



2026 Annual Safety Report

703 S. Centerville Road, Sturgis, MI 49091 www.swmbeautyschool.com

TABLE OF CONTENTS

INTRODUCTION

Affiliations

ANNUAL SECURITY REPORTING

Preparation

Disclosure & Preparation of The Annual Safety Report

CAMPUS CONTACT INFORMATION

SAFETY & SECURITY

Student & Employee Training

Campus Security Authorities (CSAs)

Campus Law Enforcement

Relationship with Local Law Enforcement

Reporting Crimes & Emergencies

Missing Student Policy

Safety & Access

Security Cameras Visitor Policy

Parking Policy

Maintenance Policy

Campus Searches Policy

Registered Sex Offenders

Safety Awareness Prevention

EMERGENCY CONTACT & IMPORTANT RESOURCES

CAMPUS SAFETY AND SECURITY SURVEY

Institution Forms

Screening Questions

Crime Statistics

Completions Certificate

HEALTH AND SAFETY

EMERGENCY POLICIES & PROCEDURES

Timely Warning and Emergency Response

Emergency Notifications

Emergency Evacuation

Shelter In Place Policy

Lockdown Policy

Lockout Policy

Violent Intruder

STUDENT CODE OF CONDUCT

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

SUBSTANCE ABUSE POLICY & PREVENTION PLAN

**TITLE IX SEXUAL HARASSMENT, DISCRIMINATION, MISCONDUCT POLICY & VAWA
POLICY**

INTRODUCTION

Reyna Perez

Owner & CEO

Frank Perez

Director of Finances

AFFILIATIONS

Memberships, Licensing, Accreditation
Sturgis Chamber of Commerce
The State of Michigan Board of Cosmetology
Accreditation by NACCAS

ANNUAL SECURITY REPORTING

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092(f)), commonly known as the Clery Act, is a federal statute requiring eligible postsecondary institutions to publish and disseminate an Annual Safety Report (ASR). This report contains campus crime statistics covering the preceding three calendar years for incidents occurring on campus, in non-campus buildings or property, and on public property within or immediately adjacent to and accessible from the campus. Additionally, the ASR articulates institutional policies concerning law enforcement authority, crime reporting procedures, substance abuse prevention, and institutional responses to sexual assault, domestic violence, dating violence, and stalking.

VAWA

Reauthorized on March 7, 2013, the Violence Against Women Reauthorization Act (VAWA) amended the Clery Act to require institutions to compile statistics and implement institutional policies, procedures, and programs regarding dating violence, domestic violence, sexual assault, and stalking.

PREPARATION

Southwest Michigan Beauty School engages administrative personnel across institutional divisions—including Operations, Student Services, Guest Services, and Education—in compiling the Annual Safety Report. This interdepartmental collaboration ensures comprehensive gathering and accurate representation of security-related data and policy information.

Disclosure & Publication of Annual Safety Report

Southwest Michigan Beauty School maintains a commitment to transparency, safety, and regulatory compliance. The Annual Safety Report is prepared and distributed to ensure that prospective and enrolled students, as well as current and prospective employees, remain informed regarding campus security protocols and crime statistics. Distribution occurs through the following procedures:

1. Data Collection and Submission:

The President of Southwest Michigan Beauty School oversees the collection of crime statistics for incidents reported within the institution's Clery geography, including data requested from and provided by the Sturgis Police Department.

2. Submission to U.S. Department of Education:

Crime statistics are submitted annually via the U.S. Department of Education's Web-based Campus Safety and Security Survey in accordance with federal statutory deadlines.

3. Publication Deadline:

The Annual Safety Report is finalized and published annually on or before October 1.

4. ASR Accessibility:

The full report is publicly accessible on the institutional website at www.swmbeautyschool.com.

5. Notifications

Enrolled students and current employees receive electronic notifications announcing the publication and availability of the updated ASR. The notice contains a direct hyperlink to the document.

6. Access to Students

Students may access the ASR under the Consumer Disclosures section of the institutional website.

7. Employee Notification and Acknowledgement:

Employees receive annual written notification via email providing direct access to the published report. Employees are required to complete an electronic acknowledgment confirming receipt and review of the report

CAMPUS CONTACT INFORMATION

703 S Centerville Road, Sturgis, MI 49091 (269) 503-7606

www.swmbeautyschool.com

Reyna Perez

reyna@swmbeautyschool.com

Owner and Director of Education

Frank Perez

Director of Finances

barbara Frees

Barbara@swmbeautyschool.com

Senior Instructor

Paola Ramirez

paola@swmbeautyschool.com

Junior Instructor

SAFETY & SECURITY

Southwest Michigan Beauty School recognizes that maintaining campus safety and security is a shared responsibility among administrative officials, staff, students, and visitors. Effective crime prevention relies upon active environmental awareness and the prompt reporting of suspicious activities or safety hazards.

Southwest Michigan Beauty School operates at a single campus location (703 S. Centerville Road, Sturgis, MI 49091). The institution does not maintain residential student housing or non-campus properties as defined under 34 C.F.R. § 668.46(a).

Student & Employee Training

During initial onboarding, newly hired employees complete training covering institutional safety policies, emergency response procedures, incident reporting protocols, and the provisions of the Clery Act. Additionally, employees complete mandatory Title IX compliance training addressing the prevention and reporting of sex discrimination, sexual harassment, and sexual misconduct.

Student Training

During student orientation, new enrollees receive comprehensive training regarding institutional policies and safety protocols. Instruction covers emergency management (fire, medical emergencies, natural disasters, and active threats), access to the Annual Safety Report, Title IX rights and compliance, VAWA regulations, Clery Act disclosures, and the Student Code of Conduct.

Campus Security Authorities (CSAs)

In accordance with federal regulations, Southwest Michigan Beauty School designates specific staff members as Campus Security Authorities (CSAs). CSAs are responsible for receiving and recording allegations of Clery Act crimes reported to them and forwarding these statistics to the President for inclusion in the Annual Safety Report and for evaluation of potential Timely Warning Notices.

CSAs possess the responsibility and mandate to receive incident reports and initiate institutional safety responses. Their proactive participation is central to the institution's compliance and risk management efforts.

Documented incident reports received by CSAs are submitted promptly to the President of Southwest Michigan Beauty School to facilitate statistical reporting, institutional oversight, and risk mitigation.

Designated Campus Security Authorities are tasked with the following responsibilities:

- Maintaining an accurate and up-to-date campus crime log.
- Reporting alleged Clery Act, VAWA, and Title IX violations to designated institutional officers.
- Encouraging individuals who have experienced or witnessed crimes to come forward and report these incidents.
- Providing affected individuals with information about available resources for assistance and support.
- Assuring the reporting individuals that the incident will be included as a statistical record without revealing their identity in the report.
- Completing and submitting the CSA Clery Crime Reporting Form within 24 hours of receiving incident information.
- Fulfilling reporting duties regardless of whether the reporting party chooses to pursue formal criminal or administrative action.

To report an incident or crime, individuals may contact any of the designated Campus Security Authorities listed below:

barbara Frees

barbara@swmbeautyschool.com

Senior Instructor

Reyna Perez

reyna@swmbeautyschool.com

President and Director of Education

Campus Law Enforcement

Southwest Michigan Beauty School does not employ a sworn police force or commissioned security personnel. Campus personnel do not possess arrest authority.

Relationship with Local Law Enforcement

Local law enforcement agencies maintain jurisdiction over the premises of Southwest Michigan Beauty School. The institution cooperates fully with local, state, and federal law enforcement agencies. Unlawful conduct on campus premises or during institutional activities will not be tolerated, and the institution offers no protection from legal prosecution for violations of applicable law.

Reporting Crimes & Emergencies

Southwest Michigan Beauty School encourages all members of the campus community and guests to report criminal offenses, suspicious conduct, safety hazards, and emergency situations immediately to designated Campus Security Authorities (CSAs). In the event of an active crime, threat, or medical emergency, individuals should immediately dial 911 rather than attempting personal intervention.

Following immediate emergency actions, reports should be submitted to a CSA to ensure accurate documentation. Reports may be initiated through:

- In-person interactions with CSAs.
- Phone communication.
- Written incident report forms, available in person at the Student Services office or via email request.

Confidential Reporting

Victims or witnesses who prefer to report an incident without seeking formal legal prosecution may request confidential reporting through a Campus Security Authority. While CSAs are required to record essential incident metadata (date, time, location, and offense classification) for mandatory statistical reporting, personal identifying information of the reporting party or victim can be withheld upon request. Statistical inclusion in the Annual Safety Report does not reveal individual identities.

Emergency Contact Information

Students and staff are responsible for maintaining accurate contact details on file with the institution to facilitate delivery of timely warnings and emergency communications. The institution assumes no liability for undelivered notifications caused by inaccurate contact details provided by the individual.

Missing Student

Any report or suspicion that a student is missing must be communicated immediately to Campus Security Authorities and local law enforcement. If there is reason to believe a student has been missing for 24 hours, institutional personnel will immediately notify law enforcement authorities. In accordance with Michigan law, law enforcement agencies accept missing person reports immediately without a mandatory waiting period.

Notification for Missing Students

When a student is confirmed missing under circumstances indicating a potential threat to safety, Campus Security Authorities will issue timely notifications as appropriate. Designated emergency contacts will be notified within 24 hours of official confirmation that a student is missing.

Safety & Access

Southwest Michigan Beauty School facilities are accessible to students, employees, authorized contractors, and registered guests during standard operating hours. Access outside regular business hours is restricted to authorized personnel utilizing security credentials and access codes.

Security Cameras

Southwest Michigan Beauty School maintains electronic surveillance equipment in designated common areas to monitor facility security, deter property loss or vandalism, and assist in incident reviews.

Visitor Policy

During operational hours, visitors are permitted on campus premises only upon prior authorization from the President or a designated Department Head. This policy applies across all campus areas, including instructional spaces, administrative offices, breakrooms, and parking areas.

Parking Policy

Designated student parking is provided in the front parking lot. Any modifications to parking regulations will be communicated electronically. The institution is not responsible for personal property loss or damage; vehicular accidents occurring on campus parking lots must be handled directly through personal insurance providers.

Maintenance Policy

The Operations Department oversees physical plant maintenance, equipment safety inspections, and facility repairs. Regular assessments of exterior lighting, physical locks, security alarms, and landscaping are conducted to maintain a secure environment. Property management oversees exterior structure upkeep, roof maintenance, parking lot integrity, and groundskeeping.

Campus Searches Policy

To maintain institutional safety and ensure compliance with campus policies, the institution reserves the right to conduct unannounced administrative searches of campus property, including student lockers, work stations, and personal belongings brought onto campus grounds. Evidence of illegal activity will be referred to law enforcement authorities.

Registered Sex Offenders

State law requires convicted sex offenders to register with local law enforcement. Members of the campus community may access public sex offender registry data through the Michigan State Police Sex Offender Registry website.

Safety Awareness Prevention

Members of the campus community are encouraged to exercise personal safety awareness and maintain proactive precautions. Adhering to standard safety guidelines helps reduce personal risk:

- Be alert for suspicious persons and activity on campus.
- Report unfamiliar or unauthorized individuals in non-public campus areas to administrative personnel immediately.
For example, if you see an unfamiliar face in the vicinity, proceed to your work/class area and then report the matter immediately.
- Walk in well-lit areas. If possible, do not walk alone.
- In case of a personal attack, scream as loudly as possible and run toward a more lighted or highly trafficked area.
- Do not voluntarily enter an assailant's vehicle or go to a more remote location with an assailant.
- Be aware of your surroundings. If you think you are being followed, go to a crowded area.
- Be alert and observant of the people around you.
- Trust your instincts. If you sense trouble, get away as soon as possible.
- Do not carry large amounts of money.
- Park your vehicle in populated and well-lit areas, if possible.
- Lock all vehicle doors and check them before leaving your parked car.
- Carry keys in your hand.
- Have vehicle keys accessible prior to approaching your vehicle to allow quick entry.

EMERGENCY CONTACTS & IMPORTANT RESOURCES

The following is a list of emergency, crisis, and student resource information:

EMERGENCY	911
Non-Emergency	(269) 651-3231 Sturgis Police Dept
Silent Witness	(480) 948-6377
Campus Security Authorities Compliance	(269) 503-7606 Southwest Michigan Beauty School
Title IX Coordinator & Deputy Coordinators	(269) 689-5234 Southwest Michigan Beauty School Compliance
Crime Stop -	1-800-SPEAKUP
Homeless Shelter	211
	https://www.michigan.gov/mdhhs/assistance-programs/housing-and-homeless-services
Apply for Food stamps	1-844-799-9876
	https://www.michigan.gov/mdhhs/assistance-programs/housing-and-homeless-services

Crisis Response Network (855) 832 - 2866 crisis.solari-inc.org
Crisis Text Line Text HOME to 741741 crisistextline.org
The Mandel Center (480) 734 - 1199 mandelcenter.com
Mental Health America of Arizona (602) 576 - 4828 mhaarizona.org
Suicide & Crisis Lifeline 988 988lifeline.org
Eating Disorder Treatment & Recovery (866) 842 - 1245 meadowsranch.com A New Beginning (eating disorders) (480) 941 - 4247 anewbeginning.com (602) 234 - 1195 oa.org (602) 266 - 9784 gamblersanonymous.org
Overeaters Anonymous
Gamblers Anonymous Narcotics Anonymous (818) 773 - 9999 na.org
Marijuana Anonymous (800) 766 - 6779 marijuana-anonymous.org
Drug/ Alcohol Additional Resources (877) 931 - 9142 communitybridgesaz.org CASA, Center for Prevention of Abuse & Violence (602) 254 - 6400 casacares.org Arizona Coalition to End Sexual and Domestic Violence (800) 782 - 6400 acesdv.org
Domestic Violence Survivor Emergency Relief Fund (602) 279 - 2980 acesdv.org/survivor-emergency-relieffund
National Child Abuse Hotline (800) 422 - 4453 childhelp.org
Arizona Child Abuse Hotline (888) 767 - 2445 dcs.az.gov Arizona WIC Program (800) 252 - 942 azdhs.gov/prevention/azwic
DES Medical Assistance Program (855) 432 - 7587 healthearizonaplus.gov
American Indian Health Program (602) 417 - 7100 azahcccs.gov/americanIndians/AIHP/
Arizona Coalition for Military Families (602) 753 - 8802 arizonacoalition.org
U.S. Department of Veteran Affairs (844) 698 - 2311 va.gov
Arizona Department of Veteran's Services (602) 255 - 3373 dvs.az.gov

