



DISCLOSURE OF CAMPUS SECURITY POLICY, CAMPUS CRIME STATISTICS REPORT and DRUG & ALCOHOL POLICY 2018

➤ **Introduction**

Christine Valmy International School's Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. Both new students and employees receive a copy of the report during orientation.

➤ **Security and Access to Campus Facilities**

Only students, employees and other parties having business with this institution should be on institutional property. Those prospective students, visitors or salon clients are required to sign in at the building entrance and identify both their purpose of visit and person to be visited with building security. When the school closes for the night, the school's official or supervisor will inspect the floor to see that it is empty and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

➤ **Emergency Response and Evacuation Procedures**

The institution has designated fire wardens, and all supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually building security, NYPD, and FDNY, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other local or federal agencies could also be involved in responding to the incident.

This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available campus security officer, institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.

Institution's officials have no powers of arrest other than the Citizen's Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial 911 for the police and emergency services. The Citizen's Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.

Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling 911. If possible, in the interim, an institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.

The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

➤ **Notification of Immediate Threat**

If the Director or a Campus Security Authority confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the community, the administration will determine the content of the message and will use some or all of the systems described below to communicate the threat to the community. The administration will, without delay and taking into account the safety of the community,

determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: building security, NYPD, or FDNY), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the community, the institution has various systems in place for communicating information quickly. Some or all of these methods may be activated in the event of an immediate threat to the campus community. These methods of communication include network emails, emergency text messages sent to cellphones, and emergency messages that scroll across the homepage on the Christine Valmy International School website. The institution will post updates during a critical incident on the Christine Valmy International School website at www.christinevalmy.com.

➤ **Community Safety Education**

The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students. Students are encouraged to exercise proper care for their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

- a) Do not leave personal property in classrooms.
- b) Report any suspicious persons to your institutional official or classroom instructor.
- c) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
- d) The institution has no formal program, other than orientation, that disseminates this information. All information is available upon request.
- e) Information regarding any crimes committed on the campus (including adjacent public property) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, an ongoing criminal investigation, or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution will disclose the information. If there is a request for information that is older than sixty (60) days, that information must be made available within two (2) business days of the request.

➤ **Procedures for Reporting Criminal Actions and Other Emergencies**

All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes to not maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling 911.

➤ **Information for Crime Victims About Disciplinary Proceedings**

The institution must, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009.

➤ **Programs and Procedures Regarding Sexual Violence**

Sexual assaults (criminal offenses) on campus will be reported immediately to the institution's official, who will report it to 911 emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.

In the event a sex offense should occur on campus, the victim should take the following steps:

- Report the offense to the school administration.
- Preserve any evidence as may be necessary to the proof of the criminal offense.
- Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
- Request a change in the academic situation, if necessary.

On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.

➤ **Information Regarding Registered Sex Offenders**

As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders. Information regarding registered sex offenders is maintained by the New York State Division of Criminal Justice Services, and may be obtained by calling 1-800-262-3257 or at <http://www.criminaljustice.ny.gov/nsor/>.

➤ **Testing Emergency Response and Evacuation Procedures**

Emergency response and evacuation training is carried out semiannually by Diversified Security Solutions, as part of the building's training policy. Students learn the locations of emergency exits in the buildings and are provided guidance about the direction they should travel when exiting the building for a short-term evacuation.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. During the drill, students and employees 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the alarm. In addition to educating the students and faculty about the evacuation process during the drills, the process also provides the building an opportunity to test the operation of alarm system components.

➤ **Shelter-in-Place Procedures**

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to the toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to shelter-in-place means to make a shelter of the building you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic Shelter-in-Place Guidance

If an incident occurs and the building is not damaged, stay inside –seeking an interior room- until you are told it is safe to come out. If the building is damaged, take your personal belongings and follow the evacuation procedures for the building. Once you have evacuated, seek shelter at the nearest stable building. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to Shelter-in-Place

A shelter-in-place notification may come from several sources, including school officials or the emergency speaker announcement.

How to Shelter-in-Place

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - a. An interior room;
 - b. Above ground level; and

- c. Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (School staff will turn off ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (faculty or staff) to call the list in to the building management or a school official so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

➤ **Campus Crime Statistics**

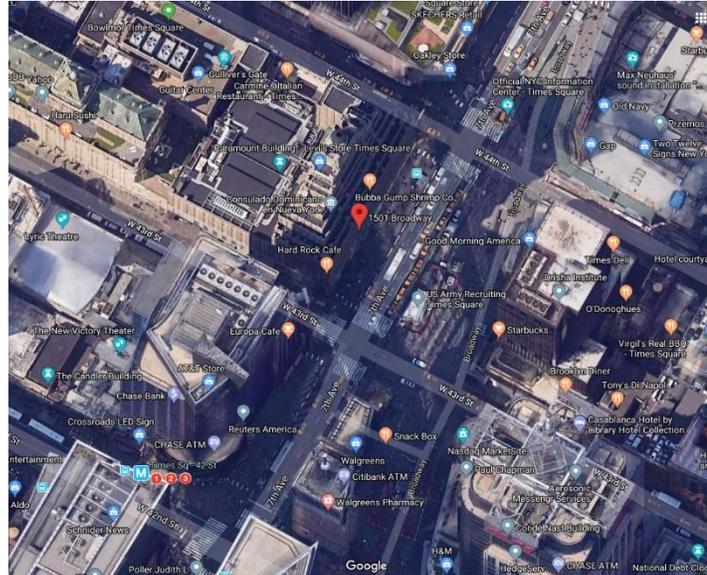
The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned by or controlled by student organizations recognized by this institution. Christine Valmy International School collects and reports crime statistics for its campus, which encompasses the 7th floor of 1501 Broadway, New York, New York 10036. In addition, the institution provides statistical information for crimes that occur on public property that is immediately accessible from campus when such statistics are known or can be obtained from local law enforcement. Public property within the institution’s Clery Geography includes the building lobby, emergency stairwell, and six elevators within 1501 Broadway, and the entrance portion at 43rd Street and its adjacent sidewalks.

Crimes Reported	2014	2015	2016	Location: C=Campus N=Non-campus P=Public Area	*Hate Crime
Criminal Homicide					
• Murder (Includes non-negligent manslaughter)	0	0	0		
• Negligent manslaughter	0	0	0		
Sex Offenses					
• Sex offenses - forcible	0	0	0		
• Sex offenses - non-forcible	0	0	0		
• Sex offenses - sodomy	0	0	0		
• Sex offenses – sexual assault with an object	0	0	0		
Robbery	0	0	0		

Aggravated assaults	0	0	0		
Burglaries	0	0	0		
Motor Vehicle Thefts (on Campus)	0	0	0		
Arson	0	0	0		
Larceny - Theft	0	0	0		
Simple Assault	0	0	0		
Intimidation	0	0	0		
Destruction/Damage /Vandalism of property	0	0	0		
Any other Crime involving bodily injury	0	0	0		
Number of arrests made for the following crimes					
Liquor Laws	0	0	0		
Drug Laws	0	0	0		
Illegal Weapons Possession	0	0	0		
Crimes Against Women Act					
Domestic violence	0	0	0		
Dating violence	0	0	0		
Stalking	0	0	0		

Street view of Christine Valmy International School of Esthetics, Skin Care & Makeup

Aerial View of Christine Valmy International School



➤ Drug and Alcohol Policies

Following, you will find the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and what Christine Valmy International School requires of its staff and students.

Staff and students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action, up to and including expulsion or termination from school or employment.

Additionally, there are numerous local, state and federal laws, which can be used to punish violators. Penalties can range from suspension revocation and/or denial of a driver's license to 20-50 years imprisonment with hard labor and without benefit of parole. Property may also be seized. Community service may also be mandated.

Students could lose eligibility for financial aid, could be denied other federal benefits, such as Social Security, retirement, welfare, health care benefits, disability and Veteran's benefits. Public housing residents could also be evicted. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering a certain career.

Drugs can be highly addictive and injurious to the body as well as one's self. People tend to lose their senses of responsibility and coordination.

There are national organizations that can be contacted for help. The Alcoholism and Drug Abuse Hotline is open 24-hours daily, 1-800-252-6465. The Cocaine Hotline, 1-800-444-9999 is also open 24 hours. The National Institute on Drug Abuse Hotline is available 8:00 AM - 2:00 AM, Monday through Friday, and 11:00 AM - 2:00 AM on weekends, 1-800-662-4357.

ALCOHOL AND DRUG INFORMATION

It is the policy at Christine Valmy International School that we do not sponsor or accept any liability for any functions that involve alcohol and/or drugs. This policy includes all student functions and employee functions (i.e. Christmas parties, etc.)

In an effort to help you recognize the effect of drugs and deal appropriately with them, we have included the following pages listing the major drugs in use today. If in reading this information you become aware that either you, a co-worker or a student may have drug or alcohol problem, please discuss this confidentially with your Director so that the situation can be handled appropriately and the individual be given the opportunity to seek outside help.

Unfortunately drugs are a fact of life in our society and we need to be aware of who uses them, the effects of major drugs, and what we can do.

- Most kids get their first illegal drugs from a close friend or relative for free.
- The younger they start, the more likely children they are to become an addict and advance to harder drugs.

How common is drug use

- 6 out of 10 high school students have tried an illegal drug.
- If you add alcohol, it's 9 out of 10.
- 1 out of 4 high school seniors has used marijuana.
- 1 out of 4 fourth graders has been pressured to try marijuana.
- The main reason given for starting drug use is peer pressure.

ALCOHOL

- Of the 10 million alcoholics in America, 1/3 are teenagers.
- Works first on the part of the brain that controls inhibitions. May feel high but because it depresses the central nervous system, they are actually slowing down. Easiest for us to recognize because we have seen it before.
- It is known as a "gateway drug" -- easy to get, used by adults to relax, many people think there is nothing wrong with it and relaxes their inhibitions so peer pressure is easier.

MARIJUANA

- impairs memory function
- distorts perception
- hampers judgment
- diminishes motor skills
- impairs driving skills for 4-6 hours after one joint

SIGNS OF USE

bloodshot eyes
hunger
giggling out of control
paranoia

COCAINE

- very strong stimulant to the central nervous system
- accelerated heart rate
- pupils dilate
- nasal problems
- congestion
- feelings of restlessness
- irritability
- anxiety
- paranoia

SIGNS OF USE

nasal problems
glassy eyes
weight loss
changes in behavior

- depression when not on
- need more and more cocaine to trigger same feeling

FREE BASING is a form of cocaine that is smoked. It reaches the brain within seconds & gives a sudden, intense high. Euphoria quickly disappears leaving an enormous craving.

CRACK

- Most addictive form of cocaine. Cheap and easy to conceal.

SIGNS OF USE

nasal problems
severe weight loss
severe changes in behavior

STIMULANT SIGNS OF USE

- needle marks
- appetite loss
- severe depression
- glassy eyes

LSD SIGNS OF USE

- dilated pupils
- nervousness
- mood swings

DOWNER SIGNS OF USE (reds, yellows, Valium, Oxycontin)

- slurred speech
- tremors
- drunken behavior

PCP

- a hallucinogenic drug
- alters sensation, hearing, touch, smell, taste and visual sensation.
- induces a profound departure from reality leading to bizarre behavior.
- mental depression
- memory perception functions, concentration, and judgment are often disturbed permanently.

HEROIN

- causes physical and psychological problems
- such as shallow breathing, nausea, panic, insomnia & a need for higher doses to get same effect.

SIGNS OF USE

euphoria
drowsiness
respiratory depression
constricted pupils
nausea

GENERAL WITHDRAWAL SYMPTOMS FROM DRUGS & ALCOHOL ABUSE

- watery eyes
- runny nose
- yawning
- loss of appetite
- tremors
- panic
- chills
- sweating
- nausea
- muscle cramps
- insomnia

CLUES TO DRUG USE

- an abrupt change in mood or attitude
- sudden and continuing decline in attendance or performance
- impaired relationships with family or friends

- unusual temper flare-ups
- increased need for money
- stealing
- heightened secrecy about actions
- associating with a new group of friends
- language changes
- respect changes
- violent language and behavior

HOW YOU CAN HELP

- Be understanding -- listen to reasons why he/she uses/abuses drugs (don't jump to conclusions).
- Be firm -- explain why you feel that use is harmful, and why they need to seek counseling and treatment.
- Be supportive -- assist the user in finding help and provide moral support during treatment.
- Help the person start feeling good about who they are without the need for drugs.

ACTIONS TO AVOID

- sarcasm
- accusations
- stigmatizing behavior
- sympathy seeking for yourself
- self-blame
- emotional appeals which may just lead to more abuse
- covering up or making excuses
- arguing with someone when they are under the influence