



MY-LE'S
BEAUTY
COLLEGE, LLC

Consumer Disclosures

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Annual Security Report
Information

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MY-LE'S BEAUTY COLLEGE. LLC
PROSPECTIVE STUDENTS INFORMATION
How Our Students Are Doing

To help you make a good decision about whether to enroll in our school. My-Le's Beauty College, LLC wants you to know our latest information for the calendar year of 2016.

STUDENT CONSUMER INFORMATION/COMPLETION RATES FOR 2016

COMPLETION RATES: 94.79%

LICENSURE/CERTIFICATION RATES: 90.63%

PLACEMENT RATE: 100%

GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES

Here are many wonderful career opportunities available within the beauty industry. In addition to entry level placement as a cosmetologist, Esthetician, and Nail Technician; this industry also offers opportunities in areas such as skin care, makeup, and nail artistry. Statistics show that the annual wage or salary 2016 for:

Occupation Description

Hairdressers, Hairstylists, and Cosmetologists Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. Excludes "Makeup Artists, Theatrical and Performance, "Manicurists and Pedicurists", and "Skincare Specialists".

Rate Type / Statistical Type	Entry level	Mean	Experienced
Annual wage or salary	\$17,510	\$24,920	\$29,940
Hourly wage	\$8.42	\$11.98	\$14.39

Source: Louisiana Workforce Commission, Occupational Employment Statistics Program

Occupation Description

Manicurists and Pedicurists Clean and shape customer's fingernails and toenails. May polish or decorate nails.

Rate Type / Statistical Type	Entry level	Mean	Experienced
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Annual wage or salary	\$18,580	\$25,070	\$28,860
Hourly wage	\$8.94	\$12.06	\$13.88

Source: Louisiana Workforce Commission, Occupational Employment Statistics Program

Occupation Description

Skincare Specialists Provide skincare treatments to face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists

Rate Type / Statistical Type	Entry level	Mean	Experienced
Annual wage or salary	\$17,000	\$24,440	\$29,670
Hourly wage	\$8.17	\$11.75	\$14.27

Source: Louisiana Workforce Commission, Occupational Employment Statistics Program

Notes: Yearly wage data applies only to workers with full-time, year-round schedules. For salary information for part-time or part-year workers, use hourly wage data.

COMPENSATION TO BE REASONABLY EXPECTED UPON GRADUATION

Cosmetologists and other personal appearance workers receive income from a variety of sources. They may receive commissions based on the price of the service or a salary based on number of hours worked. All receive tips, and many receive commissions on products they sell. In addition, some salons pay bonuses to employees who bring in new business.

PHYSICAL DEMANDS OF THE PRACTICING PROFESSIONAL

Good health and stamina are important, because these workers are on their feet for most of their shift. Because prolonged exposure to some hair and nail chemicals may cause irritation, special care is taken to use protective clothing, such as plastic gloves and aprons.

Most full-time barbers, cosmetologists, and other personal appearance workers put in a 40-hour week, but longer hours are common in this occupation. Work schedules may include evenings and weekends.

SAFETY REQUIREMENTS OF THE PROFESSION

By following safety precautions you contribute to the health, welfare, and safety of the community. Always have good hygiene and be professionally dressed. Keep first aid kit on hand, follow safety regulations and keep equipment properly sanitized. The following precautions should always be taken with each client:

Protect the client's clothing by appropriately draping them
 Ask the client to remove any jewelry, hair accessory, glasses, etc.

Keep any and all chemicals away from the eyes, in case of eye contact with chemicals, thoroughly rinse eye with cold water
Remember anything containing chemically active ingredients must be used carefully to avoid injury to you and your client

POST GRADUATION LICENSING REQUIREMENTS

Once the student graduates from a training program, and has met all graduation requirements, students must complete the following in order to take the State Licensing Examination.

All fees contractually owed by an applicant to a school of cosmetology for which they graduated must be paid before an applicant may apply for an examination.

APPLICATION REQUIREMENTS

APPLICATION FOR PRACTICAL AND STATE EXAM

- Include initial license fee of \$25.00 for resident and \$50 non-resident
- Include testing fees of \$50.00 (\$25.00 for practical exam & \$25.00 for State Exam)
- Include student license, certification of payment of contraction fees, a recent color photo and hourly report, these must accompany this application or it will not be processed.
- Mail completed application and required documents to

Louisiana State Board of Cosmetology
11622 Sunbelt Court
Baton Rouge, LA 70809
(225) 756-3404
www.lsbclouisiana.gov

- Students cleared by the board are allowing to self register online for the National Exam with \$83 nonrefundable fee.

All others RECIPROCITY APPLICATION please refer to Louisiana State Board of Cosmetology rules and regulation gold book.

STUDENT BODY DIVERSITY

On student body diversity in the categories of gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants as follow:

Ethnicity	Enrolled	Program	Male	Female	Status	Received Pell
Asian	30%	Manicuring	1%	90%	F/T	90%

African American	68%	Cosmetology	1%	90%	F/T	100%
Caucasian	1%	Cosmetology	0%	100%	F/T	100%
Hispanic	1%	Cosmetology	0%	100%	F/T	100%

My-Le's Beauty College, LLC
Campus Security Act Disclosure Statement

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 or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution’s crime statistics for the period between 1/1/2015 and 12/31/2017

See attached map for the campus which includes outlines the building and parking lots that students use while attending classes at My-Le's Beauty College,LLC.

Note: In complying with the crime statistical reporting requirements, My-Le's Beauty College,LLC provides a map to current and prospective students and employees that depict its campus. (My-Le's Beauty College,LLC does not have non-campus building or property, and public property areas)

Date updated as of 01/1/2017

Report Distribution Date:

Occurrences within the 2015, 2016 and 2017 Calendar Years

Crimes Reported	2015	2016	2017	Location: C=Campus N=Non-campus P=Public Area
Criminal Homicide				
• Murder (Includes non-negligent manslaughter)	0	0	0	
• Negligent manslaughter	0	0	0	
Crimes				
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	
Sex Offenses				
• Sex offenses - forcible	0	0	0	
• Sex offenses - non-forcible	0	0	0	
Number of arrest made for the following crimes				
Note: this information also includes those individuals that were referred for campus disciplinary action for liquor law violations, drug law violations and illegal weapons possession.				
Liquor Laws	0	0	0	
Drug Laws	0	0	0	
Illegal Weapons Possession	0	0	0	
Hate Crimes Reporting				
Larceny-theft	0	0	0	
Simple Assault	0	0	0	
Intimidation	0	0	0	
Destruction, Damage or Vandalism of Property	0	0	0	
Gender Identity	0	0	0	
Violence Against Women Act				
	2015	2016	2017	
Rape & Forcible Foundling	0	0	0	
Sex offenses - forcible	0	0	0	
Sex offenses - non-forcible	0	0	0	
Domestic violence	0	0	0	
Dating violence	0	0	0	
Stalking (including cyber-stalking)	0	0	0	
Incest	0	0	0	
Statutory rape	0	0	0	

Hate Offenses:

The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Contact Information:

Note: Copy of Campus Security information available upon request

Violence Against Women – Definitions of:

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

- “Domestic violence” means a “felony or misdemeanor crime of violence committed by—
 - A current or former spouse or intimate partner of the victim,
 - A person with whom the victim shares a child in common,
 - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
 - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under the VAWA],
 - 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”
- “Dating violence” means “ violence committed by a person –
 - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of the relationship; and
 - The frequency of interactions between the person involved in the relationship.”
- “Stalking” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
 - Fear for his or her safety or the safety of others; or
 - Suffer substantial emotional distress.”

If you believe you are a victim of any of these situations you can and should seek out help and assistance from the following agencies:

Contact Information:

Who to contact to report an incident at the Institution	Mr. Ben Co (504) 362-3150 Institutional Official (504) 362-3150 Email: info@mylebeautycollegellc.com
Local Law enforcement agency to report an incident that occurred off campus	Jefferson Sheriff's Department 1233 West Bank Expressway Harvey, LA 70058 (504) 363-5500 or DIAL 911
List agencies and contacts in your local area that can provide assistance to anyone who believes they are a victim and might need assistance.	Abuse Council 2640 Canal St. 4th Floor New Orleans, LA 70019 (504) 362-4272

General Information:

- 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).
- 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 not to 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).

Preparation for the Annual Disclosure of Crime Statistics report is obtain by the institution’s Director who contacts the correct police department District for statistics and the institution’s “Daily Incident Log”, and then records those statistics.

- Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor’s badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5:00pm. When the school closes for the night, the school’s official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate 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.

- Current policies concerning campus law enforcement are as follows:
 - Institution's officials have no powers of arrest other than the Citizens 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 Citizens 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, 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.
- Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own 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.
 - Do not leave personal property in classrooms
 - Report to your institutional official, any suspicious persons.
 - Always try to walk in groups outside the school premises.
 - If you are waiting for a ride, wait within sight of other people
 - Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
 - The "*Crime Awareness and Campus Security Act*" is available upon request to students, employees (staff and faculty) and prospective students.
 - The School has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - Information regarding any crimes committed on the campus 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, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must 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.

- 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.
- All incidents shall be recorded in the Institutions daily Incident Log located on campus at the Administration Office of the School President. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.
- This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
- The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
- Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff. (*Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education*).
- Sexual assaults (criminal offences) 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.
- The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.

- 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.
- These records are available upon request through the administrative offices.
- Information for crime victims about disciplinary proceedings. The institution will, 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.
- 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.
Link: <http://www.city-data.com/soz/soz-78613.html>

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon on to report to the school's President but rather contact the appropriate agency by calling (911).

GENERAL EMERGENCY PROCEDURES

Who to Contact

All employees are expected to be familiar with and to follow procedures outlined in the My-Le's Beauty College Critical Response Plan. In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, the employee is authorized make an emergency call to 911. Instructors (including student instructors) and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Administration should be notified of the threat.

Medical Attention

Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

PERSONAL RESPONSIBILITY FOR SAFETY

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following:

Individual Responsibility

Follow the approved practices and procedures or standards which apply, on any work you perform for the school.

Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their use or when so instructed by your supervisor.

It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.

Report to your Supervisor/Instructor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.

Any injury which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to the School President. All injuries and accidents should be reported to the Supervisor/Instructor by the end of the day.

If anyone observes another who is about to endanger themselves, another person, or property while at the School, they should intervene immediately in such a way as to not endanger themselves.

Alcoholic beverages are not allowed on the School property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption.

Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.

Liquids such as water or oil, excessive dust/dirt, or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

Accident Investigation and Reporting

Anyone who suffers an injury during school shall promptly report such injury to the Supervisor/Instructor no later than end of the period on the day in which the injury occurred.

Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor/Instructor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Administration.

Firearms

Firearms, ammunition, explosives or other weapons are prohibited on the school property.

Exceptions to this policy are limited to the following instances:

- Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on School property and
- TCLEOSE approved students.

Good Housekeeping

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects which create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned up.

FIRE PREVENTION AND SECURITY

Fire Prevention

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on School property.

No one should smoke in areas where “No Smoking” signs are posted, or where hazard from smoking exists.

If a fire should occur, contact your supervisor/instructor or the School President.

Stay calm. If the fire is small, select the proper extinguisher and attack the fire (if this can be done safely).

The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.

TYPES OF FIRES	TYPES OF EXTINGUIDHER AND AGENT
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Ordinary Combustible Materials Such As Paper, Wood, and Trash	Water (Preferred) And Multi-purpose
Flammable Liquid And Gases such As Gasoline, Lubricating Oils and Natural Gas	Dry Chemical (Preferred) And Carbon Dioxide
Electrical such as Electronic Instruments And Switchgear Installations	Carbon dioxide (Preferred) And Dry Chemical

Storage of Flammable Liquids

Metal containers and/or safety cans equipped with flame arresters and spring actuated caps should be used for the storage and handling of all flammable liquids with a flashpoint of less than 100 degree F

SOLVENTS, CHEMICALS & CHEMICAL CLEANING, WATER TREATMENT

Rule

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regards to both the use and storage of these materials.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

Responsibility

It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use.

Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

- Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.
- Potential explosive or fire hazard.

- The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin.
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

First Aid

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes.

If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

SEVERE WEATHER

Tornado

If (in the judgment of the President or administrator in charge) the threat of impending danger warrants it, the following actions may be taken:

- Dismissal of all classes and assembly of students and employees into interior hallways and away from glass windows, doors and partitions.
- Everyone should remain in these “safe” areas until in the opinion of the President the threat of danger is past.
- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

Flooding

Because of the elevation of the School, buildings at My-Le's Beauty College are not likely to flood. However, during periods of flooding, the President will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

Ice and Snow

In the event that ice and/or snow threaten to make highway travel hazardous, the President may dismiss classes to allow commuters to return home safely.

Closing the School as the Result of Severe Weather

Only the President has the authority to close the School. When this action is taken, the President will notify the students and faculty. In addition, it will be posted on the School's website and the local radio station will be notified and asked to broadcast the notice of closing.

Self-Determination Policy

No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy).

EVACUATION PROCEDURES

Emergency Evacuation

During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed:

- Instructors should know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move single-file through the nearest exit and well beyond the building to an area of safety.
- The instructor should be last to leave in order to check that all students are out of the classroom and to close the door.
- Never return to the building until instructed to do so by the appropriate authorities.

CRITICAL INCIDENT RESPONSE PLAN

OBJECTIVES

- To coordinate the School's response to critical incidents while pay special attention to the safety and security needs of members of the My-Le's Beauty College community.
- To maintain the safety and security of faculty, staff and students as a whole in the event of a critical incident.
- To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

DEFINITION OF A CRITICAL INCIDENT

A critical incident is a situation that involves My-Le's Beauty College, LLC student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond

normal school operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life threatening injury or illness.

(Note: this plan is for general information only. During an actual critical incident, variations might be made depending on the nature of the event and the situation.)

STUDENT ASSISTANCE SERVICES

Personal Counseling Referrals

The President of My-Le's Beauty College, LLC will act as the referral agent for student seeking assistance for emotional or personal counseling services.

PROCEDURES FOR MY-LE'S BEAUTY COLLEGE, LLC

Step 1 My-Le's Beauty College, LLC - The President or School Director is notified of a critical incident involving a My-Le's Beauty College student or employee at (504) 362-3150 during the day, (408) 667-3288 after hours or holidays.

First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.

Step 2 My-Le's Beauty College, LLC – The President gathers information concerning the critical incident and responds accordingly.

In the event that scheduled classes need to be cancelled or altered in some manner the School Director will contact the faculty. The President will contact the student's and the closure will be posted on the college website. www.mylebeautycollegellc.com

Any media contact, press releases, email or website assistance must be coordinated through the School President.

Step 3 My-Le's Beauty College, LLC – Depending on the evaluation of the situation, one or more of the following may occur:

- **Step 3A** – My-Le's Beauty College, LLC will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain respond, to or otherwise mitigate the emergency.

The President goes to scene of the incident to assess the need for back-up personnel.

Based on the initial findings and upon agreement with either the President or Director, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center.

- **Step 3B** -- If warranted, an emergency meeting of the Critical Incident Response Team (CIRT) may be called after evaluation of the situation with the consent of the President and/or Director. Current contact information for the CIRT is posted around campus in the building at My-Le's Beauty College, LLC and is provided to all My-Le's Beauty College, LLC faculties on a laminated business card.
- **Step 3C** – Director initiates family contacts.

- **Step 3D** – Emergency CIRT meeting is called. If determined in the emergency CIRT meeting, the CIRT will assist the President in dealing with the critical incident. This may include: assisting affected student or employee’s family members, counseling with students or college employees, gathering additional information, etc.

- **Step 4 My-Le's Beauty College, LLC** – Once the issue/situation is under control, the CIRT will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the CIRT will be scheduled. CIRT will evaluate all responses to critical incident at the closure/evaluation meeting.

- **Step 5 My-Le's Beauty College, LLC** – The CIRT will recommend to the President any policy revisions in procedures and will compile a Critical Incident Report to be filed in the Office of the President.

MY-LE'S BEAUTY COLLEGE, LLC Crisis Center

When a critical incident involves responses from a variety of personnel, a Crisis Center will be established in the Administration building. The CIRT Command Headquarters (HQ) will communicate with the Crisis Center to coordinate all activities involved in the responses to the critical incident. Communications involving responding personnel will be dispersed through this Crisis Center by the Center Head as directed by the CIRT. The President will assign the Center Head of the Crisis Center when a situation arises. The Center head is responsible for gathering any documents and/or gear necessary.

Member of the My-Le's Beauty College, llc CRITICAL INCIDENT RESPONSE TEAM

Critical Incident Response Team			
President	Mr. Ben Co		(504) 362-3150

Director	Ms. Kim Tran	(504) 362-3150
Instructor	Ms.Regina Morris	(504) 362-3150

Local Community Emergency Services

All Emergencies (Fire, Police, Sheriff, Ambulance)	911
Poison Control Center	1-800-222-1222
Suicide Hotline	1-800-784-2433
Hospitals:	Phone numbers
Ochsner Medical Center 2500 Belle Chasse Blvd. Gretna, LA 70056	(504) 392-3131
Ochsner Foundation Hospital 1221 S. Clearview Pkwy, LA 70121	(504) 736-4949
Clinics:	Phone numbers
Jefferson Medical Clinic 435 Lapalco Blvd. Gretna, LA 70056	(504) 392-4114
Puenta Michael A MD Culicchia Neurological Clinic 120 Meadow Crest Street Gretna, LA 70056	(504) 340-6976

Vaccination Policy

Our schools do not have any vaccination requirements. There are no criteria set forth by the Louisiana State Board of Cosmetology regarding vaccinations

Drug and Alcohol Abuse Policy

Drug can affect a person’s physical and emotional health and social life. Alcohol is the most abused drug in the United States. Drug can be highly addictive and injurious to the body. The people tend to lose their sense of responsibility and coordination. Not only does the person using drugs subject himself to all sorts of health risks, drug use can and, in many instances do, cause grief and discomfort to innocence people.

My-Le's Beauty College, LLC participate in the federal Drug-Free and Campus Act and maintain drug free and alcohol free campus. Our purpose is to maintain school facilities that are safe and secure. Students and members of our faculty have the right to know the dangers of drug abuse and our organization's policy.

Our policy is that any person found to be in the possession of, under the influence of, using, selling, and offering for sale or trading drugs or alcohol on our campus will be disciplined appropriately, with possible termination from our school or employment. If any drug-related criminal activity occurs on our campus authorities will be notified immediately

Drug and alcohol abuse have serious consequences. Violators may face suspension or loss of driver license and possible imprisonment. Your property may be seized for drug law violations; Students could lose eligibility for financial aid. Conviction of drug laws can result in loss federal benefits. The Alcoholism and Drug Hotline is open 24 hours daily and may be reached at 1800-252-6465. There are many listings for local agencies in the yellow pages. For additional information on drug abuse penalties, treatment facilities local resources and substance abuse statistics visit <http://nationalsubstanceabuseindex.org/louisiana/legal.php>.

Policies and Sanctions Related to Copyright Infringement

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.

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 attorneys' 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 website of the U.S. Copyright Office at (www.copyright.gov).

Student and Employee Parking Areas



Emergency Communication Guidelines

In the event of an emergency that directly affects My-Le's Beauty College, llc all students and employees will be notified by telephone, e-mail and the School website.

EXAMPLES OF LIFE THREATING/SERIOUS SITUATIONS AND RESPONSES

FIRES:

- **Examples: Buildings, Grounds, Automobiles**
 - Call the appropriate college official at the location.

 - Clearly identify the location of the incident.
 - Building name
 - Physical location on campus
 - Room or area where fire is located

 - Evacuate the area.
 - Check the evacuation signs posted in hallway and
 - Follow to the Exit
 - Gather in Parking lot

 - Call the Fire Department
 - Remain in Parking lot until the Fire Department has indicated that it is safe to re-enter the building.

SEVERE WEATHER: (i.e., Tornados)

- **Tornado Watch** – Indicates that conditions are right for a tornado to develop and that the sky and public information system should be monitored.

- **Tornado Warning** – Indicates a tornado has been sighted or is indicated on radar and confirmed by spotters.
 - When a tornado **WARNING** is received by way of siren or public broadcast:

- My-Le's Beauty College, llc faculty and staff will insure that all persons with disabilities are evacuated to designated safety areas first, along with other students and visitors.
- If a designated safety area cannot be reached, move away from windows to an inside hall or take cover under desks or tables.
- Protect yourself by:
 - Lying face down
 - Drawing your knees up under you
 - Covering the back of your head with your hands

EMERGENCY EVACUATION SIGNS ARE LOCATED IN THE HALLS OF EACH OF THE BUILDINGS.

POWER OUTAGE:

- If an electric power outage occurs, the following procedures need to be taken:
 - Emergency flashlights will come on in each room.
 - Open doors and window coverings to take advantage of natural lighting.
 - Help those in need of assistance.
 - Carry flashlight to the Exits.

CRIMINAL DISTURBANCE:

- EXAMPLES:
 Robbery

 Assault (verbal or physical)

 Theft in progress

 Hostage situation

 Gang activity

 Weapon on campus

- Do not resist or attempt to retaliate unless your life depends on self-defense.
- Call local law enforcement.
- Report any criminal disturbance to the School President immediately.

BOMB THREATS:

- Do not hang up or put the person on hold.

- Record date and time you were notified of a bomb threat.
- Obtain as much information as possible.
- Call the School President or Director.
- The School President or Director will call the local law enforcement.
- Do not take any further action, unless you are specifically asked to do so.

DISRUPTIVE BEHAVIOR:

- Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the School President or Director.
- Examples of disruptive behavior:
 - Throwing rocks in windows
 - Blocking chairs and tables in classrooms
 - Writing on walls and defacing the School property
 - Verbal abuse of students or employees
 - Disturbing instructors or students
 - Unauthorized protests

Make written documentation of incident.

DRUG/ALCOHOL INTOXICATION:

- Immediately call the School President or Director.

UNUSUAL BEHAVIOR:

Recognize the ability of the disturbed person to deal rationally with his/her behavior is limited; therefore:

- Contact the School President or Director.
- Do not argue with the person, no matter how unusual the conversation may seem.
- Make no threatening movements or comments to the person.
- Designate one student to contact additional staff.
- Remain calm during your conversation with the person.
- Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.

MEDICAL EMERGENCY:

- Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (i.e., paramedics, ambulance personnel, nurses, etc.)
- Reportable examples include but are not limited to:
 - Medical emergencies
 - Occupational accidents requiring medical treatment other than minor first aid.
 - Accidents caused by property damage or unsafe conditions.
 - Apparent minor injuries that may become major injuries requiring medical treatment by a physician at a later date.
- First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, the School President or Director should be notified of the location of the emergency.
- ALWAYS document the incident.

MINOR FIRST AID:

For the treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician, a Red Cross First Aid Kit is maintained in the Ladies Restroom with band aids and supplies for minor injuries.

EVACUATION PROCEDURES:

In the situation where a building must be evacuated, evacuation routes are posted in the hallways of the buildings. For instructors, follow the path indicated unless it endangers you or your students. Be aware of alternate routes to leave your building. Once outside assemble the group to account for your students. Shut doors behind you as you leave, ensuring all students are out of the room/building.

In the event staff should have to evacuate a facility, they are to close their office doors behind them and exit according to the posted evacuation routes, unless they are blocked or unsafe.

Evacuation routes are posted in the halls of the buildings. All staff should familiarize themselves with alternate routes from their office to the outside. In the event of a tornado, staff should move to the interior offices and protect themselves, if possible.

LOCKDOWN PROCEDURES:

The lockdown process will only be initiated with the approval of the School President or Director.

Lockdown is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization.

Lockdown Basics:

- REMAIN CALM
- If safe, check halls and clear them of students and staff.
- Lock all doors and barricade with furniture if necessary.
- Lock windows and close blinds.
- Do not unlock doors or allow anyone in or out until ordered to do so by proper authorities. Keep cell phone with you if possible. Faculty/Staff will be updated through their cell phones.

EMERGENCY RESPONSE AND EVACUATION DRILLS

My-Le's Beauty College, LLC conducts a test of the emergency response and evacuation procedures at least once a year. The test is unannounced to the students and takes place at a time when most of the students, faculty and staff are expected to be present on campus. An emergency response log is maintained in the President's Office and includes the date, time and whether the Drill was announced or unannounced.

VOTERS REGISTRATION

At My-Le's Beauty College, LLC we encourage all American Citizens to register to vote when it comes to an election day. Voters registration forms are available at school office during regular business hours Tues- Sat 9am – 5:30pm or visit at www.sos.louisiana.gov/Portal/0/elections/pdf/COC-ROVlist.pdf

Financial aid available and who to contact

My-Le's Beauty College, LLC institution is approved by the Department of Education to participate in the Federal Financial Aid Programs. Financial Aid Programs available as follows:

PELL GRANTS

What is A Federal Pell Grant?

A federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. (A professional degree would include a degree in a field such as pharmacy or dentistry.) In some cases, you might receive a Pell Grant for attending a post-baccalaureate teacher certificate program.

For many students, Pell Grants are usually a foundation of financial aid, to which aid from other federal and nonfederal sources might be added.

Any information regarding financial aid may be requested by contacting the Financial Aid Director in the school administrative office by calling (504) 362-3150

Note: My-Le's Beauty College, LLC do not participate in the Federal Loan Program.

Financial Aid Procedures and Eligibility Requirements

Students interested in applying for financial aid need to complete an application on the federal aid website <http://www.fafsa.ed.gov/>. Enter My-Le's Beauty College, LLC 041516 and your information will forward to the school. You may contact the Financial Aid Director for further information regarding your available aid.

Whether or not you are awarded financial aid will be determined by your "financial aid", Your "need" is the difference between what it costs to attend a particular school and what you and your family can contribute.

This is determined as follows:

COST OF ATTENDING SCHOOL

(Tuition, fees, books, supplies, room and board and personal expenses).

Minus -

YOUR FAMILY CONTRIBUTION

(The amount that you and your parents should be able to contribute)

- You must be a U.S citizen, a permanent resident, or in the U.S. for other than temporary purposes.
- Be enrolled in an eligible program
- Be schedule to attend at least 12 hours per week
- Not in default on any Federal Loan or owe a refund on any grant
- Be making satisfactory academic progress.
- Register with the Selective Service if you are a male who is at least 18 yrs old
- For Federal Pell Grant, you may not have previously received a bachelors degree or have reached 600 percent lifetime eligibility usage.
- For all Title IV programs you may not currently be enrolled in high school.

STUDENT RIGHTS

1. You have the right to know what financial aids programs are available.
2. You have the right to know the deadlines for submitting application for financial aid programs available.
3. You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for those decisions.
4. You have the right to know how your financial need was determined.
5. You have the right to know how much of your financial need as determined by the institution has been met.
6. You have the right to know your school's verification policies and procedures and how your application will be affected if you fail to meet established requirements and/or deadlines.
7. You have the right to know your school's refund policy.
8. You have the right to know how the school determines whether you are making satisfactory progress and what happens if you are not.

STUDENT RESPONSIBILITIES

1. You must complete all application forms accurately and submit them on time and to the appropriate entity.
2. You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the US Criminal Code.
3. You must promptly submit additional documentation, verifications, corrections , and/or new information requested by either the financial aid office or the agency to which you submitted your application.
4. You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
5. You must accept responsibility for all agreements that you sign.
6. You must be aware of and comply with the deadlines for application or reapplication for aid.
7. You must be aware of your school's refund policy and procedures.

Students are not employed by our school and we have no work programs.

When Do I Apply?

Apply as soon AFTER January 1. (You can't apply before this date.) It's easier to complete the application when you already have your tax return for the year end, so you may want to consider completing your tax return early as possible.

Note: You must reapply for federal aid every year. Also, if you change schools, your aid doesn't go with you. Check with your new school to find out what steps you must take to continue receiving aid

Frequently Requested Information

FASFA Information Center1800-433-3243

FAFSA websitewww.studentaid.ed.gov