

Z Hair Academy – Annual Security Report 2019

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas.

The Z Hair Academy Annual Security Report is published to meet the compliance requirements and has been prepared in cooperation with local law enforcement. On September 1st of each year, Z Hair Academy’s Campus Security Director shall compile the annual crime statistics from the previous year and collate the information into the Campus Security and Crime report for dissemination to all new and currently enrolled students. New students that enroll at Z Hair Academy after the annual distribution will receive the Campus Security and Crime Report at orientation. Each student will sign a form confirming receipt of the Campus Security and Crime Report. Current faculty and staff will be emailed a copy of the report by October 1st each year. Documentation of dissemination will be retained in each student’s academic/financial aid file and each employee’s personnel file. Campus crime, arrest and referral statistics include those reported to the police department and the designated campus official.

Lawrence Campus: Tasha Bastemeyer, Campus Manager, 785-749-1488

Overland Park Campus: Sherri Harper, Campus Manager, 913-402-4700

Lee’s Summit, Missouri: Courtney Maples, Campus Manager, 816-347-1840

Kansas City, Missouri: Tiffany French, Campus Manager, 816-673-2939

All potential students receive notification of the website to access this report during the enrollment process. All enrolled students receive this report additionally (1) at orientation, held on the first day of class and/or (2) via email prior to October 1st of the current year (if requested) and/or on the student Trello board. Employees receive notification via email prior to October 1st of the current year and/or on Policies Drive and/or Trello board.

Students, staff and the general public can access this report in the Consumer Information section at www.zhairacademy.com

Scope of the Report

This report will represent statistical information on crimes that occurred at or around Z Hair Academy during 2016, 2017 and 2018. Z Hair Academy does not offer campus housing or recreational facilities.

Building Location(s)

1. Main Campus: 2429 Iowa Street, Suite E, Lawrence, Ks. 66046, PH: 785-749-1488
2. Branch Campus: 14471 Metcalf Ave., Overland Park, Ks. 66223, PH: 913-402-4700
3. Branch Campus: 561 S.E. Melody Lane, Lee’s Summit, Mo. 64063, PH: 816-347-1840
4. Branch Campus: 6306 NW Barry Road, Kansas City, Mo. 64154, PH: 816-673-2939

Reporting a Crime

Z Hair Academy encourages prompt reporting to the campus official in the event of a crime. All crimes should be reported to the campus official or other staff member(s) to aid in providing timely warnings to the college community when appropriate. Z Hair Academy does not have campus security officers or a campus police department and its officials have no arresting authority. For emergencies, dial 9-1-1.

Upon receiving information concerning an incident, the campus official will investigate the incident, document the information, and take appropriate action. This action may involve working with local police or sheriff’s departments and other state or federal agencies such as the FBI or the DEA. Cases are adjudicated through either the city or county and/or through the academy’s disciplinary system. (see Crime Statistics pgs. 16-18).

Timely Warnings and Emergency Notification

Z Hair Academy will issue timely warnings to the campus community of violent crimes against a person, a substantial crime against property or an emergency situation on or near the campus that represents a serious or ongoing threat to the campus community. Campus Safety/Crime warnings are intended to heighten safety awareness and may also seek information that may lead to the arrest and conviction of the offender.

Federal law also requires institutions of higher education to “immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency”.

Z Hair Academy staff are responsible for issuing timely warnings and emergency notifications. The staff, without delay, decide whether to issue a timely campus safety/crime warning or emergency notification on a case-by-case basis considering the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Information for timely campus safety/crime warnings and emergency notifications may also come from other law enforcement agencies. The Z Hair Academy staff will also determine the appropriate segment or segments of the campus community which will receive the notice, and whether to disseminate the emergency information to the larger community based on the above described analysis.

Crimes for which a timely warning may be appropriate include, but are not limited to: murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, arson, motor vehicle theft, and hate crimes.

Timely warnings will typically include the following information, if known:

1. A brief statement of the incident, including the nature and severity of the threat and locations or persons who might be affected;
2. Any connection to previous incidents;
3. Physical description of the suspect(s);
4. Date and time the warning was released;
5. Other relevant and important information, such as any bias motive, the gender of the victim, and/or student/non-student status;
6. Appropriate safety tips.

Depending on the particular circumstances of the incident, timely campus safety/crime warnings and emergency notifications may be distributed by any one or more of the following means:

1. Email;
2. Posting an alert on Z Hair Academy home page and/or other sites where information will be likely to reach the campus community (i.e. social media sites);
3. Text and/or email message. All employees and students are automatically enrolled in an automated text messaging service. It can also deliver an e-mail message;
4. Posting on the outside of entry doors of the business.

Anyone with information warranting a timely campus/safety crime warning or emergency notification should report the circumstances to the Z Hair Academy campus official or other staff member.

Emergency Response

Z Hair Academy has adopted emergency and evacuation procedures for the institution. Students are informed of the procedures during the New Student Orientation which occurs on the first day of school. Staff member receive this information via the Employee Handbook.

Z Hair Academy will test its emergency response and evacuation procedures on at least an annual basis through scheduled drills, exercises, and appropriate follow through activities designed to assess and evaluate the emergency

plans and capabilities. Z Hair Academy will test evacuation procedures in academic/office buildings. The tests may be announced or unannounced. The tests will be documented, including the date and time and whether it is announced or unannounced.

After evacuation, the campus official/manager or other staff member as designated, will ensure all staff and students are present and accounted for.

See Appendix A-C for specific campus emergency and evacuation procedures.

Security and Access to Campus Facilities

During the institution's normal operating hours, Z Hair Academy is generally open to employees, students, visitors, contractors, guests and invitees. Outside normal operating hours, access to Z Hair Academy is by key and authorization prior to entry or as determined and agreed upon by authorized/contracted parties.

Z Hair Academy does not operate any housing facilities.

Security Tips

Personal Safety: Protect Yourself

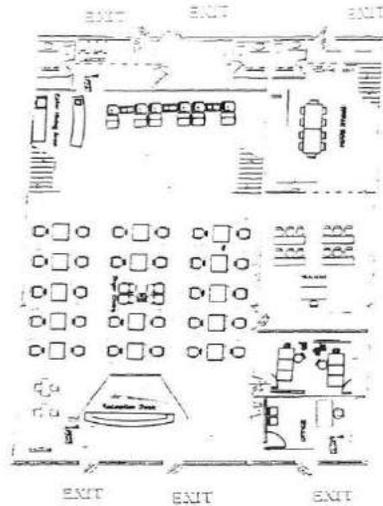
- Don't walk or jog early in the morning or late at night when the streets are deserted.
- When out at night, try to have a friend walk with you.
- Carry only the money you'll need on a particular day.
- Don't display your cash or any other inviting targets such as pagers, cell phones, hand-held electronic games, or expensive jewelry and clothing.
- If you think someone is following you, switch directions or cross the street. If the person continues to follow you, move quickly toward an open store or restaurant or a lighted house. Don't be afraid to yell for help.
- Try to park in well-lighted areas with good visibility and close to walkways, stores, and people.
- Make sure you have your key out as you approach your door.
- Always lock your car, even if it's in your own driveway; never leave your motor running.
- Do everything you can to keep a stranger from getting into your car or to keep a stranger from forcing you into his or her car.
- If a dating partner has abused you, do not meet him or her alone. Do not let him or her in your home or car when you are alone.
- If you are a battered spouse, call the police or sheriff immediately. Assault is a crime, whether committed by a stranger or your spouse or any other family member. If you believe that you and your children are in danger, call a crisis hotline or a health center (the police can also make a referral) and leave immediately.
- If someone tries to rob you, give up your property—don't give up your life.
- If you are robbed or assaulted, report the crime to the police. Try to describe the attacker accurately. Your actions can help prevent someone else from becoming a victim.

Security Training

Z Hair Academy may provide an on-site drug and alcohol prevention and personal security training with the local law enforcement agency (as available) including;

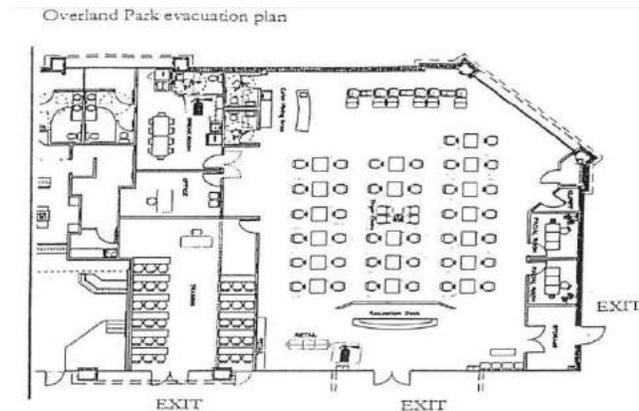
1. Lawrence Police Department
2. Overland Park Police Department
3. Lee's Summit Police Department
4. Kansas City Police Department

Lawrence evacuation plan



- In case of fire, calmly leave the building through the closest exit
 - There are 2 main exits in front of the building and 2 exits in the back of the building
 - ZHA employees will make sure everyone leaves the building safely
 - Once safely out of the building, students, staff and patrons shall meet in the front parking lot, far enough away from any danger
 - Fire extinguishers are located throughout the building; please locate in case of emergency
- In case of tornado, proceed to the designated area: the facial room, the main classroom or student lunch area.
- In case of other emergencies, please listen carefully and follow directions.

Overland Park evacuation plan



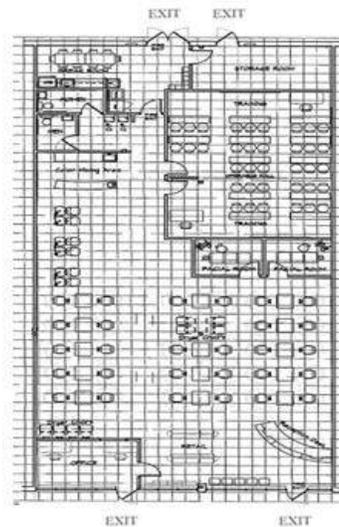
- In case of fire, calmly leave the building through the closest exit
 - There are 2 main exits in front of the building and an exit through the front storage area
 - ZHA employees will make sure everyone leaves the building safely
 - Once safely out of the building, students, staff and patrons shall meet in the front parking lot, far enough away from any danger
 - Fire extinguishers are located throughout the building; please locate in case of emergency. There is a sprinkler system throughout the building.
- In case of tornado, proceed to the designated area: the main classroom or women's restroom
- In case of other emergencies, please listen carefully and follow directions.

Lee's Summit evacuation plan



- In case of fire, calmly leave the building through the closest exit
 - There are 3 main exits in front of the building and 3 exits in the back of the building
 - ZHA employees will make sure everyone leaves the building safely
 - Once safely out of the building, students, staff and patrons shall meet in the front parking lot, far enough away from any danger
 - Fire extinguishers are located throughout the building; please locate in case of emergency. There is a sprinkler system throughout the building.
- In case of tornado, proceed to the designated area: the secondary classroom, facial rooms or dispensary storage room
- In case of other emergencies, please listen carefully and follow directions.

Kansas City evacuation plan



- In case of fire, calmly leave the building through the closest exit
 - There are 2 main exits in front of the building and 2 exits in the back of the building
 - ZHA employees will make sure everyone leaves the building safely
 - Once safely out of the building, students, staff and patrons shall meet in the front parking lot, far enough away from any danger
 - Fire extinguishers are located throughout the building; please locate in case of emergency. There is a sprinkler system throughout the building.
 - In case of tornado, proceed to the designated area: the classroom, facial rooms or restrooms.
- In case of other emergencies, please listen carefully and follow directions.

Policies and Procedures

The following policies and procedures apply to all members of the campus community: students, employees, and visitors. Z Hair Academy campus policy is set by the owners, as well as local, state, and federal laws.

Student Code of Conduct

Students enrolled at Z Hair Academy are expected to conduct themselves as responsible individuals at all times while participating in any course, activity or event, and while representing the academy either on or off campus. Students are subject to the policies and procedures of the academy during their period of enrollment, and the academy reserves the right to take disciplinary action in accordance with school policy if the academy determines the student has violated any provision of the Student Code of Conduct or has not acted in the best interest of other students, faculty, staff, or the academy as a whole.

Alcohol and/or Drug Use

No student member shall consume or possess any alcoholic beverage, beer, and/or wine on school premises or at lunch. Nor shall any student or staff member unlawfully manufacture, distribute, dispense, possess or use a controlled substance on school premises, at school activities, whether on campus or off campus, or during lunch or break times. If the presence of alcohol and/or drugs is suspected:

1. The educator, staff member or school official may request the student to submit to a blood test and/or breath analysis at the student's expense, and the student must give written authorization to release test results to the program director.
2. The student may be dismissed from the facility. The student who is dismissed will be instructed to secure transportation home rather than operate a vehicle.
3. Any student who has a positive test for alcohol or drugs in class or on the studio floor may be dismissed from the program.
4. Additionally, Students and employees are reminded that unlawful possession, distribution or use of illicit drugs or alcohol may subject individuals to criminal prosecution.

Sanctions:

The use of controlled dangerous substances/illicit drugs is strictly prohibited at Z Hair Academy. Students, determined to be under the influence of alcohol or controlled dangerous substances/illicit drugs, shall face the following sanctions:

1. First Offense: suspension of up to three (3) days;
2. Second Offense: suspension of up to ten (10) days and evidence of treatment (resources listed below);
3. Third Offense: termination from the program and possible criminal prosecution.

Health Risks

Abuse of alcohol and use of drugs is harmful to one's physical, mental and social well-being. Accidents and injuries are more likely to occur if alcohol and/or drugs are used. Alcohol and drug users can lose resistance to disease and destroy their health. Tolerance and psychological dependence can develop after sustained use of drugs.

Alcoholism is the number one drug problem in the United States. Alcoholism takes a toll on personal finances, health, social relationships and families. It can have significant legal consequences. Abuse of alcohol and/or misuse of drugs may cause an individual driving a motor vehicle to injure others and may subject the abuser to criminal prosecution. Drunk drivers are responsible for more than half of all traffic fatalities. More specifically, the major categories of drugs are listed below and include the significant health risks of each.

AMPHETAMINES - Physical dependency, heart problems, infections, malnutrition and death may result from continued high doses of amphetamines.

NARCOTICS - Chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis and death.

DEPRESSANTS - These drugs, such as tranquilizers and alcohol, can produce slowed reactions, slowed heart rate, damage to liver and heart, respiratory arrest, convulsions and accidental overdoses.

HALLUCINOGENS - may cause psychosis, convulsions, coma and psychological dependency

Web Resources

FirstCall

This is the local chapter of the National Council on Alcohol and Drug Prevention and Recovery. Call 816-361-5900 or visit FirstCall online at <http://firstcallkc.org/>. This is a great place to find available resources, for information on treatment and recovery options, and to take self-tests for alcohol, drug and gambling problems.

Valley Hope Treatment Centers

Valley Hope is a nonprofit organization, grounded in a 12-step philosophy, which provides alcohol and drug dependency addiction treatment at an affordable price. The staff at Valley Hope encourages family participation to focus on healing as a family. Treatment options include medically monitored detox, residential treatment, day/partial outpatient treatment and continuing care. Call 1-800-544-5101 or visit <http://www.valleyhope.org/default.aspx> for admissions information and to locate a treatment facility near you.

Alcoholics Anonymous Support Groups

This 12-step organization is a fellowship of men and women who share their experiences, strengths and hopes with each other so that they may solve their common problem and help others to recover from alcoholism. Check the website for meeting times and locations. The Kansas City area central office can be reached online at <http://www.kc-aa.org/> or by calling 816-471-7229.

Al-Anon and Support Groups

Relatives and friends of alcoholics share their experiences, strengths and hope in order to solve their common problems through these groups. Check the website for meeting times and locations. The Kansas City Al-Anon office can be reached by visiting <http://www.kansascity-al-anon.org/> or calling 816-373-8566 in Missouri or 913-384-4653 in Kansas.

Alateen Alateen (<http://www.al-anon.alateen.org/>) is an organization which grew out of Al-Anon. This organization offers a recovery program for young people. Alateens are sponsored by Al-Anon members. The Kansas City Al-Anon office can be reached at 816-373-8566 in Missouri or 913-384-4653 in Kansas.

Adult Children of Alcoholics Network (ACOA)

This is a network of support groups for adult children and grandchildren of alcoholics. A current listing of meeting times and locations can be found on its website at <http://www.adultchildren.org/>.

Cocaine Anonymous

Self-test, meeting locations and literature related to cocaine addictions can be found online at <http://www.ca.org/>.

Narcotics Anonymous Call the helpline at 1-800-561-2250 or email. Meeting locations, information and self-tests are available on the website at <http://www.kansascityna.org/>.

Legal Sanctions

The following information concerns the criminal penalties that can be imposed by State or Federal statute for violations related to alcohol or illegal drug possession, use or distribution.

All students are reminded that conviction under state and federal laws that prohibit alcohol-related and drug-related conduct can result in fines, confiscation of automobiles and other property, and imprisonment. In addition, licenses to practice in certain professions may be revoked, and many employment opportunities may be barred.

Drugs/Controlled Substances

Kansas Law:

it is illegal for anyone to furnish cereal malt beverage or alcoholic liquor to another person under 21 years of age. The maximum penalty for such an offense is as follows: 6 months in jail; \$200 minimum fine; and attend an alcohol education program.

The illegal possession or illegal use of drugs may subject individuals to criminal prosecution. Z Hair Academy will refer violations or proscribed conduct to appropriate authorities for prosecution.

Kansas law also mandates for certain offenders, including habitual drug users and those convicted of unrelated felonies, remain subject to punishment of imprisonment.

- The manufacture of a controlled substance is a drug severity level 1 felony. Maximum penalty: 17 years imprisonment; \$500,000 fine.
- Illegal possession or use of opiates, amphetamines and narcotics is a drug severity level 4 felony. Maximum penalty: 3.5 years imprisonment; \$100,000 fine
- Unlawful possession or use of depressants, stimulants, hallucinogenic drugs (including marijuana and K-2) anabolic steroids, simulated controlled substances and paraphernalia, as well as unlawfully obtaining and distributing prescription drugs is a Class A non-person misdemeanor and may escalate to a level 4 felony. Maximum penalty: 1 year imprisonment; \$2500 fine. With a prior conviction for this offense; 3.5 years imprisonment; \$100,000 fine.
- The sale or distribution of these drugs in a drug severity level 3 felony and may escalate to a level 1 felony. Maximum penalty: 4 years and 3 months imprisonment; \$300,000 fine. With prior convictions for this offense; 17 years imprisonment; \$500,000 fine.

Federal Law

the Federal Controlled Substances Act provides penalties for the following:

- Intentional unlawful distribution or possession with intent to distribute controlled substance. Maximum penalty: Life imprisonment; \$400,000 fine (first conviction). With a prior conviction for this offense; fine amount is \$8,000,000.
- Unlawful possession of a controlled substance: Maximum penalty: 20 years imprisonment; no maximum fine exists.
- Unlawful distribution of a controlled substance, manufacturing, or employing or persuading a person under 18 to unlawfully distribute a controlled substance n or within 1,000 feet of a school or university. Maximum penalty: up to three times the term of imprisonment and fine otherwise authorized by law.

Missouri Law

The purchase, attempt to purchase, or possession of any intoxicating liquor by a person less than 21 years of age is punishable by a fine of \$50 to \$1000 and up to a year in jail. The same penalties apply to persons knowingly furnishing alcohol to minors.

Illicit Drugs

Convictions for possession of illicit drugs results in up to 7 years imprisonment and maximum fine of \$5000, unless the offense involves 35 grams or less of marijuana, which entails up to 1 year in prison and a fine of \$1000.

- Schedule 1 - heroin, cocaine, ecgonine, PCP, LSD, Propanamide, Methamphetamine: Up to 30 years or life; up to \$20,000 fine
- Other Schedule I and Schedule II - 5-15 years; up to \$20,000 fine
- Marijuana, hashish, hashish oil, or Schedule III - 5-30 years or life; up to \$20,000 fine
- 35 grams or less of marijuana which entails up to 1 year in prison and a fine of \$1000
- Schedule IV - V - 5-15 years; up to \$20,000 fine

Drugs CSA Schedules

Opium II III IV, Barbiturates II III IV, Benzodiazepines IV, Methaqualone I, Glutethimide III, Cocaine II, Other Depressants III IV, Morphine II III, Codeine II III IV, Heroin I, Hydromorphone (Pethidine) II, Methadone II, Other Narcotics I II III IV V, Chloral Hydrate IV, Amphetamines II

Unlawful Discrimination and Harassment

No student shall engage in harassment of another student, educator or staff member of this school. This shall include harassment based on gender, race, age, disability, religion, national origin or other basis permissible under

law. This includes verbal, physical or other conduct. **Sanctions:** Persons violating this policy may face student discipline and/or suspension or termination from the program.

Harassment-Free Workplace Policy Statement

Purpose: The Academy is committed to providing an environment for our staff, students, clients and persons served by the Academy that is comfortable, safe and free from harassment of any kind. Any type of harassment is a violation of this policy and may be illegal.

Definition: Harassment can take many forms. It may be, but is not limited to, the following: words, signs, jokes, pranks, intimidation, physical contact or violence. Harassment does not have to be sexual in nature. Sexual harassment may include unwelcome sexual advance; requests for sexual favors; or other verbal or physical contact of sexual nature when such conduct creates an intimidating environment or prevents an individual from effectively performing the duties of his or her position, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly.

Responsibility: An incident of harassment must be reported to the academy manager, or person deemed in charge of operations should the manager be unavailable. The incident must then be forwarded to the owner(s). Managers are listed below:

Lawrence: Tasha Bastemeyer
Overland Park: Sherri Harper

Lee's Summit: Courtney Maples
Kansas City: Tiffany French

Complaint Procedure

Any person, who believes that he or she has suffered harassment in violation of the Harassment Policy, should take the following action:

1. If you are able to do so without conflict or danger, tell the harasser as clearly as possible that the behavior is unwelcome;
2. If the behavior continues, advise your direct supervisor of your complaint. Clearly identify the behavior surrounding the complaint.

Confidentiality: The Academy, including all persons to whom a violation of this Harassment Policy has been reported and persons who have become aware of a complaint, shall maintain confidentiality, to the extent possible given the need to investigate. All complaints shall be considered confidential to the maximum extent possible.

Retaliation: The Academy, or any director, officer or employee may not retaliate against any victim, or witness, who reports a violation of this Harassment Policy. Any person who believes that he or she has been retaliated against should consult a company official.

Z Hair Academy encourages all students to remain aware of their surroundings for their own safety. There are many acts of violence that can occur against a person, the following is information regarding sexual assault. Z Hair has defined the various sex offenses but the following information also needs to be included:

- a. Z Hair Academy has developed an educational program to promote the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses. The information is presented in the New Student Orientation. Additionally, this information may be provided by the local law enforcement agency during drug and alcohol prevention and personal security training
- b. Should a sexual assault occur on campus, immediately report it to an educator or staff member and/or the police. The faculty of Z Hair Academy will assist a victim of a sexual assault in reporting of the crime to the proper authorities if requested. If a sexual assault occurs off campus, call 911. It is important to seek immediate medical attention. and follow-up medical attention to;
 - i. Assess and treat any physical injuries;
 - ii. To determine the risk of sexually transmitted diseases or pregnancy and take preventative measures;

- iii. And to gather evidence that could aid criminal prosecution. Physical evidence should be collected immediately, ideally within 24 hours of the assault. Even if no physical injuries are, the collection of physical evidence is strongly recommended to maintain all legal options.
- c. Z Hair Academy will assist victims of sexual assault in finding off campus counseling or other services if needed. Listed below is crisis hotline information:
 - .24-hour Crisis Line in Kansas: (913)642-0233
 - i.24-hour Crisis Line in Missouri: (816)531-0233
- d. The procedure for disciplinary action in cases of alleged sex offense is as follows:
 - .Both the accuser and the accused are entitled to have others present during any disciplinary proceeding and both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding.
 - i. Because Z Hair Academy does not have a campus security department, it will defer all legal proceedings to the local authorities.
 - ii. All persons involved in an alleged sexual assault will be placed on a leave and may not attend school until a final outcome is determined.

Information on registered sex offenders.

Missouri: <http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html>

Kansas: <http://www.accesskansas.org/kbi/ro.shtml>

Assault and Battery

No student shall threaten or commit a physical or sexual attack on faculty, staff, clients or another student. No student shall force or threaten another student, faculty or staff member to have sexual contact against the person's will. Any student charged with sexual assault on or off school premises may be prosecuted under criminal statutes.

Cheating

No student shall engage in behavior that, in the judgment of the educator of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as acquisition without permission of tests or other material and/or distribution of these materials. Such behavior may result in the loss of grade and/or suspension.

Theft/Vandalism

No one shall engage in the theft of or damage to property belonging to another person or to the school. Such behavior may result in the dismissal from the program. ZHA has a fully integrated security system for staff, student and client security and protection.

Disruptive Behavior

No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of themselves or another student or staff member. If misconduct in the classroom, studio floor or other academy event warrants an immediate suspension for the remainder of the class time, the educator or staff member may do so without prior warning. If the student does not voluntarily leave the premises, the police department may be called to remove the student. Further action may be taken against the student.

Safety

Students are required to observe the safety rules of any classroom or common area on the school campus whether such procedures are written or oral rules or directions.

Weapons

Z Hair Academy prohibits the possession or use of firearms, explosives or other weapons or any facsimile thereof within any school building or facility and at any school-sponsored classes, events or activities.

Disciplinary Action:

No student shall violate any provision of the school's policy on Student Code of Conduct.

Disciplinary actions may be imposed upon any student found to be in violation of the Student Code of Conduct or if it is determined that a student has not acted in the best interest of other students, faculty, staff, or the school as a whole. Such disciplinary actions shall include but are not limited to the actions stated in this policy below. The school shall determine the appropriate disciplinary action(s) based on the type and severity of behavior or violation committed. It is not required for the school to follow the listed disciplinary actions in any order or sequence.

Types of Disciplinary Actions:

1. **Warning:** An opportunity for a student to be given a clear directive, written or verbal, to change/modify behavior in lieu of an official disciplinary action being imposed.
2. **Probation:** A specified period of time during which the status of the student is conditional. Requires an acknowledgment by the student that any additional violations of the Student Code of Conduct may result in more serious sanctions, including termination from the program.
3. **Suspension:** Separation of the student from program, for a defined period of time, after which the student is eligible to return. Conditions for readmission may be specified.
4. **Emergency Suspension:** The owner(s) or school official may immediately impose an emergency suspension in the event that a student's continued presence in a class, program, activity or event poses a significant danger to themselves or others, and/or there is reasonable cause to believe that such an emergency suspension is required to protect lives or property and to insure the maintenance of order.
5. **Termination:** Permanent separation of the student from the program.

Disciplinary Appeal Process

A student's right to appeal:

1. A disciplinary action that results in a verbal or written warning to the student cannot be appealed by the student.
2. Disciplinary actions that include probation, suspension or termination may be appealed by the student if the school receives a Letter of Appeal within thirty (30) days of the disciplinary action.

If the student does not appeal the disciplinary decision within the time frame, the disciplinary action will stand.

Once a Letter of Appeal has been received;

1. The school will review the disciplinary action and appeal to determine if the action will stand or if the action will be overturned.
2. If the disciplinary action stands, the student shall abide by the decision.
3. If the disciplinary action is overturned, the student shall be reinstated.
4. Decisions will be determined within thirty (30) days of the receipt of the Letter of Appeal.

Crime Statistics

Z Hair Academy does not have on-campus security personnel. The management of the school will maintain the campus in a safe and orderly fashion to protect the safety of its students, staff and patrons.

The following statistics address the number of crimes reported to have occurred on this campus and on public property immediately adjacent to all of its campuses. The statistics are reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Z Hair Academy - Clery Act Summary

Main Campus - 2429 Iowa, Suite E, Lawrence, Kansas 66046

	Camps Building				Public Property		
Criminal Offense	2018	2017	2016		2018	2017	2016
Murder/Non-negligent Manslaughter	0	0	0		0	0	0
Negligent Manslaughter	0	0	0		0	0	0
Forcible Sex Offenses	0	0	0		0	0	0
Non-forcible Sex Offenses	0	0	0		0	0	0
Robbery	0	0	0		0	0	0
Aggravated Assault	0	0	0		0	0	0
Burglary	0	0	0		0	0	0
Motor Vehicle Theft	0	0	0		0	0	0
Arson	0	0	0		0	0	0
Domestic Violence	0	0	0		0	0	0
Dating Violence	0	0	0		0	0	0
Stalking	0	0	0		0	0	0
Hate Crimes	0	0	0		0	0	0

Updated Annually by October 1.

Z Hair Academy - Clery Act Summary

Branch Campus - 14471 Metcalf Ave., Overland Park, Kansas 66223

	Camps Building				Public Property		
Criminal Offense	2018	2017	2016		2018	2017	2016
Murder/Non-negligent Manslaughter	0	0	0		0	0	0
Negligent Manslaughter	0	0	0		0	0	0
Forcible Sex Offenses	0	0	0		0	0	0
Non-forcible Sex Offenses	0	0	0		0	0	0
Robbery	0	0	0		0	0	0
Aggravated Assault	0	0	0		0	0	0
Burglary	0	0	0		0	0	0
Motor Vehicle Theft	0	0	0		0	0	0
Arson	0	0	0		0	0	0
Domestic Violence	0	0	0		0	0	0
Dating Violence	0	0	0		0	0	0
Stalking	0	0	0		0	0	0
Hate Crimes	0	0	0		0	0	0

Updated Annually by October 1.

Z Hair Academy - Clery Act Summary

Branch Campus - 561 SE Melody Lane, Lee's Summit, Missouri 64063

	Camps Building				Public Property		
Criminal Offense	2018	2017	2016		2018	2017	2016
Murder/Non-negligent Manslaughter	0	0	0		0	0	0
Negligent Manslaughter	0	0	0		0	0	0
Forcible Sex Offenses	0	0	0		0	0	0
Non-forcible Sex Offenses	0	0	0		0	0	0
Robbery	0	0	0		0	0	0
Aggravated Assault	0	0	0		0	0	0
Burglary	0	0	0		0	0	0
Motor Vehicle Theft	0	0	0		0	0	0
Arson	0	0	0		0	0	0
Domestic Violence	0	0	0		0	0	0
Dating Violence	0	0	0		0	0	0
Stalking	0	0	0		0	0	0
Hate Crimes	0	0	0		0	0	0

Updated Annually by October 1.

Z Hair Academy - Clery Act Summary

Branch Campus – 6306 NW Barry Road, KC, MO 64154

	Camps Building			Public Property			
Criminal Offense	2018	2017	n/a		2018	2017	n/a
Murder/Non-negligent Manslaughter	0	0			0	0	
Negligent Manslaughter	0	0			0	0	
Forcible Sex Offenses	0	0			0	0	
Non-forcible Sex Offenses	0	0			0	0	
Robbery	0	0			0	0	
Aggravated Assault	0	0			0	0	
Burglary	0	0			0	0	
Motor Vehicle Theft	0	0			0	0	
Arson	0	0			0	0	
Domestic Violence	0	0			0	0	
Dating Violence	0	0			0	0	
Stalking	0	0			0	0	
Hate Crimes	0	0			0	0	

Updated Annually by October 1.

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