

Mississippi Institute of Aesthetics, Nails, & Cosmetology 2021 Annual Disclosure Report

Annual Disclosure of Crime Statistics

The Mississippi Institute of Aesthetics, Nails, & Cosmetology's Campus Safety and Security Report is published by October 1 of every year to document the Federal Student Right to Know and Campus Security Act of 1990 also known as the Clery Act, with Higher Education Amendments. Crime statistics as listed in this pamphlet reflect reported crime only and are for calendar months January through December.

The Mississippi Institute of Aesthetics, Nails, & Cosmetology shall be referred to as the "Mississippi Institute" or "MSI" throughout the remainder of this document.

What is the Clery Act?

Signed into law in 1990, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All post-secondary public and private institutions participating in federal student aid programs must adhere to these regulations. The Clery Act was championed by Howard & Connie Clery after their daughter Jeanne was murdered at Lehigh University in 1986. History of Jeanne Clery Act In April 1986, Jeanne Clery's life ended tragically when another student raped and murdered her in her residence hall room. Alarmed at the lack of transparency around crime and violence on college campuses, Jeanne's parents, Connie and Howard, committed themselves to create enduring change.

What is The Mississippi Institute obligated to do?

To ensure compliance with the Clery Act, The Mississippi Institute must meet obligations in the following categories:

- Collect, classify and count crime statistics
- Issue campus alerts. To provide the campus community with information necessary to make informed decisions about their health and safety MSI must:
 - issue a timely warning for any Clery Act crime that represents an ongoing threat to the safety of students or employees.
 - Issue an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to health or safety of students or employees occurring on campus.
- Provide educational programs and campaigns that promote the awareness of dating violence, domestic violence, sexual assault and stalking, MSI must:
 - provide primary prevention and awareness programs to all incoming students and new employees
 - provide ongoing prevention and awareness campaigns for students and employees.
- Have procedures for institutional disciplinary action in cases of dating violence, domestic violence, sexual assault and stalking. Disclose these policies and procedures in the annual security report.
- Publish an annual security report containing safety and security related policy statements and crime statistics. MSI must distribute it to all current students and employees. Schools also must inform prospective students and employees about the availability of the report.
- Submit crime statistics to the Department. Each year in the fall MSI must participate in a Web-based data collection to disclose crime statistics by type, location and year.

Collection of Statistics

The Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that are considered to be "campus security authorities" under the law. Under the Clery Act, a crime is "reported" when it is brought to the attention of a campus security authority or local law enforcement personnel by a victim, witness, other third party or even the offender. It doesn't matter whether or not the individuals involved in the crime, or reporting the crime, are associated with The Mississippi Institute. If a campus security authority receives a report, he or she must include it as a crime report according to MSI procedures. MSI must include statistics based on reports of alleged criminal incidents. It is not necessary for the crime to have been investigated by the police or a security authority, nor must a finding of guilt or responsibility be made to include the reported crime in MSI's crime statistics. The Annual Campus Safety and Security report is prepared in the Administration office and is published in our school catalog and distributed annually to current students and staff.

Reporting Clery Act Crimes

Victims or witnesses are encouraged to report crimes on a voluntary, confidential basis for inclusion in the annual security report. Reports can be made directly to approved Campus Security Authorities or to the Clinton Police Department. MSI encourages accurate and prompt reporting of all crimes to appropriate law enforcement agencies. Persons reporting criminal incidents should provide as much information as available. If possible, this should include the location, nature of injuries, the description of possible criminals, and briefly what happened. The

Mississippi Institute will utilize the Clinton Police Department as required to protect victims, investigate incidents, and make arrests when necessary. "Campus Security Authority" is a Clery Act-specific term that encompasses groups of individuals and organizations associated with an institution. MSI assigns CSA's from officials of the administrative staff. A "official" is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of The Mississippi Institute. Administrative officials selected as CSA's hold significant responsibility for student and campus activities. Current CSA's are:
Reggie Head reggie@msinstitute.com
Robert Head robert@msinstitute.com

These individuals are also responsible for issuing timely warnings and data collection for annual statistical disclosures.

Clinton Police Department (601)924-5252

Clinton Fire Department (601) 925-1002

Hinds County Health Department (601)432-3070

For Emergencies always call 911

Emergency Response and Evacuation Procedures

This policy establishes the emergency response and evacuation procedures for The Mississippi Institute. This policy has been established to ensure, to the greatest extent possible, the safety and welfare of students and employees. This policy is aligned with and in compliance with the Higher Education Opportunity Act that requires all Title IV institutions, without exception, to have and disclose emergency response procedures in response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The requirements set forth in this policy are only applicable to emergency or dangerous situations occurring on campus. MSI may issue emergency notifications about emergency or dangerous situations that occur in the broader community if officials determine that such notifications provide helpful or relevant information to the campus population. MSI will, upon confirmation of an ongoing significant emergency or dangerous situation that poses an imminent threat to the health and safety of campus community members, immediately issue emergency notifications to the campus community. While it is impossible to predict every significant or dangerous situation that may occur on campus, the following identified situations shall warrant an emergency notification after confirmation.

- Outbreak of meningitis, norovirus or other serious illness
- Approaching tornado, hurricane or other extreme weather conditions
- Gas leak
- Armed intruder
- Bomb threat
- Civil unrest or rioting
- Explosion
- Nearby chemical or hazardous waste spill

MSI officials shall use their best, reasonable judgment in all other situations as to whether an emergency notification is warranted. Situations that may create business or academic interruptions, but do not pose a health or safety risk, do not necessitate an emergency notification. Notifications about such situations may include:

- Power outage
- Ice/Snow closure
- Temporary building closures

Emergency Notification

The Mississippi Institute will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. Confirmation means that a designated official (or officials) has verified that a legitimate emergency or dangerous situation exists.

Confirmation doesn't necessarily mean that all of the pertinent details are known or even available. MSI will confirm that there is an emergency or dangerous situation on a case-by-case basis after consideration of the available facts, including factors such as the nature of the emergency and the continuing danger or risk to the campus community. The CSA or designee will confer with the President and if needed, local authorities in order to confirm an emergency. The CSA listed above are the designated coordinators to in act emergency procedures and communication. If the determination is made that an emergency notification will be issued, the CSA will confer with the appropriate public and MSI officials in order to make a determination of who needs to be notified, and what the content of the notification should be. This determination will be made giving consideration to who may be endangered by the emergency, who else may be affected by it, and what information is appropriate to communicate to them. The CSA has the flexibility to discern whom to alert according to who may be at risk. In general, the entire campus community will be notified when there is at least the potential that a very large segment of the community will be affected by

the situation, or when the situation threatens the operation of the campus as a whole. There will be continuing assessment of the situation and additional notifications may be issued if a situation warrants such action. The CSA will determine how much information is appropriate to disseminate at different points in time. Depending on what segments of the community notifications target, the content may differ.

Initiating the Notification System

The Mississippi Institute will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to resolve the emergency. As soon as MSI has confirmed that a significant emergency or dangerous situation exists, CSAs shall:

- Take into account the safety of the campus community
- Determine what information to release about the situation
- Begin the notification process. The only reason a CSA would not immediately issue a notification for a confirmed emergency or dangerous situation would be if doing so would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency. MSI will notify the campus community that there's an emergency or dangerous situation as follows:

- Notify first applicable local first responders
- Prompt campus alarms and public-address system
- Text message system
- Email notification; to include more specific information as it comes available CSAs listed above are responsible for Containing the emergency, Coordination of public responders, and initiating the emergency notification system.

Disseminating emergency information to the larger community.

The Mississippi Institute disseminates emergency information to individuals and/or organizations outside of the campus community in the following ways:

- Cell phone alerts to students
- Use of radio and/or TV alerts for the neighboring community
- Social media pages

CSAs are responsible for developing the information to be disclosed and for overseeing the dissemination of pertinent information to the larger community.

Testing of the Emergency Response and Evacuation Procedures

MSI tests the emergency response and evacuation procedures on at least an annual basis. Testing includes:

- Tests that may be announced or unannounced. Tests are regularly scheduled drills, include exercises and appropriate follow-through activities, designed for assessment and evaluation of MSI's emergency plans and capabilities.
- Tests are conducted, at minimum, at least once a year and may be announced or not.

To comply with the Clery Act requirement the test must meet all of the criteria below:

- It must be scheduled. An actual emergency situation or a false emergency alarm served may not serve as a test.
- Must contain drills. A drill is an activity that tests a single procedural operation (e.g., a test of initiating a cell phone alert system or a test of campus security personnel conducting a campus lockdown).
- Must contain exercises. An exercise is a test involving coordination of efforts (e.g., a test of the coordination of first responders, including police, firefighters and emergency medical technicians).
- Must contain follow-through activities. A follow-through activity is an activity designed to review the test (e.g., a survey or interview to obtain feedback from participants).
- Must be designed for assessment of emergency plans and capabilities. The test should have measurable goals.

Crimes Exempt From the Timely Warning Requirement

The Mississippi Institute is not required to provide a timely warning for non-Clery Act crimes or for crimes reported to a pastoral or professional counselor. There are no other exemptions. MSI does not employ or have affiliation with Pastoral or Professional counselors.

Evacuation Procedures

An evacuation of part or all of campus may be required before, during, or after a significant incident, emergency, disaster or major disaster, or catastrophic incident. An evacuation may constitute the movement of people from one area of the campus to another, or it could require movement to an off-campus location away from the hazards affecting an evacuation requirement. Such an evacuation may lead to an eventual return to the campus, or may involve reunification and/or mass transportation efforts in the event the return of people to the campus is not feasible. The primary goal is a safe and orderly evacuation to save lives and allow responding emergency personnel unimpeded access to address the campus incident.

- Identify specific areas of the campus to be evacuated, and where the displaced people are to be sheltered (and by what method if beyond walking distance).

- Specify transportation pickup location(s) for mobility impaired persons.

- The authority to issue a campus evacuation order rests with the CSAs or their designee; the authority to issue an order covering the area surrounding and/or including the campus rests with the City according to its ordinances and plans.

- Alert local officials of evacuation plan.

- The evacuation order should not be lifted until consultation is made between the campus and city officials. The authority to lift a campus evacuation order rests with the CSA or their designee; the authority to lift an order covering the area surrounding and/or including the campus, issued by the city, rests with the city according to its ordinances and plans.

Security and Access to Campus Facilities

Employees or students seeking access to campus, outside established operational hours, must have prior permission from an administrator. Security of the campus facility is top priority in maintaining a safe campus. For this purpose only administrators are given keys to gain access into the building and are responsible for the locking/unlocking of building entries daily. The CSAs listed above are responsible for overseeing the physical safety of the facility. They work in tandem with property management to ensure pathways and entrances are well lit and that entry locks are in working order. There is no on-campus housing.

Campus and Security Education

Information about emergency response procedures is provided at the beginning of enrollment at student orientation, and it is re-emphasized throughout the year on a campus-wide basis as other relevant advisories are issued. Information on how to receive emergency notifications is also located in security report which is printed in the school catalog and distributed annually to all students and staff. A common theme of procedures is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

The Mississippi Institute does not have a crime prevention program.

Campus Law Enforcement

The Mississippi Institute does not employ campus law enforcement or security personnel.

Student Organizations with Non-Campus Locations

MSI does not have any officially recognized student organizations with non-campus locations.

Alcohol Policies and Guidelines

The Mississippi Institute is committed to excellence in all aspects of personal and academic life. Alcohol abuse and misuse is a significant impediment to achieving this excellence. Therefore, MSI permits only responsible, legal consumption of alcohol and complies with all federal, state and local laws concerning alcohol and illegal drugs.

Alcohol policies apply to the campus and to all sponsored activities at off-campus locations. Administrators, alumni, faculty, guests, staff, and students must adhere to all applicable state and local laws and MSI regulations related to the sale, possession, and use of alcoholic beverages. The most common laws and regulations related to alcohol use and sales are as follows:

1. Alcohol is not permitted on campus
2. The sale of alcoholic beverages is prohibited except in designated areas at times and dates licensed by the Mississippi Department of Revenue.
3. In the State of Mississippi, it is against the law for persons under 21 years of age to possess or consume alcoholic beverages. MSI enforces all federal, state, and local laws concerning possession and/or consumption of alcohol. Enforcement options may include criminal charges as well as a referral to the administration for possible disciplinary sanctions.
4. The furnishing of alcoholic beverages to underage persons is also against state law.
5. Alcohol cannot be consumed or carried in open containers on any street, sidewalk, alley, automobile, or public area.
6. No person under legal drinking age or any obviously intoxicated person shall be furnished, served, or given an alcohol beverage.

Illegal Drugs

Federal and State drug laws as well as MSI policy prohibit the sale, unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, or of illicit drugs, on university property or as part of any MSI activity, in compliance with the 2013 Campus Security Report 29 Drug Free Schools and Communities Act and the Drug-Free Workplace Act. MSI enforces all federal, state, and local drug laws. This prohibition applies to all students and to all employees.

Drug and Alcohol Abuse Education Programs

MSI provides education, counseling, and referral for rehabilitative treatment relating to drug and alcohol abuse. Program information is available through the administrative office.

Dating Violence, Domestic Violence Sexual Assault and Stalking

MSI prohibits dating violence, domestic violence, sexual assault and stalking, as they are defined for purposes of the Clery Act.

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence is defined as:

- A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim or 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
- 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.

Stalking is defined as 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
- Suffer substantial emotional distress.

Sexual Assault is defined as 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 34 CFR Part 668.

The state of Mississippi defines *consent* as: (a) Whether or not specifically stated, it is an element of every offense defined in this article, with the exception of subdivision (a)(3) of Section 13A-6-65, that the sexual act was committed without consent of the victim. (b) Lack of consent results from: (1) Forcible compulsion; or (2) Incapacity to consent; or (3) If the offense charged is sexual abuse, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor's conduct. (c) A person is deemed incapable of consent if he is: (1) Less than 16 years old; or (2) Mentally defective; or (3) Mentally incapacitated; or (4) Physically helpless.

Education and Programs

The Mississippi Institute has the following programs in place to promote awareness and to educate people about preventing dating violence, domestic violence, sexual assault and stalking. MSI works with local organizations that assist victims of dating violence, domestic violence, sexual assault and stalking, such as local rape crisis centers, local law enforcement officials, social services personnel, state coalitions against

domestic and sexual violence, when developing these programs. Programs to prevent dating violence, domestic violence, sexual assault and stalking are defined as comprehensive, intentional and integrated programming, initiatives, strategies and campaigns intended to end dating violence, domestic violence, sexual assault and stalking must be:

- Culturally relevant
 - Inclusive of diverse communities and identities
 - Sustainable
 - Responsive to community needs
 - Informed by research or assessed for value, effectiveness or outcome
 - Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.
- Programs to prevent dating violence, domestic violence, sexual assault and stalking must include primary prevention and awareness programs.
- Primary prevention programs are defined as programming, initiatives and strategies intended to stop dating violence, domestic violence, sexual assault and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

- Awareness programs are defined as community wide or audience-specific programming, initiatives and strategies that increase audience knowledge, and share information and resources to prevent violence, promote safety and reduce perpetration. Programs to prevent dating violence, domestic violence, sexual assault and stalking must

be directed at all incoming students and new employees. The statute and regulations do not require that all students and employees take or attend the training, but MSI highly recommends training to increase its effectiveness. MSI provides all incoming students and new employees with active

notification of the training's availability. MSI utilizes online interactive training which provides a format and timeframe that encourages and allows for maximum participation.

Bystander Intervention

Everyone has a role to play in preventing sexual assault. There are many different ways that you can step in or make a difference if you see someone at risk. This approach to preventing sexual assault is referred to as "bystander intervention." Bystander Intervention is a philosophy and strategy for prevention of various types of violence, including bullying, sexual harassment, sexual assault, and intimate partner violence. The key to keeping your friends safe is learning how to intervene in a way that fits the situation and your comfort level. Having this knowledge on hand can give you the confidence to step in when something isn't right. Stepping in can make all the difference, but it should never put your own safety at risk. Some examples of ways to play a role in preventing sexual assault may be:

- A. creating a distraction. Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place.
- B. Talk directly to the person who might be in trouble.
- C. Refer to an authority. Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation, like an administrator or teacher or calling 911.

Risk Reduction

Risk reduction strategies may be helpful in some situations, however cannot prevent all assaults. Listed below are some tips for reducing the risk of becoming a victim.

- Trust your instincts. Listen to your inner voice and act on it
- Ask yourself, "Am I able to say 'no'?" and "Am I comfortable with what is happening?"
- Communicate clearly if you don't like what someone is doing - don't be afraid to make waves
- Take care of yourself on a date: Be prepared to pay your own way, have access to a phone, arrange for transportation
- Get out of the situation as soon as you sense danger or feel afraid
- Learn about your ability to protect and defend yourself. Take assertiveness training and self-defense courses

Procedures Victims Should Follow in the Case of Alleged Dating Violence, Domestic Violence, Sexual Assault or Stalking

It is important for an individual who has experienced sexual misconduct to get to a safe space and seek support. In addition to getting to a safe space, the university encourages individuals to preserve all evidence to assist the individual with their options of reporting. The following are tips for preserving evidence:

- Do not alter, dispose of or destroy any physical evidence.
- If there is suspicion that a drink may have been drugged, inform a medical assistance provider and/or law enforcement as soon as possible so they can attempt to collect potential evidence (e.g., from the drink, through urine or blood sample).
- Preserve evidence of electronic communications by saving them and/or by taking screenshots of text messages, instant messages, social networking pages or other electronic communications, and by keeping pictures, logs or copies of documents that relate to the incident and/or respondent.
- Even if complainants choose not to make a complaint regarding sexual misconduct, they should nevertheless consider speaking with a staff member or other law enforcement to preserve evidence in the event that they change their mind at a later date.
- Do not change out of the clothing you were wearing at the time of your assault. If you must change, place your old clothes in a paper bag and do not wash it.
- Pack a change of clothes to bring to local police department or local hospital.
- Do not shower, bathe, brush teeth, eat, drink or change bedding before going to the hospital or seeking medical attention.

Reporting

Complaints should be submitted in writing to an uninvolved member of the staff. The Mississippi Institute will attempt to keep complaints private to the extent possible and consistent with legal requirements and requirements to investigate allegations and take appropriate action. Available options for resolving the complaint through the informal process or formal process depending on the nature of the complaint. Students, faculty, staff, and visitors are encouraged to report criminal offenses to the local police department in addition to reporting them to designated Institution officials. The Institution will assist students in notifying local law enforcement if requested. The local police department, local county sheriff's department, and other local police agencies, state agencies, and federal law enforcement agencies have criminal jurisdiction on this campus. After reporting a sexual assault, a student or employee victim may request changes in their academic situation. These accommodations may be made if requested and if they are reasonably available. When a student reports VAWA crime, the institution will provide a written explanation of the student's rights and options. The Mississippi

Institute will maintain publicly available recordkeeping with the inclusion of personally identifying information about the victim. Counseling for victims of sexual assault is not available on campus. Upon request, the Mississippi Institute will provide written notification to victims about options available off-campus assistance.

Orders of Protection

The Mississippi Institute does not issue orders of protection, however; victims can protect themselves by filing a Request for a Protective Order with the court. MSI will comply with and enforce orders associated with the Protective Order. MSI is obligated to comply with a student's reasonable request for an academic situation change following an alleged sex offense. The student may meet with

the President to determine the best individual plan to ensure the student's safety and academic success. Factors that might be considered in developing the personal plan may include, but are not limited to the following:

- The specific need expressed by the complainant
- The age of the students involved
- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant; whether the complainant and alleged perpetrator share the same classes or attendance schedule
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

MSI offers a range of protective measures for victims following an allegation of dating violence, domestic violence, sexual assault or stalking. MSI will provide written notification to victims about options for available assistance in and how to request changes in their program to accommodate or provide additional protective measures if the victim requests and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement. Additional protective measures or other terms need not be reciprocal, and may include, without limitation, the following:

- Restricting a student from being in close proximity to the other student
- Restricting a student's access to certain campus locations.
- Restricting the times a student may be present on campus.
- Requiring that the students not be enrolled in the same academic classes
- Requiring that the students not participate in the same academic activities.

Protective measures are intended to minimize the burden on the victim.

Protection and Confidentiality of Victim's

The Mississippi Institute will complete publicly available recordkeeping, including Clery Act reporting and disclosures, without inclusion of personally identifying information about the victim and maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of MSI to provide the accommodations or protective measures. MSI will protect a victim's confidentiality, even if the victim does not specifically request confidentiality. Given the sensitive nature of Sexual Misconduct allegations and the potential for damage to the parties' personal reputations, all Reports will be investigated as confidentially as reasonably possible. All participants in the investigation — including the accuser, and the accused, the Investigator, and individuals interviewed by the Investigator—should keep the allegations and proceedings confidential, and should provide information only to those MSI and governmental employees who are authorized to investigate the report. Records kept by MSI relating to Sexual Misconduct allegations are not publicly available, but in the event that the MSI is required to make any such records publicly available, any identifying information about the accuser will be excluded, to the extent permissible by law, to protect the accuser's confidentiality. Federal law requires MSI to publicly disclose statistics about reported incidents of sexual assault, domestic violence, dating violence, and stalking; however, no personally-identifiable information is maintained or published for purposes of such reporting. Notwithstanding the foregoing confidentiality provisions, accusers and any witnesses who participate in an investigation of Sexual Misconduct should be advised that their confidentiality will be preserved only to the extent it does not interfere with MSI's ability to investigate the Report and take corrective action, and that if the investigation results in litigation, MSI may be legally required to disclose any information it has received. If an accuser requests that his or her identity be kept confidential or asks MSI not to pursue an investigation, the accuser should be notified that

- MSI's ability to investigate and respond to the Report may be limited by such a request
- Under some circumstances MSI may not be able to honor such a request. MSI will take all reasonable steps to investigate and respond to a Report consistent with the accuser's request for confidentiality. However, without conducting a full investigation or disclosing the full nature of the Report (including its source) to the accused, MSI may be unable to impose any discipline, and its corrective actions might be limited to informing the accused that allegations of discriminatory behavior have been made against him or her, preserving a record of the discrimination allegation in the accused's employment or student disciplinary file, and pursuing other steps to

limit the effects of the alleged harassment and prevent its recurrence, accusers who desire complete confidentiality may be advised that they can contact the local police department direct. The accuser should also be advised that MSI may not be able to honor a request for confidentiality or to forego an investigation if such a request would prevent MSI from meeting its responsibility to provide students and employees with a safe and nondiscriminatory environment and its corresponding obligations to provide a thorough and impartial investigation and a prompt and equitable resolution of the Report. The President is responsible for evaluating requests for confidentiality or to forego an investigation. The Director will consider the following factors in determining whether to disclose the identity of a Complainant or pursue an investigation contrary to the accuser's request:

- The seriousness of the alleged Sexual Misconduct
- The age or maturity of the victim
- The existence of any previous accusations against the alleged violator
- The existence of independent evidence to substantiate the allegations
- In the case of accusations against a student, the rights of the student under FERPA and corresponding federal and state privacy laws or laws mandating disclosure. If the President determines they cannot honor a accuser's request for confidentiality or an accuser's request to forego an investigation, the Director will inform the accuser prior to commencing an investigation.

Counseling and Services for Victims

The Mississippi Institute does not have on campus services, however; the following off campus services are recommended in the facilitation of victim recovery.

Clinton Police Department – (601)924-5252
Center for Violence Prevention - (601)932-4198 - www.mscvp.org
University of Mississippi Medical Center–(601)984-1000 www.umc.edu
Central MS Medical Center (601)376-1000
Domestic Violence Hotline (800)799-safe www.thehotline.org
National Sexual Assault Hotline (800)656-hope www.rainn.org
Department of Human Services (601)359-4500 mdhs.state.ms.us

Procedures for Disciplinary Action

A faculty member, staff member, or student who commits a sexual assault may be charged with a violation of Institutional policy. The victim should inform the President/Director to obtain an informal consultation or to file a formal complaint. Possible sanctions against a student/employee found guilty of sexual assault may also include expulsion/termination in addition to criminal charges brought forth from law enforcement agencies. Any accuser shall have the opportunity to request that a speedy disciplinary proceeding be initiated. The accuser and the accused perpetrator will receive simultaneous written notification of the reported incident, and are entitled to the same opportunities to have others (i.e. witness or advocate) present during a campus disciplinary proceeding alleging sexual assault. The proceedings will be conducted by administrators that will use the evidence to rule a decision. Both parties will be informed of the Institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused, in writing within one business day of the outcome being reached. Possible sanctions against an employee found guilty of sexual assault may include but are not limited to termination. Penalties for violation of Institution regulations may include one or a combination of the following: reprimand; the imposing of specified restrictions; conduct probation; temporary suspension; and/or dismissal from school. Appeals from a student must be in the form of a letter of appeal, written and signed by the student. The letter should include, but not be limited to, the following: substantiate records in support of the student's reasoning and appeal for withdrawing the student's pending action; and the student's perspective and documentation (if appropriate) challenging the penal action. Should there be a change in the determination result, and when the results become final, both the accused and accuser will receive simultaneous written notification.

Sex offenders

The Campus Sex Crimes Prevention Act requires colleges and universities to disclose to its students and employees the location of sex offender registries and the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. A complete lists of registered sex offenders in the State of Mississippi can be found at <http://state.sor.dps.ms.gov/>

Crime statistics

In accordance with the Crime Awareness and Campus Security Act of 1990, this institution collects campus crime statistics and prepares this report for distribution to all current and prospective students and employees. In the chart below you will find crime statistics for three calendar years. The campus includes the on-campus facilities located at 460-B Springridge Rd. in Clinton, MS. Including student parking areas and public property within, or immediately adjacent to and accessible from the campus. There are no buildings or properties controlled by any students or their organizations, which are recognized by the institution. Annually, crime statistics are requested from the Clinton Police Department. The information provided by

them is printed in this report. This report is disseminated annually in September to all current and prospective students and employees. In addition, the report is provided to all individuals during enrollment or employment orientation, which is conducted with each start class or upon hiring of a new

employee. At this time students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crime.

The following annual security report provides crime statistics for selected crimes that have been reported to local police agencies or to campus security authorities. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the sub-categories on liquor laws, drug laws, and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.

OFFENSES	2018		2019		2020	
	On-Campus	Public Property	On-Campus	Public Property	On-Campus	Public Property
Murder / Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0
Sex Offenses – Non-Forcible	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	1	0	0	0	0
Arson	0	0	0	0	0	0
VAMA OFFENSES						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
ARRESTS						
Weapons	0	0	0	0	0	0
Drugs	0	2	0	0	0	0
Alcohol	0	0	0	0	0	0
REFERRALS						
Weapons	0	0	0	0	0	0
Drugs	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0
HATE CRIMES						
Murder / Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0
Sex Offenses – Non-Forcible	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
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0

Distribution of the Annual Security Report

The annual security report is distributed to all currently enrolled students (including those attending less than full-time and those not enrolled in Title IV programs or courses) and all employees by Oct. 1 each year via paper copy. Each student and employee signs proof of receipt. MSI also provides a hard copy of the report to any prospective student or prospective employee upon request. A prospective student is defined as an individual who has contacted an eligible institution requesting information about admission to that institution. A prospective employee is defined as an individual who has contacted an eligible institution requesting information concerning employment with that institution. The annual security report is provided free of charge to the campus community. This information is provided to prospective students and prospective employees along with other information The MSI provides to them upon their initial inquiry for program or employment information. If revisions are made to the annual security report, MSI will redistribute the annual security report following the procedures for proper distribution.

Records Retention

The Mississippi Institute retains the annual security report and all supporting records used in compiling the report for three years from the latest publication of the report to which they apply—in effect, seven years.

Records to be kept include, but are not limited to, the following:

- Copies of crime reports
- Records for arrests and referrals for disciplinary action
- Timely warning and emergency notification reports
- Documentation, such as letters to and from local police having to do with Clery Act compliance
- Copies of notices to students and employees about the availability of the annual security report.

Notice of availability of consumer information

The Mississippi Institute is required to disclose certain consumer information to prospective students and annually to currently enrolled students and staff. Most of this information can be found throughout our school catalog. Other

consumer information is issued through direct distribution to each individual. You have the right to receive a copy of this information on paper at any time. Contact the administration office to get copies of any of the following information: Annual Campus Security Report, Emergency response and evacuation procedures, Notification of Drug Free Workplace, Copyright Infringement Policy, Placement Information, Obtaining Employment, Student Body Diversity, Accessibility for Disabled Students, Accreditations, Faculty, Program Information, Transfer of Credit, Textbook Information, Course Costs, Refund Policy, Federal Student Aid Programs, Student Aid Eligibility, Satisfactory Academic Progress, Financial Aid Disbursement Procedures, Loan Repayment Information, Student Loan Entrance & Exit Counseling, Return of Title IV Funds, and Net Price Calculator.

Privacy of student records

The Mississippi Institute complies with all the requirements set forth by the Family Educational Rights and Privacy Act (FERPA). Student or parent/guardian (if student is a dependent minor) may have access to their own files by contacting the Mississippi Institute’s administration for an appointment. These records may not be removed from the property. No information regarding a student will be released in response to third-party requests without the prior written consent of the student, or parent/guardian if the student is a dependent minor, unless required to do so by the Mississippi State Board of Cosmetology, our accrediting agency, or governmental agency. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include: 1. The right to inspect and review the student’s educational records within 45 days of the day the School receives a request for access. A student should submit to the Director or other appropriate official, a written request that identifies the records the student wishes to inspect. The School official will make arrangements for access and notify the student of the time and place where the records may be inspected. 2. The right to request the amendment of the student’s educational records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the School to amend a record should

write the Director clearly identifying the part of the record the student wants changed, and specify why it should be changed. If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's 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 provide written consent before the School discloses personally identifiable information from the student's educational records, except to the extent that FERPA authorizes disclosure without consent. FERPA was designed to transfer parental "rights" to their "adult" child when he or she enrolls in post-secondary education. As general practice, parents and/or other students are not informed by the School of disciplinary action taken toward a student. The School will encourage the student to communicate openly and honestly with the parent. There may, however, be exceptions. Even though each student is legally and morally responsible for his or her own conduct, the School also recognizes the concern of legal guardians for the welfare of their children. Thus, the School reserves the option to notify a parent in the following conditions: Discontinuation of enrollment or extended absence from the School, Medical treatment or psychiatric examination required to meet emergencies or to maintain one's status as a student, or Misconduct which is of such a nature that the student is in danger of suspension or expulsion. The School discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A School official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities. A School official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20222-5901

Copyright infringement policy

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. The Higher Education Opportunity Act of 2008 (HEA) includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted material through peer-to-peer (P2P) file sharing. These provisions include requirements that: institutions certify to the Secretary of Education that they have developed plans to "effectively combat" the unauthorized distribution of copyrighted material; institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials; institutions publicize alternatives to illegal file sharing. The Mississippi Institute will cooperate fully with any investigation by public authorities related to illegally downloaded copyrighted information. Students found guilty will be subject to the full extent of fines and penalties imposed, as well as facing automatic loss of network access, and possible suspension. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Student right-to-know act

The Student Right to Know Act requires an institution that participates in any student financial assistance program under Title IV of the Higher Education Act of 1965 (as amended) to disclose information about completion rates to current and prospective students. This information is updated annually in the student handbook and online