

# Student Right to Know Information

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

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

The right to inspect and review the student's education records within 45 days after the day River Valley School of Massage receives a request for access. A student should submit to the School Director or Director of Education, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the Director of Education, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by River Valley School of Massage in an administrative, academic, or support staff position. A school official also may include a volunteer or contractor outside of River Valley School of Massage who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for River Valley School of Massage.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by River Valley School of Massage to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

## **Request to Disclose Information 34 CFR 99.30**

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations.

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

To other school officials, including teachers, within River Valley School of Massage whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

Information the school has designated as “directory information” under §99.37. (§99.31(a)(11)).

“Dates of attendance” as used above means the period of time during which a student attends or attended an educational agency or institution. An example of dates of attendance includes an academic year. The term does not include specific daily records of a student’s attendance at an educational agency or institution.

This information may be made available upon request to members of the general public.

If a student on the River Valley School of Massage campus wishes for this “directory” information to be regarded as confidential, according to the provisions of the Family Educational Rights and Privacy Act of 1974, he or she should notify Amanda Williams, Director of Education at [admissions@rvsmassage.com](mailto:admissions@rvsmassage.com) or 479-890-7876.

To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a) (15))

If a parent or eligible student requests a copy of their records, River Valley School of Massage will give them a copy. If the parent of a student who is not eligible requests a copy of the records, RVSM will not disclose any information.

In the student’s file, RVSM provides a list of all authorities that have reviewed the student’s file along with the reason of the review. If RVSM must provide an electronic format of the student’s file, it will be sent password protected and sent only to the authority requesting the review electronically.

### **Consent not required 34 CFR 99.31**

River Valley School of Massage holds the right to disclose personally identifiable information to the following agencies and persons:

School officials with legitimate educational interests

U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education

State and local officials

Authorized organizations conducting educational research

Accrediting Commission of Career Schools and Colleges

Department of Veterans Affairs- Arkansas Department of Career Education: State Approving Agency

Department of Education

Alleged victim of a crime

Parent of a Dependent Student as defined by the IRS

Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

Facilities and Services for Students with Disabilities

Students with an intellectual disability can receive funds from the Pell Grant program. They must be enrolled or accepted for enrollment in a comprehensive transition and postsecondary program for students with intellectual disabilities and must maintain satisfactory academic progress as determined by River Valley School of Massage for this program.

The disability of a student must be documented on their application. River Valley School of Massage will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.



## **Transfer of Credit from another institution Policies and Articulation Agreements**

Credits can be transferred with approval of the School Director and Director of Education. No more than 40 clock hours will be given per 3 college semester credit hours. This will only be approved if the college hours are part of RVSM curriculum and student has college transcript. River Valley School of Massage will accept anatomy, physiology, kinesiology, medical terminology, and some business classes. College credit hours must be passing with a minimum 75%. RVSM will also accept transferred credits from another massage therapy program if the student is in good standing with the transferred school (this includes all debt has been paid and the student has transcript and passing grades of 75% or above).

Candidates for transfer credit must provide documentation that includes: official transcripts, a copy of the diploma, and a school catalog or statement providing the course descriptions of each class completed. If credit is granted, training time may be shortened and tuition may be reduced proportionately.

Arkansas Department of Health Massage Therapy Section has given permission for massage therapy schools to give credit hours for cosmetology and aesthetician hours for massage therapy hours.

## **Accreditation, Approval, and Licensure of Institution and Programs**

All accreditation and licensing certificates are displayed in the classroom, available for students to see. RVSM is licensed by the Arkansas Department of Health and accredited through Accrediting Commission of Career Schools and Colleges (ACCSC).

## **Career Services**

### **Completion-Graduation Rates**

River Valley School of Massage submits a Graduation and Employment chart to ACCSC which includes students who have graduated within a 12-month period ending in the date the chart creates.

River Valley School of Massage bases the completion or graduation rate and retention rate on certificate, first-time, full-time/ part-time undergraduate students who enter the school the dates the ACCSC chart give us depending on the date we complete the chart. This is within a 12 month time period of start dates for our students.

River Valley School of Massage makes available the Graduation and Employment chart after it is submitted to ACCSC in October of every year.

River Valley School of Massage reports completion and graduation rate information disaggregated by gender, each major racial and ethnic subgroup in an annual report submitted to ACCSC in October. These numbers, along with recipients of a Federal Pell Grant and/or Federal Direct Loan are reported to the IPEDS website whenever it is due.

River Valley School of Massage does a Graduation and Employment Chart. On the chart, the Financial Aid Director, inputs the class start date, number started, transfers to another program, transfers from another program, students who are unavailable for graduation (This category removes from the graduation rate calculation students who fall into one of the following classifications: death, incarceration, active military service deployment, or the onset of a medical condition that prevents continued enrollment), Withdrawn/Terminated students, graduates- further education, graduates- unavailable for employment, graduates- employed in the field, graduates- unrelated occupations, graduates- unemployed, graduates- unknown.

## **Placement Rates**

The Employment chart is available to all students, prospective or current, with the Graduation chart on the bulletin board in the classroom. More information is available through the Financial Aid office if students request it.

This information is gathered by the Financial Aid office with the help of alumni and social media.

River Valley School of Massage obtains the Placement Rate when the Financial Aid Director completes the Graduation and Employment chart. This rate is available to all students on the bulletin board in the classroom.

## **Graduation and Job Placement**

A list of employers will be posted on the RVSM bulletin board as they are available. Although these services are available, faculty and staff do not guarantee employment or salary. We will strive to help students with job placement.

If a student needs a job while they are attending the Massage Therapy Program, RVSM staff and faculty will do their best to help the student find employment not related to the educational objective.

## **Student Handbook**

The student handbook is available to students during the tour at the Admissions Interview. Each student will receive printed copy of the catalog. A link to the catalog is also available at [www.rvsmassage.com](http://www.rvsmassage.com).

## **Drug and Alcohol Abuse Prevention Information**

It is not the intention of River Valley School of Massage to dictate anyone's lifestyle or interfere with anyone's freedom of choice. It is our belief that entering into a therapeutic relationship with someone under the influence of mind-altering substances is a breach of trust and compromises the learning experience for students in the role of both therapist and client.

River Valley School of Massage is committed to providing an environment free of the abuse of alcohol and the illegal use of alcohol and other drugs. River Valley School of Massage has adopted and implemented programs that seek to prevent the illicit use of drugs and the abuse of alcohol by River Valley School of Massage community members.

Standard of Conduct: The unlawful possession, use, or distribution of drugs and alcohol is prohibited on property owned and controlled by River Valley School of Massage. No employee or student is to report to work or class while under the influence of illegal drugs or alcohol.

RVSM is committed to the maintenance of a drug and alcohol free workplace and the encouragement of a standard of conduct for employees and students that discourages the unlawful possession, use or distribution of controlled substances and alcohol on its property or as a part of any of its activities. Therefore, the unauthorized or unlawful possession, use, manufacture, or distribution of controlled substances or alcohol on school property or as a part of any of the school's activities is expressly prohibited, unless designated otherwise by the School Director. Off campus activities sponsored by recognized student organizations must abide by all local and state laws.

## **Statement of Disciplinary Action**

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance- 1<sup>st</sup> conviction: Up to 1 year imprisonment and a fine of at least \$1,000 but not more than \$100,000, or both. After 1 prior conviction: At least 15 days in prison, not to exceed 2 years and a fine of at least \$2,500 but not more than \$250,000 or both. After 2 or more prior drug convictions: At



least 90 days in prison, not to exceed 3 years and a fine of at least \$5,000 but not more than \$250,000 or both. Special sentencing provisions for possession of crack cocaine are mandatory 5 to 20 years in prison and a fine of up to \$250,000; both if (a) 1<sup>st</sup> conviction and the amount of crack possessed exceeds 5 grams, (b) 2<sup>nd</sup> crack conviction and the amount of crack possessed exceeds 3 grams (c) 3<sup>rd</sup> or subsequent crack conviction and the amount of crack possessed exceeds 1 gram. Personal and real property used to possess or facilitate possession of a controlled substance may be forfeited if that offense is punishable by more than 1 year imprisonment. Vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance may also be forfeited. Additional sanctions include civil fines of up to \$10,000; denial of federal benefits, such as student loans, grants, contracts, and professional commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses; and ineligibility to receive or purchase a firearm. Other sanctions vested within the authorities of individual federal agencies are revocation of certain federal licenses and benefits such as pilot licenses and public housing.

### **State of Arkansas Sanctions and Penalties**

Underage DUI Law- The State of Arkansas; "Underage DUI (Driving Under the Influence) Law" (863) makes it an offense for a person under the age of 21 with a blood alcohol content of .02 or higher (approximately one can of beer, one glass of wine, or one drink of hard liquor) to operate a motorized vehicle. Penalties for the first offense can result in (1) suspension of driver's license for not less than 90 days, (2) a fine of no less than \$100 nor more than \$500, (3) assignment to public service work, and/or (4) completion of an alcohol and driving education program.

Driving While Intoxicated- A person who drives a motorized vehicle while influenced or affected by the ingestion of alcohol, a controlled substance, or any intoxicant commits the offense of driving while intoxicated. Penalties for such an offense may include (1) suspension of license for 6 months for the first offense with a blood alcohol content of at least .08, suspension of 180 days for the first offense with a blood alcohol content of .15 or more, one year for the first offense (with additional imprisonment for subsequent offense); (3) fines of no less than \$150 and no more than \$1,000 for the first offense (with stiffer fines for subsequent offenses); (4) as an inability to pay fines will result in court-ordered public service work; and (5) a requirement to complete an alcohol education program as prescribed and approved by a contractor with the Division of Behavioral Health Services, or an alcoholism treatment program licensed by the Division of Behavioral Health Services. A blood alcohol level in excess of .04 may be considered with other competent evidence in determining guilt or innocence. A blood alcohol level of .08 or more shall give rise to a presumption of intoxication.

Public Intoxication- A person commits the offense of "Public Intoxication" if (1) he appears in a public manifestly under the influence of alcohol or a controlled substance to the degree that he is likely to endanger himself or other persons or property, or (2) he unreasonable annoys persons in his vicinity. Public intoxication is a Class A misdemeanor, and can result in a fine of up to \$2,500, and/or imprisonment in the county jail (or other authorized institution) for up to 30 days.

Drinking in Public- A person commits the offense of “Drinking in Public” if that person consumes alcohol in any public place. This includes consumption while in a vehicle on a street or highway. Penalties include a fine of up to \$2,500, and/or imprisonment for up to 30 days. Possession of any alcoholic beverages on RVSM campus is prohibited.

Possession of or Purchasing Alcohol by a Minor- It is illegal for a person under the age of 21 to possess/purchase alcohol. Penalties include a fine of up to \$500, probation under the direction of the court, driver’s license suspensions for a period of up to one year, and writing themes or essays on intoxicating liquors, wine, or beer.

Knowingly Furnishing to a Minor- A person commits the offense of “Knowingly Furnishing to a Minor” if, being an adult, he or she knowingly gives, procures, or otherwise furnishes alcoholic beverage to a minor. Such an offense is a Class A misdemeanor, and can result in (1) a fine of up to \$2,500 and/or (2) imprisonment in the county jail (or other authorized institution) for up to one full year.

Manufacture or Delivery of a Controlled Substance- It is unlawful for any person to manufacture or delivery, a controlled substance. Penalties for the manufacture or delivery of a controlled substance can range from three (3) years to life in prison, and fines up to \$250,000 depending on the quantity and type of drug. In addition, real and personal property used in the manufacture, delivery, or importing of controlled substances may be forfeited to the government.

Manufacture or Delivery of a Counterfeit Substance- It is unlawful for any person to create, deliver, or possess with intent to deliver a counterfeit substance purporting to be a controlled substance. Penalties for the creating and/or delivery of a counterfeit substance can range from 1 to 20 years in prison, and fines up to \$15,000 depending on the type of drug being counterfeited.

Possession of a Controlled or Counterfeit Substance- It is unlawful for any person to possess a controlled substance or counterfeit substance. Penalties for possession of a controlled or counterfeit substance can range from 1 to 10 years in prison and fines up to \$10,000, depending on the type of drug (or counterfeit) possessed.

### **Counseling and Treatment Programs**

RVSM’s Student Services department has a list of local treatment centers that may be able to help with drug and alcohol abuse. Some centers may include:

Turning Point at Saint Mary’s- 1808 W Main Street, Russellville, AR 72801- (479) 967-0701

ARVAC Inc. Freedom House- 400 Lake Front Drive, Russellville, AR, 72801- (479) 968-7068-  
[www.arvacinc.org](http://www.arvacinc.org)

The Hope Center- 1706 East 2<sup>nd</sup> Street, Russellville, AR 72801- (479) 968-1635-  
[www.hopecenterofpopecounty.com](http://www.hopecenterofpopecounty.com)

Teen Challenge Women’s Ministries- PO Box 10443, Russellville, AR 72811- (866) 567-7101-  
[www.atcwm.org](http://www.atcwm.org)

Restored Life Services of Arkansas- 127 East 3<sup>rd</sup> Street, Russellville, AR 72801- (479) 219-4100- [www.restoredlifeservices.com](http://www.restoredlifeservices.com)

### **Potential Health Risks**

Alcohol – Can cause short term effects such as loss of concentration and judgment; slowed reflexes; disorientation leading to higher risk of accidents and problem behavior; long term effects include risk of liver and heart damage, malnutrition, cancer and other illnesses; can be highly addictive to some persons.

Cannabis (Marijuana, Hashish) – Can cause short term effects such as slow reflexes; increase in forgetfulness; alters judgment of space and distance; aggravate pre-existing heart and/or mental health problems; long term health effects include permanent damage to lungs, reproductive organs and brain function; Can interfere with physical, psychological, social development of young users.

Hallucinogens (PCP, LSD, ecstasy, dextromethorphan)- Can cause extreme distortions of what's seen and hear; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user's children; overdose can cause psychosis, convulsions, coma and death. Frequent and long-term use can cause permanent loss of mental function.

Cocaine/Crack – Can cause short term effects such as impaired judgement; increased breathing, heart rate, heart palpitations; anxiety, restlessness, hostility, paranoia, confusion; long term effects may include damage to respiratory and immune systems; malnutrition, seizures and loss of brain function; highly addictive.

Amphetamines – Can cause short term effects such as rushed, careless behavior and pushing beyond your physical capacity, leading to exhaustion; tolerance increases rapidly; long term effects include physical and psychological dependence and withdrawal can result in depression and suicide; continued high doses can cause heart problems, infections, malnutrition and death.

Designer Drugs/ Synthetic Cannabinoids (bath salts, K2, spice)- Can cause short term effects such as elevated heart rate, blood pressure and chest pain; hallucinations, seizures, violent behavior and paranoia; may lead to lack of appetite, vomiting and tremor; long-term use may result in kidney/liver failure, increased risk of suicide and death.

Inhalants (nitrous oxide, amyl nitrite, butyl nitrite, chlorohydrocarbons, hydrocarbons)- Can cause short term effects such as nausea, dizziness, fatigue, slurred speech, hallucinations or delusions; may lead to rapid and irregular heart rhythms, heart failure and death; long-term use may result in loss of feeling, hearing and vision; can result in permanent damage to the brain, heart, lungs, liver and kidneys.

Opiates/Narcotics (heroin, morphine, opium, codeine, oxycodone, china white)-Can cause physical and psychological dependence; overdose can cause coma, convulsions, respiratory arrest and death; long term use leads to malnutrition, infection and hepatitis; sharing needles is a leading cause of the spread of HIV and hepatitis; highly addictive, tolerance increases rapidly.

Sedatives- Can cause reduced reaction time and confusion; overdose can cause coma, respiratory arrest, convulsions and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death; long term use can produce physical and psychological dependence; tolerance can increase rapidly.

Tobacco (cigarettes, cigars, chewing tobacco)- Can cause diseases of the cardiovascular system, in particular smoking being a major risk factor for a myocardial infarction (heart attack), diseases of the respiratory tract such as Chronic Obstructive Pulmonary Disease (COPD) and emphysema, and cancer, particularly lung cancer and cancers of the larynx and mouth; nicotine is highly addictive.

River Valley School of Massage provides a separate clear and conspicuous written notice within a timely manner that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility.

### **Distribution of Materials**

An Annual Notification is provided to all students, faculty, and staff on an annual basis. Literature on binge drinking, drink sizes, blood alcohol level, decision-making, drinking facts, drinking and STD, drinking and violence, drinking and sex, and drinking and driving are distributed throughout the year by the Student Services Office. All new students or faculty will receive a copy of materials when they begin employment or sign the Enrollment Agreement.

## **Student Financial Information and Assistance**

Price of Attendance ([Tuition and Fee Charges](#) | [Tuition Estimator](#))

### **All costs following are for full-time for a 6 month program:**

Tuition and fees- \$9,800

Books and Supplies- \$200

Room and Board (Off- campus) - With Parents- \$600    Without Parents- \$3,600 (Based on \$600 a month rent)

Transportation costs- \$780 (Based on \$20 a week for gas and \$300 car payment)

Day Care Costs- \$2,400 (Based on \$100 a week)

### **All costs following are for part-time for a 9 month program:**

Tuition and fees- \$9,800

Books and Supplies- \$200

Room and Board (Off-campus) - With Parents- \$900    Without Parents- \$5,400 (Based on \$600 a month rent)

Transportation costs- \$1,020 (Based on \$20 a week for gas and \$300 car payment)

Day Care Costs- \$3,600 (Based on \$100 a week)

The Net Price Calculator is available at [rvsmassage.com/financial/](http://rvsmassage.com/financial/).

## **Assistance Available from Federal, State, Local, and Institutional Programs**

River Valley School of Massage offers Title IV funding to students. In order to receive this funding, they must fill out the FAFSA and the Department of Education will tell the student what he/she is qualified for. River Valley School of Massage accepts Federal Direct Loans (Subsidized and Unsubsidized), Federal Pell Grants, and Federal Direct Plus Loans. All of these awards are need-based awarded by the Department of Education.

Students can also apply for the scholarship provided by River Valley School of Massage. The information for the scholarship is provided to the students during the Admission interview. This award is a non-need-based award given by the school.

### **Campus Security Clery Act (Campus Security)**

Annual Security Report 668.46 (b)

*(1) Crimes that must be reported and disclosed.* An institution must report to the Department and disclose in its annual security report statistics for the three most recent calendar years concerning the number of each of the following crimes that occurred on or within its Clery geography and that are reported to local police agencies or to a campus security authority:

(i) Primary crimes, including—

(A) Criminal homicide:

(1) Murder and non-negligent manslaughter; and

(2) Negligent manslaughter.

(B) Sex offenses:

(1) Rape;

(2) Fondling;

(3) Incest; and

(4) Statutory rape.

(C) Robbery.

(D) Aggravated assault.

(E) Burglary.

(F) Motor vehicle theft.

(G) Arson.

(ii) Arrests and referrals for disciplinary actions, including—

(A) Arrests for liquor law violations, drug law violations, and illegal weapons possession.

(B) Persons not included in paragraph (c)(1)(ii)(A) of this section who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

(iii) Hate crimes, including—

(A) The number of each type of crime in paragraph (c)(1)(i) of this section that are determined to be hate crimes; and

(B) The number of the following crimes that are determined to be hate crimes:

(1) Larceny-theft;

(2) Simple assault;

(3) Intimidation;

(4) Destruction/damage/vandalism of property.

(iv) Dating violence, domestic violence, and stalking as defined in paragraph (a) of this section.

(2) *All reported crimes must be recorded.*

(i) An institution must include in its crime statistics all crimes listed in paragraph (c)(1) of this section occurring on or within its Clery geography that are reported to a campus security authority for purposes of Clery Act reporting. Clery Act reporting does not require initiating an investigation or disclosing personally identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)).

(ii) An institution may not withhold, or subsequently remove, a reported crime from its crime statistics based on a decision by a court, coroner, jury, prosecutor, or other similar noncampus official.

(iii) An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

(A) An institution must report to the Department and disclose in its annual security report statistics the total number of crime reports listed in paragraph (c)(1) of this section that were “unfounded” and subsequently withheld from its

crime statistics pursuant to paragraph (c)(2)(iii) of this section during each of the three most recent calendar years.

(3) *Crimes must be recorded by calendar year.*

(i) An institution must record a crime statistic for the calendar year in which the crime was reported to local police agencies or to a campus security authority.

(ii) When recording crimes of stalking by calendar year, an institution must follow the requirements in paragraph (c)(6) of this section.

(4) *Hate crimes must be recorded by category of bias.* For each hate crime recorded under paragraph (c)(1)(iii) of this section, an institution must identify the category of bias that motivated the crime. For the purposes of this paragraph, the categories of bias include the victim's actual or perceived—

(i) Race;

(ii) Gender;

(iii) Gender identity;

(iv) Religion;

(v) Sexual orientation;

(vi) Ethnicity;

(vii) National origin; and

(viii) Disability.

(5) *Crimes must be recorded by location.*

(i) An institution must specify whether each of the crimes recorded under paragraph (c)(1) of this section occurred—

(A) On campus;

(B) In or on a noncampus building or property; or

(C) On public property.

(ii) An institution must identify, of the crimes that occurred on campus, the number that took place in dormitories or other residential facilities for students on campus.

(iii) When recording stalking by location, an institution must follow the requirements in paragraph (c)(6) of this section.

(6) *Recording reports of stalking.*

(i) When recording reports of stalking that include activities in more than one calendar

year, an institution must record a crime statistic for each and every year in which the course of conduct is reported to a local police agency or to a campus security authority.

(ii) An institution must record each report of stalking as occurring at only the first location within the institution's Clery geography in which:

(A) A perpetrator engaged in the stalking course of conduct; or

(B) A victim first became aware of the stalking.

(7) *Identification of the victim or the accused.* The statistics required under paragraph (c) of this section do not include the identification of the victim or the person accused of committing the crime.

(8) *Pastoral and professional counselor.* An institution is not required to report statistics under paragraph (c) of this section for crimes reported to a pastoral or professional counselor.

(9) *Using the FBI's UCR program and the Hierarchy Rule.*

(i) An institution must compile the crime statistics for murder and nonnegligent manslaughter, negligent manslaughter, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and illegal weapons possession using the definitions of those crimes from the "Summary Reporting System (SRS) User Manual" from the FBI's UCR Program, as provided in Appendix A to this subpart.

(ii) An institution must compile the crime statistics for fondling, incest, and statutory rape using the definitions of those crimes from the "National Incident-Based Reporting System (NIBRS) User Manual" from the FBI's UCR Program, as provided in Appendix A to this subpart.

(iii) An institution must compile the crime statistics for the hate crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property using the definitions provided in the "Hate Crime Data Collection Guidelines and Training Manual" from the FBI's UCR Program, as provided in Appendix A to this subpart.

(iv) An institution must compile the crime statistics for dating violence, domestic violence, and stalking using the definitions provided in paragraph (a) of this section.

(v) In counting crimes when more than one offense was committed during a single incident, an institution must conform to the requirements of the Hierarchy Rule in the "Summary Reporting System (SRS) User Manual.

(vi) If arson is committed, an institution must always record the arson in its statistics, regardless of whether or not it occurs in the same incident as another crime.

(vii) If rape, fondling, incest, or statutory rape occurs in the same incident as a murder, an institution must record both the sex offense and the murder in its statistics.



(10) *Use of a map.* In complying with the statistical reporting requirements under this paragraph (c) of this section, an institution may provide a map to current and prospective students and employees that depict its campus, noncampus buildings or property, and public property areas if the map accurately depicts its campus, noncampus buildings or property, and public property areas.

(11) *Statistics from police agencies.*

(i) In complying with the statistical reporting requirements under paragraph (c) of this section, an institution must make a reasonable, good-faith effort to obtain statistics for crimes that occurred on or within the institution's Clery geography and may rely on the information supplied by a local or State police agency.

(ii) If the institution makes such a reasonable, good-faith effort, it is not responsible for the failure of the local or State police agency to supply the required statistics.

If a student needs to report any type of criminal offense, they should report it to the School Director or the Director of Education. It will be up to the Director to make this report to the local law enforcement or appropriate authorities.

The instructors will give a timely warning to all students in the classroom or who are supposed to be in attendance that day if anything needs to be reported to them. The instructors will either text everyone or tell them in class.

The Financial Aid Director will contact the local law enforcement offices and find out whom to send the request to. The Financial Aid Director will then send a letter requesting the crime statistics for the geographical area the school is located in. Once the report is received, it will be disclosed to the students and on the website.

If a student needs to report any type of criminal offense, they should report it to the School Director or the Director of Education. It will be up to the Director to make this report to the local law enforcement or appropriate authorities.

If a student wishes for their identity to remain confidential for the inclusion of the annual disclosure of crime statistics, they must sign a statement and give to the appropriate director of the school.

Policies concerning security of and access to campus facilities: There are 3 doors into the classroom, which is the campus of River Valley School of Massage. The doors are locked during non-school hours unless a faculty or staff member is on campus. When a faculty or staff member is on campus, before or after school hours, they may make it available to the students. Otherwise, all doors will be locked and off limits to students.

River Valley School of Massage does not have campus law enforcement.

River Valley School of Massage does not have security personnel.

River Valley School of Massage does not have campus security personnel that need to work with State and local police agencies.

If a victim of a crime is unable to make a report to the local law enforcement, but does to another student, staff, or faculty member, the school employee must make the report immediately to the local law enforcement.

Pastoral counselors and professional counselors are encouraged to tell the person they are counseling to seek help from the local law enforcement if necessary. They may do this voluntary, confidential basis for purposes of the annual disclosure of crime statistics. The person just needs to tell the local law enforcement they wish to remain anonymous on crime reports.

River Valley School of Massage does not have campus security and therefore does not have campus security procedures and practices. The students are made aware during admissions and throughout the massage therapy program that they are to report any crime or concern to the School Director or Director of Education.

River Valley School of Massage attends the ATU Health and Wellness Fair every year. Even though we have a booth at this event, the students are still welcome to walk around the other booths and collect information on various forms of materials such as staying healthy by avoiding drugs and alcohol.

There are no non-campus locations of student organizations officially recognized by the school.

There will be no possession, use and/or sale of alcoholic beverages on campus or during field trips. See the Drug and Alcohol Abuse Prevention Policy-

The unlawful possession, use, or distribution of drugs and alcohol is prohibited on property owned and controlled by River Valley School of Massage. No employee or student is to report to work or class while under the influence of illegal drugs or alcohol.

River Valley School of Massage has a Drug or Alcohol-Abuse program to educate the students, faculty, and staff about the dangers of drugs and alcohol. The Financial Aid Office has brochures and informative books such as "Beyond Hangovers", "Rethinking Drinking", "Harmful Interactions", and "Treatment for Alcohol Problems".

If a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, the victim should notify the School Director or Director of Education. With the Director, the victim will discuss what actions the victim would like to take, call the local law enforcement.

In order for the victim to help the police find the person responsible for the crime, all evidence should be put in a baggy, pictures taken if necessary, and everything should be documented and given to the law enforcement when they arrive.

All alleged offenses should be reported to the School Director or Director of Education.

Law enforcement may be called if the victim feels it is necessary. If the campus authorities can handle the situation, not a major emergency, then they will. The Director may also call the police department and handle the situation anonymously if needed.

River Valley School of Massage does not have on-campus law enforcement. If there is a crime, the Director of Education or School Director will notify the local law enforcement to report it.

The School Director or Director of Education will notify the appropriate law enforcement if the victim chooses.

If the victim chooses to decline to notify the local law enforcement, the school must do it as anonymously so the crime can still be reported.

Any person who obtains an order of protection from River Valley School of Massage should provide a copy to the Director of Education and the Financial Aid Director. A complainant may then meet with the Director of Education and other directors to develop a safety plan, which is a plan for the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, allowing a student to complete assignments from home, etc. RVSM cannot apply for a legal order of protection, no contact order, or restraining order for a victim from the applicable jurisdiction(s).

The victim is required to apply for these services in conjunction with an official police report. Protection orders may be available through the Fifth Judicial District Court of Arkansas.

RVSM may issue a no contact order if deemed appropriate or at the request of the victim or accused. If RVSM receives a report that a no contact order has been violated, RVSM will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

The complainant is required to apply directly for these services and/or protection orders at the following locations.

Pope County Prosecuting Attorney  
Phone: (479) 968-8600  
Fax: (479) 967-1086  
Victim Assistance, Orders of Protection

Russellville City Attorney  
Phone: (479) 967-3186  
Restraining Orders, Warrants

RVSM does not publish the name of crime victims or other identifiable information regarding victims in the Annual Security and Fire Safety Report that is disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If a timely warning notice is issued on the basis of a report of domestic violence, dating violence, sexual assault, or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

All Personally Identifiable Information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigation/adjudicating the report or those involved in providing support

services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, RVSM will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

River Valley School of Massage will provide to students and employees written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the school and in the community. This information will be provided by the School Director, Director of Education, or the Financial Aid Director.

Upon the receipt of a report of domestic violence, dating violence, or stalking, RVSM will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, and working situations or protective measures. RVSM will make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the Director of Education or local law enforcement.

In cases of alleged dating violence, domestic violence, sexual assault, or stalking, River Valley School of Massage would use the policy for conditions for dismissal. An administrative withdrawal will take place if the student is found guilty of any of these offenses.

When a student or employee reports to River Valley School of Massage that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, RVSM will provide the student or employee a written explanation of the student's or employee's rights and options such as the involvement of law enforcement including the local police. The student does have the right to decline the involvement of the local law enforcement, but the report will have to go in the security act (anonymously if requested by the victim). Any personally identifiable information given by the student or employee will remain confidential unless otherwise noted by the victim.

Following is where the campus community may go to review registered sex offenders.  
<http://www.russellvillepolice.org/165/Sex-Offender-Registry>

The instructor in charge during an emergency requiring an evacuation will tell the students in the classroom and the student massage rooms about the evacuation. The instructor will lead the students and clients through the evacuation process and stay with them until the emergency has been taken care of.

If RVSM believes there is a missing student, the School Director or Director of Education will notify the Russellville Police Department and file a report.

### **Crime Statistics**

We have no crime statistics to report for 2021.

## Student Outcomes

### Institutional Graduation Rates (Student Right-to-Know Act)

Graduation Rate Report for River Valley School of Massage, Fall 2021 Cohort

\*Cohorts are defined as first time, full time, degree seeking, graduates

|                               | <b>Number of Students</b> | <b>Graduated within 5 months</b> | <b>Graduated within 9 months</b> | <b>Eventually graduated</b> |
|-------------------------------|---------------------------|----------------------------------|----------------------------------|-----------------------------|
| <b>Ethnicity / Race</b>       |                           |                                  |                                  |                             |
| African American              |                           |                                  |                                  |                             |
| American Indian/Alaska Native |                           |                                  |                                  |                             |
| Asian/Pacific Islander        |                           |                                  |                                  |                             |
| Caucasian                     | 2                         | 2                                |                                  |                             |
| Hawaiian                      |                           |                                  |                                  |                             |
| Hispanic                      |                           |                                  |                                  |                             |
| Multiple Ethnicities          |                           |                                  |                                  |                             |
| Non Resident Alien            |                           |                                  |                                  |                             |
| <b>Total</b>                  | 2                         | 2(100%)                          |                                  |                             |
|                               | <b>Number of</b>          | <b>Graduated in 6 months</b>     | <b>Graduated in 9 months</b>     | <b>Eventually Graduated</b> |
| <b>Gender</b>                 |                           |                                  |                                  |                             |
| Male                          | 1                         | 1(100%)                          |                                  |                             |
| Female                        | 1                         | 1(100%)                          |                                  |                             |

Graduation Rate Report for River Valley School of Massage, Spring 2021 Cohort

\*Cohorts are defined as first time, full time, degree seeking, graduates

|                               | <b>Number of Students</b> | <b>Graduated within 5 months</b> | <b>Graduated within 9 months</b> | <b>Eventually graduated</b> |
|-------------------------------|---------------------------|----------------------------------|----------------------------------|-----------------------------|
| <b>Ethnicity / Race</b>       |                           |                                  |                                  |                             |
| African American              |                           |                                  |                                  |                             |
| American Indian/Alaska Native |                           |                                  |                                  |                             |
| Asian/Pacific Islander        |                           |                                  |                                  |                             |
| Caucasian                     | 4                         | 1                                | 2                                | 0                           |
| Hawaiian                      |                           |                                  |                                  |                             |
| Hispanic                      |                           |                                  |                                  |                             |

Multiple Ethnicities  
Non Resident Alien

**Total** 4 1 (25%) 2 (50%) 0

|               | <b>Number of</b> | <b>Graduated in 6 months</b> | <b>Graduated in 9 months</b> | <b>Eventually Graduated</b> |
|---------------|------------------|------------------------------|------------------------------|-----------------------------|
| <b>Gender</b> |                  |                              |                              |                             |
| Male          | 0                |                              |                              |                             |
| Female        | 4                | 1(25%)                       | 2 (50%)                      |                             |

\* For information about Student Services, academics or financial matters, contact Amanda Williams, Director of Education, or Audra Findley, CEO at (479) 890-7876.