




TOP OF THE LINE BARBER COLLEGE

2024 – 2025 CAMPUS SECURITY REPORT

CAMPUS SAFETY HANDBOOK

69 COLUMBUS STREET
SUITE A & B
CHARLESTON, SC 29403



Message From President Gibson

September 15, 2024

I am pleased to present the 2024 - 2025 Top of the Line Barber College Annual Security Report. In the following pages, you will read about our safety programs and security procedures and policies. In addition, you will discover our crime and fire safety statistics, who to call and what to do if you witness or are the victim of a crime, and tips to increase your safety awareness.

The safety and well-being of our students, faculty, staff, and visitors is our primary concern. Campus safety and security must be a collaborative effort. We must be each other's eyes and ears when necessary; most importantly, we must not be afraid to speak up when we witness crime being committed.

I would like to thank our faculty and staff for their tireless efforts to ensure that our campus is secure and that our students are protected. Your diligence and dedication to our students has not gone unnoticed.

I am proud to declare that our campus is a safe welcoming environment for people of all backgrounds. Thank you for taking the time to read this annual report and for all you do to make our school such a special institution.

Sincerely,

Anthony L. Gibson
President, Top of the Line Barber College

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INTRODUCTION

The 2024-2025 Campus Security Report has been prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. Compiling the report is the collaborative responsibility of the management group of *Top of the Line Barber College*. The management group consists of School President Anthony Gibson, Dean Jessica Ford, Financial Aid Director Andronicus Davis, and Business Manager Denise Gibson.

This report provides information on services and policies that support a safe and secure environment, highlights programs that encourage members of the campus community to seek intervention and assistance for victimization, provides information on the alcohol and drug policies, outlines procedures for handling reports of sexual assault, and identifies campus representatives for reporting crimes and incidents that have an adverse impact on the college community.

Scope of Report

This report contains statistics on crimes reported on campus and on the property adjacent to campus. Andronicus Davis, Director of Financial Aid, is the school official responsible for collecting crime statistics from local law enforcement and publishing the findings in this report. Jessica Ford, Dean, is the school official responsible for collecting crime statistics for on campus incidents and preparing the findings for this report.

Incidents reported under the Public Property heading are provided by the City of Charleston Police Department reflecting specific guidelines that require crimes to be reported that occurred on streets, sidewalks, and in parking garages inside the campus and immediately adjacent to it. Private residences, private property and private businesses scattered within the framework of the campus are not reportable areas under federal guidelines and, therefore, incidents occurring in these areas are not required information for inclusion in this report.

Publication of Report

The initial and final draft of this report was composed by Andronicus Davis under the supervision of Jessica Ford. The initial draft was reviewed by the full management group who edit and revise the report. The final draft was prepared for final review and approval. The management group approved the final draft of the 2024-2025 Annual Security Report on September 1, 2024.

If you have any questions about the information published in this report, please contact Mr. Andronicus Davis, Director of Financial Aid at (854)222-3108 or via email at financialaid@topofthelinebarbercollege.edu. Please include “the Annual Security Report” in the subject line of any email correspondence to ensure a prompt response.

Distribution of Report

A printable copy of this report (PDF format) may be accessed directly from the school’s website at the following link: <https://www.topofthelinebarbercollege.edu/annual-security-report>. Actively enrolled students receive an electronic copy of this report via campus email between September 15 and September 30 of each year.

The Annual Security Report is also available in printed form in the College Office located at the following address:

Top of the Line Barber College
69 Columbus Street
Suite A & B
Charleston, SC 29403

Availability of Report for Prospective Students and Employees

Prospective students and prospective employees review the contents of this report with a school official during the enrollment process and may access an electronic copy of this report directly from the weblink listed below.

<https://www.topofthelinebarbercollege.edu/campus-security>

Complaints & Grievances

To file a complaint alleging a violation of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, contact the director of the regional office. The address is listed at <http://www2.ed.gov/about/contacts/gen/regions.html#4>.

The complaint will be handled by the Case Management Team within that regional office. Nothing in the law shall be construed to permit a school to take retaliatory action against anyone with respect to the implementation of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. (Higher Education Opportunity Act Section 488(e) HEA section 485(f)).

General Campus Information

Campus Address

Top of the Line Barber College
69 Columbus Street
Suite A & B
Charleston, SC 29403

On June 6, 2023, Top of the Line Barber College relocated from the following address:

Top of the Line Barber College
1904 Savannah Highway
Unit 101-102; 103
Charleston, SC 29407

Facility Description

Suite A: These units contain the practical clinic floor, the retail shelves/racks, receptionist's desk, and guest lobby. The practical clinic contains twenty (20) student workstations, a shaving station with a towel warmer and a hot lather machine, three (3) shampoo bowls, three (3) hooded hair dryers, and a dispensary containing hair care products & supplies. There are two (2) restrooms; labeled for Gentleman & Ladies respectively.

Unit 201: This unit contains the administrative offices and classrooms. There are two (2) designated classrooms, four (4) offices, and a break room. School files and records are securely stored within these offices. The school copy machine is located on this floor. There are two (2) restrooms, a unisex facility for students and a private restroom for faculty & staff.

Facility Access

Hours of Operation: 8:00am – 5:00pm, Monday & Saturday
8:00am – 11:00pm, Tuesday – Friday

Arrival of Faculty/Staff: 8:00am – 8:30am, Monday – Saturday

Arrival of Student Body: 8:30am – 9:15am, Tuesday – Saturday

Facility Open to Public: 9:30am – 7:30pm, Tuesday – Friday
9:00am – 4:30pm, Saturday

Facility Closure: Sundays & All Federal Holidays

Law Enforcement Jurisdiction

The facility is under the jurisdiction of the City of Charleston Police Department. The property is subject to regular and random patrols from the officers assigned to this area. *Top of the Line Barber College* currently does not employ a private security agency to secure the campus.

Campus Security Authorities (CSA's)

It is not uncommon for a college student who is the victim of crime to tell someone with whom they feel comfortable about the crime such as a counselor or instructor, rather than a law enforcement official. In compliance with the Clery Act, our school is required to identify and provide training to students, volunteers, employees, etc., whose function has significant responsibility for student and campus activities, as a Campus Security Authority (CSA) to which a victim may disclose a Clery offense.

Students who are victims of crime on or off campus may report their victimization on a voluntary and confidential basis to a CSA for the crime statistic to be included in the Annual Security Report. When a CSA receives a report of a Clery offense, they will collect important information regarding the crime from the victim and will confidentially relay that information to the Charleston Police Department to determine if a Timely Warning should be initiated and to compile annual crime statistics to be included in the Annual Security Report. Individuals who serve as CSA's must complete annual training to remain qualified for the position.

Campus Security Authority Contact Information

The following school officials serve in the capacity of campus security authority. If you have been the victim of a crime, witnessed a crime, or have been subject to harassment and would like to report the incident confidentially you may seek out one of the following individuals.

1. Jessica Ford, Campus Dean (646)961-6108; j.ford@topofthelinebarbercollege.edu
2. Andronicus Davis, Financial Aid Director (843)823-2064;
financialaid@topofthelinebarbercollege.edu
3. Anthony Gibson, Campus President (843)532-4644; mr.gibson_101@yahoo.com

2024 Campus Security Report

Clery Act Crime Definitions

It is important that one understands that the legal definition of what constitutes a crime may vary depending upon the jurisdiction where the crime is alleged to have occurred. The following crime definitions are used by school officials when a crime is reported. Statistics for the crimes listed must be tracked to ensure compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998.

Murder & Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter

The killing of another person through gross negligence.

Sex Offenses

Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent. Attempted sexual assaults are included.

Rape

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Incest

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence

Domestic violence has two (2) separate definitions under federal and state guidelines.

Federal Statutes

Definition: A felony or misdemeanor crime of violence committed.

1. By a current or former spouse or intimate partner of the victim
2. By a person with whom the victim shares a child in common
3. By a person who is cohabitating with or has cohabitated with the victim as a spouse or a partner
4. By a person similarly situated to a spouse of the victim under the domestic violence laws of the jurisdiction in which the crime of violence occurred, or
5. 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.

State Statutes

Definition: Abuse between household members.

1. Household Members: Spouses or former spouses; persons who have a child in common; or a male or female who are cohabiting or formerly have cohabited.
2. Abuse: The occurrence of one or more of the following acts within a domestic relationship:
 - a. cause physical harm or injury to a person's own household member.
 - b. or offer or attempt to cause physical harm or injury to a person's own household member with apparent present ability under circumstances reasonably creating fear of imminent peril.

Dating Violence

FEDERAL DEFINITION: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

1. 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.
2. For purposes of this definition
 - a. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - b. Dating violence does not include acts covered under the definition of domestic violence.
3. For the purposes of complying with the requirements of this section, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

NOTE: There is no State Definition for Dating Violence.

Stalking

FEDERAL DEFINITION: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for the person's safety or the safety of others; or
2. Suffer substantial emotional distress
3. For the purposes of this definition-
 - a. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
 - b. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - c. A reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

STATE DEFINITION: A person commits the crime of stalking if they engage in pattern of words, whether verbal, written, or electronic, or a pattern of conduct that serves no legitimate purpose and is intended to cause and does cause a targeted person and would cause a reasonable person in the targeted person's position to fear:

1. Death of the person or a member of his family.
2. Assault upon the person or a member of his family.
3. Bodily injury to the person or a member of his family.
4. Criminal sexual contact on the person or a member of his family.
5. Kidnapping of the person or a member of his family; or
6. Damage to the property of the person or a member of his family.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed. Aggravated assault includes poisoning (date rape drug, etc.)

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned, including joy riding).

Arson

The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Liquor Law Violations

The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)

Drug Abuse Violations

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Unfounded Crimes

Occasionally, an agency will receive a complaint that is determined through investigation to be false or baseless. In other words, no crime occurred. If the investigation shows that no offense occurred nor was attempted, then it must be classified as being unfounded. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with prosecution, or the failure to make an arrest does not unfound a legitimate offense. Also, the findings of a coroner, court, jury, or prosecutor do not unfound offenses or attempts that law enforcement investigations establish to be legitimate. U.S. Department of Justice, Federal Bureau of Investigation (2004) Uniform Crime Reporting Handbook pp 77, 78.

Clery Act Hate/Bias Crimes

A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

A hate crime is defined as any crime that manifests evidence that a victim was selected because of his/her actual or perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability, the crime is classified as a hate crime. For more information on the definition and classification of hate/bias crimes, see:

https://www.fbi.gov/aboutus/investigate/civilrights/hate_crimes/overview.

Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported:

Race

A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

Gender

A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

Gender Identity

A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

Religion

A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

Sexual Orientation

A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

Ethnicity

A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity

differs from the closely related term race in that “race” refers to grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.

National Origin

A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

Disability

A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Clery Report Scope & Guidelines

To remain compliant with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, our school must report statistics for the crimes defined in the previous section. This report must be compiled annually and a copy of said report must be distributed to every faculty, staff, and student currently enrolled. Statistics are provided for the most recent calendar year (2023) and the preceding two years (2022 and 2021). The charts that follow disclose statistics for offenses committed in certain geographic locations associated with the institution.

Report Exclusions

Our school is required to report statistics for hate/bias crimes by the type of bias for the prior listed offenses (see definitions above) as well as the crimes of larceny, simple assault, intimidation and vandalism (see definitions below). The below listed crimes are not Clery reportable crimes unless the crime was motivated by bias. If a hate crime occurs during an incident involving larceny, simple assault, intimidation or vandalism, Clery law requires that the statistic be reported as a hate crime even though these four crime classifications by themselves are not Clery-reportable crimes.

1. **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
2. **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
3. **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
4. **Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

2024 Clery Offenses Crime Report

UNFOUNDED	There were no unfounded Clery Offenses for 2021-2023.		
CRIME STATISTICS Hate Crimes	There were no reported hate crimes for 2021-2023.		
RIME STATISTICS Non-Hate Crimes	On Campus Total		
	2021	2022	2023
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses	0	0	0
Rape	0	0	0
Fondling	0	0	0
Non-forcible sex offenses	0	0	0
Statutory Rape	0	0	0
Incest	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Dating violence	0	0	0
Domestic violence	0	0	0
Stalking	0	0	0
ARRESTS	On Campus Total		
	2021	2022	2023
Liquor Law	0	0	0
Drug Law	0	0	0
Weapons	0	0	0
DISCIPLINARY ACTIONS/ CONDUCT REFERRALS	On Campus Total		
	2021	2022	2023
Liquor Law	0	0	0
Drug Law	0	0	0

Campus Safety Protocols

When an emergency or incident occurs on campus, it is prudent to observe established emergency procedures. Doing so will increase the probability of your surviving the situation relatively quickly and unharmed. The protocols published on subsequent pages will assist individuals with surviving campus safety emergencies or while participating in school sponsored activities.

Reporting Criminal Acts and Suspicious Activity

Students, faculty, and staff are encouraged to use common sense and implement risk reduction measures to help deter crimes against persons and property. To report a crime or an emergency on campus, call the Charleston Police Department at:

- Emergencies: 911
- Non-Emergency Assistance: (843)577-7074

Protocols for Reporting an Emergency

Please observe the following protocols once you have made phone contact with an emergency dispatcher.

1. **GIVE YOUR LOCATION:** If you know the physical address, provide that information to the dispatcher. If you do not know the physical address of the emergency, provide as much detail as possible. Use landmarks and other easily recognizable items to describe your location.
2. **DESCRIBE THE NATURE OF THE EMERGENCY:** Provide a clear concise description of the emergency. Be sure to include all the information you know including the alleged crime, the victim(s), the perpetrator(s), and any other pertinent facts.
3. **STAY ALERT:** Be prepared to answer the dispatcher's questions or to follow the instructions provided. Do your best to remain calm; if you panic, you are more likely to make the situation worse than help alleviate it. Follow any instructions exactly as the dispatcher describes.

Active Shooter Emergency Protocols

1. If possible, exit the building immediately, and call 911.
2. If you cannot exit, clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible. Stay away from windows. Remain calm and quietly call 911.
3. Evacuate the room only when the authorities have arrived and instructed you to do so.
4. Do not leave or unlock the door to see "what is happening."
5. Do not attempt to confront or apprehend the shooter unless it is the last resort.
6. Do not assume someone else has called the police or emergency personnel.

Bomb Threat Protocols

1. Remain calm.
2. Obtain as much information as possible from the threatening caller.
3. Keep callers on the line as long as possible.
4. Do not anger callers.
5. Call 911 and report the threat.
6. Do not erase threats if they are left on voice mail.

Suspicious Mail and/or Packages

1. Do not touch or disturb the object or package.
2. Evacuate the immediate area.
3. Call 911 and report the threat.
4. Notify the Campus Director as appropriate.

Suspicious Person and/or Erratic Behavior

1. Do not physically confront the persons exhibiting the behavior.
2. Do not let anyone into a locked room/building.
3. Call 911 and report the threat.

Security Training

Top of the Line Barber College periodically during the academic year provides an on-site drug and alcohol prevention by the Charleston Police Department. Additionally, campus security officials will provide tips to prevent theft and vandalism during orientation with the students.

Reporting A Sex Offense, Domestic Violence, Dating Violence, Sexual Assault Or Stalking

It is the policy of Top of the Line Barber College to immediately report any sexual offense to the Charleston Police Department, whether committed on or off campus. It is imperative that victims of any kind of sexual offense report the crime to one of the TOTLBC security authorities and/or to the Charleston Police Department. It is also important to preserve any and all evidence (i.e. clothing, objects and any other biological evidence) for the proof of a criminal offense.

When sexual assaults are committed off-campus, persons are encouraged to report to the appropriate law enforcement agency, but a student may elect, instead, to report the sexual assault to one of the campus security authorities. Any assault will be immediately reported to the Charleston Police Department. If an assault is reported to the campus security authorities, a grievance form will be provided to student.

Procedures If You Are A Victim Of Sexual Assault, Domestic Violent, Dating Violence Or Stalking.

1. Report to Police.
2. Tell the first person you see and point out the attacker.
3. Don't shower or bathe.
4. Preserve as much evidence as possible.
5. Remember all you can about the attacker such as age, height, weight, race, color of eyes-hair-clothes, type of complexion-pants-shirt-shoes.

Disciplinary Action for Sex Offense, Domestic Violence, Dating Violence, Sexual Assault or Stalking Convictions

If a student or a staff member is convicted of a sexual offense, domestic violence, dating violence, sexual assault or stalking regardless of whether the action took place on the TOTLBC campus, that individual is subject to disciplinary actions by TOTLBC. Any student or staff member may be subject to sanctions leading up to or including termination if convicted of any domestic violence, sex offense, including rape, acquaintance rape, any other forcible or non-forcible sex offenses or stalking.

All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings and hearings. Also, TOTLBC is obligated to comply, in writing, notifying victims about options for academic or protective measures.

In response to all complaints, TOTLBC promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. This investigation will be completed within 60 days of receipt of complaint.

Both parties will receive written notice of the outcome of the complaint. Reasonable academic accommodations will be provided during and after alleged Title IX or VAWA offense. During the investigation the school will provide interim measures, as necessary to protect the safety and wellbeing of the students and or employees involved. TOTLBC will not limit the choice of advisors for either the accuser or the accused at disciplinary proceedings.

- At the College report to Mr. Davis 843-823-2064
- Or Please contact the police at 911
- To Determine which type of Disciplinary proceeding to implement we will follow the criteria below:
 - Dating Violence- Police will be notified/Help center information will be given.
 - Domestic Violence- Police will be notified/Help Center information given.
 - Sexual Assault: Domestic Violence- Police will be notified/Help Center information given.
 - Stalking: Domestic Violence- Police will be notified/Help Center information given.

Both the accuser and the accused will be provided with a written explanation of the students' rights and options for resolving the allegations. Both the accuser and the accused will be informed of any Initial, interim, and final decisions, by the Director of TOTLBC, any sanctions imposed by the institution. Additionally, both the accuser and the accused are entitled to have others present during disciplinary proceedings. Compliance with these provisions does not constitute a violation of the Family Education Rights and Privacy Act of 1974.

Confidentiality- TOTLBC is committed to maintaining the privacy of all individuals involved in a report of sexual misconduct, relationship violence, or stalking to the extent permitted by law. All TOTLBC employees who are involved in the College's response, including the Title IX coordinator, investigators, and all other parties, received specific instructions about respecting and safeguarding private information. Information will not be shared without the express, written permission of the individual.

Awareness Programs to prevent dating violence, domestic violence, sexual assault, and stalking:

Currently, Top of the Line Barber College does not have on-campus resources for victims of a sexual assault. The following organizations are available to the community for assistance. These organizations will also provide training/education classes for our students at our campus, along with pamphlets and education material.

Center for Women	843-763-7333
Steve Austin Facility	843-744-9949

With these organizations, their programs help prevent dating violence, domestic violence, sexual assault, and stalking including primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at current students and employees.

Bystander intervention: safe and positive options that may be carried out by an individual to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Bystander intervention includes:

1. Recognizing situations of potential harm
2. Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and talking action to intervene.

Ongoing prevention and awareness campaigns: TOTLBC involves the community for assistance with the education, interventions, initiatives and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking.

Risk Reduction: the practice of educating ‘potential victims.’ In order to promote safety and to help individuals and communities address conditions that facilitates violence. Examples are “don’t walk alone at night.” “don’t set your drink down.” “use the buddy system.”

[Registered Sex Offenders](#)

In accordance to the Campus Sex Crimes Prevention Act of 2000 (CSCPA), which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Cleary Act and the Family Educational Rights and Privacy Act of 1974 (FERPA), the state of South Carolina is required to provide information as to the location, enrollment and/or employment of a sex offender at a post-secondary institution to local law enforcement authorities. Top of the Line Barber College is required to inform both staff and students of recourses where this information can be found. The law also requires sex offenders already required to register in a State to provide notice to each higher education institution in that State at which the person is employed, carries a vocation, or is a student. In South Carolina, convicted sex offenders must register with their local Sheriff’s Office.

A list of all registered sex offenders in South Carolina is available from the South Carolina Bureau of Investigation at <http://scor.sled.sc.gov>. The Top of the Line Barber College campus address is 69 Columbus Street Suite A & B Charleston, SC 29403.

To determine where sex offenders are located, use the following link: <https://www.nsopw.gov>

Campus Drug and Alcohol Policy

At Top of the Line Barber College, the illicit use of drugs and/or alcohol by staff or students is strictly prohibited. The College provides an on-site drug and alcohol prevention seminar periodically conducted by the Charleston Police Department and other professionals in the Charleston area.

The use of illicit drugs and alcohol can cause numerous health problems and can lead to death. The effects to a person's health include respiratory failure, heart attack, overdose, acute intoxication, and transmittable diseases such as Hepatitis C and AIDS. Thousands of deaths are caused each year by drug overdoses, allergic reactions to drugs, toxic combinations of drugs, and alcohol poisoning. For more information about the effect of alcohol and drug abuse, please visit www.drugfree.org.

The manufacture, distribution, dispensation, possession, sale, purchase, offer to buy or sell, or use of alcohol, illegal drugs or related paraphernalia and the illegal use of any drugs (including the misuse of prescription drugs) at Top of the Line Barber College campus or while engaged in the course curriculum is strictly prohibited. The College also prohibits such conduct during non-curriculum time to the extent that, in the judgment of Top of the Line Barber College, it impairs a student's or staff member's ability to progress through the curriculum, threatens the reputation or integrity of the College or violates the law. Any student who violates this policy is subject to suspension or expulsion from the program. Any staff member who violates this policy is subject to sanctions up to or including termination.

Any student or staff member who has illegal possession or engages in the illicit use of drugs or alcohol is also subject to criminal prosecution. TOTLBC will refer violators to the appropriate authorities for prosecution. South Carolina law states that any person who violates the criminal statutes on controlled substances by possessing, offering for sale, distributing, or manufacturing opiates and narcotics shall be guilty of a drug severity level three (3) felony. If convicted, the court may sentence a person to a term of imprisonment in accordance with the South Carolina Sentencing Guidelines Act and a fine of up to \$300,000. Unlawful possession of a depressant, stimulant or hallucinogenic drug is punishable as a Class A non-person misdemeanor, which carries a penalty of imprisonment and a fine of up to \$2,500.

South Carolina statutes also provide for criminal penalties for conviction of certain alcohol-related offenses, such as underage consumption or providing alcohol to minors. These penalties include imprisonment of up to six months and fines of up to \$1,000.

For a first offense minor in possession of alcohol charge, the penalty is:

1. Up to 1 month in jail
2. \$200 minimum fine (\$500 if under 18)
3. 40 hours of community public service
4. Required attendance in an alcohol education program
5. Suspension of driver's license for 30 days

Any student or staff member who purchases alcohol for a person under the legal drinking age of 21 could be subject to a maximum penalty of 6 months in jail and a \$1,000 fine.

Students or staff members who use prescription drugs should follow the prescribing physician's directions for use and all prescriptions are to be kept in the prescription bottle with the appropriate name of the user. If use of a prescription drug may impair your performance or affect safety while performing course-related

services, you should notify the Learning Leader or supervisor (if staff) immediately so the College can take whatever action it finds appropriate to protect your safety and that of other students and clients. Any student or staff member who violates this policy is subject to suspension or expulsion from the program.

Drug and Alcohol Treatment Facilities

If you or someone you know is struggling with drug or alcohol abuse, please call 1-877-335-HOPE (4673) or one of the treatment centers listed below.

1. AA Abuse Helpline-24 hours: 1-800-299-6310
2. Charleston Recovery Center: 843-718-2780

Severe Weather & Campus Emergency Procedures

It is important to remain calm during any emergency. An individual who can think clearly and act decisively will have an advantage over the individual who is unable manage their emotions during a crisis. The protocols listed below will assist individuals with surviving severe weather emergencies while on campus or while participating in school sponsored activities.

Official Declaration of Emergency

The Governor of South Carolina is responsible for declaring a state of emergency when the situation arises. Following this announcement, school officials will determine the best course of action. If deemed necessary, the Dean will declare a campus emergency. Once an emergency is declared, only registered students, faculty, and staff are authorized to be present on campus but in the event of immediate crisis only authorized administrative personnel will remain and all others will be dismissed. Our clients will be asked to vacate the premises, unless conditions require that they remain on campus. All unauthorized individuals remaining on campus may be subject to arrest in accordance with applicable laws.

Emergency Evacuation Procedures

Please comply with the following evacuation process if it is deemed necessary to evacuate the campus. These basic evacuation procedures are to be observed when exiting the building during any emergency or crisis. Public safety officials or law enforcement officers will provide specialized evacuation instructions if necessary.

1. **Alarm/Notification:** Please observe the emergency alarm or emergency announcement from a CSA. If time permits, a CSA will issue an emergency notice via the school's messaging system.
2. **Orderly Procession to Exit:** Please proceed to the nearest exit; if possible, please refer to the emergency evacuation route posted in the room in which you are occupying.
3. **Evacuation Route:** Please walk in a single file line if in a group of two (2) or more and stay to the right, if possible, when exiting the building. Keep noise to a minimum and avoid pushing others as you exit the building.
4. **Safety Precautions:** Please avoid using elevators during an emergency evacuation. In many emergency situations elevators are either inactive or used exclusively by law enforcement or fire officials.
 - a. **Disabled Individuals:** School officials have procedures in place to assist disabled individuals with safely evacuating the building. In the case of an emergency evacuation, disabled individuals will be safely evacuated prior to the general evacuation order for the campus. School officials will ensure the safety and security of these individuals before addressing the general student body.
5. **Proceed to Safe Area:** Once you have exited the building safely, please proceed to the designated safe area. The designated safe area will be easily accessible and identifiable; the area will be located at least 500ft. away from the campus. School officials stationed at the designated safe area will provide further information and instructions.
6. **Return to Campus When Authorized:** Please wait to return to campus until you are instructed to do so by a school official. The notification to return to campus will be delivered via the school's messaging system; please check your email and/or text messages regularly.

Shelter-In-Place Procedures

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

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

1. **Gather Supplies:** If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency.
2. **Seek Shelter:** If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
3. **Choose Shelter:** Locate a room to shelter inside. It should be: An interior room; above ground level; and without windows or with the least number of windows.
 - a. If there is a large group of people inside a particular building, several rooms may be necessary.
4. **Secure Shelter:** Shut and lock all windows (tighter seal) and close exterior doors.
 - a. Turn off air conditioners, heaters, and fans.
 - b. Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible.)
 - c. Turn on a radio or TV and listen for further instructions.
 - d. Make yourself comfortable.
5. **Report Location:** Make a list of the people with you and ask a campus security authority to call the list in to the Charleston Police Department at (843)577-7074 so they know where you are sheltering. If only students are present, one of the students should call in the list.

