

October | 2022

# Consumer Information & Campus Security/Fire Safety Report



Lexington Healing Arts Academy

# Consumer Information 2022

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## **GENERAL INSTITUTIONAL INFORMATION**

### **Entities that Accredit, License, or Approve the School**

Lexington Healing Arts Academy (LHAA) is accredited by the Accrediting Bureau of Health Education Schools (ABHES). In addition, LHAA is licensed by the Kentucky Board of Proprietary Education. You may obtain a copy of LHAA's accreditation and/or licensing documents, or information on how to contact any of the agencies that regulate LHAA from LHAA personnel.

### **Academic Program and Instructional Facilities Information**

Academic program offerings and instructional facilities information may be reviewed by accessing the LHAA Catalog and are published on the LHAA Website at: [www.lexingtonhealingarts.com](http://www.lexingtonhealingarts.com).

LHAA offers programs in Massage Therapy and Yoga Teacher Training. To access a copy of the school catalog, call 859-252-5656 or email [info@lexingtonhealingarts.com](mailto:info@lexingtonhealingarts.com).

### **Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)**

The student's records are regarded as confidential for all schools receiving funding under programs administered by the U.S. Department of Education in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA). Generally, information pertaining to student's records shall not be released to a third party without written authorization of the student, judicial order, or a lawfully issued subpoena. Education records are all records an institution maintains regarding a student.

In compliance with FERPA, the school's designated representative may disclose the following student record information without prior written consent of the student, a judicial order, or a lawfully issued subpoena:

- Student's name
- Dates and place of birth
- Home addresses and phone numbers\*
- Dates of attendance at the school
- Dates of admission to the school
- The student's program of study
- The student's degree completion dates and types of credentials earned
- Student's status (enrolled, graduated, withdrawn)

\*The school's practice regarding the release of home addresses and phone numbers is to not release this information through verbal requests.

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**Exception:** If a student submits a written request that directory information not be released, **No Information May be Released**, absent a judicial order or a lawfully issued subpoena. The request will remain valid throughout the student's enrollment.

The student may request a FERPA Hold on their record by submitting a written request to the Admissions/ Financial Aid Manager (Carol Rajchel). The student must sign a written request, which will be included in their academic file.

Information, which may not be released:

- Social Security Number
- Grades or grade point averages
- Class schedules
- Employment information including employer, position held, work address, or work phone number
- Academic performance information, such as academic suspension, probation, disqualification or academic dishonesty charges
- Admission information, including test scores or entry grade point averages
- Transcripts
- Financial information:
  - Types of funding a student may be receiving, financial aid, scholarship, etc.
  - Does the student have an outstanding balance with the school? What type of financial aid is the student receiving?

The following exception may apply with the release of student's records:

- To LHAA officials who have legitimate educational interest in the records.
- To officials of another school upon request if the student seeks or intends to enroll at that institution.
- To certain officials of the U.S. Department of Education, the Inspector General, or state and local educational authorities in connection with state or federally supported educational programs.
- In connection with the student's request for, or receipt of, Title IV Financial Assistance necessary to determine the eligibility, amount, or conditions of the financial aid and/or to enforce the terms and conditions of the aid.
- To organizations conducting certain studies for, or on behalf of, the school.
- To accrediting commissions to carry out their functions.
- To parents who claim the student as a dependent for income tax purposes.
- To comply with a judicial order or lawfully ordered subpoena.
- To appropriate parties in health or safety emergencies.
- To the Attorney General of the United States or to his designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes.
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

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LHAA will retain a record of disclosure of all student information disclosed to a third party. A notification will be made in the student's academic file of the date, name, and reason for release.

Student information may be redisclosed to additional parties who are authorized to receive the information without prior written consent, provided that such redisclosure is included in the statement in the student's file.

Students may have reasonable access to their school records, may request to review their educational records, and may challenge the contents of their educational records which they feel to be inaccurate, misleading, or otherwise in violation of their privacy or other rights.

A student must submit a written request to inspect their educational records, in the request; the student must identify the record(s) they wish to inspect. Registrar's Office (Patricia Seaman) will make arrangements for the student to review the record(s) with a designated representative within 10 to 15 days of the date that the registrar's office receives the written request.

If the student decides to challenge the contents of their educational record, they must submit a written request to the Registrar's office (Patricia Seaman) regarding the record clearly identifying the part of the record he/she wants changed, specifying why it is inaccurate or misleading. If LHAA decides not to amend the record as requested by the student, the student will be notified of the decision and advise the student of their right to an appeal regarding the request for amendment. The student is permitted to include in their education record their statement commenting on the contents of the education record or on their reason for disagreeing with the decision of the hearing panel.

LHAA reserves the right to deny transcripts of copies of records not required to be made available by the FERPA in any of the following situations:

- Student has an unpaid financial obligation with the school.
- There is an unresolved disciplinary action against the student.

The fee for copies will be \$10.00 per transcript and/or \$15.00 per copy of certificate.

Students have the right to request in writing a copy of the school's FERPA Policy.

Students have the right to file a complaint with the FERPA office in Washington, D.C. (Family Policy Compliance Office).

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue S.W.  
Washington, DC 20202-5901  
[FERPA@Ed.Gov](mailto:FERPA@Ed.Gov)

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## Facilities and Services for Students with Disabilities

LHAA fulfills their requirements under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, prohibiting discrimination on the basis of a disability and requiring the school to provide reasonable accommodations to qualified disabled students in all programs and activities. Students have the responsibility to both self-disclose and request accommodation through the Registrar's office.

## Student Diversity – 2021-2022

In 2021-2022 65% of students receiving financial aid received a Pell Grant. The average amount of Pell Grant received was \$2556.95

Listed is a snapshot of composition of the school's student population as of those enrolled in the fall of 2021.

Unduplicated Count	Undergraduate
Men	20%
Women	80 %
White non-Hispanic	80.74%
Black non-Hispanic	11.11%
Hispanic	0%
Asian/Pacific Islander	0%
American Indian / Alaska Native	0%
Race/ethnicity Unknown	5.93%
Non-resident alien	0
Two or More Races	2.22%

Age	Percentage
18-19	0%
20-21	6.67 %
22-24	17.03%
25-29	22.97%
30-34	22.22%
35-39	9.63 %
40-49	17.78%
50-64	3.70%
65+	0%

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## Financial Assistance Information

LHAA participates in Federal Financial Aid Programs, the Federal PLUS Loan, and the Federal Pell Grant. Information about our financial assistance at LHAA is available from the Financial Aid Office or Admissions Department during regular business hours. You may also review the detailed information regarding available assistance, terms and requirements of the programs, eligibility criteria, and rights and responsibilities, in the school's Financial Aid Handbook.

## Cost of Attendance

LHAA establishes standard student budgets as a basis for awarding federal student financial aid funds. These budgets are not intended to represent the exact living expenses that will be incurred but represent average expenses. The cost of attendance (COA) includes books, tuition personal expenses, housing and food, transportation, and fee charges. The average monthly living expenses estimates for off campus living (not with parents) used in the federal cost of attendance are as follows:

- Housing and Food and Board \$636.01 per month
- Personal Expenses \$588.63 per month
- Transportation \$869.78 per month

Below is a COA estimate for a dependent student attending the Massage Day program living off campus for the entire 10 month program. The tuition amount is based on the actual cost of tuition. The costs for housing and food, books and supplies, transportation, and personal expenses vary by student, based on student choices, travel habits, and academic program.

▪ <b>Direct Cost:</b>	
▪ Tuition	\$13,000
▪ Estimated Housing & Food	\$6,360
▪ Total Direct Costs	\$19,360
▪ <b>Indirect Costs</b>	
▪ Estimated Books and Supplies	\$250
▪ Estimated Personal Expenses	\$5,886
▪ Estimated Transportation	\$8,697
▪ Total Indirect costs	\$14,833
▪ Total Cost of Attendance	\$34,015

## Professional Judgement Policy

Students/parents may apply to the Office of Student Financial Aid with “special” or “unusual” circumstances that differentiate their situation from information reported on the student's FAFSA. Students are invited to contact the **Office of Student Financial Aid** (859-252-5656 ext. 25 or Carol@lexingtonhealingarts.com) to discuss their specific situation. If they wish to apply, they will be guided to complete appropriate required forms to describe their special or unusual circumstances and submit additional supporting documentation.

The Student Financial Aid Manager will review this information to consider a professional judgment (PJ) decision according to the policy below, based on federal guidelines including the *FAFSA Simplification Act*.

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Based on Federal statute, nothing limits the authority of aid administrators, and the aid administrator's decision is final. Documentation will be maintained in the student's file for at least three years after the end of their enrollment, along with documentation of the PJ decision.

## CATEGORIES OF POTENTIAL CHANGES BASED ON PROFESSIONAL JUDGMENTS

“Special Circumstances”—Adjustments reflecting financial changes affecting the student/parent.

- ❖ These adjustments can be made to data elements used in calculating the EFC (Expected Family Contribution) or beginning in 2024-25, the SAI (Student Aid Index).
- ❖ Financial adjustments might also be made to the components of the student's COA (Cost of Attendance Budget for Financial Aid Purposes.)

“Unusual” Circumstances—Adjustments made to the student's dependency status for financial aid purposes based on a unique situation that differentiates the student from the regulatory bases for dependency determined through standard FAFSA questions.

### **Special Circumstances to be Considered (Financial): Adjustments to Components Used to Calculate EFC**

❖ **Reduced Income:** Adjustments to data elements used to calculate the Expected Family Contribution (EFC) or Student Aid Index (SAI) based on an income or earnings reduction compared to the calendar-year reported on the FAFSA, as a result of circumstances including the following:

- o Change in employment
- o Reduction in untaxed income, such as child support
- o Divorce/separation of parent or student
- o Death of parent or student's spouse
- o Permanent and total disability of parent or student's spouse
- o Other changes in income

Reduced income must be reported on the specified Income Reduction Worksheet, for the actual prior calendar year *or* projected current calendar year (with no more than six months of projected income), whichever is more applicable to the prevailing situation. Third-party documentation must be uploaded to support the data provided on the form.

- ❖ **Incurred Expenses:** Adjustments to data elements used to calculate the Expected Family Contribution (EFC) where certain expenses existed during the calendar year on which the FAFSA is based which are not captured by questions on the FAFSA, such as:
- o Tuition expenses at an elementary or secondary school
  - o Unusual out-of-pocket medical or dental expenses not covered by insurance.

A letter of explanation with itemization of these expenses, accompanied by third-party documentation, will need to be securely uploaded to be considered.



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A 12-month period will be used when income amounts are being adjusted.

## **Cost of Attendance Budget Increases**

In circumstances in which the student can document that the standard Cost of Attendance Budget does not accurately reflect their necessary expenses, a student may apply for an increase in their Budget for reasons including the following:

- ❖ Documented higher living expenses than represented by the on-campus average or median room and all-access plan meal allowance
- ❖ Documented exceptional costs for books, supplies, or miscellaneous personal expenses
- ❖ Documented need for a computer

In cases where a component in the budget is not sufficient, the student must submit a written, signed request detailing their total expenses, along with third-party documentation of costs. In these cases, the entire budget will be reviewed.

## **UNUSUAL CIRCUMSTANCES TO BE CONSIDERED (DEPENDENCY):**

The 2023-24 FAFSA has 13 questions that determine dependency, based on Congressional law. If a student cannot answer “yes” to any of these questions, the student is considered dependent for financial aid purposes, and parental information is required on the FAFSA.

Within professional judgement, potential adjustments to dependency can be considered based on a student’s unique situation. LHAA considers exceptions to the FAFSA basis for dependency to be in situations where a student's physical or mental wellbeing was or is threatened or jeopardized if the student remains with their parent(s), as well as cases where the parent physically or emotionally abandoned their child. This student must write a letter explaining their circumstances, which must be substantiated by documentation from a third-party, such as a psychiatrist/psychologist, high school guidance counselor, minister/pastor/priest, or medical professional.

A dependency override will remain in effect for the duration of the student’s enrollment at LHAA unless the student informs about of a change, or Financial Aid has evidence of conflicting information.

## **Procedures**

Student contacts LHAA Financial Aid Administrator at 859-252-5656 ext. 25 and request to schedule a Professional Judgment Interview. At that time, student will fill out a Professional Judgement Request Form and submit a written letter of why they are requesting the Judgment.

The FAA will review the request and letter and will request additional documentations to support the student’s Professional Judgment application.

Once the student has submitted the requested documents, the committee will meet to determine if additional document are needed, or they will make the final decision and will let the student know in writing.

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*LHAA reserves the right to request additional documentation to support the application for Professional Judgment.*

## **Timeline**

When all documentation (LHAA Financial Aid office may request additional documents when needed) has been submitted, an application will be reviewed as soon as possible (but never later than 60 days after the student submits all requested documents.) Typically, global packaging and awarding will be prioritized, with applications following. After review, students will then be notified about decisions, as well as any adjustments to their financial aid package.

## **Applicable Refund Policies**

**LHAA Refund Policies are in accordance with state and accrediting bodies' applicable laws and regulations. The tuition refund policy generally applies to students who are withdrawn from the school. A review of detailed information regarding tuition refund policies is found in the "Refund Policy" Section of the LHAA Catalog.**

The school follows the Federal Return of Title IV Funds provisions for federal aid recipients. Under these provisions, when a recipient of Federal Student Financial Aid Funds (FSA) withdraws from the school, the school must determine the amount of FSA funds earned as of the student's last day of attendance. If the total amount of funds earned is less than the amount disbursed, funds will be returned to the appropriate FSA Programs. If the total amount of FSA funds earned is greater than the total amount of funds disbursed, the difference between these amounts may be treated as a post withdrawal disbursement. A review of detailed information regarding the FSA return provision is in the LHAA Financial Aid Handbook or can be discussed with the LHAA Financial Aid office.

## **Requirements for Officially Withdrawing from LHAA**

Students who find it necessary to interrupt their attendance by withdrawing from LHAA can complete the official withdrawal process by contacting the Registrar.

## **FFEL Deferments**

Students who are currently enrolled in an eligible program at LHAA may be eligible to have their current and prior federal loan payments deferred. LHAA submits bimonthly enrollment data electronically to the National Student Loan Database as required by the Department of Education. This electronically reported student status data is required by lenders to make appropriate deferment decisions. In addition to in-school deferments, students may be eligible for loan deferments based on periods of volunteer service or service in the Peace Corps. Borrowers must formally request a deferment through the procedures established by the holder of their loan(s).

## **Copyright Infringement – Policies and Sanctions**

It is the policy of LHAA to respect the copyright protections given to authors, owners, and publishers under federal law.

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Copyright is legal protection for creative intellectual works, which is broadly interpreted to cover almost any expression of an idea. Text (including email and Web information), graphics, arts, photographs, video and other media types, music, and software are examples of types of works protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner. Copyright infringement (or copyright violation) is the unauthorized or prohibited use of works covered by copyright law, in a way that violates one of the copyright owner's exclusive rights, such as the right to reproduce or perform the copyrighted work, or to make derivative works. It is against policy for any student, faculty, staff member, consultant, contractor or other worker at the institution to copy, reproduce, share, or distribute any software, music, games, or movies on school computing equipment except as expressly permitted by a software license, with the written consent of the copyright holder, or as otherwise permitted under federal law.

Willful infringement may subject a student or employee to discipline and can impact the privilege to use information technology resources at the school. Uploading or downloading works protected by copyright without the authority of the copyright owner is an infringement of the copyright owner's exclusive rights of reproduction and/or distribution. Even an innocent, unintentional infringement violates the law.

Anyone found to have infringed a copyrighted work may be liable for statutory damages for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased for each work infringed. In addition, an infringer of a work may also be liable for the attorney's fees incurred by the copyright owner to enforce his or her rights.

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. Willful copyright infringement can also result in criminal penalties, including imprisonment.

Information on copyright law and these rights can be found in a number of places, but general information can be found by visiting the following site:

United States Copyright Office ([www.copyright.gov](http://www.copyright.gov))

### **Computer Use and File Sharing**

#### **Disclaimer of Liability for Use of Internet**

Lexington Healing Arts Academy is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

#### **Duty Not to Waste Computer Resources**

Students must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending

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excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents or otherwise creating unnecessary network traffic.

## **No Expectation of Privacy**

The computers and computer accounts available to students are to assist them in performance of their schoolwork. Students should not have an expectation of privacy in anything they create, store, send or receive on the Company's computer system. A student does not have any greater right of privacy or otherwise diminish the school's right of access by using passwords or other security measures on the school's computer systems. The computer system belongs to the school and may only be used for business or school related purposes.

## **Illegal Copying**

Students may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages and other material you wish to download or copy.

## **Virus Detection**

Files obtained from sources outside the school, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards or other online services, files attached to e-mail and files provided by customers or vendors may contain dangerous computer viruses that may damage the School's computer network. Students should never download files from the Internet, accept e-mail attachments from outsiders or use disks from non-school sources without first scanning the material with School-approved virus checking software. If you suspect that a virus has been introduced into the Schools network, notify the Registrar immediately.

# **HEALTH AND SAFETY**

## **Emergency Response and Evacuation Procedures**

The Emergency Management Team is responsible for the Emergency Response and Evacuation Plan (EREP). This plan is designed to be an all-hazards disaster response and emergency management plan that includes planning, mitigation, response, and recovery actions.

Our priorities are:

- A. Life safety, infrastructure integrity, and environmental protection during an emergency;
- B. Coordination with the school departments to write, maintain, test, and exercise the EREP;
- C. Cooperation, Integration, and Mutual Aid with local, state and federal planning, response, and public safety agencies and their EREPs.

To report an emergency, always dial **911**. Lexington Healing Arts Academy has three members on its Emergency Management Team, designated Campus Security Authorities – the Executive Director, the Registrar and the Assistant Registrar. The Emergency Management Team, upon receiving notification of an emergency LHAA's property, will verify the circumstances and respond with an appropriate plan and actions(s). The data is used in the reporting of the Annual Security Report.

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Executive Director-William Booker

[Bill@lexingtonhealingarts.com](mailto:Bill@lexingtonhealingarts.com)

859-252-5656 ext. 24

Registrar-Patricia Seaman

[Patricia@lexingtonhealingarts.com](mailto:Patricia@lexingtonhealingarts.com)

859-252-5656 ext. 26

Assistant Registrar-Zack Sneed [Zack@lexingtonhealingarts.com](mailto:Zack@lexingtonhealingarts.com)

859-252-5656 ext. 30

## **Drills, Exercises, and Training**

Annually, LHAA conducts an emergency management exercise to test emergency procedures.

To ensure LHAA's emergency operation plans remain current and actionable, the school will conduct an emergency management exercise once a year. These exercises may include tabletop drills, emergency operations center exercises or full-scale emergency response exercises. The school conducts after-action reviews of all emergency management exercises.

In conjunction with at least one emergency management exercise each year, LHAA will notify the community of the exercise and remind the community of the information included in the school's publicly available information regarding emergency response procedures.

## **Emergency Notification**

LHAA is committed to ensuring the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. To immediately notify campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, Lexington Healing Arts Academy's Executive Director, the Registrar and the Assistant Registrar will alert all students through the Student Information System (STARS) and notify faculty and staff through a mass text.

## **Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System**

Once the Emergency Management Team confirms that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, they will notify local Police (911) and issue the emergency notification through the Student Information System (STARS) and notify faculty and staff through a mass text.

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LHAA's Emergency Management Team will immediately initiate all or some portions of the school's emergency notification system. If, in the professional judgment of Emergency Management Team, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, LHAA may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the school will issue the emergency notification to the campus community.

### **Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification**

LHAA's Emergency Management Team will distribute the notification to the entire campus community. The campus community consist of two (2) buildings. The LHAA's Emergency Management Team will rely on first responders and the local police/fire department to disseminating emergency information to the larger community.

### **Determining the Contents of the Emergency Notification**

LHAA's Emergency Management Team, along with first responders will determine the contents of the notification. The school has developed a wide range of template messages addressing several different emergency situations in their Student Information System. The individual(s) authorizing the alert will select the template message most appropriate to the on-going situation and modify it to address the specifics of the present incident. In those cases where there are no pre-determined template messages in the system, the individual authorizing the alert will develop the most succinct message to convey the appropriate information to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their own personal safety and that of those in the community. The school's Emergency Management Team will initiate the notification system.

### **Procedures Used to Notify the Campus Community**

In the event of a situation that poses an immediate threat to members of the campus community, the school has various methods in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an emergency to all or a segment of the campus community. These methods of communication include the STARS (SIS) Alert text message and the campus siren. The school will post important updates during critical incidents on the LHAA homepage. If the situation warrants, the school's Emergency Management Team will establish a telephone call-in center to communicate with the school community during an emergency situation.

### **Enrolling in the School's Emergency Notification System**

All students are registered for the emergency text system when the Registrar's office enrolls them into our Student Information System (STARS) and are aware that they need to let the Registrar department know if any of their personal contact information changes.

By the Registrar registering your mobile phone number into the Student Information System, you will receive an "ALERT" text message when you need to be notified of a campus emergency or serious incident. Community members

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are encouraged to check the LHAA homepage for updates regarding serious events that affect the campus. Community members are encouraged to check the LHAA homepage for updates regarding serious events that affect the campus.

### **Infectious Disease Policy**

#### **General**

Lexington Healing Arts Academy (LHAA) is committed to providing a healthy and safe environment for employees and students. LHAA recognizes that individuals employed or enrolled at the school may be exposed to disease and desires to minimize their risk of contracting a significant infectious disease. LHAA strives, in cooperation with the Centers for Disease Control of the United States Public Health Service and the Kentucky State Health Department, to maintain a balance between the need to educate all students, protect employee and student rights, to prevent the transmission of significant infectious diseases.

Significant Infectious Disease shall be defined as an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host or vector, or through the inanimate environment. These diseases shall include, but not be limited to the following:

- Acquired Immune Deficiency Syndrome (AIDS) and AIDS related complex (ARC)
- Chickenpox
- Ebola virus disease (EVD)
- Hepatitis A, B, C and D
- Influenza
- Measles
- Meningitis
- MRSA
- Positive HIV antibody status
- SARS
- Sexually Transmitted Diseases including Chancroid, Chlamydia Trachomatis, Gonorrhea and Syphilis
- Staph Infections
- Tuberculosis
- Whooping Cough
- COVID

For additional reportable diseases, see Infectious Disease Branch at the Kentucky Cabinet for Health and Family Services. LHAA will follow the procedures for providing notification as specified by the Kentucky Department of Family Health.

Persons who know or who have reason to believe that they are infected with a significant infectious disease have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others.

Students and employees who have been diagnosed with, exposed to, or show signs of significant infectious diseases, whether symptomatic or not, are expected to seek expert medical advice and are encouraged to advise local health authorities. Local health authorities should offer counseling to individuals about measures which can be taken to



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prevent the spread of infection and about ways to protect their own health. **LHAA is required by law to notify the state health department of all cases of reportable infectious disease.**

Due to the contagious nature of infectious diseases and the requirements imposed on LHAA by law, it is necessary for the school to be aware of all persons diagnosed with, exposed to, or who exhibit symptoms of a significant infectious disease. Students and employees who have been diagnosed, exposed to, or show signs of significant infectious diseases, whether symptomatic or not, are required to share that information with the appropriate LHAA staff listed below. LHAA also urges all students to report their diagnosis of any other communicable infectious diseases, including conjunctivitis and infectious mononucleosis to the appropriate school administrator. Medical information relating to the communicable diseases of a student or employee will be disclosed to responsible LHAA staff only on a strictly limited need-to-know basis.

### **Procedures for Employees and Students with a Significant Infectious Disease:**

1. An employee who is diagnosed as having a significant infectious disease, or who requests special accommodations should notify the Executive Director and/or their supervisor.
2. A student who is diagnosed with, exposed to, or has cause to believe he or she has a significant infectious disease, or who requests special accommodations, should notify the Registrar's office.
3. An employee who is diagnosed with, exposed to, or has cause to believe he, she or they have a significant infectious disease, or who requests special accommodations, should notify the Executive Director or their immediate supervisor.
4. LHAA will report all necessary information, as required by law, to the County or State Health Department.
5. A student that is doing their clinic internship that is diagnosed with, exposed to, or has cause to believe he, she or they have a significant infectious disease, or who requests special accommodations, should contact the school's Clinic Director.
6. If necessary, LHAA will develop a plan and procedure for addressing the reported significant infectious disease in conjunction with and after consulting the County or State Health Department.

Any restrictions applied to the use of campus facilities or personal contact will be based on a case-by-case basis after consulting with the State or County Health Department. LHAA has the authority to restrict an employee or student with a significant infectious disease from campus facilities for the purpose of ensuring the well-being of all its employees and students.

If LHAA, in consultation with the State or County Health Department, determines that the significant infectious disease requires limited contact with others, some of the restrictions available are to prohibit attendance at class or work or school functions until a diagnosis has been made and clearance given by a healthcare provider or the State or County Health Department.

### **Confidentiality and Assurance against Retaliation**

Every effort will be made to ensure confidentiality of information received as a part of this policy and to protect the privacy of all parties involved. Retaliation against employees and/or students who report concerns is strictly prohibited and may be grounds for disciplinary action.



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## Alcohol and Drug Policies

LHAA does not tolerate the unlawful use, sale, possession and/or distribution of illegal drugs and alcohol. The information that follows may help inform the LHAA community of the standards of conduct required with regard to illicit drugs and alcohol and the possible consequences of inappropriate behavior.

## Alcohol and Drug Prevention and Counseling Services

The following are local centers to assist any member of the LHAA community who may have a drug or alcohol problem:

- Alcoholics Anonymous 1-800-890-8054
- Alcoholics Anonymous Bluegrass Area Central Office – 859-225-1212

In addition, the following national toll-free telephone numbers are provided:

- Al-Anon 1-800-356-9996
- American Council on Alcoholism 1-800-527-5344
- National Council on Alcoholism 1-800-622-2252
- National Institute on Drug Abuse Hotline 1-800-662-4357
- National Institute on Drug Abuse Help Line 1-800-843-4971

The above agencies can provide guidance and assistance in identifying a counseling, treatment, or rehabilitation program that meets individual needs.

## Health Risks of Alcohol and Other Drugs

- Health risks of using alcohol or other drugs include both physical and psychological effects.
- The health consequences of drugs depend on the frequency, duration, and the intensity of use.
- For all drugs, there is a risk of overdose. Overdose can result in coma, convulsions, psychosis, or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal. The purity and strength of doses of illegal drugs are uncertain.
- Continued use of substances can lead to tolerance (requiring more and more of a drug to get the same effect), dependence (physical or psychological need), or withdrawal (a painful, difficult and dangerous symptom when stopping the use of drugs).
- Long-term chronic use of drugs can lead to malnutrition, organic damage to the body, and psychological problems. The risk of AIDS and other diseases increases if drugs are injected.
- The consumption of alcohol or drugs by pregnant woman may cause abnormalities (such as Fetal Alcohol Syndrome, the third leading cause of birth defects) in babies.

## Standards of Conduct

LHAA adheres to a code of conduct that recognizes that the unlawful manufacture, sale, delivery, unauthorized possession, or use of any illicit drug is prohibited on property owned or otherwise controlled by LHAA. If an individual

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associated with the school is apprehended for violating any drug or alcohol related law when on campus, LHAA will fully support and cooperate with federal and state law enforcement agencies.

### **Disciplinary Action for Alcohol or Drug Violations**

Any member of the LHAA community found consuming or selling alcohol or drugs on campus shall be subject to discipline on a case-by-case basis.

- Discipline will be based on the seriousness of the situation.
- Each reviewed case may result in dismissal from the school.
- In all cases, the school will abide by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.

Federal Trafficking Penalties, Federal penalties and sanctions may result in penalties anywhere from not less than five (5) years and not more than life in prison, depending on the number of offenses.

### **Campus Security and Fire Safety Policies**

The following information is intended to provide a general description of LHAA's campus safety and fire safety policies. The information has been prepared to increase the community's awareness of current programs that exist to protect its students' and staff's safety and well-being. In addition, LHAA will disseminate and publicize crime statistics from the most recent completed calendar year and the two preceding calendar years.

### **Declaration**

LHAA is strongly committed to crime prevention and considers the personal physical safety of its students and employees necessary for a successful learning environment.

Students, employees, and staff are expected to obey not only the laws of their state but also the rules and regulations of LHAA, all are encouraged to take personal responsibility for their conduct and safety. The cooperation and involvement of students and employees in campus safety is essential to minimize criminal activity.

### **Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics**

All current students, employees and staff will be provided, through printed or electronic publications, a notice that contains a brief description of LHAA's Campus Safety Policies and Annual Crime Statistics.

- The notice will disclose that LHAA's annual crime statistics are available at their website address and in hard copy publications at the campus upon request.
- The notice will contain the exact electronic Website address and the method to obtain a copy of the current published hard copy.
- The notice will also disclose that anyone is entitled to a paper copy of the crime information upon request.

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LHAA's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, property owned or controlled by LHAA, and on public property within, or immediately adjacent to and accessible from, the campus. The report includes institutional policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other related matters.

The data for the annual crime statistics is monitored daily. LHAA has two designated Campus Security Authorities – the Executive Director and the Registrar. The Campus Security Authority, upon receiving notification of a crime incident on LHAA property, will verify the circumstances and create an incident report. The data is used in the reporting of the Annual Security Report.

### **Safety Awareness and Crime Prevention**

During orientation in all academic programs, LHAA reviews student safety procedures.

Part of crime prevention is individual safety consciousness and awareness of personal environment. The school suggests the following crime prevention measures, which can contribute to the safety and security of the LHAA community.

- Lock your car.
- Take and keep your car keys with you at all times.
- At night, travel in well-lighted areas, and in pairs if possible. Avoid short cuts and deserted areas.
- Do not leave valuable items in your car, including personal items and school related materials such as textbooks.
- Do not park in isolated areas.
- Leave items of high monetary value at home.
- Do not leave personal property unattended.
- Do not carry more cash than necessary and certainly do not advertise what you have.
- Keep your purse, backpack or briefcase close to your body.
- Mark personal items that you bring on campus.
- Do not bring any kind of weapon onto LHAA's property.
- The carrying of weapons on campus or when meeting with campus personnel is prohibited and subject to disciplinary action.
- If anything makes you feel unsafe or threatened – speak with campus personnel or dial 911.

The Campus Security Authority will post advisements when there has been a known systematic pattern of crime or series of crimes that may pose a threat to the safety or welfare of the campus community.

These reports will be made available through staff and campus bulletin boards and will be posted in visible and accessible areas on the campus. All members of the campus communities are encouraged to report any known problems or hazards to the Campus Security Authority. Prompt reporting enhances campus safety for all concerned.

### **Reporting Criminal Activities**

LHAA encourages students, employees, and staff to report all criminal activity and emergencies that have occurred at the campus. A student may confidentially report a crime by filling out a crime report available in the student lounge and putting the report in the mailbox of the Executive Director or the Registrar.

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## **Reporting Emergency Criminal Activities**

- In emergency situations, first dial 911.
- Thereafter, report the criminal offense to the Campus Security Authority.

## **Reporting Non-Emergency Criminal Activities**

- In non-emergency situations, report criminal offenses to the Campus Security Authority.

The Executive Director and the Registrar are defined as the Campus Security Authority. All criminal activity reports should be forwarded to them.

## **Access to the Campus**

LHAA secures access to the school's classroom building via an assigned key fob system. The building is kept locked at all times. All students and staff receive a key fob that electronically opens the door. Students and employees have certain access hours. The system identifies anyone who enters with a key fob. After the student enters, the door is automatically locked. Students are not allowed to let anyone in the school. Visitors go to the front door, ring the doorbell and are met by an employee who has them sign in and guides them where they need to go. When a student's status is changed from active to inactive, their key is deactivated and collected. The maintenance staff has keys and access to the buildings. Students and the public have access to the School's clinic building only when it is open for business and an employee is present.

## **Sexual Assault Prevention and Response**

LHAA educates the student community about sexual assaults through mandatory program orientation. The Lexington Police Department and Rape Crisis Center offer sexual assault education and information programs to LHAA students and employees upon request.

If you are a victim of a sexual assault at this institution, your first priority is to get to a place of safety. You should then obtain necessary medical treatment. LHAA strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Director of Education. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to medical/legal exam)
- Assure the victim has access to free confidential counseling from counselors specifically trained in sexual assault crisis intervention

When a sexual assault victim contacts the Police Department, the Metro Police Sex Crimes Unit will be notified as well. The victim may choose for the investigation to be pursued through the criminal justice system and the LHAA conduct policies, or only the later. The Registrar will guide the victim through the available options and support the

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victim in his or her decision. Various counseling options are available on a local level Rape Crisis Center, ministries, and private and public counseling and support services.

LHAA disciplinary proceedings are detailed in the Student Handbook. The Handbook provides in part that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and the accused will be informed of the outcome of the hearing. A student found guilty of violating the LHAA sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the Academy for the first offense. Student victims have the option to change their academic situations after an alleged sexual assault if such changes are reasonably available.

Emergency – 911

Lexington Division of Police 258-3600

Bluegrass Rape Crisis Center, 800 656-HOPE (4673) 24 hour

Executive Director, 252-5656 X 24

If a student or employee wants information concerning registered sex offenders living near the school or near their homes, the information may be obtained on the website of the Kentucky State Police Sex Offender Registry, <http://kspsor.state.ky.us/>

### **Reported Offenses**

The following list of crimes is compiled in accordance with the definition used in the Uniform Crime Reporting System of the Department of Justice, FBI, as modified by the Hate Crime Statistics Act.

- Aggravated Assault
- Arson
- Burglary
- Destruction/damage/vandalism of property
- Domestic Violence
- Dating Violence
- Drug Abuse Violations
- Fondling
- Hate Crimes
- Incest
- Intimidation
- Larceny-Theft
- Liquor Law Violations
- Motor Vehicle Theft
- Murder and Manslaughter
- Rape, Forcible and Non-Forcible Sexual Offenses
- Robbery
- Simple Assault
- Stalking
- Statutory Rape
- Theft
- Weapons Possessions

Additional Reportable Offense

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- Attempted Motor Vehicle Theft
- Vandalism

LHAA supports a close cooperative working relationship with federal, state, and local law enforcement agencies. Campus crime, arrest and referral statistics include those reported to the LFUCG Police. The Campus Crime Statistics cover crimes reported to LHAA that occurred on campus and on public property within or immediately adjacent to and accessible from the campus, over the previous three years. A copy of LHAA’s Campus Crime Statistics Report is located at [www.lexingtonhealingarts.com](http://www.lexingtonhealingarts.com) or by requesting a printed copy from the campus authority.

### Campus Crime Statistics Report

This report is compiled in conjunction with the Campus Safety Policy. The following statistics are in accordance with definitions used in the Uniform Crime Reporting system of the Department of Justice, FBI, as modified by the Hate Crime Statistics Act. The data includes all crimes reported to the police or the school’s Executive Director. A copy of LHAA’s Campus Safety Policy is located in the student lounge or by requesting a printed copy from the school’s Registrar.

#### CRIMINAL OFFENSES-ON CAMPUS

	2019	2020	2021
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft (not including theft from a motor vehicle?)	0	1	0
Arson	0	0	0

#### CRIMINAL OFFENSES-PUBLIC PROPERTY

	2019	2020	2021
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0

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Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft (not including theft from a motor vehicle?)	0	0	0
Arson	0	0	0

### HATE CRIMES-ON CAMPUS 2021

	TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	GENDER IDENTITY	DISABILITY	ETHNICITY	NATIONAL ORIGIN
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft (not including theft form a motor vehicle?)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

### HATE CRIMES-ON CAMPUS 2020

	TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	GENDER IDENTITY	DISABILITY	ETHNICITY	NATIONAL ORIGIN
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0

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Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft (not including theft form a motor vehicle?)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

### HATE CRIMES-ON CAMPUS 2019

	TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	GENDER IDENTITY	DISABILITY	ETHNICITY	NATIONAL ORIGIN
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft (not including theft form a motor vehicle?)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0



## Consumer Information 2022

Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
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### HATE CRIMES-PUBLIC PROPERTY 2021

	TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	GENDER IDENTITY	DISABILITY	ETHNICITY	NATIONAL ORIGIN
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft (not including theft form a motor vehicle?)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

### HATE CRIMES-PUBLIC PROPERTY 2020

	TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	GENDER IDENTITY	DISABILITY	ETHNICITY	NATIONAL ORIGIN
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0

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Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft (not including theft form a motor vehicle?)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

### HATE CRIMES-PUBLIC PROPERTY 2019

	TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	GENDER IDENTITY	DISABILITY	ETHNICITY	NATIONAL ORIGIN
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft (not including theft form a motor vehicle?)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

### VAWA OFFENSES-ON CAMPUS

	2019	2020	2021
Domestic violence	0	0	0
Dating violence	0	0	0

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Rape	0	0	0
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### VAWA OFFENSES-PUBLIC PROPERTY

	2019	2020	2021
Domestic violence	0	0	0
Dating violence	0	0	0
Rape	0	0	0

### ARREST-ON CAMPUS

	2019	2020	2021
Weapons: carrying, possessions, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

### ARREST-PUBLIC PROPERTY

	2019	2020	2021
Weapons: carrying, possessions, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

### DISCIPLINARY ACTIONS-ON CAMPUS

	2019	2020	2021
Weapons: carrying, possessions, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

### DISCIPLINARY ACTIONS-PUBLIC PROPERTY

	2019	2020	2021
Weapons: carrying, possessions, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

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## UNFOUNDED CRIMES

	2019	2020	2021
TOTAL UNFOUNDED CRIMES	0	0	0

## Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Executive Director constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through LHAA e-mail system to students, faculty, and staff. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Executive Director may also post a notice on the LHAA web page at <http://www.lexingtononhealingarts.com> providing the LHAA community with more immediate notification. In such instances, a copy of the notice is posted in the Clinic building in the student and professional lounge, and in the Classroom building in the student lounge and each classroom. Anyone with information warranting a timely warning should report the circumstances to the Executive Director, Bill Booker at 859-252-5656 ext. 24 or in person.

## Fire Evacuation Plan

The following are procedures that are to be utilized by all staff, faculty, therapists and clients in the event of a fire.

Smoke Detectors and Emergency Evacuation floor plans are located in each treatment room in the Clinic building, in addition to the Student Lounge, Yoga Studio, and Therapist Lounge. Smoke Detectors and Emergency Evacuation floor plans are also located throughout the Classroom building. In event of a fire, if you are not familiar with already, please look at your building’s Emergency Evacuation floor plans for the specific exit you are to use determined by your current location.

## Fire Drill Procedure – Clinic Building

The following describes the general duties and procedures that are to be utilized by all staff, faculty and therapists and clients in the event of an Emergency/Fire.

The person discovering the fire should notify the Clinic Supervisor or receptionist of the circumstances, if they do not already know, who proceeds with informing all occupants in their assigned area to vacate the premises (which they should have already started to do when they hear the alarm), in accordance with the routes outlined on the floor plans. (Your floor plan will outline the

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primary route for leaving the building and should be used in all instances except when circumstances prevent it, such as the location of the fire/emergency. In that event, an alternate route will be determined at the time of the incident and will be based on the best route available.)

The Executive Director is responsible for making an immediate call to 911. (Should the Executive Director not be in the building at the time of the emergency, this responsibility falls to the staff or faculty personnel easily available).

The Executive Director will assign staff members to assist each handicapped person out of the building. After leaving the building, staff, therapists and clients are to report directly to the student lounge in the classroom building.

They are to remain there until all persons are notified it is safe to enter the building by the Office Staff.

If possible, the Clinic Supervisor or the Executive Director, must proceed with checking each room in their respective areas, making certain that all rooms, including bathrooms, interview rooms, supply rooms, etc., are vacated and that the doors are closed upon leaving. A member of the Office Staff will notify the personnel in the Classroom building.

The Office Staff are to proceed to the student lounge in the classroom building and account for all staff. The Clinic Supervisor will develop his/her own means of identifying and accounting for everyone in the clinic building. After accounting for everyone, faculty and staff will report to the Executive Director.

The staff and faculty must keep the Executive Director informed of the circumstances relating to the emergency until all persons have been evacuated from the building.

### **Fire Drill Procedure- Classroom Plan**

The following describes the general duties and procedures that are to be utilized by all staff, faculty and students in the event of an Emergency/Fire:

The person discovering the fire should notify personnel in the Faculty Offices of the circumstances, if they do not already know, who proceeds with informing all occupants in their assigned area to vacate the premises (which they should have already started to do when they hear the alarm), in accordance with the routes outlined on the floor plans. (Your floor plan will outline the primary route for leaving the building and should be used in all instances except when circumstances prevent it, such as the location of the fire/emergency. In that event, an alternate route will be determined at the time of the incident and will be based on the best route available.)

The Executive Director is responsible for making an immediate call to 911. (Should the Executive Director not be in the building at the time of the emergency, this responsibility falls to the staff or faculty personnel easily available.)

The Executive Director will assign staff members to assist each handicapped person out of the building. After leaving the building, staff and students are to report directly to the Southwest rear

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parking lot of the Administration/classroom building. They are to remain there until all persons are notified it is safe to enter the building by the Office Staff.

The Office Staff designated by the Executive Director, must proceed with checking each room in their respective areas, making certain that all rooms, including classrooms bathrooms, interview rooms, supply rooms, etc., are vacated and that the doors are closed upon leaving. A member of the Office Staff will notify the personnel in the clinic building.

The Office Staff are to proceed to the Southwest rear parking lot of the Administration/classroom building and account for all staff. Each instructor is to develop their own means of identifying and accounting for students in their class. After accounting for everyone, faculty and staff will report to the Executive Director.

The staff and faculty must keep the Executive Director informed of the circumstances relating to the emergency until all persons have been evacuated from the building.

## Fire Statistics: Fire on Campus

<b>2015 - 0</b>	<b>2016 - 0</b>	<b>2017 - 0</b>
<b>2018 - 0</b>	<b>2019 - 0</b>	<b>2020 - 0</b>
<b>2021-0</b>	<b>2022-0</b>	

## STUDENT OUTCOMES

### Retention Rates

This institution does not admit full-time, first-time undergraduate-level students therefore, retention rate as required by the U.S. Department of Education was not reported. (Students enrolled at LHAA are considered part time, less than 24 hours/week) However, LHAA takes great pride in publishing its student retention rates as required by its accrediting agency, the Accrediting Bureau of Health Education Schools (ABHES). LHAA calculates the student retention rate annually.

The following are the published rates for **2019-20, 2020-21, 2021-2022**

<b>Program</b>	<b>FY 2019-2020</b>	<b>FY 2020-2021</b>	<b>FY 2021-2022</b>
Massage Therapy	87%	93%	88%
Massage Therapy Blended	91%	75%	100%
Combined	89%	84%	90%

# Consumer Information 2022

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## Graduation Rates

This institution does not admit full-time, first-time undergraduate-level students therefore; graduation rate as required by the U.S. Department of Education was not reported. (Students enrolled at LHAA are considered part time, less than 24 hours/week) However, how we calculate our retention rates for our accrediting agency takes into consideration incoming students, students who withdraw or are dismissed and who graduate and therefore, our retention rate can be considered our Graduation rate.

## Job Placement Rates

LHAA takes great pride in publishing its placement rates. This rate is compiled once a year and does not take into consideration those individuals that were placed after the placement rate was calculated. The placement rate does not also take into consideration those individuals taking our programs for personal reasons. LHAA calculates the student job placement rate annually.

The following are the published rates for **2019-20, 2020-21, 2021-2022**

<b>Program</b>	<b>FY 2019-</b>	<b>FY 2020-2021</b>	<b>FY 2021-2022</b>
<b>Massage Therapy</b>	<b>72%</b>	<b>70%</b>	<b>61%</b>
<b>Massage Therapy Blended</b>	<b>N/A</b>	<b>N/A</b>	<b>68%</b>
<b>Combined</b>	<b>72%</b>	<b>70%</b>	<b>64%</b>

## Credentialing Rates

LHAA takes great pride in publishing its credentialing rates. Our massage students/graduates consistently score much higher than the state and national averages. LHAA calculates the student credentialing rate annually. Credentialing is not required for Yoga Teachers.

The following are the published rates for **2019-20, 2020-21, 2021-2022**

<b>Program</b>	<b>FY 2019-2020</b>	<b>FY 2020-2021</b>	<b>FY 2021-</b>
<b>Massage Therapy</b>	<b>86%</b>	<b>84%</b>	<b>82%</b>