

# Pre-Enrollment Information

## Student Right-To-Know Package

- Family Educational Rights and Privacy Act (FERPA)
- Notice To Students and Employees Drug-Free Campus Policy/Workplace Statement
- Drug Prevention Program
- Facts About Drugs
- Disclosure of Campus Crime Statistics & Campus Security Policies

\*ADDITIONAL DISCLOSURES ARE LOCATED IN THE SCHOOL CATALOG

Completion, Graduation, and Transfer-Out Rates (Located in School Catalog-Pg 11)

Complaint Procedure (Located in School Catalog-Pg 20)

Satisfactory Progress Policy (Located In School Catalog-Pg 27,28,29,30)

Arizona Licensing Requirements (Located in School Catalog-Pg 12)

This information is given to all students prior to enrolling in any course of study at the Arizona Academy of Beauty. Additional disclosures and information may be delivered to you as required.

## NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Arizona Academy of Beauty receives a request for access. A student should submit to Jocelyn Moore-Financial Aid Director, or Carey White-Owner, a written request that identifies the record(s) 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. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Arizona Academy of Beauty to amend a record should write Carey White, who is the school official responsible for the records, clearly identify the part of the record the student wants changed and specify why it should be changed.

If Arizona Academy of Beauty decides not to amend the record as requested, Arizona Academy of Beauty 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 Arizona Academy of Beauty discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Arizona Academy of Beauty 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 is typically includes a person employed by the Arizona Academy of Beauty in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Arizona Academy of Beauty who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Arizona Academy of Beauty.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Arizona Academy of Beauty 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 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within Arizona Academy of Beauty whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) -(a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

**ARIZONA ACADEMY OF BEAUTY  
NOTICE TO STUDENTS AND EMPLOYEES  
DRUG-FREE CAMPUS POLICY/WORKPLACE STATEMENT**

1. Arizona Academy of Beauty, Inc. (hereinafter referred to as "this institution") has a policy of maintaining a Drug-Free Campus/Workplace. All students/employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances (drug and alcohol) is prohibited on this institution's campus/workplace. The "campus/workplace" for this institution is as defined in Paragraph 2. (below)
2. In compliance with the Drug-Free Workplace Act of 1988, this institution's "campus/workplace" consists of the following location:
  - a. The entire campus facility at 5631 E. Speedway Blvd, Tucson, AZ 85712,
  - b. Any location used for an off-site school function, i.e., competition, hair show, graduation, etc.,
  - c. Students/Employees must comply with the policy while off-site, if they are in the service of the institution in any capacity.
3. Non-compliance with the terms in Paragraph 1 above will result in the following action being taken by this institution:
  - a. Mandatory counseling, rehabilitation given by a Federal, State or local health, law enforcement, or other appropriate agency which is approved for purposes of chemical abuse counseling and rehabilitation,

OR

  - b. Termination of the enrollment/employment.
4. All students/employees must read, understand and sign the following statement:
  - \* I understand that Arizona Academy of Beauty-East, by participating in Title IV Federal Funds Programs, must establish a policy of a Drug-Free Workplace and as a student/employee of Arizona Academy of Beauty-East, I must acknowledge and agree to abide by the terms of Paragraph 1. (above);
  - \* I must notify my school/employer of any criminal drug statute conviction for a violation occurring the workplace not later than 5 calendar days after such conviction;
  - \* I understand that this institution has established a Drug-Free Awareness Program to inform students/employees about:
    - a. The dangers of drug abuse on the campus/workplace;
    - b. This institution's policy of maintaining a Drug-Free campus/workplace;
    - c. Any available drug counseling, rehabilitation, and student/employee assistance programs;
    - d. The penalties that may be imposed upon students/employees for drug abuse violations occurring on the campus/workplace (see Paragraph 3 above).

**THANK YOU FOR YOUR COOPERATION**

# DRUG PREVENTION PROGRAM

This is to inform you of the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and what Arizona Academy of Beauty, Inc. requires of the 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 employment.

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

Recent federal anti-drug laws affect a number of areas in everyone's lives. Students could lose eligibility for financial aid, could be denied other federal benefits, such as Social Security, retirement, welfare, health, disability, and veterans benefits. The Department of Housing and Urban Development, which provides funds to states and communities for public housing, now has the authority to evict residents and members of their household who are involved in drug-related crimes on or near the public housing premises. Business could lose federal contracts if the company does not promote a drug-free environment. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.

The laws of the State of Arizona are adequate to protect the innocent, but stringent enough to insure that persons involved with the illegal dealing of drugs or excessive use of alcohol can be adequately punished. For example, a small amount of drugs found on a person may lead to an arrest which could require the person to make payment of all court costs as well as participate in mandatory community service. A person found with drugs with the intention to distribute could be imprisoned. A person found to be intoxicated while driving could be forced to pay court costs, lawyer's fees, participate in community service, receive an increase in the cost of automobile insurance or even lose the driver's license and end up in prison. In addition to local and state authorities, the federal government has four agencies employing approximately 52,500 personnel engaged in fighting illicit drugs. These agencies are: The Drug Enforcement Agency (DEA), U.S. Customs Service, Federal Bureau of Investigation (FBI) and the U.S. Coast Guard.

Here are a few legal facts of which we should be aware. It is a crime to hold someone else's dope. It is a crime to sell fake dope. You can be arrested if you are in a house (or a school) where people are using drugs, even though you are not. You can be charged with possessing dope even if it is not on you. You are considered to possess, under legal terms of "constructive possession," dope that is in your locker, purse, car or house. Drug abuse is the utilization of natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mind and nervous system and behavior. The abuse of drugs can affect a person's physical and emotional health and social life. Alcohol is the most abused drug in the United States.

Drugs can be highly addictive and injurious to the body as well as one's self. People tend to lose their sense of responsibility and co-ordination. Restlessness, irritability, anxiety, paranoia, depression, acting slow moving, inattentiveness, loss of appetite, sexual indifference, comas, convulsions or even death can result from overuse or abuse of drugs. Not only does the person using the drug subject himself to all sorts of health risks, drug use can and, in many instances do, cause grief and discomfort to innocent people. A drug-dulled brain, for example, affects the wide range of skills needed for safe driving, such as thinking. Further, reflexes are slowed, making it hard for drivers to respond to sudden, unexpected events. Alcohol-related highway deaths are the top killer of 15 - 24 year olds.

There are drug or alcohol counseling, treatment and rehabilitation facilities available in our area where you can seek advice and treatment. The yellow pages of the local telephone book is an excellent source. Look under the heading "Drug Abuse & Addiction Information and Treatment."

There are national organizations one can contact for help. The Alcoholism and Drug Abuse Hotline is open 24 hours, 1-800-252-6465. The Federal Substance Abuse & Mental Health referral hotline is available at 1-800-662-4357.

Dependency upon drugs can only lead to a life of misery and misfortune. The illegal use or abuse of drugs has a very high impact on our society and the type of crimes committed. To support a drug habit, people must resort to many things which can only lead to a life of horror and in some instances, death. The dollar costs can range from \$200 to \$3,000 per week to support a habit. More importantly, the drug habit impacts a person's family and lifestyle and career prospects as well as one's physical well-being and self-respect.

Treatment is available and may be expensive. For example, a typical live-in program lasting four (4) weeks can cost from \$5,000 to \$15,000. Out-patient programs cost from \$1,000 to \$5,000. Who pays for these treatments? One way or another, the person and the taxpayer pays! It has been proven that an individual "hooked" cannot just stop, but requires professional care to kick the habit. There are classic danger signals that could indicate the first sign of drug use. The primary ones that could call attention to one's use of drugs are: Abrupt changes in mood or attitude, continuing slump at work or school, cannot get along with family or friends, unusual temper flare-ups, continuing resistance to discipline at home or school, increased borrowing of money, heightened secrecy, a complete new set of friends

We recommend that any person observing any of the above changes in either staff or students immediately notify the school Director. Caution must be observed not to wrongly accuse a person suspected of taking drugs as an improper accusation could lead to embarrassment both to the individual and the school. Once it has been determined by management that assistance to overcome a drug problem is necessary, the individual and his/her family should be counseled on the need for assistance. Records must be maintained of any counseling provided the individual.

There are clinics in the school's vicinity which can render assistance. Treatment must be an expense borne by the patient. The school can only offer advice in a limited manner. If the individual is in immediate danger of harming either him/herself or others, local law authorities should be immediately contacted. Staff and students who violate these standards of conduct subject themselves to disciplinary action. Students are reminded that as a pre-condition to accepting a Pell Grant that they must sign a certificate stating they would not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by a Pell Grant. A Pell Grant recipient convicted of a criminal drug offense resulting from a violation occurring during the period of enrollment covered by the Pell Grant must report the conviction, in writing, within 10 calendar days of the conviction to the Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Room 3073, FOB-6, Washington, D.C. 20202-4571. Failure to report the conviction could lead to LS&T or debarment.

Staff, upon being hired by Arizona Academy of Beauty, receive a briefing and acknowledge in writing that they understand the provisions of the Drug-Free Workplace Act of 1988. Employees must notify the Director of the school, in writing, of a conviction of a criminal drug statute occurring in the workplace, within five (5) calendar days after receiving the conviction. Disciplinary action will take place within 30 days of notification, and can range from a letter of admonishment, suspension from school or work, and/or enrollment in a rehabilitation program to termination from either school or employment.

# FACTS ABOUT DRUGS

As a requirement of the Drug-Free Schools and Communities Act Amendments of 1989 students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs. This information is to inform you of the dangers relating to illicit drugs and alcohol.

## MARIJUANA

The most commonly used current drug, this mind-altering active agent is obtained from the marijuana plant and more than 400 chemical combinations. In minutes, the heart rate can speed up by up to 50 percent. A sense of euphoria (heightened mood) can result but as easily acute anxiety with mood swings can surprise the user. Long range psychological and physical damage is a risk of beginning casual use.

## COCAINE

A white crystalline powder extracted from the leaves of the cocoa plant in its purest form. The drug is universally mixed with other substances by dealers to increase the bulk and profits. These additives are often irresponsible, including even toxins that have the right look and even taste. Always risky in use, frequency heightens the danger. Smoking it affects the brain in seconds and even small amounts can result in heart or respiratory failure.

## CRACK

Also called "rock", it is a purified version of cocaine that is "smoked" by inhaling the fumes while heating the drug. Dealers sell small chunks for burning with tobacco or marijuana. Crack gives an intense high within seconds that lasts 5 to 7 minutes. Deep depression is chemically the next stage...encouraging repeated use of the drug. It can cause intense dependency in a short time.

## AMPHETAMINES

The chemist's magic may place a tempting selection before you. These are the amphetamines, dextroamphetamines and methamphetamines - speed, white crosses, uppers, dexies, bennies, and crystal. Most amphetamines are found in tablet or capsule form. They increase the heart and breathing rates, raise blood pressure, often cause blurred vision, dizziness, loss of sleep and anxiety. The temporary "high" upsets the body chemistry, leading to long-term danger.

## ALCOHOL

May provide a feeling of confidence and being in control. Those likely to be addicted may have an enzyme deficiency which allows them a high rate of consumption without drunkenness, encouraging a belief that since one doesn't get drunk.....no harm is done. The tolerance is only on the surface. Liver, brain, heart and stomach destruction goes on even without apparent symptoms. Over time, beer, wine/wine coolers as well as hard alcohol, can often cause dependency and may be fatal.

## HELP IS AVAILABLE...

Arizona Academy of Beauty-East, in keeping with all local, state and federal laws, prohibits the possession, use or distribution of illicit drugs and alcohol by students, faculty or staff while on school property or when involved in any school sponsored activity.

There are many places where a person can obtain help in Tucson.

COPE COMMUNITY SERVICES  
82 S. Stone Avenue  
(520) 617-0043

LA FRONTERA CENTER  
502 W. 29th Street  
(520) 884-9920

## PENALTIES

There are many penalties for unlawful manufacturing, distribution and dispensing of controlled substances. Refer to State and Federal laws regarding these penalties.

**STUDENTS ARE REQUIRED TO KEEP THIS INFORMATION IN THEIR  
NOTEBOOKS FOR REFERENCE**



# DISCLOSURE OF CAMPUS CRIME STATISTICS AND CAMPUS SECURITY POLICIES

(REVISED 10/1/22)

The Arizona Academy of Beauty is committed to provide students with a safe environment in which to learn and to keep parents and students well informed about campus security.

- 1). The Academy campus is defined as the 6000 square feet facility located at 5631 E. Speedway Blvd, Tucson, AZ 85712. Non-campus buildings/property include any other business located within the same shopping center. Public property is defined as the parking lots affiliated with the front and back of the shopping center. There are no dormitories or other residential facilities for students on campus.
- 2). The Academy shall remain locked and secured during all non-business hours. An audible alarm system with glass breakage detectors and fire detectors are additional security measures taken by the Arizona Academy of Beauty. Fire bars are on the front and back doors to ensure further safety and allow exit in the event of an emergency. Cameras are located throughout the premises. All employed staff members will have keys and alarm user codes. Any staff member may open and lock the Academy. Currently and until further notice, due to COVID, the front doors are locked at all times to prevent large numbers of students and customers to enter the building at once.
- 3). Arizona Academy of Beauty refers all campus law enforcement issue to local law enforcement. The Academy does not employ campus based security personnel. The Academy encourages prompt and accurate reporting of criminal activity or actions to any school official and local law enforcement to prevent similar crimes from occurring and to protect the personal safety of students and employees. Arizona Academy of Beauty has designated Carey White, Owner, as the contact person for any issue relating to campus security. If unavailable, any available staff member can assist. Arizona Academy of Beauty informs students about the campus security procedures and practices during the Entrance Interview and Orientation classes prior to class start dates. Each student/employee are encouraged to be responsible for their own security and the security of others.

Statistics are compiled on an annual basis and are published in our annual security report for the calendar year in which the crime was reported to a campus security authority. The statistics required in the annual security report may not include the identification of the victim or the person accused of committing the crime. Voluntary or confidential reports made by victims or witnesses are included in the annual disclosure of crime statistics.
- 4). The Academy will cooperate fully with all local law enforcement.
- 5). Arizona Academy of Beauty assists our students at nighttime by escorting them to their cars. All students and staff will leave the building at the same time. Parking is prohibited behind the building and the back door is locked and armed for security purposes.
- 6). Arizona Academy of Beauty has developed a "Drug and Alcohol Abuse Prevention Program." We are a drug free campus and all aspects of the "Drug Free Campus/Workplace Statement" will be enforced at all times. Each student and employee are explained these programs upon enrollment/employment and related materials and information needed are distributed during the Entrance Interview and Orientation, prior to even starting classes/work.

Students and staff are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participation in any institutional activity. Students or employees who violate this institutional policy will be subject to disciplinary action up to and including expulsion or termination from school/employment. Local law enforcement will be notified to properly enforce state and federal drug and underage drinking laws.

Students involved in any unlawful drug activities could result in a loss of eligibility for financial aid and could be denied welfare, health, and disability and veterans benefits.
- 7). Arizona Academy of Beauty does not employ on-campus police. Local law enforcement should be contacted immediately by dialing 911. If requested by the student school personnel will assist the student in notifying these authorities.

If a rape, acquaintance rape or other forcible or nonforcible sex offense should occur on campus, students should first call 911. Report any offense to any available staff member immediately. It is important to preserve evidence for proof of a criminal offense. Do not tamper with evidence.

Arizona Academy of Beauty will change the victim's academic situations after any reported alleged sex offense. School officials can assist with safety while the student is on school campus. These changes must be requested by the victim and all reasonable requests will be considered.

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and will be informed of the school's final determination, any school disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused.

Students found in violation of rape, acquaintance rape or other forcible or nonforcible sex offenses will be terminated immediately.

- 8). Arizona Academy of Beauty has requested that the Tucson Police Department notify the Academy of criminal activity engaged by students/employees at off-campus locations.
- 9). Arizona Academy of Beauty does not have any off-campus student organizations or facilities.

The statistics concerning the occurrence on campus, of the following criminal offenses reported to campus personnel:

January 1, 2021 - December 31, 2021

Criminal offense:	On Campus	Off Campus	On Campus	Off Campus
Murder/Non negligent manslaughter	0	0	Robbery	0
Negligent manslaughter	0	0	Aggravated assault	0
Sex offenses - Forcible	0	0	Hate Crimes	0
Sex offenses - Non Forcible	0	0	Liquor law violations	0
Incest	0	0	Drug abuse violations	0
Statutory rape	0	0	Weapons violations	0
Burglary	0	0	Motor vehicle theft	
†     0                     0				
Arson	0	0		

January 1, 2020 - December 31, 2020

Criminal offense:	On Campus	Off Campus	On Campus	Off Campus
Murder/Non negligent manslaughter	0	0	Robbery	0
Negligent manslaughter	0	0	Aggravated assault	0
Sex offenses - Forcible	0	0	Hate Crimes	0
Sex offenses - Non Forcible	0	0	Liquor law violations	0
Incest	0	0	Drug abuse violations	0
Statutory rape	0	0	Weapons violations	0
Burglary	0	0	Motor vehicle theft	0
Arson	0	0		

January 1, 2019 - December 31, 2019

Criminal offense:	On Campus	Off Campus	On Campus	Off Campus
Murder/Non negligent manslaughter	0	0	Robbery	0
Negligent manslaughter	0	0	Aggravated assault	0
Sex offenses - Forcible	0	0	Hate Crimes	0
Sex offenses - Non Forcible	0	0	Liquor law violations	0
Incest	0	0	Drug abuse violations	0
Statutory rape	0	0	Weapons violations	0
Burglary	0	0	Motor vehicle theft	0