [sts.academy@gmail.com](mailto:sts.academy@gmail.com)  
Website: [http://www.sts\\_acadmey.com](http://www.sts_acadmey.com)**

### **Office Business Hours:**

**Monday -Friday: 8:00 am - 5:00 pm  
2<sup>nd</sup> /4<sup>th</sup> Saturday – 8:00 am-4:00 pm  
Closed: Sunday and Major Holidays**



## **Welcome to: Setting The Standard Barbering and Natural Hair Academy, Inc.**

### **A Message from the Director,**

Our mission is to:

- Ensure the safety of our students, employees, and clients by complying with all applicable safety laws.
- Be committed to the protection of life and property and preservation of order and peace by implementing policies and procedures as it relates to crime, domestic and dating violence, sexual assault, stalking, harassment, and fire safety.

Our highest priority is safety; therefore, we expect students, faculty, and staff to take responsibility for each other and for the school, because campus safety is important. A safe community begins with everyone; therefore, we encourage each person to take the lead in being alert and aware of the environment around you. We ask that students, faculty, and staff share any concerns they may have with the Director or other staff members. The Office of Security is responsible for campus security services and programs to make our campus community safe.

The Office of Security enjoys a strong and cooperative working relationship with the Shreveport Police and the Caddo Sheriff's Departments and other local law and safety enforcement agencies. This relationship continues to be mutually beneficial and offers an added layer of safety and security for STS campus community. The Shreveport Police, in cooperation with STS Office of Security, investigates all serious criminal incidents, which occur on the campus grounds.

The Office of Security adopts a take-charge approach to safety. The four factors that we have adopted to make our community safe are: Prevention, Intervention, Education, and Enforcement. These approaches require teamwork and cooperation with Security, students, faculty, employees, and guests. Each new employee and/or student will have access to our safety report and must attend safety and security awareness sessions offered by the school.

STS as a proprietary /vocational, for profit institution that participates in the Title IV Federal Student Aid programs and is required to disclose annual information about campus crime, security, safety policies and statistics. The 2018 Annual Security Report and Annual Fire Safety Report, (*Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 2008*) is to be distributed by October 1.

I encourage you to read this booklet for helpful advice on safety issues and crime reporting. We ask that you consider both your safety and that of others; and to make common sense choices to avoid placing yourself and others in potentially unsafe or at-risk situations.

This report is available to current/prospective students and employees by October 1<sup>st</sup>. Copies of this report is attainable by: requesting a print from the Administrative Office (*calling 318-635-0070*), use of the internet at [www.sts-academy.com](http://www.sts-academy.com), or you may obtain a hard copy by coming to 2902 Jewell Avenue, Shreveport, LA.

Sincerely,

Terri R Pugh  
Director/CEO  
STS Office of Security

## STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT OF 1990

The Student-Right-To-Know and Campus Security Act of 1990 requires all colleges and universities participating in the Federal Student Aid Program to disclose basic institution information, which includes, but not limited to the 2018 Annual Security and Annual Fire Safety Report. Pursuant to 20 USCS Section 1092, each eligible institution shall provide the following information along with a statement of procedures required to obtain such information:

- I. A statement of current Campus Policies regarding procedures and facilities for students and others to report criminal actions or emergencies occurring on Campus and policies concerning the institutions response to such reports;
- II. A statement of current policies concerning security and access to campus facilities, and security considerations used, the maintenance of campus facilities;
- III. A statement of current policies concerning Office of Security (1) designated Campus Security Authorities (CSA) including their working relationship with state and local police agencies; and
  - a. (2) policies which encourage accurate and proper reporting of all crimes to the Director and/or alternate CSA and appropriate police agencies (via the description of the type and frequencies of programs; designed to inform students and employees about Campus Security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others.)
- IV. A description of programs designed to inform students and employees about the prevention of crimes;
- V. Statistics concerning the occurrence of crimes on campus or on non-campus buildings or property and on any public property during the most recent calendar year and during the two preceding calendar years which data is available;
- VI. A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of State Underage Drinking Laws and statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State Drug Laws and a description of major Drug or Alcohol Abuse Education Programs required under 20 USCS Section 1011i.
- VII. A statement advising the Campus Community of information provided by State/Federal Law Enforcement, Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (Title XVII of the Violent Crime Control and Law Enforcement Act of 1994 [42 U.S.C.A. § 14071]). The Act requires states to create registries of offenders convicted of sexually violent offenses or crimes against children and to establish heightened registration requirements for highly dangerous sex offenders. This information can be retrieved from local law enforcement authorities.
- VIII. Violence Against Women Reauthorization Act of 2013 (VAWA) requires a statement advising students, faculty and employees of policies that describes, among other things, the institution's programs to prevent dating violence, domestic violence, sexual assault, and stalking. In addition, the statement of policy is to include descriptions of the institution's primary prevention and awareness programs for all incoming students and new employees and its ongoing prevention and awareness campaigns for students and faculty.

This report is prepared in cooperation with the local law enforcement agencies. The Office of Security provides updated information on disciplinary referrals and their educational efforts and programs to comply with the Act.

### *Website Information*

Management will use its website as a portal for posting information on Safety and Security issues, reminder of Safety Awareness and Crime Prevention month in October, campus crime statistics and other safety-related topics.

### *About Us*

Setting The Standard Barbering and Natural Hair Academy, Inc., is a Barber Stylist vocational school (*SOC Occupational Code 39-5011.00 for Barbers*) offering a certification of Completion program. There is only one campus with a square footage of 6,000±. Though STS is a small institution, we are not immune to crime or emergencies. Management cannot over-emphasize to faculty, staff, and students to immediately report any unsafe conditions, fires, or crimes to the ***Office of Security Director and 911***.

### *Key Terms*

*Dating violence* - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

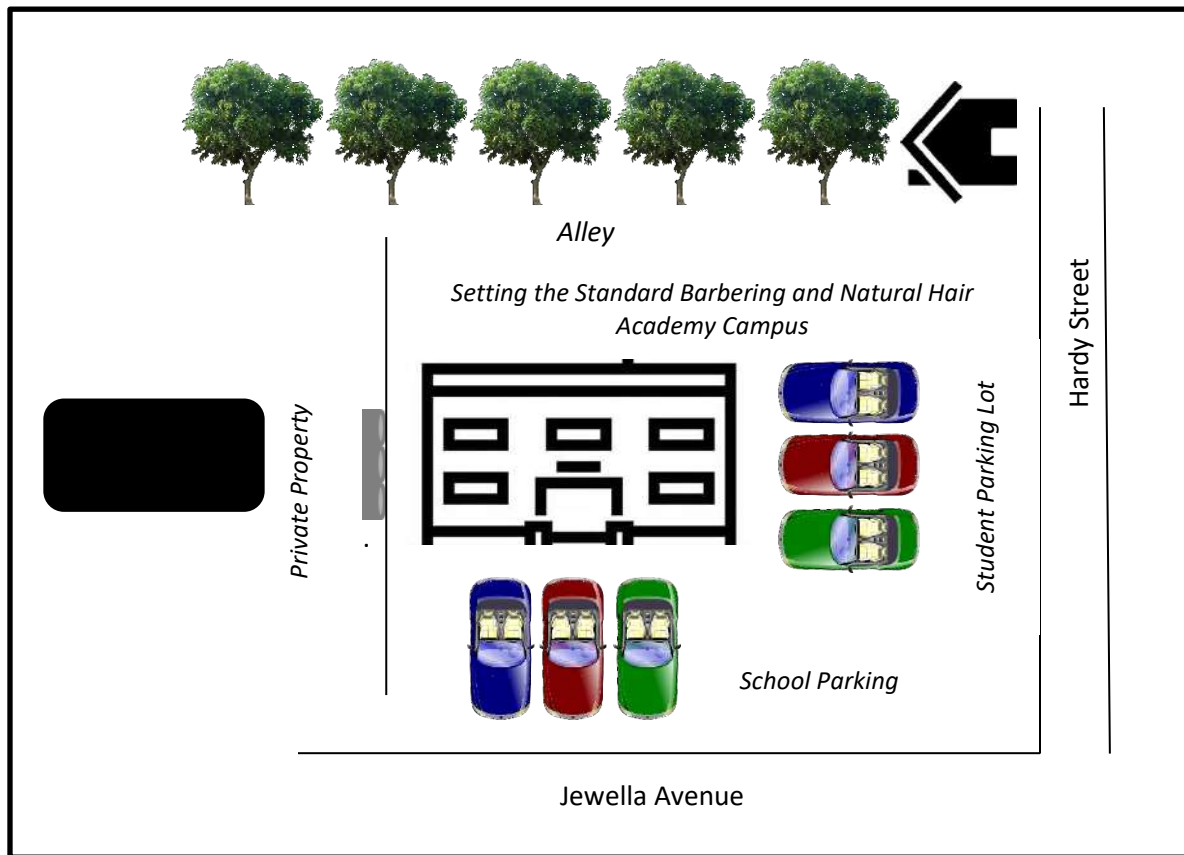
*Domestic violence* - A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by 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 in which the crime of violence occurred.

*Sexual assault* - An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program and included in Appendix A of this subpart.

*Stalking* - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to Fear for the person's safety or the safety of others; or Suffer substantial emotional distress.



*Clery Map for Setting the Standard Barbering and Natural Hair Academy, Inc.*



**Setting The Standard Barbering and Natural Hair  
Academy, Inc.**

**MANAGEMENT AND SUPERVISORY TEAM**

Director: Terri R Pugh, [sts.academy@gmail.com](mailto:sts.academy@gmail.com)  
 Financial Aid Administrator: Christena Francis, [cfrancis.sts.academy@gmail.com](mailto:cfrancis.sts.academy@gmail.com)  
 Campus Security Authority: Taylor Franklin, [tfranklin.sts.academy@gmail.com](mailto:tfranklin.sts.academy@gmail.com)

**Campus Security Authorities**

All campus security authorities have an obligation to forward any information on offenses reported to them for inclusion in crime report. Campus security authorities includes the Director, Financial Aid Administrator, and the Campus Security Authority.

Director, Terri R Pugh	<ul style="list-style-type: none"> <li>• will involve instructor's in the Academy's accident prevention program</li> <li>• establish the instructor when on the clinic floor as the key safety person</li> <li>• provide instructor's with information on cases of accidents, occupational health hazards</li> <li>• checks for compliance with applicable safety laws and codes</li> <li>• communicates with local authorities regarding Academy related activities and incidents.</li> </ul>
Campus Security Authority Coordinator, Taylor Franklin	<ul style="list-style-type: none"> <li>• inspects work area for compliance with safe work practices and safety rules and acts as a backup to the Director</li> <li>• trains employees to work safely</li> <li>• corrects unsafe conditions and acts</li> <li>• obtains first-aid for injured promptly</li> <li>• reports and investigates accidents and works with instructors</li> <li>• holds safety meetings quarterly</li> <li>• work with and coordinate training with law enforcement agencies</li> </ul>
Financial Aid Administrator/Backup Coordinator, Christena Francis	<ul style="list-style-type: none"> <li>• will assist the Safety Coordinator in performing above tasks.</li> </ul>

## **REPORTING A CRIME**

### **Confidential Reporting Procedures and Protection of Confidentiality**

If you are a victim or a witness of a crime and do not want to pursue action with the CSA Coordinator or the criminal justice system, you are encouraged to consider making a confidential report. This report will give the Director or CSA Coordinator permission to file a detail report without revealing your identity. The confidential report complies with the victim's/witness wish, while taking steps to ensure the safety of others and to prevent others from becoming a victim. In addition, with such information, the Academy can keep an accurate record of the incidents involving faculty, staff and/or students; this will help in determining if there is a pattern of crime regarding a specific location, method, or assailant and to alert the campus of potential danger. Reports of this nature is counted and disclosed in the annual crime statistic for the Academy and is required to be accurate and promptly reported. You may make a report as an anonymous party. STS will maintain the identity of any alleged victim or witness or third-party reporter of domestic violence, dating violence, sexual assault or stalking on School property in confidence unless the alleged victim or witness, or third-party reporter specifically waives that right to confidentiality.

### **Off- Campus Crime**

Neither faculty nor staff is a member of the local law enforcement department, hence, management has no legal authority or required to investigate or respond to any incident occurring outside of Setting The Standard property; that includes incidents occurring on Jewella Avenue, Jackson Street or Hardy Street. Only incidents occurring in the parking lot or inside the property such as: damage to the physical exterior, incident threatening the immediate safety of individuals located on the Academy's property, or vandalism or the dumping of refuse into STS's campus trash can the CSA Coordinator investigate. The personnel or students' only legal requirement is to contact the proper authorities and act as a witness to the incident that occurred off-campus.

The Academy encourages that all crimes be reported to the Director. To report an emergency, in-progress crime occurring on campus, or report a past crime or incident, immediately contact the Ms. Terri R Pugh at (318) 349-5487 **or 9-1-1 from on-campus phones**. For non-emergency business, call (318) 635-0070 or (318) 636-1754.

On receiving information concerning an incident, a Campus Security Authority will respond to take appropriate action and document the information as needed. Depending on the circumstances or situation, this action may require involving local law enforcement agencies. For crimes that occur off campus, contact the local law enforcement agency or you may contact STS Office of Security and we will assist in directing you to the appropriate agency to respond and investigate the incident.

## **REPORTS, DAILY CRIME LOGS AND FIRE SAFETY LOGS**

According to 34 CFR 668.46f, a public or private institution that has a campus police or security department, must create, maintain, and make available a daily crime log. STS Academy does not have a campus police or designated security department and therefore, does not maintain a daily crime log. Reports that are investigated and found to be unfounded will be maintained for a period of five (5) years and will be disclosed in the annual report.

## **EMERGENCY NOTIFICATIONS/TIMELY WARNINGS**

The safety and welfare of our students, faculty, employees, and visitors of our campus is important. In the event of a significant emergency or dangerous situation involving the immediate threat to the health or safety of persons on the campus; we ask that you immediately notify the Director, so that she or her associates can notify the campus community using an **emergency notification system**, and other communication outlets to inform and advise of the situation; unless it is determined that notifications would otherwise compromise efforts to assist victims or contain or resolve the emergency.

The Security Authority will confirm the existence of a significant emergency and make the appropriate notifications to other management personnel. The School Director, or those authorized and designated, will decide when to notify the campus community, the content of the notification, the timing of its release, and the recipients of any emergency notification prior to it being sent. The School Director, in partnership with the Campus Security Authorities, will coordinate the response of emergency responders and any necessary evacuation of the campus as necessary.

The institution tests the emergency response and evacuation procedures annually and publicizes the emergency response and evacuation procedures during campus hours.

A vital part of the emergency notification system is providing **timely warnings** when crimes or situations pose an immediate, ongoing, or continuing threat to persons or property. On receiving information regarding a potential or ongoing threat, the Director or her designated alternate will determine whether a timely warning needs to be issued to students, visitors, clients, and faculty.

Warnings will be sent to all students, faculty, and employees through text alerts or phone calls. Warnings will be posted, as needed, on STS website and throughout the Academy's information network. If needed or requested, the Shreveport Police Department can provide crime prevention / awareness presentations or workshops.

As part of this policy STS will schedule throughout the year workshops on crime prevention/safety, alcohol/drug abuse prevention and behavioral health/suicide prevention, for students and employees.

## **MISSING STUDENTS**

STS does not house students, we do not maintain a missing Student Policy.

## **EMERGENCY DISASTER & EVACUATION PROCEDURES**

STS will organize, develop, and administer a preparedness program and will cooperate with law enforcement/homeland security agencies when there is an “immediate threat” to the safety of our campus community. Below are procedures to follow in case of an emergency:

### **Earthquake**

In the event of an earthquake, the actual movement of the ground is seldom the direct cause of death or injury. Most casualties result from falling objects and debris. Earthquake shock waves can shake damage or demolish buildings and other structures. The following rules will help you survive:

#### During an earthquake:

1. Remain calm. Think through any action you take. Calm others.
2. If indoors, watch for flying glass, falling plaster, bricks, light fixtures, and other falling objects. Stay clear of high bookcases, shelves, and other furniture, which might slide or topple. Stay clear of windows and mirrors.
3. If danger is present, get under a table or desk; or find a corner away from any windows. Usually it is best not to run immediately outside, but to move outside quickly once the shaking has stopped.
4. If outside, avoid high buildings, walls, power poles and other objects which could fall. If possible, move to an open area, large parking lot, or lawn area away from all hazards. If you are in a car, stop in the safest place available, preferably in an open area.

#### After an Earthquake:

1. Check around you for persons with injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
2. Check for fires or fire hazards.
3. Wear shoes in all areas near debris or broken glass.
4. Do not use matches, lighters, electrical switches or appliances, or anything with a spark or flame until you are sure no gas leaks exist.
5. Do not touch downed power lines or objects touched by the lines.
6. Do not use your telephone except for genuine emergency calls.
7. Do not go sightseeing. Keep streets clear for emergency vehicles.
8. Be prepared for aftershocks. Although most of these are smaller than the main shock, some may be large enough to cause additional damage.

### **Tornado/Severe Storms with Straight Line Winds**

Tornados are spawned from powerful thunderstorms. They can cause fatalities and devastate a

neighborhood in seconds. A tornado appears as a rotating, funnel-shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour. When a funnel is spotted, take cover immediately. Campus management will keep abreast of updates for safety of students.

- Listen to NOAA Weather Radio or to commercial radio or television newscasts for the latest information. In any emergency, always listen to the instructions given by local emergency management officials.
- Be alerting to changing weather conditions. Look for approaching storms.
- Look for the following danger signs:
  - Dark, often greenish sky
  - Large hail
  - A large, dark, low-lying cloud (particularly if rotating)
  - Loud roar, like a freight train.
  - If you see approaching storms or any of the danger signs, be prepared to take shelter immediately. Take cover in a sound structured hallway or restroom.

### **Seeking Shelter**

After notifications and alerts have been issued, seek Shelter-in-Place. No matter what your location is, use these basic steps for safety or unless instructed to do otherwise by local fire and law enforcement authority:

1. If inside, remain inside. Collect any emergencies survival supplies and a telephone to be used in case of emergency. If outside, proceed to the nearest safest place away for the compromised building. Wait for emergency personnel and follow their instructions.
2. If inside, locate a safe room; it should be an interior room without windows (for crime) or a room with a least number of windows for fire escape.
3. If you can; turn off all electrical appliances including workstations (*use breaker to turn off*)
4. Make a list of all faculty, staff, clients, and students present. Give this list to the Safety Coordinator, she/he will do roll call to see if all persons left the building and is present and accounted for.
5. Locate a portable radio or media to listen for breaking news and further instructions.
6. Stay calm and as comfortable as possible; listen for continuing assessments and further instructions of the situation.
7. A school survival kit will be available in case of emergency.

## SAFETY and SECURITY

### CRIME DEFINITIONS AND STATISTICS FOR 2015, 2016, AND 2017

Setting The Standard Barbering and Natural Hair Academy prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report will be posted on <http://www.sts-academy.com>. This report is prepared in cooperation of the Shreveport Police Department and the Caddo Sheriff's Department and according to the standards set by the FBI Uniform Crime Reporting (UCR) program.

Campus crime, arrest and referral statistics in the future will include statistics reported to the Shreveport Police and Caddo Sheriff's Department. Each enrolled or new enrollee is made aware of the Annual Report posted on the website and is encouraged to review the report or obtain a hard copy from the Administration Office by calling (318) 635-0070. A consumer information sheet is also a part of our enrollment packet. The following statistical information reflects the incidents or no incident of crime at STS occurring/during the past three (3) year. As statistics are reviewed, please note the definitions related to the offense:

#### Criminal Offenses – On Campus Institution: Main Campus (483939001)

Criminal Offense	Total occurrences on campus		
	2015	2016	2017
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft ( <i>not from a motor vehicle</i> )	0	0	0
k. Arson	0	0	0
l. liquor law violation	0	0	0
m. drug law violation	0	0	0
n. illegal weapons possession	0	0	0

#### Criminal Offenses – Public Property

Criminal Offense	Total occurrences Public Property		
	2015	2016	2017
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft ( <i>not from a motor vehicle</i> )	0	0	0

k. Arson	0	0	0
l. liquor law violation	0	0	0
m. drug law violation	0	0	0
n. illegal weapons possession	0	0	0

**Hate Crimes – On Campus  
Occurrences of Hate Crimes**

Criminal offense	2017 Total	Category of Bias for crimes reported in 2017							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft ( <i>not from a motor vehicle</i> )	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
p. liquor law violation	0	0	0	0	0	0	0	0	0
q. drug law violation	0	0	0	0	0	0	0	0	0
r. illegal weapons violation	0	0	0	0	0	0	0	0	0



Occurrences of Hate Crimes									
Criminal offense	2016 Total	Category of Bias for crimes reported in 2016							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft ( <i>not from a motor vehicle</i> )	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
p. liquor law violation	0	0	0	0	0	0	0	0	0
q. drug law violation	0	0	0	0	0	0	0	0	0
r. illegal weapons violation	0	0	0	0	0	0	0	0	0

Occurrences of Hate Crimes									
Criminal offense	2015 Total	Category of Bias for crimes reported in 2015							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft ( <i>not from a motor vehicle</i> )	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
p. liquor law violation	0	0	0	0	0	0	0	0	0
q. drug law violation	0	0	0	0	0	0	0	0	0
r. illegal weapons possession	0	0	0	0	0	0	0	0	0

### Hate Crimes – Public Property

#### Occurrences of Hate Crimes

Criminal offense	2017 Total	Category of Bias for crimes reported in 2017							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft ( <i>not from a motor vehicle</i> )	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
p. liquor law violation	0	0	0	0	0	0	0	0	0
q. drug law violation	0	0	0	0	0	0	0	0	0
r. illegal weapons possession	0	0	0	0	0	0	0	0	0

Occurrences of Hate Crimes									
Criminal offense	2016 Total	Category of Bias for crimes reported in 2016							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft ( <i>not from a motor vehicle</i> )	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
p. liquor law violation	0	0	0	0	0	0	0	0	0
q. drug law violation	0	0	0	0	0	0	0	0	0
r. illegal weapons possession	0	0	0	0	0	0	0	0	0

Occurrences of Hate Crimes									
Criminal offense	2015 Total	Category of Bias for crimes reported in 2015							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft ( <i>not from a motor vehicle</i> )	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
p. liquor law violation	0	0	0	0	0	0	0	0	0
q. drug law violation	0	0	0	0	0	0	0	0	0
r. illegal weapons possession	0	0	0	0	0	0	0	0	0

**VAWA Offenses – On Campus**

Total occurrences on campus			
Crime	2015	2016	2017
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

**VAWA Offenses – Public Property**

Total occurrences on campus			
Crime	2015	2016	2017
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

**Arrests – On Campus**

Number of Arrests			
Crime	2015	2016	2017
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

**Arrests – Public Property**

Number of Arrests			
Crime	2015	2016	2017
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

**Disciplinary Actions – On Campus**

Number of persons referred for Disciplinary Action			
Crime	2015	2016	2017
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

**Disciplinary Actions – Public Property**

Number of persons referred for Disciplinary Action			
Crime	2015	2016	2017
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

**Unfounded Crimes**

**Disciplinary Actions – On Campus**

Number

Crime	2015	2016	2017
a. Total unfounded crimes	0	0	0

### Violence Against Women Act

The Violence Against Women’s Act (VAWA) is new to the Clery Act. VAWA requires STS to disclose crime statistics for dating violence, domestic violence, sexual assault, and stalking. We also provide a policy statement outlining the procedures we will follow receiving a report of these incidents as well as identifying the rights and options available to survivors. Sex offenses are no longer classified as either “forcible” or “non-forcible.” The Clery Act now requires sex offenses to be addressed in four separate categories: 1) Rape 2) Fondling 3) Incest 4) Statutory Rape.

Current policy statements and processes relating to confidentiality, public record keeping, and data-sharing without including information about the survivor or any accommodations and other protective measures will be kept on file with the Director.

The Academy will provide prevention programs that promote positive and healthy behaviors that foster healthy, mutually, respectful relationships and sexuality, encourage safe bystander intervention tactics and seek to change behavior and social norms in healthy and safe directions.

### Options for Individuals Impacted by Sexual Assault, Domestic Violence, Dating Violence or Stalking

- Get to a Safe Place
- Talk to Someone You Trust
- Preserve Physical Evidence
- Seek Medical Attention
- Report the Incident to the Director, Terri Pugh, or Christena Francis.

FOR SEVERE INJURIES CALL 9-1-1 IMMEDIATELY. A Victim may also call (800) 799-SAFE (7233) Hotline for help.

Physical evidence may be necessary to prosecute the offender and be helpful in obtaining an order of protection. If possible, do not bathe, wash your hands, use the restroom, drink, smoke, change clothing, or brush your teeth following an assault.

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at any local hospital. Evidence may be collected even if you chose not to make a report to law enforcement\*. A sexual assault kit will be given and processed by trained medical staff. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to investigators or police.

Reports of retaliatory behavior will be addressed immediately. In addition, retaliation against anyone who reports sexual misconduct is strictly unacceptable. This Policy also recognizes the ultimate decision of the victim/survivor not to pursue any formal method of reporting sexual misconduct and/or to seek confidential counseling and assistance in lieu of these formal methods.

## DISCIPLINARY POLICY

Setting the Standard Barbering and Natural Hair Academy provides prompt, an impartial process, and fairness during the initial investigation to the final findings for an institutional disciplinary proceeding. These proceedings are in place for both employees and students. Proceedings will be conducted by officials who receive annual training on the issues related to these crimes and may not have a conflict of interest or bias for or against the accuser or the accused or local enforcement authorities will investigate.

The “proceedings” (*an event or a series of activities involving a formal or set procedure*) must be conducted in a manner that:

- is consistent with the school’s policies and transparent to the accuser and the accuse;
- should include timely notice of meetings at which the accuser or accused, or both, may be present;
- provides timely and equal access to the accuser, the accused and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings;
- provides same opportunities to have witnesses present during proceedings;
- have no limitations on the choice of advisor for the accuser or accused;
- provider in writing notification of the result (s) of any school disciplinary proceeding that arise from an allegation;
  
- any changes to the results, the opportunity to appeal the results, if procedures are in place; and finally notify both the accuser and the accused in writing of the “results” (*a consequence, effect, or outcome of something*) when they become final

## STANDARDS OF EVIDENCE

The standard of evidence used during a disciplinary hearing will be a “preponderance of the evidence” standard. This definition is the same as is used in most civil courts and is not the standard of beyond a reasonable doubt. The preponderance of the evidence means that the offense “more likely than not” occurred—i.e., greater than 50% likelihood.

## SANCTIONS

STS may impose sanctions following a final determination of a disciplinary proceeding regarding domestic violence, dating violence, sexual assault, and stalking. Possible sanctions include– *For students:*

- reprimand
- loss of privilege
- restitution
- removal from class
- administrative hold
- suspension
- expulsion

*For employees:*

- suspension without pay
- demotion to a lower class in which qualified
- reduction of pay step within class, and/or
- dismissal

## PROTECTIVE MEASURES

All reasonable and available protective measures will be provided if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law

enforcement. Protective measures may include; safety escorts, giving “no contact” orders, preventing offending third parties from entering school, adjusting class schedules and or, adjusting work office schedules.

## APPEALS

If the college imposes discipline against a student or employee because of the findings in its investigation, the student or employee may appeal the decision using the regulation for appealing a disciplinary decision.

## WHERE AND HOW TO FILE A DISCIPLINARY COMPLAINT

Disciplinary complaints may be filed with: Director, Terri Pugh, (318) 635-0070, Setting the Standard Campus Administration or her designated alternate.

## BYSTANDER INTERVENTION STRATEGIES

Bystander intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Please use the following strategies:

1. Bystanders should notice the incident taking place and should evaluate the situation to determine whether it is an emergency.
2. Determine if someone needs assistance.
3. Assume responsibility. Be ready to intervene even if others do not.
4. Speak up if you see someone intentionally getting someone else drunk.
5. Speak up if you see a friend leaving with someone he/she knows is drunk.
6. Remind friends that sexual contact with an intoxicated person is against the law.
7. Attempt to help. This may include helping a person to leave the situation, confront a behavior, diffuse a situation, or call for other support/security.
8. Approach everyone in a respectful manner. Avoid using violence. Be honest and direct whenever possible. Recruit help if necessary. Keep yourself safe. Call the police any time that you feel it is necessary.
9. If you choose to intervene, distractions or diversions may be viable strategies that can stop an aggressor from continuing his/her actions.

## RISK REDUCTION

Risk reduction includes options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims to promote safety and to help individuals and communities address conditions that facilitate violence.

- Walk with friends or with others to the parking lot at night after classes.
- Be aware of your surroundings. Do not focus/text on your cell phone while walking.
- Have your car keys ready. Do not focus your attention on searching through your purse/backpack. Check your backseat before entering your vehicle.
- Do not get into person(s) vehicles who may offer you a ride back to your vehicle to take your parking space. Do not pick up person(s) to give them a ride back to their parking space.
- During the early stages of dating, consider dating with a group of those you know. Go with a friend and be responsible for each other. Have a pre-planned signal to let your friend know that you want to leave or need help.
- When dating, consider letting a friend know who you are dating, where you are going, and what time you plan to return.
- Communicate clearly and often to your partner.



- Control your alcohol; don't let it control you. Drink responsibly or not at all. Do not abuse substances that might hinder your ability to think clearly or act quickly.
- Be willing and able to say "No." It's never too late to say "No." Don't be embarrassed or ashamed to say "No" or

ask someone to stop.

- Verbalize your expectations with your date. Talk about boundaries.
- Trust your instincts. Guard your personal space. If someone makes you uncomfortable, remove yourself from the situation.

## PROCEDURES TO FOLLOW AN ASSAULT

1. Get to a place of safety. Call 911
2. Obtain necessary medical treatment.
3. Time is a critical factor for the preservation of evidence that may be helpful for proving the criminal offense occurred or may be helpful in obtaining a protection.
4. Do not wash your hands, bathe yourself,

use the restroom, brush your teeth, or drink anything until a medical exam can be provided and evidence collected.

5. Remain in the clothing worn during the assault or put the clothing in a paper bag (not plastic) so that it can be entered into evidence.
6. Do not clean or straighten up the area where the a

## PROTECTIVE ORDERS, CRIMINAL/CIVIL PROSECUTION, AND RIGHTS OF CRIME VICTIMS

Where applicable, a victim has the right to be notified/obtain protection orders, no contact orders, or similar lawful orders issued by a criminal, civil, or by the school. Emergency Protective Orders issued by a judicial officer upon request by a peace officer will be enforced. Protective Restraining Orders are filed in the Civil Division of the Caddo Parish Clerk of Courts contact :318-226-5015 (Crisis Line)

## COMPLIANCE

The compliance with the above provisions does not constitute a violation of (SEC. 444. 020 U.S.C. 1232g (a)(1)(A) which states, "No funds shall be made available under any applicable program to any educational agency or institution which has a policy of denying, or which effectively prevents, the parents of students who are or have attended a school of such agency or at such institution, as the case may be, the right to inspect and review the education records of their children) If any material or document in the education record of a student includes information on more than one student, the parents of one of such students shall have the right to inspect and review only such part of such material or document as relates to such student or to be informed of the specific information contained in such part of such material. Each educational agency or institution shall establish appropriate procedures for the granting of a request by parents for access to the education records of their children within a reasonable period, but in no case more than forty-five days after the request has been made.

## PUBLIC INFORMATION AND REGISTERED SEX OFFENDERS

According to LA R. S. 15: 542 A & B Duty to Register requires a convicted sex offender to register his/her resident, notify probation officer if he/she is starting school, employment at a school or within five (5) days of each birthday. The offender is to register with a Law Enforcement agency in the authority in which they reside. Information on registered sex offenders is available through the Shreveport Police Department or the Caddo Parish Sheriff's Office.

The law requires the following:

Any adult residing in the State of Louisiana, who has pled guilty to, has been convicted of, or where adjudication has been deferred or withheld for the perpetration or attempted perpetration of, or any conspiracy to commit either of the following:

- A sex offense as defined in R.S. 15:541, except for those convicted of felony carnal knowledge of a juvenile as provided in Subsection F of this Section.
- A criminal offense against a victim who is a minor as defined in R.S. 15:541

Any juvenile who has pled guilty or has been convicted of a sex offense or second-degree kidnapping as provided for in Children's Code Article 305 or 857, except for simple rape; and

Any juvenile, who has attained the age of fourteen years at the time of commission of the offense, who has been passed on judicially delinquent based upon the perpetration, attempted perpetration, or conspiracy to commit any of the following offenses:

- Aggravated rape (R.S. 14:42).
- Rape (R.S. 14:42.1).
- Second degree sexual battery (R.S. 14:43.2).

If a student here at STS becomes a victim of rape, he/she must notify the Director and the Safety Coordinator immediately and call 911. A written report and an investigation will be conducted in conjunction with the Shreveport Police Department.

#### *Investigations*

All reports of incidents received by the Safety Coordinator and Director are reviewed. If a report requires follow-up action, the Safety Coordinator will look for a direct resolution or prepare or refer the case to the appropriate law enforcement agency.

### **ALCOHOL AND OTHER DRUGS POLICY**

A student must be at the age of 21 to consume liquor in the State of Louisiana. It is a misdemeanor to purchase or obtain liquor to give or buy for a minor. Presenting or offering false identification in written, printed or Photostat to fraudulently obtain liquor is punishable by law. Persons found guilty of these crimes are subject to fines and school disciplinary actions. Those persons who are over the age of 21 will be responsible for their own conduct. Students, faculty, and staff will be expected to comply with all laws and STS policies regarding alcoholic beverages and other drugs.

The policy defines that any beverages containing 0.5% or more of alcohol by weight is not allowed to be consumed on the campus' property during class hours or after. Students 21 years and over who are sponsoring an event where alcohol is served must do so responsibly, however, if it has been found that minors were served alcoholic beverages all parties involved will receive disciplinary actions and names will be turned over to the proper authorities for prosecution. As an institution, that wishes to keep its accreditation and certification we cannot tolerate inappropriate or excessive consumption that disrupts the educational process or abuses the right of others.

The illegal possession, use or sharing of prescription drugs, including medical marijuana, is in violation of STS drug policy Illicit drugs (*morphine, heroin, codeine, marijuana, synthetic narcotics such as: Demerol, methadone; and dangerous non-narcotics such as: barbiturates and Benzadrine*) or any other drugs defined by federal and state law in not to be consumed, in possession of, or selling on the premises of STS. There is a zero (0) tolerance for such conduct/activity here at Setting The Standard Barbering and Natural Hair Academy, Inc. Management reserves the right to search student lockers whenever there is reason to believe that the terms and

conditions of the signed, Alcohol and Other Drugs contract has been violated. If the contract has been violated the student may be put on probation or terminated depending on the severity of the offense.

If a student has issues with drug or alcohol, the Director or her designate will encourage the student to seek professional help and will also provide crisis hotline and counseling information.

## HEALTH RISKS

According to the Center for Disease Control (CDC), <https://www.cdc.gov/>, indicates that the following risks are likely:

- Injuries, such as motor vehicle crashes, falls, drownings, and burns.
- Violence, including homicide, suicide, sexual assault, and intimate partner violence.
- Alcohol poisoning, a medical emergency that results from high blood alcohol levels, and Alcohol dependence
- Risky sexual behaviors, including unprotected sex or sex with multiple partners. These behaviors can result in unintended pregnancy or sexually transmitted diseases, including HIV.
- Miscarriage and stillbirth
  - High blood pressure, heart disease, stroke, liver disease, and digestive problems.
  - Cancer of the breast, mouth, throat, esophagus, liver, and colon
  - Learning and memory problems, including dementia and poor school performance.
  - Mental health problems, including depression and anxiety.
  - Social problems, including lost productivity, family problems, and unemployment

## PRIMARY PREVENTION AND AWARENESS PROGRAMS

STS provides safety and security awareness programs (*interactive **program** designed to provide citizens with the basic tools needed to recognize and help prevent terrorism and criminal activity within our communities*) to incoming students and employees. Our institution prohibits crimes of dating violence, domestic violence, sexual assault, and stalking. (*Refer to student handbook for information*) As additional resources you may contact the agencies below for assistance.

Agency/Contact Information	Agency/Contact Information
Psychiatric & Drug Abuse Promise Hospital of Shreveport 1800 Irving Place Shreveport, LA 71101 (318) 425-4096	Drug Helpline (800) 662-4357 Alcohol Abuse Helpline & Counseling (800) 503-8572
Center for Behavioral Health Louisiana, Inc. 1303 Line Avenue Shreveport, LA 71101 (318) 425-3400	

## DRUG FREE SCHOOL/WORKPLACE AT SETTING THE STANDARD

Setting the Standard Barbering and Natural Hair Academy (STS) is committed to maintaining a drug free workplace. It is illegal to use drugs or alcohol for consumption on the premises of STS Academy. Various federal and state laws and regulations apply to employees of the STS including Federal Drug Free Workplace Act of 1988, the Drug-Free Schools and Communities Acts Amendments of 1989 (Public Law 101226), and Revised Statutes of the State of Louisiana. Setting the Standard will impose disciplinary sanctions on students and/or employees for violations of the Drug Free School/Workplace standard of conduct.

### ***Definitions:***

*Drug free workplace* - a site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of the federal Drug Free Workplace Act of 1988.

*Controlled substance* - a controlled substance in schedules I through V of Louisiana R.S. 40:964 or Section 202 of the Controlled Substances Act, 21 U.S.C. 812.

*Conviction* - finding of guilt (including a “no contest” plea) or the imposition of sentences, or both, by any judicial body having the responsibility to determine violations of the federal or state criminal drug statutes.

*Misuse of alcohol* - any possession, consumption, or other use of an alcoholic beverage in violation of this policy.

### ***Standards of Conduct***

The unlawful use, abuse, manufacture, distribution, dispensation, possession or being under the influence of a controlled or illegal substance while at work, on call, on duty, or engaged in STS business is prohibited as is the possession and/or consumption of alcohol in the workplace/school.

Workplace/School shall include any location on STS campus in addition to any location from which an individual conducts STS business while such business is being conducted or students attending classes or on the salon floor with clients. Without reference to any sanctions which may be assessed through criminal justice processes, violators of this policy, including refusal to submit to drug testing when properly ordered to do so, will be subject to STS disciplinary action up to and including termination of employment and from school.

Alcohol misuse is prohibited extending to 1) use of alcohol on the job/school; 2) use of alcohol during the four hours before performance of safety-sensitive and security-sensitive functions; and 3) having a prohibited alcohol concentration level in the individual’s blood system while on the job/school.

The use of drugs/medications prescribed by a licensed physician is permitted if it will not affect the employee’s work or student’s performance. STS reserves the right to have a licensed physician of its own choice determine if the use of a prescription drug/medication produces effects which may impair the employee’s/student’s performance or increase the risk of injury to the employee or others. If such is the case, STS reserves the right to suspend the work activity of the employee/student during the period in which the employee’s/student’s ability to safely perform his/her job/assignments may be adversely affected by the consumption of such medication.

## Drug Tests/Screens

STS reserves the right to require drug screening for pre-employment/admissions, re-employment, or reinstatement.

All employees and students are subject to being tested for drugs under the following circumstances:

*Reasonable Suspicion:* A belief based on reliable information from independent sources or reliable, objective facts derived from direct observation of behavioral or performance indicators such that a prudent person would suspect that an employee is in violation of this policy.

*Post-Accident/Incident:* Following an accident that occurs during the course and scope of an employee's employment that a) involves violation of safety precautions, b) involves equipment or property damage, c) involves unusually careless acts were performed, d) results in a fatality, e) results in or causes the release of hazardous waste or materials.

### Safety-Sensitive or Security-Sensitive Position:

*Random Drug Testing:* STS reserves the right to use random drug testing for those employees and/or students in safety-sensitive and security-sensitive positions where any form of substance abuse may affect the operation, unsafe work behavior/performance or error in judgment, or where substance abuse could jeopardize the safety and well-being of employees, other personnel, or the public.

## Rights of the Employee/Student/Employer

1. Any employee/student, confirmed positive, upon his written request, shall have the right of access within seven working days to records relating to his/her drug tests and any records relating to the results of any relevant certification, review, or suspension/revocation-of-certification proceedings.
2. STS may, but is not required to, afford an employee/student whose drug test is certified positive by the medical review officer the opportunity to undergo rehabilitation without termination of employment/or school attendance.

## Expectation of Privacy

Employees/students are hereby notified that STS offices and work sites are the property of the STS and there is no expectation of privacy regarding STS offices and work sites. Under appropriate circumstances and in accordance with the law, STS, in conjunction with law enforcement authorities, reserve the right to conduct unannounced searches and inspection of Setting the Standard Academy.

## Confidentiality

All tests/screening under this policy shall be done in strict confidence. Information obtained from tests/screening will be provided only on a need-to-know basis. Medical information obtained will be protected as confidential unless otherwise required by law or overriding public health concerns.

## Employer Notification Requirements

The Federal Drug-Free Workplace Act of 1988 requires that each employee/student notify his/her Supervisor/Instructor within five (5) days of conviction of any criminal drug

statutes when such offense occurred in the workplace/at school, while on official business, during work hours, or when in on-call duty status. Federal law requires that STS report within ten (10) days any such criminal drug statute conviction to each Federal Agency from which grants or contracts are received.

### **Employee/Student Notification**

The STS will notify all employees and students at least once each year of its Alcohol and Other Drugs policies and procedures governing the illegal use of alcoholic beverages and drugs and through appropriate media, make employees and students aware of the dangers of abusive or illegal use of alcohol or drugs.

All new employees and students will receive a copy of this policy and will be required to sign that the policy has been received. As a condition of employment and admissions, all STS employees/students must comply with this policy. This signed form will be retained in the employee's/student's personnel file.

### **Posting Requirement**

In accordance with provisions of Act 1027 (1990 Regular Session), drug free zone posters will be posted on a bulletin board and/or other prominent location(s) within the building STS Academy. 7This annual report will be emailed to each student.

## VIOLENCE IN THE SCHOOL/WORKPLACE

### Purpose

Setting the Standard Barbering and Natural Hair Academy (STS) will not tolerate threats or acts of violence, including acts of domestic violence, in the workplace. All firearms and dangerous weapons are banned from the workplace. Retaliation against any employee who reports a threat or act of violence or assists STS in the investigation of a complaint is strictly prohibited. No employee shall intentionally bring false charges against another person or employee in the workplace.

### Scope and Applicability

This policy applies to all STS employees/students, and to all individuals who, while not STS employees, perform work at STS for its benefit.

Students and our employees are the most valuable resource; and student/employee safety and security are essential to carrying out their responsibilities. Every employee and student have a reasonable expectation to perform his/her assigned duties and learn in an atmosphere free from threats and acts of violence.

### Definitions

***Acts of Violence*** - Acts of violence include any physical actions, with or without a dangerous weapon, whether intentional or in reckless disregard, that harms or threatens the safety of another individual in the workplace.

***Threat of Violence*** - A threat of violence is any act or statement, which by its very nature causes a reasonable person to fear for his/her safety or that of another person.

***Domestic Violence*** - A pattern of coercive behavior that is used by one person to gain power and control over another which may include physical violence; sexual, emotional, or psychological intimidation; verbal abuse; or economic control. Domestic violence occurs between people of all racial, economic, educational, religious backgrounds; in heterosexual and same sex relationships, living together or separately, married, or unmarried, in short term or long-term relationships. Domestic violence is a major cause of injury to women, although men may also be victims of such violence. *The Domestic Violence Hotline call number is (888) 411-1333.*

***Intentional*** - Intentional is a state of mind that exists when circumstances are such that a person either actively desires or, in the ordinary course of human experience, must have known, that the consequences of his/her act or failure to act would result from his/her action or inaction.

***Dangerous Weapon*** - A "dangerous weapon" means any firearm, knife, gas, liquid, or other substance or instrumentality, which, in the manner used, is calculated or likely to produce death or great bodily harm.

***Workplace*** - Workplace includes the STS facility, premises, or equipment where STS employees are engaged in STS business.

## ROLES & RESPONSIBILITIES

*All Employees/Students:*

- Should, where warranted, call emergency services at 911 or the appropriate law

- enforcement agency when experiencing or observing imminent violence or an actual incident of violence.
- Should, intervene only if doing so would not subject themselves or others to bodily harm.
  - Should, if he/she believes a crime has been committed against him/her, report it to the proper law enforcement agency.
  - Shall report any violation of this policy to his/her immediate supervisor, or the nearest member of management. Such reports will be promptly and thoroughly investigated.
  - Shall notify his/her supervisor of any restraining orders or civil protective orders against individuals barred from the workplace. Employees may choose to submit a recent photograph of the barred individual to their administrator to assist them in identifying the individual should he/she appear in the workplace.

*Supervisors*

- Shall promptly respond to issues related to workplace safety.
- Shall determine whether the appropriate law enforcement agency/security should be contacted in the event of a potential or actual incident of violence.
- Shall promptly inform his/her appointing authority of any violation of this policy even if the situation has been addressed.
- Shall immediately notify his/her appointing authority in the event he/she is advised of a restraining order or a civil protective order.

*Appointing Authority:*

- Shall work with administrators, safety officer, legal counsel, investigator and, where applicable, police/security in promptly conducting investigations concerning allegations of violations of this policy, including interviewing witnesses and parties.
- Shall obtain from each employee who is a witness or party to a threat or act of violence a Violence Incident Statement. Attempts shall be made to obtain a Violence Incident Statement from each witness, including non-employees.
- Shall take appropriate action, disciplinary or otherwise, based on the findings of the investigation.
- Shall exercise discretion in taking appropriate action in the event he/she is advised of a restraining order, a civil protective order or threat of violence.
- Shall warn an employee of a threat made by another to do harm to that employee.

**ENFORCEMENT**

Students and employees who violate this policy will be subject to disciplinary action. In most cases, termination will result from a violation of this policy. Non-employee violations of this policy will be handled in accordance with applicable laws.



## WEAPONS POLICY

For the safety of our faculty, students, staff and clients, weapons of all types are prohibited on campus. Possessing a concealed weapon or automatic weapon of any kind is illegal on STS property. At Setting The Standard the following items are unacceptable: explosives, air guns, cross bows, bow and arrow, spring typed guns, slingshot, firecrackers, fireworks, stun guns. Anyone in possession or using any of the said weapon can and will be subject to disciplinary action or arrest.

If any weapons or firearms are on the campus, please alert the Director, Terri Pugh or contact the Shreveport Police Department **911 emergency immediately** or (318) 673-2583 for non-emergencies. Be ready to provide a description of the location and the person who is in possession of the firearm.

## HARASSMENT & BULLYING

Sexual Harassment or Bullying in any form is unacceptable here at Setting The Standard. Illegal harassment subverts the mission of the Academy and threatens the wellbeing of students, faculty, and staff. Sexual Harassment and Bullying are punishable by law. Any employee or student who engages in bullying or sexual harassment will be subject to disciplinary action, up to and including termination or separation from this institution.

### *Purpose -Harassment*

STS considers harassment and discrimination to be a serious offense. STS in accordance with the EEOC, Office of Civil Rights and state regulations, adopted this policy to define harassment, including sexual harassment, procedures for investigating harassment claims and remedy of violations. The Equal Employment Opportunity Commission, the Office of Civil Rights and state regulations prohibit harassment, including sexual harassment and other forms of unlawful acts of harassment. This policy applies to all unclassified employees, classified employees, students, faculty, vendors, and clients of the STS.

### *Scope and Applicability*

This policy applies to all STS employees, and to all individuals who, while not STS employees, perform work at STS for its benefit.

Employee safety and security are essential to carrying out their responsibilities. Every employee has a reasonable expectation to perform his/her assigned duties in an atmosphere free from threats and acts of violence.

### *Definitions*

*Sexual Harassment* – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications deemed to constitute harassment of a sexual nature.

Sexual harassment interferes with work performance when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of
  - o an individual's employment
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- Such conduct has the purpose and effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

*Workplace Harassment* – Persistent aggravating annoyance that infringes on an employees' right to a comfortable work environment. Harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee – male or female – is to be subjected to unsolicited and unwelcome overtures or conduct, verbally, visually, physically or by electronically transmitted means.

*Harassment* – Physical, verbal, and visual conduct that creates an intimidating, offensive or hostile environment. This includes, but is not limited to: harassment because of race, color, sex, sexual orientation, religion, creed, age, national origin or ancestry, marital status, disability status, medical condition, veteran status, or any other basis protected by federal, state, or local government, ordinance, or regulation. Examples of Harassment:

- Explicitly or implicitly requiring an individual to provide sexual favors, dates or other social engagements as a term or condition of employment
- Demands or suggestions of sexual favors or acts as a basis of employment decisions affecting him/her, such as promotion, wage increases, assigned duties, shift assignment or any other condition of employment
- Actions or behavior having the effect of unreasonably interfering with an individual's work performance or creating and uncomfortable, intimidating, hostile or offensive work environment
- Unwelcome requests for sexual favors, dates, or other social engagements
- Unnecessary or inappropriate touching of an individual
- Unwelcome or inappropriate use of vulgar language of a sexual nature, sexual gestures, or humor
- Unwelcome, inappropriate, or graphic remarks about an individual's sexuality or sexual experience directed to an individual or another individual
- Displaying sexually oriented photographs, magazines, cartoons, or other visual materials, bringing such materials to read, display or view at work
- Displaying signs or other materials attempting to segregate an individual by sex within the workplace
- Explicit or degrading verbal comments, suggestions, or slurs about an individual's appearance

### ***INDIVIDUAL RIGHTS***

Harassment imposes on an individual's right to have a comfortable and suitable work environment. Individuals must refrain from any form of harassment and should always treat others with respect. Sexual harassment can involve males or females being harassed by member of either sex. Although sexual harassment usually involves a person of greater authority, individuals in positions of lesser or equal authority have engaged in prohibited behavior.

### ***REPORTING HARASSMENT***

If an individual believes he/she has been the subject of harassment, he/she should make their unease or disapproval known to the harasser; make a written record of the date, time, nature of

the incident and name of witnesses; and/or report the incident to their immediate supervisor and STS Administrator. All incidents of harassment should be reported regardless of the seriousness with urgency. The complainant is not required to report the incidents to the person engaging in such harassment.

### ***APPOINTED AUTHORITY***

An Appointed Authority who knowingly tolerates or allows harassment to exist or a hostile working /learning environment to occur, and who fails to report or respond appropriately will be subject to disciplinary action up to and including termination. The Appointed Authority should notify the STS Director of Human Resources.

### ***INVESTIGATION OF COMPLAINTS***

Complaints of harassment are to be investigated expeditiously. To obtain information and facts, the complainant, respondent, and witnesses will be interviewed. The empowered investigator must present a written report with recommended remedial measures based upon results of the investigation. STS will not tolerate any type of retaliation against any of the investigation parties. Adequate steps will be taken to ensure the complainant is protected from retaliation during the investigation process. A record of the investigation report must be included in the respondent's personnel file, if it is determined during the investigation he/she engaged in prohibited conduct.

### ***Non-Compliance***

Individuals who violate this policy will be subject to disciplinary action up to and including termination. Persons who violate this policy may also be subject to civil damages or criminal penalties.

### **Bullying Policy**

Setting The Standard believes that all students and employees have a right to a safe and healthy school environment. We have an obligation to promote mutual respect, tolerance, and acceptance.

STS will not tolerate behavior that infringes on the safety of any student or employee. A student nor employee shall not intimidate, harass, or bully another student or staff member through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Management expects students and/or staff to immediately report incidents of bullying to the Director or her designee. Anyone who witnesses such acts takes immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students, clients, and staff here on the Academy's grounds, while traveling to and from institution or a school-sponsored activity, during the lunch period, whether on or off campus, and during a campus-sponsored activity.

To ensure bullying does not occur on campus, Management will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment

Instructors should discuss this policy with their students and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

The Student/Employee Code of Conduct includes, but is not limited to:

- Any student/employee who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students and employees are expected to immediately report incidents of bullying to the Director or designee.
- Students/employees can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student, employee, or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student, employee or the parent of the student should contact the Director's office. The institution prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: as part of the student handbook and/or information packet, as part of new student orientation, and as part of the Academy's notification to students and parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential along with any police reports.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

## **FIRE SAFETY AND STATISTICS ANNUAL REPORT FOR 2015, 2016, AND 2017**

STS does not have housing; therefore, no fire log is maintained. However, we do maintain our fire drill log. As our most critical resource, students are safeguarded through training, armed with information to ensure safety of appropriate work surroundings, and use procedures that encourages protection of health and safety. Students are encouraged to leave the building in groups and no loitering in the parking after school is closed.

Year	Number of Fires Drills	Number of Smoke Detectors	Number of Fire Drills Conducted Yearly	Number of Fire Extinguishers
2015	1	0	1	2
2016	1	0	2	2
2017	1	0	1	2

There were not fires during years 2015 – 2017. The Academy takes fire safety issues seriously. The Academy receives a yearly inspection from the Shreveport Fire Department to ensure that all smoke detectors, fire extinguishers are up-to-date and are 10 lbs. in weight. The Fire Marshal also checks breaker boxes, exit signs and lights. There is one Shreveport Fire Department located at 3830 Greenwood Road that is in a one-mile radius of the Academy, which allows for quick response to any fire alarm or other emergencies. STS is scheduled to conduct four (4) yearly fire drills. Student and Personnel participation is mandatory. Everyone must evacuate the building *IMMEDIATELY* when the alarm sounds off. Evacuation plans are located throughout the building and at orientation; students are made aware of these evacuation routes.

### **Fire Safety Education & Training**

Fire safety education is performed at Orientation throughout the year depending on school session. The Fire Extinguisher Training is conducted when the fire marshal visits. Fire Extinguisher Training is required annually for all employees, is open to students as well throughout the year, and includes information about the fire plan, use and types of extinguishers, evacuation procedures, and other emergency procedures. An evacuation map is in the main classroom for visibility.

If a fire occurs, students are encouraged to do the following:

#### *Fire Safety Procedures:*

**If You Discover a Fire: Sound an Alarm!** Stay calm and think through your actions. Know important emergency numbers such as Fire/Police/Ambulance 911.

1. Alert other persons in the immediate hazard area.
2. Activate the nearest fire alarm, call 911, call the front desk and page an emergency announcement, if possible.
3. If you have been trained to use a fire extinguisher, follow these instructions:
  - Pull the safety pin.
  - Aim the nozzle at the base of the fire.
  - Squeeze the operating lever.
  - Sweep side to side, covering the base of the fire.

When using a fire extinguisher, always stay between the fire and an exit– never feel that using a fire extinguisher is required, and if the fire is too hot, too smoky or you are frightened, evacuate

immediately. There are four (4) fire extinguishers located in the building. Below are the evacuation procedures.

*Fire Evacuation:*

1. DO NOT endanger yourself, GET OUT of the building as soon as possible.
2. Students will be notified of a fire by either the fire alarm system or a paged announcement.
3. Upon hearing the alarm, immediately evacuate the building using the closest exit—do not delay evacuation to gather personal belonging, finish a phone call or wait for friends.
4. If you go to a cool door, take a towel to cover your mouth and nose if you should encounter smoke. Close all doors behind you.
5. STOP DROP and ROLL! If conditions change and smoke fills the area.
6. Once out of the building, go to designated area across the street to Dollar General.
7. Notify Emergency Management or their backups. The names are as follows:  
**Director:** Terri Pugh, 2902 Jewella Avenue, Shreveport, LA, (318) 349-5487  
**Backup:** Christena Francis, 2902 Jewella Avenue, Shreveport, LA, (318) 465-9196  
**Backup:** Taylor Franklin 2902 Jewella Avenue, Shreveport, LA, (318) 400-9853
8. Management should be the last persons to leave the area—they should check in classrooms, break rooms, restroom and offices to ensure all students have evacuated, then close all doors after clearing an area.
9. Any students with mobility, visual, hearing, or other conditions that may hinder them from becoming aware of an emergency or evacuation should disclose their condition to the personnel staff at the time of hire so that special assistance can be provided should an emergency occur.
10. Management will conduct four (4) emergency drill/evacuation throughout the year. All students will be required to participate in this process.

*Fire Safety Regulations*

As part of Fire Safety and prevention, students, faculty, and staff will follow the policies below to ensure the safety and life of those who attend, receive services and work at STS:

**Smoking:** Is not permitted at the front or back entrances of the building. Everyone is required to observe the **NO SMOKING SIGNS** in the front or at the back of the building. Designated smoking areas are to be used and cigarette butt are to be extinguished and place in the proper receptacles.

**Candles/Incense:** Candles and incense are permitted but must always be monitored . No flammable materials such as paper, chemical or other combustible substance cannot be near the flames.

**Cooking Appliances:** Coffee pots, microwaves or any heating/warming device can be used if placed in the electrical sockets properly. Before leaving for the day all small cooking appliances must be turned off and unplugged.

**Extension Cords/Surge Protectors:** 2902 Jewella Avenue is over 30+ years old; there are limited number of electrical sockets to accommodate the many electronics, printers, small appliances, heating appliances for performing hair services. The Fire Department recommends the use of power strip that have circuit breakers. The use of extension cord can be used if they are heavy duty gauge-type and the cord is not overloaded; dust has not accumulated; paper or hair residue is not crowding the cord.

## **DEPARTMENT OF SECURITY REPORTS AND RECORDS**

All reports, records, and related data compiled and maintained by the Administrative Office. Reports that are documented and investigated will be maintained for a period of five (5) years and will be disclosed in the annual report.

### **IMPORTANT PHONE NUMBERS**

Office of Security: (318) 635-0070/ (318) 636-1754

#### **Emergency**

On/Off-campus: 911

Director: (318) 349-5487

Louisiana Homeland Security (318) 425-5351

Louisiana Domestic Violence Hotline (888) 411-1333

National Suicide Prevention Lifeline (800) 273-8255

#### **Non-emergency**

Shreveport Police Department (318) 673-2583

Shreveport Fire Department (318) 929-3575

Caddo Parish Sheriff (318) 675-2170

Louisiana State Patrol (318) 741-7411

## **OCCUPATIONAL SAFETY AND HEALTH**

Setting The Standard is committed to ensuring the health and safety of our students, faculty, staff, guests, and the environment. We must follow OSHA guidelines for the following: The Blood Borne Pathogens Exposure, Hepatitis B Vaccine and Post Exposure Evaluation Follow-up, Hazardous Material and Hazardous Waste Program and Pollution Prevention and Waste Minimization Plan serve as a resource to STS on health and safety issues. These plans contain procedures to reduce the potential for accidents, injuries, occupational illnesses, and environmental pollution.

Ensuring health and safety in the workplace and at school is a shared responsibility. STS expects all instructors to set a positive example to students by following safe work practices and to be safety conscious in their work as well as encouraging the students to practice safe work habits. To report a potentially hazardous chemical or biological emergency, first response is to contact the Director, Terri Pugh. Then to report a toxic chemical spill call (800) 424-8802 or the Poison Control Center at (800) 222-1222.

### **I. BLOOD BORNE PATHOGENS EXPOSURE CONTROL PLAN**

In accordance with the OSHA Blood borne Pathogens Standard, 29 CFR 1910.1030, the following exposure control plan has been developed:

#### **Purpose**

The purpose of this exposure control plan is to:

1. Eliminate or minimize employee occupational exposure to blood or certain other body fluids
2. Comply with the OSHA Blood borne Pathogens Standard, 29 CFR 1910.1030

#### **Exposure Determination**

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency.

#### **Implementation Schedule and Methodology**

OSHA also requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement.

#### **Compliance Methods**

Universal precautions will be observed at this school to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

#### **Highly Confidential.**

It is not to be discussed with anyone other than the **Administrator** and/or Safety Coordinator. Individuals with any known BBP are given the respect of anonymity. Engineering and work



practice controls will be utilized to eliminate or to minimize exposure to employees. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized.

The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is semiannually by the nursing staff. Hand washing facility shall be made available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that this facility be readily accessible after incurring exposure. Each instructor and/or supervisor shall ensure that after the removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water. Each instructor and/or supervisor shall insure that if employees incur exposure to their skin or mucous membranes, those areas shall be washed or flushed with water as soon as feasible following contact.

### **Work Area Restrictions**

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, cabinet shelves, or on countertops or bench tops where blood or other potentially infectious materials are present. Mouth pipetting/suctioning of blood or other potentially infectious procedures are prohibited. All procedures will be conducted in a manner, which will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials. To accomplish this goal this school will teach methods, such as covers on centrifuges, usage of dental dams if appropriate, etc.

### **Specimens**

Specimens of blood or other potentially infectious materials will be placed in a container, which prevents leakage during the collection, handling, processing, storage, and transport of the specimens.

The container used for this purpose will be labeled or color-coded in accordance with the requirements of the OSHA standard. (Employers should note that the standard provides for an exemption for specimens from the labeling/color coding requirement of the standard provided that the school utilized universal precautions in the handling of all specimens and that the containers are recognizable as containing specimens. This exemption applies only while the specimens remain in the School. If the employer chooses to use this exemption, then it should be stated here). Any specimens, which could puncture a primary container, will be placed within a secondary container that is puncture resistant. If outside contamination of the primary container occurs, the primary container shall be placed within a secondary container, which prevents leakage during the handling, processing, storage, transport, or shipping of the specimen.

### **Contaminated Equipment**

Each instructor and/or supervisor are responsible for insuring that equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible.

### **Personal Protective Equipment**

#### ***PPE Provision***

All personal protective equipment used at this school will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or to

other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or to reach the employee's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used. (Indicate how clothing will be provided to an employee, e.g., who has responsibility for distribution. You could also list which procedures would require the protective clothing and the recommended type of protection required. This could also be listed as an appendix to this program).

#### ***PPE Use***

The School Administrator and/or Safety Coordinator shall ensure that employees use appropriate PPE unless the employee declines to use PPE under certain circumstances. For example, if in the employee's judgment the use of PPE would prevent the delivery of health care or pose an increased hazard to the safety of the employee, he or she may choose to decline the use of PPE. When the employee makes this judgment, the circumstances shall be investigated and documented to determine whether changes can be instituted to prevent such occurrences in the future.

#### ***PPE Accessibility***

The School Administrator and/or Safety Coordinator shall ensure that appropriate PPE in the appropriate sizes is readily accessible at the work site and is issued without cost to employees. Hypoallergenic gloves, glove liners, powerless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

#### ***PPE Cleaning, Laundering and Disposal***

All personal protective equipment will be cleaned, laundered, and disposed of by the employer at no cost to the employees. All repairs and replacements will be made by the employer at no cost to employees. All garments, which are penetrated by blood, shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area. When PPE is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.

#### ***Gloves***

Gloves shall be worn when it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes; when performing vascular access procedures; and when handling or touching contaminated items or surfaces. Disposable gloves used at this school are not to be washed or decontaminated for reuse and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or their ability to function as a barrier is compromised. Utility gloves may be decontaminated for reuse provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibits other signs of deterioration or when their ability to function as a barrier is compromised.

#### ***Eye and Face Protection***

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield or chin-length face shields, are required to be worn whenever splashes, spray platter, or droplets of blood or other potentially infectious materials may be generated, and eye, nose, or mouth contamination can reasonably be anticipated.

#### ***Additional Protection***

Additional protective clothing (such as lab coats, gowns, aprons, clinic jackets, or similar outer garments) shall be worn in instances when gross contamination can reasonably be anticipated (such as autopsies and orthopedic surgery). The following situations require that such protective clothing be utilized:

### **Housekeeping**

This school will be cleaned and decontaminated on a regular basis. Decontamination will be accomplished by utilizing materials such as a quaternary disinfectant or bleach. All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surfaces may have become contaminated since the last cleaning. All bins, pails, cans, and similar receptacles shall be inspected and decontaminated daily by the Building, Grounds, and Equipment Maintenance Personnel. Any broken glassware, which may be contaminated, will not be picked up directly with the hands. Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.

### **Regulated Waste Disposal**

#### ***Disposable Sharps***

Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are closeable, puncture resistant, leak proof on both sides and bottom and labeled or color coded. During use, containers for contaminated sharps shall be easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., laundries). The containers shall be maintained upright throughout use and replaced routinely and not be allowed to overfill. When moving containers of contaminated sharps from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping. The container shall be placed in a secondary container if leakage of the primary container is possible. The second container shall be closeable, constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping. The second container shall be labeled or color-coded to identify its contents. Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner, which would expose employees to the risk of percutaneous injury.

#### ***Other Regulated Waste***

Other regulated waste shall be placed in containers, which are closeable, constructed to contain all contents and to prevent leakage of fluids during handling, storage, transportation, or shipping. The waste must be labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

**NOTE:** Disposal of all regulated waste shall be in accordance with applicable United States, state, and local regulations.

#### ***Laundry Procedures***

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked (biohazard labeled or color coded red) bags at the location where it was used. Such laundry will not be sorted or rinsed in use.

## **II. HEPATITIS B VACCINE AND POST-EXPOSURE EVALUATION AND FOLLOW-UP**

### ***General***

Recombinant HB, the Hepatitis B vaccine, and other vaccination series will be given to all employees who may have possible occupational exposure. Post-exposure and follow-up evaluation will be done on all employees who have had an exposure incident. The School Administrator shall ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post exposure follow-up, including prophylaxis are:

- a. Made available at no cost to the employee
  - b. Made available to the employee at a reasonable time and place
  - c. Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional and
  - d. Provided according to the recommendations of the U.S. Public Health Service
- All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

### ***Hepatitis B Vaccination***

The Health Occupations Department Head oversees the Hepatitis B vaccination program. Hepatitis B vaccination shall be made available after the employee has received the training in occupational exposure (see information and training) and within ten (10) working days of initial assignment to all employees who have occupation exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons. Participation in a pre-screening program shall not be a prerequisite for receiving Hepatitis B vaccination. If the employee declines Hepatitis B vaccination but later while still covered under the standard decides to accept the vaccination, the vaccination shall then be made available. All employees who decline the Hepatitis B vaccination offered shall sign the OSHA required waiver indicating their refusal. If a routine dose of Hepatitis vaccine is recommended by the U.S. Public Health Service at a future date, such doses shall be made available.

### **Post Exposure Evaluation and Follow-Up**

All exposure incidents shall be reported, investigated, and documented. When the employee incurs an exposure incident, it shall be reported to administration and/or Safety Coordinator. Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

- a. The route of exposure and the circumstances under which exposure occurred shall be documented
- b. Identify and document the source individual, unless it can be established that identification is infeasible or prohibited by state or local law
- c. The source individual's blood shall be tested as soon as feasible and after consent is obtained to determine HBV and HIV infectivity. If consent is not obtained, the School Administrator shall establish that legally required consent cannot be obtained. The source individual's blood, if available, shall be tested and the results documented
- d. When the source individual is already known to be infected with HBV and HIV, testing for the source individual's known HBV and HIV status need not be repeated
- e. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual. Collection and testing of blood for HBV and HIV serological status will comply with the following:

- a. The exposed employee's blood shall be collected as soon as feasible and tested after consent

is obtained;

b. The employee will be offered the option of having his or her blood collected for testing of the employee's HBV/HIV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status. All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard. A local Hospital will perform all post-exposure follow-ups.

### **Information Provided to the Healthcare Professional**

The Health Occupations Department Head shall ensure that the health care professional responsible for the employee's Hepatitis B vaccination is provided with the following:

- a. A copy of 29 CFR 1910-1030
- b. A written description of the exposed employee's duties as they relate to the exposure incident
- c. Written documentation of the route of exposure and circumstances under which exposure occurred
- d. Results of the source individual's blood testing, if available and,
- e. All medical records relevant to the appropriate treatment of the employee including vaccination status

### **Health Care Professional's Written Opinion**

The Health Occupations Department Head shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation. The health care professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee and if the employee has received such vaccination. The health care professional's written opinion for post exposure follow-up shall be limited to the following information:

- a. A statement that the employee has been informed of the results of the evaluation; and
- b. A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

**Note:** All other findings or diagnosis shall remain confidential and shall not be included in the written report.

### **Labels and Signs**

Individuals disposing of biohazard contamination shall insure that biohazard labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious materials, and other containers used to store, transport, or ship blood or other potentially infectious materials. The universal biohazard symbol shall be used. The label shall be fluorescent orange or orange-red.

Red bags or containers may be submitted for labels. However, regulated wastes must be handled

in accordance with the rules and regulations of the organization having authority. Blood products that have been released for transfusion or other clinical uses are exempt from these labeling requirements.

### **Information and Training**

The Health Occupations Department Head shall insure that BBP training is provided at the time of initial assignment to tasks where occupational exposure may occur and that it shall be repeated within twelve (12) months of the previous training. Training shall be tailored to the education and language level of the employee and offered during the normal work shift. The training will be interactive and cover the following:

- a. A copy of the standard and an explanation of its contents
- b. A discussion of the epidemiology and symptoms of blood borne diseases
- c. An explanation of the modes of transmission of blood borne pathogens
- d. An explanation of the STS Blood borne Pathogen Exposure Control Plan and a method of obtaining a copy
- e. The recognition of tasks that may involve exposure
- f. An explanation of the use and limitations of methods to reduce exposure, for example, engineering controls, work practices, and personal protective equipment (PPE)
- g. Information on the types, use, location, removal, handling, decontamination, and disposal of PPE's
- h. An explanation of the basis of selection of PPE's
- i. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge
- j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials
- k. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up
- l. Information on the evaluation and follow-up required after an employee exposure incident
- m. An explanation of the signs, labels, and color-coding systems. The person conducting the training shall be knowledgeable in the subject matter. Employees who have received training on blood borne pathogens in the twelve (12) months preceding the effective date of this policy shall receive training only in provisions of the policy that were not covered. Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

### ***Medical Records***

The Health Occupations Department Head, and/or office staff is responsible for maintaining

medical records as indicated below. These records will be kept in the Business Office at STS. Medical records shall be maintained in accordance with OSHA Standard 29 CFR 1910.1020. These records shall be kept confidential and must be maintained for at least the duration of employment plus 30 years. The records shall contain the following:

- a. The name and social security number of the employee
- b. A copy of the employee's HBV vaccination status, including the dates of vaccination
- c. A copy of all results of examinations, medical testing, and follow-up procedures
- d. A copy of the information provided to the health care professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes exposure and circumstances of exposure

### **Training Records**

The School Safety Coordinator is responsible for maintaining the following training records. These records will be kept in the Business Office. Training records shall be maintained for three years from the date of training. The following information shall be documented:

- a. The dates of the training sessions;
- b. An outline describing the material presented;
- c. The names and qualifications of persons conducting the training;
- d. The names and job titles of all persons attending the training sessions.

### ***Availability***

All employee records shall be made available to the employee in accordance with 29 CFR 1910.20. All employee records shall be made available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Dean of the National Institute for Occupational Safety and Health upon request.

### ***Transfer of Records***

If this school is closed or there is no successor employer to receive and retain the records for the prescribed period, the school Business Officer/owner shall be contacted for final disposition.

### **Evaluation and Review**

Administrators, staff, and students are responsible for reviewing this program and its effectiveness annually. The Administrators and/or Safety Coordinator will implement updates as needed.

### **Outside Contractors**

While the written exposure control plan does not have to address information obtained from and provided to outside contractors, you may wish to establish standard operating procedures for these situations and append them to this document.

### **III. HAZARDOUS MATERIALS AND HAZARDOUS WASTES PROGRAM**

#### **Introduction**

All hazardous materials handled, used, stored, and transported will be managed to comply with safety, pollution prevention, waste minimization, waste management regulations, and STS policy. A hazardous material is any material which, because of its quantity, concentration, or physical, chemical, or infectious characteristics may pose a substantial threat to human health or the environment when released or spilled.

#### **Training**

All employees and students who manage, use, store and/or dispose of hazardous materials or wastes are trained on the following topics: hazard communication, acquisition, use, handling, transporting of hazardous materials, waste management, pollution prevention, waste minimization, spill response and cleanup, emergency response, and field awareness onsite Safety Trainings.

#### **Storage of Hazardous Materials**

All hazardous materials will be stored and secured in designated areas that are marked as such and are well known to facility personnel. Materials in operating areas will be kept to a minimum.

#### **Container identification**

All containers of hazardous materials will be labeled with the contents of that container. Labels will be of a material compatible with the contents and be readable throughout the life of the contents. Containers used for transferring smaller quantities of a product will be marked with the contents of the container. Only the contents of the container shall be evident on the container. All other labels or markings will be eliminated. Containers without labels may be used for small quantities of hazardous materials that are in direct control of the user. Hazardous materials will **never** be stored or left unattended in containers without appropriate labels

#### **Incompatible materials**

Incompatible materials such as flammables and corrosives and flammables and oxidizers will not be stored together.

#### **Flammable liquid storage cabinets**

Flammable and combustible materials stored indoors must be stored in storage cabinets specifically designed for such materials. The Safety Coordinator will approve flammable storage cabinets. The inspection certificate, good for one year, will be posted on the cabinet. Cabinets will be properly grounded and vented. These volumes will not be exceeded. No combustible materials, such as cardboard and rags, will be stored in the cabinets.

#### **Corrosive cabinets**

Corrosive materials are liquids or solids such as acids and bases that damage human skin on contact. Cabinets specifically designed for the storage of corrosive materials are recommended for large quantities of highly corrosive materials.

#### **Closed containers**

Hazardous material containers will be kept in serviceable condition and be kept closed when



not in immediate use. The contents of a leaking or otherwise unserviceable container will be transferred or be placed within an over pack designed for such use. Over pack containers will have proper markings and labels.

### **Cleanup Materials from Spills**

Used pads, booms, and other absorbent materials used to clean up spills of hazardous materials will be placed into compatible containers. The containers will be labeled with the contents.

### **Spill Cleanup and Response**

Any employee or student who causes or learns of a release of a hazardous substance associated with their work will make reasonable efforts to promptly contain and clean up the hazardous substance. Spill kits, containing appropriate cleanup materials and protective gear, will be kept in all areas where hazardous materials are used or stored. Used pads, booms, and other absorbent materials used to clean up spills of hazardous materials will be placed into compatible containers. The containers will be labeled with the contents and the Safety Coordinator will be notified for disposal instructions. Employees and students will **not** attempt to cleanup spills of unknown materials or materials that present a safety hazard.

### **Response**

If a spill is of an unknown material, presents a safety hazard, or is beyond the capability of the employee to clean up or contain, immediately report the spill to the post fire department at **911** and the Safety Coordinator.

## **IV. POLLUTION PREVENTION AND WASTE MINIMIZATION**

### **Spill Prevention**

Inventories of hazardous materials will be kept to a minimum. Hazardous materials in work areas will be kept to a minimum. Quantities of hazardous materials removed from storage will be limited to the amount required for the job at hand.

The potential for the release of hazardous materials or wastes in the work areas will be minimized by proper storage and handling practices.

### **Waste Minimization**

It is the responsibility of every STS employee and student to minimize wastes through the following techniques:

- Product Substitution** - Substitute fewer toxic products when feasible.
- Product Streamlining** - Reduce to a minimum the number of different products used.
- Purchasing Control** - Purchase only the amounts absolutely needed.
- Materials Management** - Improve material receiving, storage, and handling practices to reduce damage and loss.
- Material Separation** - Separate incompatible products and hazardous from nonhazardous materials.
- Material Rotation** - Rotate perishable material from back to front of storage when new

- material is received.
- Proper Storage** - Store at proper environmental conditions.
- Housekeeping Practices** - Improve housekeeping and provide an organized and neat work environment.
- Preventive Maintenance** - Maintain a strong preventive maintenance program.
- Work Planning** - Plan and sequence work to reduce leftover products and materials.

## **BUILDING SECURITY**

STS offers many activities, which is open to the public during business hours. Management here at Setting The Standard request that all faculty, staff, and students report suspicious individuals or activity and request assistance by informing the staff of any suspicious activity.

### *Lighting and Grounds Surveillance*

Periodically, the Director or her designated person tour the campus to review exterior lighting is conducted each year by the safety coordinator to check maintenance of the bulbs to see if they need to be replaced. Management also routinely surveys the back isolated area of the building to ensure that the area is safe and there is unobstructed visibility for students, staff and guests who use the back area for smoking.

Monday – Saturday from 8:00 am to 5:00 pm the Academy is opened. The Director, School Administrator, or the Financial Aid Director opens the school and the Director closes the school. Parking is available for students, staff, and clients at the school; front parking with handicap accessibility is located on Jewella Avenue with glass windows visibility. Additional parking on the property is located on the Hardy Street side where there are no windows available, during break times; the area is monitored to ensure that cars have not been vandalized or theft has occurred.

The following procedures will be used to open and close Setting The Standard Barbering and Natural Hair Academy:

### ***OPEN and CLOSE***

- Arrive at/before 8:00 am. Unlock entrance door, turn inside lights on by using the breaker switch, turn on music
- When closing the school, for safety unplug all electrical equipment.
- Ensure that on inside security lights are left on.
- Check back entrance, back restroom and ensure that no one is left inside the building.
- Lock all doors.

## **KEY CONTROL**

### **PURPOSE**

This policy and procedural guidance are designed to facilitate the issuance of keys on as-needed basis, to define responsibility for issuance and collection of keys, and to encourage responsible care of keys by key holders. It is applicable to STS staff, students, and contractors and other essential personnel requiring access to STS building and facility.

## PROCEDURES

### 1. Definitions

- a. Key(s): All devices used to lock/unlock mechanical locking devices and electronic access devices used in lieu of mechanical locks in STS building and facility. Lockers, desks, file cabinets, and other similar storage devices (excepting podiums/cabinets securing media equipment) are normally excluded.
- b. Key Schedule: A system of lock design, both mechanical and electronic, to provide controlled access to STS building and facility.
- c. Key Control File: Records maintained by the School Key Control Personnel identifying keys by type, number, lock access and listing persons in possession of specific keys.
- d. Key Coordinator: A person designated in writing to authorize issuance of keys on his/her behalf.
- e. *Type of Keys:*
  - Primary – Operates all locks in the STS Key schedule.
  - Operating – Operates a specific single lock only.
- f. School Key Control Personnel: Some designated by the Administrators to control and manage all keys for the school.

### 2. Responsibilities

#### School Key Control Personnel

- Primary responsibility for the security of the building and grounds of the STS School is the Director, Terri Pugh and Christena Francis, Financial Aid Director/Safety Coordinator.
- Maintains all key control files and records of original, duplicate and replacement keys for each building and facility.
- In coordination with Administrators and staff, develops key schedules that provide access to STS building and facility and yet maintains a high level of security.
- Securely stores all unissued or unused keys.
- Evaluates key authorizations to insure the type of key requested is appropriate and that issuance would not create an unacceptable security risk.
- Investigates loss or theft of STS keys when possible.
- Reports all key losses or thefts to the Business Officer and Owner
- Furnishes key Coordinator, upon request, a list of all persons who are in possession of keys.
- Notifies the Administrators to determine whether the billing and collection process for lost keys; for keys not returned upon change in status or location of the person to whom keys were issued; or key not returned upon recall is needed.
- Requests new, duplicate or replacement keys to be made or ordered by the Business Officer.
- Purchases, maintains, and installs locks and another door hardware.
- Develops key schedules in coordination with the Administrators
- Informs and coordinates all requests for lock changes with the Business Officer.
- When requested by the Owner, acquires new, duplicate or replacement keys for storage or issue.
- Authorize the issuance of keys to contract and other essential personnel. Proof of insurance or bond, as well as a signed release by the contractor or other personnel acknowledging that they will be held responsible for all re-key and/or replacement costs incurred by the STS due to the loss of keys in their possession may be required before

issuance of any keys.

Please note: Keys are the responsibility of the person of whom they were issued. Faculty and staff who are issued a key and do not return the key in a timely manner will be charged a non-return key fee. The cost of the key will be charged to the person not returning the key on time. Request a receipt that documents the date of return of the key (s) to substantiate the return of the key.

#### *Business Officer*

- Collect replacement key fees or new key deposits (when required) prior to issuing a replacement key for a key that has been lost, stolen or damaged.
- Collect fees assessed when keys are not returned upon change in status or location, or keys not returned upon recall.
- c. Key Holder
  - Sign Key Holder Agreement for each key received.
  - Maintain personal possession of issued STS keys. Keys are not to be duplicated or loaned or transferred to others for any reason. Unauthorized duplication use or transfer of any key may result in administrative and/or disciplinary action against the key holder.
  - Report loss or theft of keys to the appropriate and the School Key Control Personnel by the fastest means possible immediately upon discovery.
  - Return all keys in key holder's possession upon change of status or location, when recalled by the School Key Control Personnel, or when no longer needed to perform job related responsibilities.

When replacing keys, the designated Key Coordinator must send an email reply to the School Key Control Personnel. The Key Coordinator must approve or disapprove the issuance of a replacement key. If a replacement fee is assessed, it must be noted in the return email. The Business/Fiscal Office will require payment from employee when the new key is issued.

#### **PARKING SERVICES**

Students can park in the school's parking lot, however, on Tuesday, Management request that students park in the spaces near Hardy Street and leave parking spaces for clients. There is one handicapped parking space. STS is not responsible for theft nor is the Academy liable for any loss or damage to vehicles or contents of vehicles parked on the property. Students and employees must ensure that vehicles are **ALWAYS LOCKED** .

## **MANAGEMENT POLICY STATEMENT**

### **Setting the Standard Barbering and Natural Hair Academy (STS)**

A major goal of public agencies and units is to provide safe and efficient services to residents of the State of Louisiana. Each employee must help to accomplish this purpose through safe and efficient work practices. Employee safety is vital to our success. We accept the moral and legal responsibility of providing safe and healthy work conditions. Our objective is to implement a comprehensive safety plan that meets all federal, state, and local safety codes, and establishes and maintains safe and healthy conditions at this school.

This objective can be reached if all employees accept personal responsibility for their own safety and well-being. Safe work habits are an essential element of satisfactory job performance. Each employee is responsible for immediately reporting potentially unsafe conditions and work practices and taking effective temporary actions to minimize the risk to her/him and others.

Everyone is responsible for helping us reach our loss prevention goal of preventing personal injury and loss of property because of accidents.

Each administrator and instructor will be held accountable for safety in areas under their supervision. Each is responsible for ensuring that all safety rules, policies, and procedures are followed.

It is our intention to provide good supervision, effective training, and safe equipment on the job and at school. The success of our safety and loss prevention program depends upon the efforts of all employees to minimize and eliminate all potential hazards.

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**Terri Pugh, Owner**

## **INSTITUTIONAL DIVERSITY, EQUAL OPPORTUNITY & AFFIRMATIVE ACTION**

Setting The Standard Barbering and Natural Hair Academy, Inc. keeping to the principle of equal opportunity for all its students, faculty, staff and applicants for admission and employment; STS operates under the principles stated under Title IV and Title VII of the Civil Rights of 1964, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975, which prohibits discrimination on the basis of race, color, national origin, sex, or age in any educational program or activity received or benefiting from federal assistance. Section 503 and 504 of the Rehabilitation Act of 1973, which calls for nondiscrimination and affirmative action for persons with disabilities; coverage extends to such areas as financial aid, housing, courses, employment, and program accessibility.

The following persons have been designated to handle inquiries relating to our nondiscrimination policies: Terri Pugh, Director, Christena Francis, Financial Aid Director, and the School Administrator.

## **GENERAL OPERATION AND MAINTENANCE PLAN**

The goal of STS Academy is to maximize the years of use/service received at this facility. Staff and administration work together to assure the building and the grounds are clean, attractive, updated, and safe.

Instructors are requested by administration to maintain clean, orderly, and safe classrooms and shops. They should take special precautions to protect the walls and floors from abuse. They should also be cognizant of any unsafe/hazardous conditions and immediately report them to the Business Officer and/or Safety Coordinator. OSHA and/or ANSI standards are to be adhered to and enforced by instructors. Any personal protective equipment needed in areas is to be requested through the Administrative Office.

The staff encourages students to take pride in the school, to refrain from marking on walls, doors, and other surfaces, to utilize waste receptacles for trash, to respect the property of others and to report any unsafe/hazardous conditions.

Maintenance Repairers, custodians and/or contracted services are assigned general schedules of tasks to be performed. These are tasks that must be performed on a regular basis.

The Maintenance Repairers, custodians and/or contracted services are conscientious about the cleanliness and appearance of the building and grounds of the School. They try to maintain a clean, safe environment for our students, and staff.

Administrators support maintenance repairers, custodians, crews, instructors, and/or contracted services by providing the necessary tools, machines, and supplies to effectively accomplish their objectives. Each department is encouraged to maintain a ready supply of tools, equipment, and supplies.

An annual safety audit is performed by the Safety Coordinator. Copies of the audits are maintained in the administrative office. The School takes corrective actions on any findings from the audit to ensure the safety of the students, instructors, and the campus.

In summary, STS staff, and students take pride in the appearance of its school. Yearly repairs and updates to the facility, equipment, and grounds add to the attractiveness of the facility and foster a positive work environment that aids in meeting the goals of the school.

Annual evaluations and/or revisions to this plan will be addressed in December of each year. This will allow for review of recommendations made in the annual safety audits and the Safety Check Sheets completed by each department. Evaluations and/or revisions for the STS safety manual are conducted annually. The safety manual is available to faculty and students in the Administrative Office. The School Safety Coordinator will be responsible for coordinating the annual reviews of the plans.

## **RESPONSIBILITY FOR THE GENERAL OPERATIONS OF THE ACADEMY'S SAFETY**

### **SAFETY COORDINATOR and ALTERNATE**

Taylor Franklin, Campus Safety Authority and Christena Francis, Safety Coordinator Alternate

### **EVALUATION AND REVISION**

Annual evaluations and/or revisions to this plan will be addressed in December of each year. This will allow for review of recommendations made in the annual safety audits, accident/incident reports, safety drill reports, and the Safety Check Sheets to be completed. The School Safety Coordinator will be responsible for coordinating the annual reviews of the plan and the attachments.

Revised plans are to be distributed to all staff in a timely manner.

#### *Safety Coordinator and Instructors Responsibilities*

1. Inspects work area for compliance with safe work practices and safety rules.
2. Trains employees to work safely.
3. Corrects unsafe conditions and unsafe acts.
4. Obtains first aid for injured promptly.
5. Reports and investigates accidents and works with the safety Coordinator to determine the cause and correct the problem.
6. Holds crew safety meeting.
7. Discusses safety with individual employees.

### **EXECUTIVE AND OPERATING MANAGEMENT**

1. The Business Officer and owner of Setting the Standard Barbering and Natural Hair Academy have coordinating responsibility for safety of the School.
2. The Business Officer authorizes necessary expenditures, as approved by Administrators, to provide safe working conditions.
3. The Business Officer and owner approve safety policies as deemed necessary for STS and/or as formulated by the School Administrators.
4. The Business Officer and/or the owner appraise the situation of all safety issues and necessary updates to safety guidelines.
5. All employees of STS must participate in the safety program as recommended by the safety Coordinator or committees (conducts safety tours, approves safety contracts, reviews, and responds to safety reports, ensures safety awareness among key management personnel, evaluates safety program, reviews safety audits).



## **EMPLOYEE RESPONSIBILITY**

Employees must work safely and efficiently as they perform their duties. The employees' responsibilities are as follows:

1. Working according to accepted safe practices.
2. Reporting unsafe conditions and practices.
3. Observing safety rules and regulations.
4. Making safety suggestions.
5. Asking for assistance or further explanation if a task is unclear or seems unsafe.
6. Using the STS Safety Handbook for reference

## **PROCEDURES FOR INSPECTION OF FACILITY**

1. Housekeeping responsibility for maintain the facility
2. The owner or his/her designee meets with custodial worker/workers to explain the purpose and objectives of the inspection procedure. Each employee should be encouraged to assist in identifying, eliminating, or effectively controlling the potential safety and fire hazards.
3. The owner or his/her designee is responsible for conducting regularly scheduled inspections and for identifying and correcting conditions or practices that are potential safety or fire hazards.

Some examples of hazardous conditions are as follows:

- Slip or trip hazards such as cords or torn or broken floor covers
  - Foreign materials that could cause loss of balance such as food, grease, oil, liquids, mud, algae, trash, etc.
  - Holes or protrusions such as eroded, broken, or sunken walking surfaces.
  - Temporary accumulation of flammable or combustible materials.
  - Storage and use of chemical products and other hazardous materials.
4. All employees are responsible for completing an Inspection Checklist each quarter. The Inspection Checklist is to be presented to the Safety Coordinator one week prior to the quarterly safety meeting(s).
  5. All employees are responsible for reporting any potentially hazardous condition or practice they find. The employee records the unsafe condition on the Hazard Control Log which must be kept in each operating area.
  6. The Safety Coordinator is responsible for checking the Hazard Control Log and is authorized to take immediate temporary control of the area to prevent exposure to the hazard until permanent corrective action is taken. If an instructor cannot correct the hazard, he or

she should report it to the next level of management. Hazard Control Logs should be reviewed daily.

7. The Hazard Control Log is retained in the originating work area for at least one year or until all hazards have been corrected.
9. Routine inspections are conducted by the Louisiana State Fire Marshal and all findings are reported to the Safety Coordinator. The coordinator will address any negative report by the Fire Marshal immediately.

## **PROCEDURE FOR ACCIDENT/ INCIDENT INVESTIGATION**

An accident is defined as “a series of unplanned events that caused or could have caused personal injury or property damage.” The instructor responsible for the area in which the accident occurred should investigate all accidents, including those occurring to non-employees. “Near misses” are accidents also and should be investigated as thoroughly as an accident that results in injury or property damage. The safety Coordinator should follow-up with an investigation and report results to the safety coordinator.

To acquire necessary medical aid for injured persons, the staff/administrators should follow the following steps in investigating the accident.

1. If possible, ask the person or persons involved to describe what happened. Do not fix blame or find fault; just get the facts.
2. Survey the accident scene for information. Assemble any objects that might have contributed to the accident.
3. Determine if there were any witnesses to the accident and get their accounts of the incident.
4. Take whatever steps are necessary to prevent recurrences until the condition can be permanently corrected.
5. Complete the investigation portion of the Accident/ Incident/ Report.

## **OFFERING FIRST-AID**

The American National Red Cross defines First Aid as “the immediate and temporary care given to a victim of an accident or sudden illness, until they can obtain the services of a physician.” They require First Aid whenever an injury occurs and should be limited to doing what is necessary to preserve life. The primary concern is the care of the injured person and prevention of additional injury to the person.

First-aid may be administered only by someone who has completed a certified first-aid or emergency response course or someone who has advanced medical training. Refresher training is required according to certification requirements. A qualified first-aid person(s) should be available for all classes.

The owner of STS will maintain a file of the trained first-aid attendant. This file contains training records and the date of necessary recertification. First aid administered will be documented on the Accident/Incident Report Form.

## **FIRST-AID KIT AND INVENTORY FORM**

A first-aid supply kit is available on School. Eye wash stations are available in the shop areas that present possible hazardous eye situations.

## **EMPLOYEE GUIDELINES**

1. The use of medicines/cleaners such as alcohol, Methanolate, first-aid cream, etc., is

- prohibited. This also applies to the distribution of aspirin and other over-the-counter medicine. The rule applies to both employees and students.
2. A first-aid outline published by the Louisiana Office of Risk Management is posted in all work areas.
  3. Calmly and coherently report all injuries and near miss accidents immediately to the Administration Office.
  4. Do not treat an injury yourself, unless you are trained in first aid. Get advice and treatment from a trained first-aid attendant.
  5. Unless a victim is exposed to further danger at the accident site, do not move him or her until the full extent of the injury is known, first-aid has been given, and emergency transport assistance has arrived.
  6. Do not attempt to perform regular job functions if an injury has impaired abilities.
  7. In case of serious injury, 911 Emergency Service
  8. In case of student injuries, the student's parents or a qualified ambulance/emergency medical service should provide transportation.
  9. Any illness or sickness that impairs an individual's ability to perform, should be treated the same as an accident.
  10. Use quick reference for emergency phone numbers posted on Evacuation Routes and/or throughout the school.

#### **INSTRUCTIONS FOR COMPLETING ACCIDENT/INCIDENT REPORT**

Accidents do not just happen; they are caused. The Accident/ Incident Report is a tool to assist in determining the causes and procedures to prevent the recurrence of similar incidents. All spaces on the form are to be completed. Notations such as N/A (not applicable) are not acceptable.

- Note any unsafe acts or conditions and contributory factors associated with the accident/incident.
- Draw a conclusion as to why the act was committed and why the condition exists.
- Explain immediate action taken to prevent a recurrence of the accident.
- Suggest what long-range action is necessary to prevent the accident.
- Indicate what additional assistance is needed to prevent the recurrence of the accident/ incident.
- To prevent similar accidents/incidents, share the analysis and the actions that should have been done with others at the facility.

Write your name and title on the bottom of the form. The Business Officer/ owner in the area where the accident occurred retain the original form.

## **SAFETY MEETING, TRAINING & RECORDS**

The following procedures will be followed for conducting safety meeting and safety training.

Christena Francis, Safety Coordinator Alternate will prepare and conduct meetings and perform some training along with the Shreveport Fire and Public Safety Department.

### **PREPARE FOR MEETING**

1. Conduct frequent inspections of the various areas and work practices and note any unsafe activities or tendencies that need to be eliminated.
2. Select one unsafe behavior or activity to be used as a safety meeting topic for the benefit of all. Another appropriate topic is a new job, procedure, or changes in an operation. A safety meeting can help identify and eliminate hazards before accidents occur.

### **CONDUCT THE MEETING**

1. Discuss only one topic per meeting
2. Use the Safety Meeting Report form to document the meeting.
3. Allow employees to discuss why the situation occurs and what can be done to control or eliminate it.
4. Reach an agreement with employees on how to eliminate or control the situation.
5. Conduct a minimum of one safety meeting per quarter.

### **KEEP A RECORD OF THE MEETING**

Copies of the Safety Meeting Report forms should be sent to the safety coordinator or agency head. The Instructor or the Safety Officer should keep the originals.

## **TRAINING**

### **SAFETY TRAINING FOR EMPLOYEES**

The purpose of employee safety training is to establish a systematic method of teaching employees to perform the required tasks in a safe and efficient manner. There are four primary objectives in employee safety training:

1. To teach employees hazard recognition and methods of corrective action;
2. To involve employees in accident prevention;
3. To motivate employees to accept their safety responsibilities; and
4. To provide employees information on accident causes, occupational health hazards, and accident prevention methods.

## STEPS IN CONDUCTING EMPLOYEE SAFETY TRAINING

1. Select appropriate training topics and schedule training by priority. Recommended topics are as follows:

<p><b>Safety Program Objectives</b></p> <ul style="list-style-type: none"> <li>Rights and responsibilities of the employee</li> <li>Authority and responsibilities of the supervisor</li> <li>Safety policy/rules</li> <li>Accident and near miss accident reporting procedures</li> <li>Job safety analysis</li> <li>Accident experience and trends</li> </ul> <p><b>Hazard Recognition Control</b></p> <ul style="list-style-type: none"> <li>Types of hazards</li> <li>Preventive measures</li> <li>Inspection procedures</li> <li>Recording and reporting</li> <li>Immediate temporary controls</li> </ul>	<p><b>Personal Protective Equipment</b></p> <ul style="list-style-type: none"> <li>What to use</li> <li>When to use</li> <li>Storage area</li> <li>How to check, inspect, and maintain</li> </ul> <p><b>Slips, Trips, and Falls</b></p> <ul style="list-style-type: none"> <li>Recognizing potential problems</li> <li>Minimizing exposure</li> </ul> <p><b>Work from Elevations/Use of Ladders</b></p> <ul style="list-style-type: none"> <li>Preventing a fall</li> <li>Falling safely</li> </ul>
<p><b>Emergency First-Aid Procedures</b></p> <ul style="list-style-type: none"> <li>Recognizing first-aid emergencies</li> <li>Gaining control</li> <li>Emergency care</li> </ul> <p><b>Emergency Response Procedures</b></p> <ul style="list-style-type: none"> <li>Alarm systems</li> <li>Evacuation routes</li> <li>Fire extinguisher training</li> </ul>	<p><b>Material Handling</b></p> <ul style="list-style-type: none"> <li>High risk jobs</li> <li>Proper lifting</li> <li>Proper carrying</li> </ul> <p><b>Safe Vehicle Operation</b></p> <ul style="list-style-type: none"> <li>Pre-operation inspection</li> <li>Control of common hazards</li> <li>Rules of the road</li> </ul>
<p><b>Unsafe Environmental Conditions</b></p> <ul style="list-style-type: none"> <li>Outside (heat, cold, winds, rain, hurricanes, tornadoes)</li> <li>Inside (noise, dust, vapor, fumes)</li> <li>Other (fire, bomb threats)</li> </ul>	<p><b>Good Housekeeping Practices</b></p> <ul style="list-style-type: none"> <li>Tools and equipment</li> <li>Vehicles</li> <li>Yard</li> </ul>

2. Develop a lesson plan for each training session. A complete lesson plan should include the following:

**Title:** Clearly identifies the topic.

**Objectives:** States what the trainee should know or be able to do at the end of the training period. A well written objective limits the subject matter, is specific, and stimulates thinking on the subject.

**Estimated Time of Instruction:** States the length of the training session. Ample time should be allowed to thoroughly cover the subject.

**Materials:** States the material to be used in training including equipment, tools, charts, slides, films, etc.

**What the Instructor Will Do:** Gives the plan of action. Indicates the method of teaching (lecture, demonstration, class discussion, etc.). Provides directions for the instructor (show cart, write key words on chalkboard, etc.).

**What the Employee Will Do:** Indicates how employees will apply the material in the training session. Evaluation: Establishes an assessment method (test, demonstration) for determining whether the training objectives are achieved.

**Assignment:** Provides employees an opportunity to apply the material on the job. (See Sample Lesson Plan)

## APPENDICIES

### *FORMS*

- I. Violence Incident Statement
- II. Key Issuance Request
- III. Key Holder Agreement
- IV. Replacement Key Authorization
- V. Key Holder Agreement for Replacement Key
- VI. Maintenance Department Task Sheet
- VII. Maintenance Department Task Sheet (*continuation sheet*)
- VIII. STS Maintenance/Service Work Order
- IX. Family Educational Rights and Privacy Act (*FERPA*)
- X. Drug-Free School/Workplace/Environment Certification Policy & Signature Page



**VIOLENCE INCIDENT STATEMENT**

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Name of Person Making Statement:

\_\_\_\_\_

Date: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Title: \_\_\_\_\_

**INCIDENT STATEMENT**

Date of Incident: \_\_\_\_\_

Location: \_\_\_\_\_

Incident Duration: \_\_\_\_\_ a.m. /p.m. to \_\_\_\_\_ a.m. /p.m.

Witnesses:

\_\_\_\_\_

Provide a detailed description of the incident: Specify, **Who, What, When, Where, How and Why**. (*If necessary, attach additional sheets*). Completed statement should be forwarded to the Director or Administrator.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## KEY ISSUANCE REQUEST

An employee may request, or the Director may assign a key for opening and closing the Academy. A request must be submitted to the Designated Key Coordinator via email. Please use the email memo format below:

TO: Key Control Personnel  
FROM: *(Designated Key Coordinator)*  
SUBJECT: Key Issuance Request

Please issue a key to the employee or student described below. I certify that the key requested is necessary for and consistent with the job responsibilities or class/research requirements of the key holder and authorize the key to be issued.

### Key Holder Information

- a. Name: \_\_\_\_\_
- b. Employee or Student Identification Number: \_\_\_\_\_
- c. Telephone Number: \_\_\_\_\_

### Key Information

- a. Building and Room: *(indicate building, room number, key type/operating or master; and for operating key type, the specific room number).*
  - b. Other Space: *(Description)*
- \_\_\_\_\_

**KEY HOLDER AGREEMENT**

Date: \_\_\_\_\_

Name of Key Holder: \_\_\_\_\_

Employee ID or Student ID: \_\_\_\_\_

Phone: \_\_\_\_\_

Key Coordinator: \_\_\_\_\_

<i>Description</i>	<i>Tag Number</i>	<i>Key Number</i>	<i>Sub Number</i>

Other Access:

\_\_\_\_\_

I acknowledge receipt of and take full responsibility for the above key while in my possession.

I understand that any key issued to me remains the property of the STS and is provided for my sole use as the key holder.

I understand that the key may not be duplicated, transferred, or loaned to any other person and that unauthorized use, transfer or duplication may result in administrative and/or disciplinary action.

I understand that I am required to immediately report the loss, theft, or damage of any key in my possession to the School Key Control Personnel, which may result in fee being assessed for the lost, stolen, or damaged key in accordance with the STS Key Control Policy and Procedures.

I agree to return any key in my possession upon termination, retirement, or separation from employment; termination of student enrollment; transfer to a new building, room, or other space; or when requested by the STS of any other reason.

Signature of Key Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Key Control Personnel: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

## REPLACEMENT KEY AUTHORIZAITONS

To initiate the issuance of a replacement key to an employee who has reported the loss, theft, or damage of a previously issued key, the School Key Control Personnel or Administrator will send a memo email to the responsible department as follows:

FROM: School Key Control Personnel or Administrator

TO: *(Designated Key Coordinator)*

SUBJECT: Replacement Key Authorization

On the approval of the Business Office, a replacement key may be issued the following key holder who reported that the original key issued to him/ her was lost, stolen or damaged. Please reply to this message indicating your approval or disapproval.

**Replacement fees or new key deposit must be paid prior to issue of replacement key as follows:**

\_\_\_\_\_ Fees of \$\_\_\_\_\_ assessed to the individual

\_\_\_\_\_ Fees Waived; Approval only required for replacement issue

1. Key Holder Information

- a. Name: \_\_\_\_\_
- b. Employee or Student ID Number: \_\_\_\_\_
- c. Telephone Number: \_\_\_\_\_

2. Key Information

- a. Building and Room: *(indicate room number or name, key type operating/master, and for operating key type, the specific room number)* \_\_\_\_\_
- b. Other Space: *(Description)* \_\_\_\_\_

**KEY HOLDER AGREEMENT FOR REPLACEMENT KEY**

Date: \_\_\_\_\_

TO: Business Office

FROM: School Key Control Personnel /Administrator

SUBJECT: Re-issuance of Key and Key Holder Agreement

Name of Key Holder: \_\_\_\_\_

Key Type: \_\_\_\_\_ Building: \_\_\_\_\_

Room: \_\_\_\_\_

Other \_\_\_\_\_

Access: \_\_\_\_\_

The above key is being issued as a replacement key reported as lost, stolen, or damaged while in the possession of the key holder. Fees for the replacement key are assessed as follows:

Key Holder Owes: \$ \_\_\_\_\_ (*to be collected in cash*)

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I understand that the above key is being issued as a replacement for a lost, stolen, or damaged key while in my possession and that the fees for the replacement key have been assessed in accordance with the STS Control Policy and Procedures.

I acknowledge receipt of and take full responsibility for the above key while in my possession. I understand that any key issued to me remains the property of the STS and is provided for my sole use as the key holder.

I understand that I am required to immediately report the loss, theft, or damage of any key in my possession to the School Key Control Personnel and Administrators, which may result in fees being assessed for the lost, stolen, or damaged key in accordance with the STS Key Control Policy and Procedures.

I agree to return any key in my possession upon termination, retirement, or separation from employment; termination of student enrollment; transfer to a new building, room, or other space; or when requested by the STS for any other reason. I understand that the key deposit will be refunded upon return of the key, but that failure to return the key per this agreement will result in forfeiture of the key deposit.

Signature of Key Holder:

\_\_\_\_\_

## MAINTENANCE DEPARTMENT'S DAILY TASKS SHEET

Month/Year: \_\_\_\_\_

1. Sweep floors
2. Mop and buff floors
3. Clean windows and glass doors when needed
4. Empty all waste receptacles and clean
5. Dust furniture in offices, hallways, lobbies, and faculty and student centers
6. Note any hazardous conditions noticed on the Hazardous Control Log that is to be posted in the Maintenance Office. Complete action taken on items listed on the log.
7. Check Hazard Control Logs for any routine maintenance needed in the various departments
8. Complete service requested on Maintenance/Service Work Orders
9. Make a visual check for problems with electrical receptacles and light fixtures. Note any problems on the Hazardous Control Log and submit a Maintenance/Service Work Order for maintenance needed outside of the School.
10. Clean Offices and Break room
  - a. Sweep floors
  - b. Dust and/or clean all furniture, tables, and appliances
  - c. Clean windows when needed
11. Clean Student Lobby
  - a. Sweep and clean floors
  - b. Clean water fountains
  - c. Dust and wipe furniture and tables/chairs
  - d. Mop and clean floors
  - e. Clean vending machines
  - f. Empty and clean all can receptacles
12. Clean Ladies and Men's Restrooms
  - a. Clean all wash room fixtures
  - b. Empty all waste receptacles and clean
  - c. Clean mirrors and windows
  - d. Check paper and soap dispensers and refill/stock
  - e. Sweep and mop floors
  - f. Dust all furniture
  - g. Polish all furniture, metal, etc.
  - h. Clean walls and toilet compartments
13. Clean up Grounds and Parking Lot
  - a. Pick up trash
  - b. Sweep sidewalks
  - c. Empty garbage cans

## MAINTENANCE TASKS SHEET

**Month/Year:** \_\_\_\_\_

**Daily Tasks**

1. Vacuum/sweep floors and mats
2. Empty all waste receptacles and clean
3. Clean blackboards and trays
4. Clean windows
5. Mop floors and buff
6. Remove excessive clutter from desks and work areas
7. Make a visual check for problems with electrical receptacles and light fixtures. Note any problems

Note **any** hazardous conditions that need to be taken care of on the Hazardous Control Logs that are to be posted on your bulletin boards. Complete a Maintenance/Service Work for items noted on the Hazardous Control Log and submit to the Administrative Office.

*Weekly/Monthly Tasks Check List*

TASK	WEEKLY SERVICE							MONTHLY SERVICE	
Instructional Departments	Dust all furniture							Clean all windows	
	Dust files							Change Air Conditioning Filter, if applicable	
	Dust window ledges							Wax and/or buff floors, if applicable	
	Polish furniture, metal, etc.								
	Clean walls								
	Clean mats ( <i>if in department</i> )								

Signature of Personnel Completing Tasks: \_\_\_\_\_

Date: \_\_\_\_\_

Title of Personnel Completing Tasks:

\_\_\_\_\_

**MAINTENANCE DEPARTMENT'S TASKS SHEET (CONTINUED)**

<b>TASK</b>	<b>WEEKLY SERVICE</b>						<b>MONTHLY SERVICE</b>	
General Building	Dust all files and window ledges							
	Clean walls							
	Clean windows							
	Wax/polish floors							
Offices, Meeting Room and Break Room	Dust all lockers, files doors, and window ledges							
	Wash and/or buff floors Polish furniture, tables Clean refrigerators and appliances Clean all windows when needed Vacuum carpets Clean walls and doors							
Student Lobby and Halls	Clean mats Clean and buff floors Keep buffer and pads clean Dust all door and window ledges Clean windows when necessary Polish all furniture, tables, metal, etc. Clean walls and glass doors Clean microwaves							
Grounds and Parking Lot	Clean grounds and parking lot Empty garbage cans and clean Cut grass Edge sidewalks, flower beds and building Inspect and call for repair of parking lot lights							
Roof							Check roof drainage and clean	
Drainage Ditches							Clean drainage ditches and debris	



Electrical Outlets and Fixtures						<i>Remove light switch/electrical outlet plates and check for dust, spider webs, etc. Remove covers from light fixtures, dust and change bulbs if necessary</i>
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Signature of Personnel Completing Tasks: \_\_\_\_\_

Date: \_\_\_\_\_

Title of Personnel Completing Tasks:

\_\_\_\_\_

*Setting The Standard Barbering and Natural Hair Academy, Inc.*  
**MAINTENANCE/SERVICE WORK ORDER**

<b>Complete top section only:</b> Requested by:	Date:
Staff Imitating Request:	Location:
Complaint:	Equipment:
	Type:
	Brand:

*For Administrative Use Only:*

\_\_\_\_\_

**Project Assigned to:** \_\_\_\_\_ **Admin. Signature Date:** \_\_\_\_\_

**Service Performed:**


Time Started:	Time Completed:	Date Completed:	
Quantity	Part No.	Part Description	Cost

Owner/Administrator/Date:

\_\_\_\_\_

Signature of/Staff Completed Work/Date:

\_\_\_\_\_

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. In accordance with the Federal Family Educational Rights and Privacy Act of 1974 and campus procedures implementing Setting The Standard Barbering and Natural Hair Academy, Inc., Policies Applying to the Disclosure of Information from Student Records, students at STS campus have the following rights:

1. The right to inspect and review their student records within 45 days of the date the Academy receives a written request for access. Students should submit their requests in writing to the Academy registrar, dean, or other appropriate campus official for the office having custody of the requested records. The request must identify the record(s) they wish to inspect and review. The campus official will plan for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the official receiving the request, that official shall advise the student of the correct official and redirect the request.

2. The right to request the amendment of their own student records if a student believes the record is inaccurate or misleading. Students should submit a written request to amend a record that they believe is inaccurate or misleading to the campus official responsible for the record, clearly identifying the portion of the record they want changed and specifying why it is believed to be inaccurate or misleading. If the Academy determines that the record should not be amended as requested by the student, the Academy will notify the student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in their student records, except to the extent that law and policy authorize disclosure without consent. One exception permitting disclosure without consent is disclosure to campus officials having a legitimate educational interest in the records. A campus official is any individual designated by the campus to perform an assigned function on behalf of the campus. Legitimate educational interest means a demonstrated need to know by officials who act in a student's educational interest. A campus official has a "legitimate educational interest" in a record if the official is performing a task:

- (1) specified in his or her job description;
- (2) specifically related to the official's participation in the student's education;
- (3) specifically related to the discipline of a student; or
- (4) specifically related to providing a service or benefit associated with a student or student's family, such as health care, counseling, job placement or financial aid.

Another exception permitting disclosure without consent is Directory (or public) Information, defined as information contained in a student record that would not generally be considered harmful or an invasion of privacy if disclosed, unless the student has notified the School's Director that such information is to be treated as confidential with respect to him/herself.

Parental/guardian information is confidential. It is used by the Academy only for notification of events, ceremonies, awards, and development or in case of an emergency involving the student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Setting The Standard to comply with the requirements of the Federal Educational Rights and Privacy Act, addressed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, D.C. (202) 202-8520 or call (800) 872-5327.

### **How a Student Can Change His/her Level of Privacy**

A student who wants to withhold all information (including address, phone number and email address) from the category of public information must **file a form** with the Administrative Office by the 10th day of instruction. If a student does not choose this option, this information may be released and the student's local address, phone number and email address will be included in the campus student directory.

Students availing themselves of this right should understand what the consequences of such action might be. For example, if all information is designated nonpublic information, the campus cannot make public any honors received by the student and cannot include the student's name and certificate earned in the campus commencement program without the student's written consent. Similarly, if all information is designated non-public information, the student's status as a student certification earned cannot be verified for lenders or potential employers without the student's written consent.

### **Questions**

Questions about these rights should be referred to the Administrative Office/Financial Aid Office at Setting The Standard Barbering and Natural Hair Academy, Inc., or email: [www.sts.academy@gmail.com](mailto:www.sts.academy@gmail.com).

***SETTING THE STANDARD BARBARING AND NATURAL HAIR ACADEMY, INC.***

**ALCOHOL AND DURG-FREE SCHOOL/WORKPLACE/ENVIRONMENT CERIFICATION  
POLICY & SIGNATURE PAGE**

- A. It is the policy of this institution to maintain a drug-free school/workplace/environment. Each student of STS Academy is required to sign the following statement:
- B. “As a condition of enrollment at Setting The Standard’s Academy, I hereby certify that I, \_\_\_\_\_ will not engage in the unlawful manufacture, distribution, depending, possession or use of a controlled substance during the period of enrollment.”

I hereby certify that I will abide by the terms of this statement; and notify Setting The Standard Academy of any criminal drug statute conviction for a violation occurring in the school/workplace no later than five (5) days after such conviction.

Student’s Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

B. Setting The Standard Academy will inform students about:

- 1. Dangers of Drug Abuse in the school/workplace.
- 2. Any available drug counseling, rehabilitation, and assistance programs; and
- 3. The penalties that may be imposed upon students for drug abuse violations occurring while in attendance at the Academy.

C. Setting The Standard Academy will take one of the following actions within thirty (30) days of receiving notice with respect to any student who is so convicted:

- 1. Take appropriate action, up to and including termination; or
- 2. Require such individual to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by federal, state, or local health, law enforcement, or other appropriate agency.

D. Setting The Standard Academy will make good faith effort to continue to maintain a drug-free school/workplace/environment through implementation of paragraphs A-C.

**SETTING THE STANDARD BARBARING AND NATURAL HAIR ACADEMY, INC.**

**DRUG, ALCOHOL, WEAPON, AND SEARCH POLICY**

Setting The Standard Academy has established a Drug, Alcohol, Weapon, and Search Policy to assist us in providing a safe, healthy, and productive school/work environment for our students and faculty, and to protect our customers, facilities, and property.

The distribution, purchase, transfer, use, possession, sale, or manufacture of the following items or substances on school property or premises, while at school or on school business is prohibited. Below is a list that includes, but not limited to the following:

Illicit drugs such as: (*morphine, heroin, codeine, cocaine, ecstasy; marijuana; synthetic narcotics such as: Demerol, methadone; and dangerous non-narcotics such as: barbiturates and Benzedrine*) or any other drugs defined by federal and state law in not to be consumed, in possession of, or selling on the premises of STS. In addition, substances that influences the human body that alters the mind such as: *depressant, stimulant, hallucinogen or cannabinoid, alcoholic beverages (unless approved for an event), drug paraphernalia and unauthorized prescription or over-the-counter drugs.*

Health Risk of these drugs are: *Injuries, such as motor vehicle crashes, falls, drownings, and burns. Violence, including homicide, suicide, sexual assault, and intimate partner violence, Alcohol poisoning, a medical emergency that results from high blood alcohol levels, and Alcohol dependence, Risky sexual behaviors, including unprotected sex or sex with multiple partners. These behaviors can result in unintended pregnancy or sexually transmitted diseases, including HIV, Miscarriage and stillbirth, High blood pressure, heart disease, stroke, liver disease, and digestive problems, Cancer of the breast, mouth, throat, esophagus, liver, and colon, Learning and memory problems, including dementia and poor school performance, Mental health problems, including depression and anxiety, social problems, including lost productivity, family problems, and unemployment*

Arriving on school property/premises or being at school/on school business under the influence of/by alcohol/illegal or unauthorized drug is prohibited. Student will be asked to leave the campus and marked absent for that day.

Any student that violates this policy will be subject to disciplinary action, up to and including suspension or expulsion. Law enforcement authorities may be notified for the purposes of investigation or prosecution. All students are required to report to their Director/supervisor any criminal drug statute arrest or conviction within five (5) days after the arrest or conviction. Any criminal drug statute arrest or conviction will subject the student to disciplinary action up to and including suspension or expulsion.

The possession of weapons, firearms, explosive, and ammunition on school property/premises, in school vehicles, and school business will be grounds for immediate suspension or expulsion.

Setting The Standard Academy may conduct searches or inspection of school facilities, equipment, and student's person and/or property. Searches may include the person, personal effects, lockers, desks, offices, computers, files, equipment, books, purses, and backpacks, vehicles (*school or personal*), personal baggage or any other items on company property/premises. Refusal to permit a search or to cooperate fully in a search will be grounds for disciplinary action up to and including suspension or expulsion.

I, \_\_\_\_\_ have received a copy, have read , understand and agree to comply with Setting The Standard Academy's Drug, Alcohol, Weapons, and Search Policy.

Student's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

