

# Annual Security Report & Comprehensive Policy

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*September, 2017*

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## Annual Security Report

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and the safety-related requirements of the Higher Education Opportunity Act, Kelley Education Inc. publishes an Annual Security and Fire Safety Report (ASFSR) on each school's website annually by October 1<sup>st</sup>.

Each report includes policy statements and specific information regarding procedures, practices, and programs concerning safety and security (e.g. policies for responding to emergency situations and sexual offenses). Each report also includes three years' worth of statistics for particular types of crimes that occurred on campus and on public property on or immediately adjacent to the campus.

## Notification of Availability

By October 1st of each year, all faculty, staff, and students receive an official campus physical notification regarding the content and availability of the ASFSR. The notification provides information regarding how to access the report as well as a direct link to the report.

These reports are available online:

- University of Aesthetics & Cosmetology 1037-1043 Curtiss St. Downers Grove, IL 60515
  - <http://uofac.edu/annual-security-report-2017/>
- University of Aesthetics & Cosmetology 1357 N. Milwaukee Ave. Chicago, IL 60622
  - <http://universityofaesthetics.edu/annual-security-report-2017/>
- Professional Cosmetology Education Center 460 N. Washington Ave. El Dorado, AR 71730
  - <http://pcec.edu/annual-security-report-2017/>

You may also request a paper copy from the President at:

ATTN: Annual Security Reports-President  
Kelley Education Inc.  
1357 N. Milwaukee Ave.  
Chicago, IL 60622

## No Exemptions

No employee, contract worker, student, vendor, or other person is exempt from the prohibitions in these policies.

## The Act

In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, 2000 and 2008. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the Clery Act and is in section 485(f) of the HEA

On March 7, 2013, the Violence Against Women Reauthorization Act of 2013 (VAWA) (Public Law 113-14) was signed into law. VAWA includes amendments to the Clery Act. These changes require institutions to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking, among other changes.

Although the HEA is the law that governs the administration of all federal higher education programs, as used in this handbook, HEA refers only to the Clery Act and other safety- and security-related requirements applicable to institutions under the HEA.

## **Title IX Coordinator**

The Title IX coordinator is the responsible employee of the recipient with major responsibility for Title IX compliance efforts. The Title IX coordinator's responsibilities are critical to the development, implementation, and monitoring of meaningful efforts to comply with Title IX.

<b>University of Aesthetics &amp; Cosmetology, Chicago, IL</b>	Leigh Anne Kelley	<a href="mailto:leighanne@uofac.edu">leighanne@uofac.edu</a> 773.635.0141
<b>University of Aesthetics &amp; Cosmetology, Downers Grove, IL</b>	Leigh Anne Kelley	<a href="mailto:leighanne@uofac.edu">leighanne@uofac.edu</a> 773.635.0141
<b>Professional Cosmetology Education Center, El Dorado, AR</b>	Jill Hanry	<a href="mailto:admissions@pcec.edu">admissions@pcec.edu</a> 870.776.8865

## **(110 ILCS 155/) Preventing Sexual Violence in Higher Education Act**

This Annual Security Report meets the requirements of the IL Preventing Sexual Violence in Higher Education Act. IL requires each institution of higher learning to provide a "Comprehensive Policy" to address student allegations of sexual violence, domestic violence, dating violence, & stalking.

The Clery Act has similar requirements. To avoid confusion, we have included the requirements of the Clery Act & the IL Act together within this document.

## **Geography**

### **Geography - University of Aesthetics & Cosmetology – Chicago, IL**

#### **Responsibility**

<b>Office/Individual Responsible</b>	Leigh Anne Kelley
<b>Location where documentation is kept</b>	President's Office
<b>Date information was last updated</b>	September, 2017

## **The Physical Parameters of Reporting - Buildings & Properties**

### ***Campus - Institution Building(s) & Property(-ies)***

The University of Aesthetics & Cosmetology, hereinafter referred to as “UofA&C – Chicago,” is located at 1357 N. Milwaukee Ave. Chicago, IL 60622 on the lower level & first level. The second level is sublet, by another entity-other than the Institution, to a non-student, private resident.

### ***Operation***

UofA&C – Chicago facilities are in operation Monday through Saturday. The facilities may be used outside of its regular operating hours for educational purposes in compliance with its accreditor’s standards & policies.

### ***Access***

Access is controlled through keys & a burglar alarm. Administrative & employees are keyholders. To provide greater security, the key locks are tumbled when a keyholder is separated from the corporation.

### ***Physical Parameters of Reporting Crime Statistics -***

The crime statistics within this report cover the location listed above and any incidents that occur:

1. On campus (at the building identified above);
2. Reasonably contiguous public property
  - a. The 25’ public walkway along N. Milwaukee Ave.; &
  - b. The 25’ foot public alley in the rear of the building that runs parallel to the width of the building.
3. Non-campus buildings. UofA&C – Chicago does not own or control any other buildings or properties.

## **Geography - University of Aesthetics & Cosmetology – Downers Grove, IL**

### ***Responsibility***

<b>Office/Individual Responsible</b>	Leigh Anne Kelley
<b>Location where documentation is kept</b>	President’s Office
<b>Date information was last updated</b>	September, 2017

## **The Physical Parameters of Reporting - Buildings & Properties**

### ***Campus - Institution Building(s) & Property(-ies)***

The University of Aesthetics & Cosmetology, hereinafter referred to as “UofA&C – Downers Grove,” is located at 1037-1043 Curtiss St. Downers Grove, IL 60515.

### ***Operation***

UofA&C – Downers Grove facilities are in operation Monday through Saturday. The facilities may be used outside of its regular operating hours for educational purposes in compliance with its accreditor’s standards & policies.

### ***Access***

Access is controlled through keys. Administrative & employees are keyholders. To provide greater security, the key locks are tumbled when a keyholder is separated from the corporation.

### ***Physical Parameters of Reporting Crime Statistics -***

The crime statistics within this report cover the location listed above and any incidents that occur:

1. On campus (at the building identified above);
2. Reasonably contiguous public property
  - a. The 50' public walkway along Curtiss St.; &
  - b. The parking lot in the rear of the building adjacent to the public parking lot.
3. Non-campus buildings. UofA&C – Downers Grove does not own or control any other buildings or properties.

## **Geography - Professional Cosmetology Education Center**

### ***Responsibility***

<b>Office/Individual Responsible</b>	Jill Hanry
<b>Location where documentation is kept</b>	President's Office
<b>Date information was last updated</b>	September, 2017

## **The Physical Parameters of Reporting - Buildings & Properties**

### ***Campus - Institution Building(s) & Property(-ies)***

Professional Cosmetology Education Center, hereinafter referred to as "PCEC," is located at 460 N. Washington Ave. El Dorado, AR 71730. There are 6 building on the property. PCEC is in control of only the the first two buildings adjacent to Rowell & N. Washington Ave. Specifically, the two buildings which are closest to N. Washington Ave. The third building, which is eastern-most (furthest from N. Washington Ave.) & the three warehouses north, along N. Washington Ave., are not controlled or owned by PCEC.

### ***Operation***

PCEC facilities are in operation Monday through Saturday. The facilities may be used outside of its regular operating hours for educational purposes in compliance with its accreditor's standards & policies.

### ***Access***

Access is controlled through keys. Administrative & employees are keyholders. To provide greater security, the key locks are tumbled when a keyholder is separated from the corporation.

### ***Physical Parameters of Reporting Crime Statistics -***

The crime statistics within this report cover the location listed above and any incidents that occur:

4. On campus (at the building identified above);
5. Reasonably contiguous public property



- a. The 50' public walkway along Rowell.; &
  - b. The 50' foot public walkway along N. Washington Ave.
6. Non-campus buildings. PCEC does not own or control any other buildings or properties.

## Policy Statements

### Comprehensive Policy

This document includes IL requirements under 111 ILCS 155/10.

### Preparing Annual Campus Safety and Security Surveys

The crime statistics report is prepared and completed by the Director and submitted to the Department of Education annually. The crime statistics report includes crime statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus building or property and on public property for the following offenses:

- Criminal Homicide (murder and non-negligent manslaughter)
- Sex Offenses (forcible and non-forcible sex offenses)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Arrests for Liquor Law Violations, Drug Law Violations and Illegal Possession (including persons referred for campus disciplinary action)
- Hate Crimes (Race, Gender, Gender Identity, Religion, Sexual Orientation, Ethnicity, National Origin, and Disability of the Victim)

### Reporting Crimes or other Emergencies Occurring on Campus

1. All employees & students are asked to report criminal actions and/or emergencies occurring on campus to the admissions office. Witnesses and victims who choose to remain anonymous may report crimes on a voluntary, confidential basis for inclusion in the Annual Security Report.

School Campus/ Contact Person & Title	Email to Report to Title IX Coordinator	Write to the President
Professional Cosmetology Education Center El Dorado, AR; Jill Hanry Admissions	<a href="mailto:admissions@pcec.edu">admissions@pcec.edu</a>	<ul style="list-style-type: none"> <li>• Email to <a href="mailto:Robert@pcec.edu">Robert@pcec.edu</a></li> <li>• Fax to 773.645.0079</li> </ul>
The University of Aesthetics Chicago, IL; Leigh Anne Kelley, Director	<a href="mailto:admissions@uofac.edu">admissions@uofac.edu</a>	<ul style="list-style-type: none"> <li>• Email to <a href="mailto:Robert@uofac.edu">Robert@uofac.edu</a></li> <li>• Fax to 773.645.0079</li> </ul>
The University of Aesthetics & Cosmetology Downers Grove, IL; Leigh Anne Kelley, Director	<a href="mailto:admissions@uofac.edu">admissions@uofac.edu</a>	<ul style="list-style-type: none"> <li>• Email to <a href="mailto:Robert@uofac.edu">Robert@uofac.edu</a></li> <li>• Fax to 773.645.0079</li> </ul>

2. You will receive a response from the office indicating that your submission has been received & what action has been taken. All substantiated reports will appear in the Annual Security Report's annual crime statistics for that year.
3. In the event of a Clery Act crime, we will issue a timely warning through the Remind system identified above.
4. Access to campus facilities is secured by keys provided to employees.
5. For added security during evening classes, access may be limited by locking entrance doors. All access doors have an inside turn to provide keyless exit in the event of an emergency.
6. Locks are tumbled following separation of an employee from the company or as needed.
7. Security is maintained through regular inspections of access points.
8. If appropriate, professional counseling will be recommended.
9. The possession, use, and sale of alcoholic beverages to underage persons are strictly forbidden. Known violators will be reported to the police department. Employees & students found in violation will be subject to expulsion.
10. The possession, use, and sale of illegal drugs are strictly forbidden. Known violators will be reported to the police department. Employees & students found in violation will be subject to expulsion.

## Response Procedure for Reports of Alleged Incidents

The following represents the procedure for responding to a report of an alleged incident of sexual violence, domestic violence, dating violence, or stalking. Assisting and interviewing the survivor,

1. **SURVIVOR'S RIGHTS.** Upon being notified of an alleged violation of the comprehensive policy by or on behalf of a student, the following:
  - a. **right to report or not report** the alleged incident to the higher education institution, law enforcement, or both, including information about the survivor's right to privacy and which reporting methods are confidential;
  - b. **the contact information for the higher education institution's Title IX coordinator** or coordinators, confidential advisors, a community-based sexual assault crisis center, campus law enforcement, and local law enforcement;
  - c. **right to request and receive assistance** from campus authorities in notifying law enforcement;
  - d. **ability to request interim protective measures** and accommodations for survivors, including honoring an order of protection or no contact order in State court;
  - e. **a summary of the higher education institution's complaint resolution procedures**, , if the survivor reports a violation of the comprehensive policy.
2. **WITNESSES.** Identifying and locating witnesses,
3. **INTERVIEWING.** Contacting and interviewing the respondent,
4. **AMNESTY.** We will provide immunity to any student who reports, in good faith, an alleged incident to a responsible employee, as defined by federal law, so that the reporting student will not receive a disciplinary sanction for a student conduct violation, such as underage drinking, that is revealed in the course of such a report, unless the institution determines that the

violation was egregious, including without limitation an action that places the health or safety of any other person at risk.

5. **LAW ENFORCEMENT.** Contacting and cooperating with law enforcement, when applicable, and
6. **RESOURCES.** Providing information regarding the importance of preserving physical evidence of the sexual violence and the availability of a medical forensic examination at no charge to the survivor.
7. **PROHIBITION ON RETALIATION & OTHER SANCTIONS.** Each campus may impose sanctions that may include, but are not limited to, suspension, expulsion, or removal of the student found, after complaint resolution procedures, to be in violation of the comprehensive policy of the higher education institution
  - a. alleged perpetrators; and
  - b. individuals who engage in retaliatory conduct against those who, in good faith, report or disclose an alleged violation of the comprehensive policy, file a complaint, or otherwise participate in the complaint resolution procedure.

## Complaint Resolution Procedure

In matters of violations, the campus Director or other administrative staff will involve the local authorities best able to investigate the matter; however, if the campus does conduct an investigation and hearing, the following applies.

1. Complainants alleging student shall have the opportunity to request that the complaint resolution procedure begin promptly and proceed in a timely manner.
2. The complainant and respondent shall
  - a. receive notice of the individual or individuals with authority to make a finding or impose a sanction in their proceeding before the individual or individuals initiate contact with either party and
  - b. have the opportunity to request a substitution if the participation of an individual with authority to make a finding or impose a sanction poses a conflict of interest.
3. Campus administration will determine interim protective measures and accommodations available pending the resolution of the complaint.
4. Any proceeding, meeting, or hearing held to resolve complaints of alleged student violations of the comprehensive policy shall protect the privacy of the participating parties and witnesses.
5. The complainant, regardless of this person's level of involvement in the complaint resolution procedure, and the respondent shall have the opportunity to provide or present evidence and witnesses on their behalf during the complaint resolution procedure.
6. The complainant and the respondent may not directly cross examine one another, but may, at the discretion and direction of the individual or individuals resolving the complaint, suggest questions to be posed by the individual or individuals resolving the complaint and respond to the other party.
7. Both parties may request and must be allowed to have an advisor of their choice accompany them to any meeting or proceeding related to an alleged violation of the comprehensive policy, provided that the involvement of the advisor does not result in undue delay of the meeting or

proceeding. The advisor must comply with any rules in the institution's complaint resolution procedure regarding the advisor's role. If the advisor violates the rules or engages in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or an individual resolving the complaint, that advisor may be prohibited from further participation.

8. The complainant and the respondent may not be compelled to testify, if the complaint resolution procedure involves a hearing, in the presence of the other party. If a party invokes this right, the higher education institution shall provide a procedure by which each party can, at a minimum, hear the other party's testimony.
9. The complainant and the respondent are entitled to simultaneous, written notification of the results of the complaint resolution procedure, including information regarding appeal rights, within 7 days of a decision or sooner if required by State or federal law.
10. The complainant and the respondent shall, at a minimum, have the right to timely appeal the complaint resolution procedure's findings or imposed sanctions if the party alleges (i) a procedural error occurred, (ii) new information exists that would substantially change the outcome of the finding, or (iii) the sanction is disproportionate with the violation. The individual or individuals reviewing the findings or imposed sanctions shall not have participated previously in the complaint resolution procedure and shall not have a conflict of interest with either party. The complainant and the respondent shall receive the appeal decision in writing within 7 days after the conclusion of the review of findings or sanctions or sooner if required by federal or State law.
11. The higher education institution shall not disclose the identity of the survivor or the respondent, except as necessary to resolve the complaint or to implement interim protective measures and accommodations or when provided by State or federal law.

## Confidential Advisors

Students have access to confidential advisors to provide emergency and ongoing support to survivors of sexual violence.

Campus	Confidential Advisors
University of Aesthetics & Cosmetology, Chicago, IL	Chicago Rape Crisis Hotline 1 N. LaSalle St #1150 (888) 293-2080 Chicago, IL 60602 <a href="http://ywcachicago.org/our-work/sexual-violence-support-services/rape-crisis-hotline">ywcachicago.org/our-work/sexual-violence-support-services/rape-crisis-hotline</a>
University of Aesthetics & Cosmetology, Chicago, IL	Community Crisis Center (847) 697-2380 DuPage County Children's Center (630) 407-2750
Professional Cosmetology Education Center, El Dorado, AR	Turning Point 900 E 1st St El Dorado, AR 71730 (870) 862-3672

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## **Institutional Obligations**

1. To provide survivors with concise information, written in plain language, concerning the survivor's rights and options, upon receiving a report of an alleged incident.
2. To provide the name, address, and telephone number of the medical facility nearest to each campus of the higher education institution where a survivor may have a medical forensic examination completed at no cost to the survivor, pursuant to the Sexual Assault Survivors Emergency Treatment Act. See this under Resources.
3. The name, telephone number, address, and website URL, if available, of community-based, State, and national sexual assault crisis centers.
4. Each campus will undertake certain, protective measures and accommodations, reasonably available, that a survivor may request in response to an alleged violation of the comprehensive policy, including honoring an order of protection or no contact order entered by a State civil or criminal court.

## **Law Enforcement Authority & Jurisdiction of Campus Persons**

The scope of authority within our Institutions is limited to reporting to commissioned law enforcement personnel.

None of our Institutions have a Memorandum of Understanding (MOU) with any local law enforcement agencies.

We encourage local law enforcement agencies to visit our campuses; invite for lectures; & to be aware of our regular operating hours.

## **Pastoral Counselors & Professional Counselors**

While none of our Institutions employs pastoral or professional counselors, we are aware that an administrative staff might be perceived as a counselor. We encourage all employees to report crimes for inclusion in the annual disclosure of crime statistics.

## **Type & Frequency of Campus Security Procedures & Practices**

Annually, we inform students & employees of Campus Security Procedures & Practices in the classroom through a brief overview followed by a question & answer session.

During orientation of new students & employees, we address Campus Security Procedures & Practices verbally & direct each to the Annual Security Report.

As needed, we will make special announcements to re-enforce Campus Security Procedures & Practices.

## **Students at Non-Campus Locations of Student Organizations**

None of our Institutions have Student Organizations participating at Non-Campus Locations.

## Emergency Response, Clery Act Crime, & Timely Warnings

*This Institution will immediately notify the campus community (or a segment or segments of the campus community) upon the confirmation of a significant emergency, Clery Act crime, or dangerous situation involving an immediate threat to the health or safety of students or employees; including, but not limited to events occurring on the campus reported to campus security authorities or local police agencies and is considered to represent a serious or continuing threat to students and employees.*

In the event that the Director of Schools determines that a situation constitutes an ongoing or continuing threat, campus-wide “timely warning” will be issued via the Remind program ([www.remind.com](http://www.remind.com)).

Each campus’ community members -- students, faculty, staff, and visitors -- are encouraged to accurately and promptly report all crimes and public safety-related incidents to the administrative staff or to their local law enforcement agency.

Reports submitted to the administrative staff or local law enforcement agencies will be included in the annual disclosure of crime statistics and assessed for issuance of a Timely Warning Notice(s) when deemed necessary.

Witnesses and others are also encouraged to accurately and promptly report crimes and emergencies to the administrative staff or to local law enforcement when the victim of a crime elects to or is unable to make such a report.

### What is a Timely Warning?

A timely warning is a short description of the crime or incident, time and date, location, reported offense, suspect description, and any other pertinent information pertaining to the crime. This timely warning will also include personal safety information to protect individuals from becoming victims. The timely warning will be distributed via public announcement and may include a memo to a bulletin board. If deemed necessary by the Director, other method of notification may be employed; including, but not limited to, flyers, notices on official school websites, and local media.

### Institution Text & Email Notification Program

All employees and students are encouraged to participate in either our text or email notification program. Text and email alerts are managed by the Director of Schools, Leigh Anne Kelley. Leigh Anne will send out text alerts regarding safety and announcements required by unforeseen circumstances; including, but not limited to school closures from weather.

Registering in the program is free & information is included on all Enrollment Agreements, Institution websites, & below. While it is the student’s choice to register, it is highly recommended to receive timely warnings.

Employees and Students can register by texting a message:

School Campus	Number	Text to Subscribe	Text to UnSubscribe
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Professional Cosmetology Education Center – El Dorado, AR	773.717.5611	@pcec	unsubscribe @pcec
The University of Aesthetics & Cosmetology - Chicago, IL	773.717.5611	@uawp	unsubscribe @uawp
The University of Aesthetics & Cosmetology - Downers Grove, IL	773.717.5611	@uofac	unsubscribe @uofac

Or, to receive messages via the web:

<b>School Campus</b>	<b>Website to Subscribe</b>
Professional Cosmetology Education Center El Dorado, AR	<a href="https://www.remind.com/join/pcec">https://www.remind.com/join/pcec</a>
The University of Aesthetics & Cosmetology - Chicago, IL	<a href="https://www.remind.com/join/uawp">https://www.remind.com/join/uawp</a>
The University of Aesthetics & Cosmetology Downers Grove, IL	<a href="https://www.remind.com/join/uofac">https://www.remind.com/join/uofac</a>

### **Annual Test of Text & Email Notification Program**

Each year, at least one test of the Text & Email Notification Program will occur. While this test usually occurs in September, additional tests may be announced for awareness & to assure the efficacy of the Program.

### **The Daily Crime Log**

We do not have a campus police or security department; therefore, we do not have a Daily Crime Log.

### **Security of & Access to Campus Facilities**

Access is controlled through keys. Administrative & employees are keyholders. To provide greater security, the key locks are tumbled when a keyholder is separated from the corporation.

Students are not allowed on campus without an instructor or administrative staff person present.

Facilities are open during posted hours & for special occasions; such as, but not limited to con

### **Security Considerations used in Maintenance of Campus Facilities**

To provide greater security, the key locks are tumbled when a keyholder is separated from the corporation.

The facilities of each school are regularly checked, by a staff member designated by the Director, to ensure pathways are well lit & entry points are maintained.

In the event an entry point is in need of maintenance, please contact the administrative staff. If the entry point does not receive needed maintenance, please contact the President at [Robert@uofac.edu](mailto:Robert@uofac.edu) for all schools.

## Missing Student Notification

None of our campuses offer student housing. However, Missing Students are of concern. If you are aware or believe a student is missing, please contact local law enforcement & make your campus staff officials aware. It is our policy to ensure that all law enforcement and others are notified promptly and in accordance with applicable state and federal law.

We will provide confidential contact information authorized officials needed in a missing student investigation.

## Crime Prevention & Security Awareness

Campus security & evacuation procedures are specifically addressed during student orientation & throughout the year as needed.

Our Institutions annually, & as needed, provide a presentation about Preventing Sexual Harassment through a purchased presentation from a compliance specialist. Additionally, we post posters to prevent crime.

## Safe & Positive Options for Bystander Intervention

The Clery Act defines bystander intervention as, "Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene."

All employees & students of our campus communities have a responsibility to create a safe, supportive, and inclusive learning environment. Bystander Intervention involves taking action in a situation when another individual needs help. This includes when someone may be at medical risk due to using drugs or alcohol, or vulnerable to sexual or intimate partner violence. To actively intervene, follow these steps:

1. Notice the event. Pay attention to your surroundings.
2. Interpret the event as a problem. Recognize that someone is being taken advantage of, vulnerable, or in danger. When in doubt, trust your gut, and intervene at the earliest possible point.
3. Take personal responsibility to intervene. If you don't intervene, it is unlikely that anyone else will.
4. Decide how you are going to intervene. Try not to put yourself at risk or make the situation worse.
5. Decide to intervene. Take action and intervene at the earliest possible point. If you are not able to fully intervene in a situation, consider responding by asking the victim if they need help or assistance, contacting the police, or seeking out others for assistance.

*Types of Intervention:*



- Direct intervention: Directly addressing the situation in the moment to prevent harm.
- Delegation: Seeking help from another individual. This may be someone who is in a role of authority, such as a police officer or campus official.
- Distraction: Interrupting the situation without directly confronting the offender by distracting the offender's attention or directing the potential victim away from the situation.

Most importantly, “If you see something, say something!”

### Risk Reduction

The Clery Act defines risk reduction as, “Options designed to decrease perpetration and bystander inaction; increase empowerment for victims in order to promote safety; and help individuals and communities address conditions that facilitate violence.” Sexual assault, like all other forms of violence, is never the fault of the person assaulted. Below are some general safety tips to consider that may help you avoid or escape situations where someone is trying to harm or take advantage of you sexually or physically:

1. Be aware of your surroundings.
2. Listen to your intuition. If you feel like something is wrong, it probably is. Try to get out of the situation.
3. Don't be afraid to make a scene and yell, scream, or run for protection.
4. Remember, alcohol and drugs can impair your perceptions and reactions. Be especially careful when you drink, and when you're with someone who has been drinking.
5. Watch your beverage at all times. Date rape drugs are tasteless, colorless, and odorless. Victims don't know they have ingested these drugs until the effects are well under way.
6. Go with a group of friends when you go out to a party or to the bars, and look out for each other.
7. Speak up or call authorities if you see someone who could be in trouble.

### Alcohol & Drug Policies

***The information in this section is in accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. For more information, please see [https://www.dea.gov/pr/multimedia-library/publications/drug\\_of\\_abuse.pdf](https://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf)***

#### Employee & Student Alcohol & Drug-Free Policy

Kelley Education Inc.'s Institutions are committed to maintaining a alcohol & drug– free environment for its students and employees in compliance with applicable federal, state, and local laws. Alcohol & Drug use/abuse in an educational environment is of immediate concern. From a safety perspective, the users of alcohol and/or drugs may be impaired & risk the well-being of all students, employees, & our clientele.

Therefore, it is the policy of Kelley Education Inc., The unlawful or unauthorized possession, use, distribution, dispensation, sale, or manufacture of controlled substances or alcohol is prohibited on institution property or as part of any institution activity anywhere.

Students or employees who violate federal, state, or local laws concerning drugs or alcohol are subject to criminal prosecution; those who violate our policies may also be subject to institutional sanctions or dismissal and, possibly referral for prosecution..

### **Suspicion of Alcohol or Drug Use**

Any employee suspecting a fellow employee or student might be suffering from alcohol or drug use, should contact their supervisor. Behaviors which may suggest alcohol/drug abuse include (but are not limited to) the following:

- Repeated accidents (on- or off-campus);
- Repeated illness absences;
- Chronic lateness or early departures;
- Significantly diminished task performance (with no other explanation); and
- Odor of alcohol, slurred speech, unsteady gait, disorientation, paranoia, hallucinations, and other physical signs of impaired function, not caused by a known medical condition.

### **Substance Abuse Education Programs**

We do not offer & are not qualified to offer substance abuse education programs; however, we offer our assistance to any employee or student in obtaining education about substance abuse & how to overcome addiction.

### **0-1-3 Rule**

“0-1-3” is a responsible drinking rule taught on many college campuses to help students learn and remember safe drinking guidelines. The rule is: 0 if pregnant, under 21, or driving; 1 - no more than one drink per hour; and 3 - no more than three drinks per night. This educational tool and visual reminder to drink responsibly is helpful to remember.

### **Disciplinary Action**

Under existing policies and in compliance with federal and state laws, employees are subject to disciplinary action, including discharge, for unauthorized consumption of intoxicating liquors on institutional time or property; inability to satisfactorily perform their assigned duties as a result of drinking alcoholic beverages; illegal use of drugs, narcotics, or intoxicants; unauthorized sale or distribution of drugs, narcotics, or intoxicants; or otherwise being unfit to perform job duties due to use of alcohol or illegal drugs.

Employees having a problem with controlled substances or alcohol should seek professional advice and treatment. Employees may seek help for a problem or obtain a list of counseling, rehabilitation, and assistance programs confidentially by contacting the President at [Robert@uofac.edu](mailto:Robert@uofac.edu). In some cases, an employee’s supervisor may direct the employee to request this information.

### ***What if I’m convicted of a drug or alcohol offense that took place at work?***

You must notify the Director within five days. If you are an employee working on a federal contract or grant and are convicted of a drug or alcohol offense occurring in the workplace, the University will notify the granting or contracting federal agency within ten days of receiving notice of your conviction.

Employees convicted of a drug or alcohol offense involving the workplace may be disciplined or discharged under existing laws, policies and rules, or may be required to complete a drug rehabilitation program in order to continue employment at the University

### ***I'm a student. What happens if I violate the University's Drug Policy?***

Students who illegally possess, use, distribute, sell, or manufacture drugs or alcohol are subject to University disciplinary action and may be dismissed from the University. To view the Student Standard of Conduct, please see the Student Catalog or visit our website.

### **Effects of Alcohol & Other Drugs on Health**

Adverse health effects can range from nausea and anxiety to coma and death. There are risks associated with the chronic use of all psychoactive drugs, including alcohol. A pregnant woman who uses alcohol, cigarettes, or other drugs exposes herself and her fetus to serious risks, such as the risk of miscarriage, low birth weight, or brain damage.

Substance abuse may involve not only controlled substances and illegal drugs, but also alcohol and other substances that pose a health risk. When drugs are combined, their negative effects on the mind and body are often multiplied beyond the effects of the same drugs taken singly, which can be deadly. Some of the health effects associated with the use of alcohol and other drugs are provided in more detail below.

#### ***Alcohol***

Alcohol is the drug most frequently abused. Even small amounts of alcohol can impair the judgment and coordination required to drive a car, increasing your chances of having an accident. Alcohol may be an interacting factor in the incidence of aggressive acts, including vandalism and assault and serious health problems, such as liver damage. Consuming moderate to large amounts of alcohol impairs your ability to learn and remember information. Because alcohol is a depressant, very large amounts can cause respiratory and cardiac failure, resulting in death.

#### ***Cannabis***

Marijuana and hashish impair the user's short-term memory and comprehension. They can cause confusion, anxiety, lung damage, and abnormalities of the hormonal and reproductive systems. Hours after the feeling of getting high fades, the effects of cannabis on coordination and judgment may remain, heightening the risks involved in driving or performing other complex tasks. Cannabis, a fat soluble substance, may remain in the body system for weeks. An overdose or long-term use may bring about paranoia, panic attacks, or psychiatric problems.

#### ***Club/Designer Drugs***

The terms "club drugs" and "designer drugs" refer to a wide variety of drugs including MDMA (Ecstasy), GHB, rohypnol (roofies), ketamine (special K), methamphetamine (meth), and LSD (acid). Research indicates that these drugs can cause serious health problems or even death. They can have even more serious consequences when mixed with alcohol. Club/designer drugs are also occasionally used or administered to facilitate a sexual assault.

### *Depressants*

Barbiturates, benzodiazepines (e.g., valium), Quaaludes, and other depressants cause disorientation, slurred speech, and other behaviors associated with drunkenness. The effects of an overdose of range from shallow breathing, clammy skin, dilated pupils, or a weak and rapid pulse that can result in coma or death.

### *Hallucinogens*

Hallucinogens such as LSD, MDMA PCP (angel dust), mescaline, peyote, and psilocybin (shrooms) can cause powerful distortions in perception and thinking. Intense and often unpredictable emotional reactions can trigger panic attacks or psychotic reaction. An overdose of hallucinogens can cause heart failure, lung failure, coma, and death.

### *Narcotics/Opiates*

Heroin, codeine, morphine, methadone, and opium are narcotics/opiates. There is a high likelihood of developing a physical and psychological dependence on these drugs. Health effects include anxiety, mood swings, nausea, confusion, constipation, and respiratory depression. Overdose may lead to convulsions, coma, and death. The risk of being infected with HIV, the virus that causes AIDS, or other diseases significantly increases if you inject drugs and share needles.

### *Stimulants*

Cocaine/crack, amphetamines, and other stimulants can cause agitation, loss of appetite, irregular heartbeat, chronic sleeplessness, and hallucinations. All non-prescribed stimulants are extremely dangerous and psychologically and physically addictive. An overdose can result in seizures and death.

### *Tobacco*

Nicotine, the active ingredient in tobacco, increases your heart rate and raises your blood pressure. The tar in cigarette smoke is a major cause of cancer and other respiratory problems. The carbon monoxide in cigarette smoke can promote arteriosclerosis. Long-term effects of smoking cigarettes may include emphysema, chronic bronchitis, heart disease, and lung cancer.

### **Illinois Laws That Apply to Alcohol & Drug Abuse**

Recognizing that the abuse of alcohol and other dangerous substances can be harmful to the “peace, health, and welfare” of Illinois citizens [720 ILCS 570/100], the General Assembly implemented a series of laws that regulate the distribution and use of controlled substances. Below is a brief description of some of the state and federal laws used to regulate alcohol and other drugs.

### *Controlled Substances*

The unlawful manufacture, delivery (includes sale), or possession of controlled substances is prohibited in Illinois through the Cannabis Control Act [720 ILCS 550/] and the Illinois Controlled Substances Act [720 ILCS 570/100]. The Cannabis Control Act establishes penalties in a sharply rising progression based on the amount of substance containing cannabis involved in each case [720 ILCS 550/1]. In regard to both Acts, penalties vary with: the amount of the drug confiscated, the type of drug found, the number of previous offenses held by the individual, and whether the individual intended to manufacture, deliver

or possess with intent to deliver [720 ILCS 570/401] [720 ILCS 570/402] [720 ILCS 550/4] [720 ILCS 550/5].

### ***Underage Drinking***

The consumption of alcoholic liquor by any person under 21 years of age is illegal [235 ILCS 5/6-20]. It is also against Illinois law for anyone to permit a gathering at their residence at which one or more persons under 21 possess or consume alcoholic beverages, to rent a hotel or motel room for such purpose, or to sell or deliver alcohol to anyone under 21 or to any intoxicated person [235 ILCS 5/6-16]. It is also illegal for a person under 21 to present false identification in an attempt to purchase alcohol [235 ILCS 5/6-16].

### ***Driving Under the Influence***

Driving while under the influence of alcohol, drugs, intoxicating compounds, or any combination thereof is against Illinois law. The Secretary of State is authorized to cancel any driver's license or permit upon determining that the holder has been convicted of violating the Cannabis Control Act, the Illinois Controlled Substances Act, the Methamphetamine Control and Community Protection Act, or the Use of Intoxicating Compounds Act while that individual was in actual physical control of a motor vehicle [625 ILCS 5/6-201].

Substantial penalties exist for individuals driving or physically controlling a motor vehicle with a blood or breath alcohol concentration of .08 or greater [625 ILCS 5/11-501.1]. Arrests are also possible at lower alcohol levels if driving is impaired. These acts, depending on the circumstances, may incur penalties, such as a jail sentence, fines, or suspension / revocation of a driver's license. Transporting open alcohol containers in a motor vehicle is also punishable under Illinois law [625 ILCS 5/11-502].

### ***Federal Laws That Apply to Alcohol & Drug Abuse***

Possession and delivery (includes sale) of controlled substances is prohibited by the United States Code, Uniform Controlled Substance Acts [21 U.S.C. 801 and following]. Similar to Illinois law, individuals can be penalized on the quantity of confiscated drugs, the type of drug(s) found, the number of previous offenses by the individual, and whether the individual intended to manufacture, sell, or use the drug. Any individual who knowingly possesses a controlled substance that is in an amount that, as specified by regulation of the Attorney General, is a personal use amount shall be liable to the United States for criminal and civil penalties.

### ***Dating Violence, Domestic Violence, Stalking & Sexual Assault***

#### ***INSTITUTIONAL PROHIBITION OF SEX DISCRIMINATION, SEXUAL HARASSMENT AND SEXUAL MISCONDUCT***

Kelley Education Inc. is committed to providing an educational and work environment that is free from all forms of sex discrimination, sexual violence, and sexual and gender-based harassment (collectively referred to as "sexual misconduct").

KEI prohibits and will not tolerate sexual misconduct of or by students, employees, clients, or visitors. KEI will take prompt and fair action to eliminate such conduct, prevent its recurrence, and remedy its

effects through interim protective measures and accommodations, equitable investigations, and disciplinary processes.

Employees and students in violation of this policy may face sanctions up to and including termination or expulsion.

The administration, through its Title IX Coordinator, has the authority to conduct investigations, to determine when there have been violations of this policy based on the standard of preponderance of evidence, and then make recommendations in accordance with the relevant Institution policies for students, employees, patients, or visitors.

KEI encourages good faith reports of sexual misconduct and prohibits retaliation against any person who reports sexual misconduct and/or who participates in a Title IX investigation or resultant disciplinary process.

All employees are considered to be “Responsible Employees” with the authority and responsibility to report sexual misconduct to Institution Officials. Employees who are exempted from this reporting requirement are professional or pastoral counselors who provide work-related mental-health counseling, campus advocates who provide confidential victim assistance, and employees who are otherwise prohibited by law from disclosing information received in the course of providing professional care and treatment.

### Healthy, Unhealthy, & Abusive Relationships

A relationship is healthy if each involved is supported in being the person they want to be. A relationship that limits, manipulates, or damages a person’s sense of self is unhealthy and can be harmful or abusive. Be honest when assessing your relationship on the following factors – you owe it to yourself!

- Mutual respect means valuing your partner for who they are, not who you want them to be or become, and receiving the same from your partner. Does your partner say, do, and believe things that you can support? Or, is one of you trying to change the other? Trust is present if you can share your thoughts and feelings with another person without fear of being hurt physically, cognitively or emotionally. Can you be yourself without fear of criticism or judgment? Can your partner trust you in the same way?
- Honesty is about being truthful in your words. Do you tell the truth? Do you believe what your partner tells you?
- Support means helping your partner in being his or her best, and feeling you get the same in return.
- Fairness/equity – Do you almost always give? Or give in? Do you expect your partner to do it your way? Healthy relationships involve give and take, compromise, and negotiation by all parties.

- Separate identities – Relationships are healthy when each individual shares their true self with their partner. Each continues to grow both in and out of the relationship. If you feel like you are losing yourself or your unique identity, you may be in a harmful relationship.
- Effective communication is essential — don't get caught in the trap of believing your partner should know what you want, need, mean, or feel. Humans are rarely good mind readers, especially in intimate relationships. Do you and your partner take time to communicate? Does your partner really listen and work to understand you? Do you do this for your partner?

***Harmful and abusive behaviors may come in many forms, and may include the following:***

- Intimidation – actions, gestures, looks used to make another fearful
- Emotional abuse – name calling or humiliation causing the other to feel unworthy
- Isolation – limiting interactions and information in order to establish control
- Minimizing/Denying/Blaming – making light of the abusive behaviors causing the other to doubt their own feelings or perceptions
- Dominance – treating another as a lesser being and controlling all decisions
- Economic abuse – limiting another's access to work, money, food, or other resources to exert control
- Coercion or Threats – making threats to harm someone in order to control another's behaviors

***Here are some rules for healthy sexual relationships:***

- It is the responsibility of the person initiating sexual contact to ask for and clearly receive consent before acting.
- If someone is impaired by alcohol or another substance, that person is considered unable to make clear decisions about consent.
- If your partner expresses uncertainty or says no, it is your responsibility to STOP. Healthy sexual relationships are based on continuous communication about consent.

KEI prohibits conduct that violates Title IX of the Education Amendments Act of 1972 ("Title IX"), Title VII of the Civil Rights Act of 1964 as amended ("Title VII"), the Illinois Human Rights Act, the Illinois Preventing Sexual Violence in Higher Education Act, and supplements related institution policies and laws. Title IX states as follows:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

Unlawful discrimination on the basis of sex includes: (a) sexual harassment, (b) gender-based harassment, which is unwelcome conduct based on actual or perceived sex, or harassment based on gender identity or nonconformity with sex stereotypes, and/ or (c) all forms of sexual violence including, but not limited to, sexual assault, sexual battery, sexual abuse, sexual coercion, sexual exploitation, dating violence, domestic violence, and stalking (collectively referred to as "Sexual Misconduct").

Sexual misconduct is the term used in this policy to encompass unwanted or unwelcome conduct of a sexual nature that is committed without valid consent. Also included in this term is any abusive behavior that arises out of an actual or perceived intimate relationship (e.g. domestic or dating violence and stalking). Sexual misconduct

## **Definitions**

### ***Confidential Reporting***

A complainant may report sexual misconduct yet request confidentiality. If the complainant requests confidentiality or asks that the report not be pursued, the Title IX Coordinator shall take all reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue the investigation – as long as doing so does not prevent our responsibility to provide a safe and non-discriminatory environment to all individuals.

Upon a request for confidentiality, we shall inform the complainant: (i) if we cannot ensure confidentiality; (ii) that a confidentiality request may limit our ability to respond to the report, including pursuing disciplinary action against the alleged respondent; and (iii) that we prohibit retaliation and that such retaliation is subject to disciplinary action under this policy. The Title IX Coordinator is the responsible party for making determinations as to requests for confidentiality.

### ***Consent***

An agreement expressed through affirmative, voluntary words and/or actions, & mutually understandable to all parties involved, to engage in a specific sexual act at a specific time:

- Consent can be withdrawn at any time as long as it is clearly communicated
- Consent cannot be coerced or compelled by force, threat, deception, or intimidation
- Consent cannot be given by someone who is incapacitated
- Consent cannot be assumed based upon silence, the absence of “no” or “stop,” the existence of a prior or current relationship, or prior sexual activity

### ***Dating Violence***

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; where the existence of such a relationship is determined based on a consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

### ***Domestic Violence***

Domestic violence consists of abusive behaviors that are committed by someone with a qualifying relationship with the victim.

Abusive behaviors include: emotional/ psychological, physical and/or sexual abuse, harassment, threats, intimidation, forcing someone to participate in illegal activities such as selling drugs or stealing, or depriving someone of necessities such as food or medicine.



The qualifying relationship includes a past or present spouse or intimate partner, a person with whom the victim shares a child in common; a person living in the same apartment, house or residence hall room or by a caregiver regardless of gender identification or sexual orientation of the abuser or the victim.

### *Incapacitated*

A person is incapable of consent if they are unable to understand the facts, nature, extent, or implications of a decision due to drugs, alcohol, mental disability, being asleep, or unconscious, or based upon their age (subject to local law).

### *Sex Discrimination*

Sex discrimination is adverse treatment of an individual based on sex or gender rather than individual merit or the prevention of access and equity due to the creation of a hostile environment.

Even a single incident of sexual harassment, gender-based harassment, or sexual violence such as sexual assault, dating violence, domestic violence, or stalking, if severe enough, can cause sex discrimination.

### *Sexual Assault*

Any form of non-consensual sexual activity.

Sexual assault includes all unwanted sexual acts that range from fondling to attempted rape or rape.

Rape is defined as penetration “no matter how slight” of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sexual assault also includes sex with minors (e.g. statutory rape or incest), sex between a minor (i.e. age 17 or younger) and a person who is 18 years or older & holds a position of authority over the complainant.

### *Sexual Harassment*

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature when:

1. Submission is explicitly or implicitly made a term of condition of employment or educational environment; and
2. Submission to or rejection is used as a basis for making decisions about an individual's employment or education; or
3. Such conduct interferes with an individual's job performance, education OR constitutes a hostile work or learning environment observed by:
  - a. Sexual advances
  - b. Fondling
  - c. Shoulder massages
  - d. Pinching
  - e. Grabbing
  - f. Lewd gestures
  - g. Leering

- h. Suggestive comments
- i. Off-color jokes
- j. Comments on physical attributes
- k. Discussions of sexual exploits
- l. Lewd voicemail messages; emails; texts; or posts/overtone on social media
- m. Displays of sexually suggestive pictures, photos, cartoons, screen savers

### ***Sexual Misconduct***

Sexual misconduct is a broad term used to encompass conduct that may cause sex discrimination through sexual or gender-based harassment, or sexual violence such as dating violence, domestic violence, sexual assault or stalking.

### ***Stalking***

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or to suffer substantial emotional distress.

Stalking may be comprised of legal and illegal behaviors that occur over time and are harassing in nature because of their content, frequency, and unwelcome nature. Stalking may be an outgrowth of domestic violence, an attempt to pursue a relationship, or arise out of a conflict or dispute.

Stalking behaviors may include but are not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property.

## Preparation of Crime Statistics

**Responsibility: Crime Statistics - University of Aesthetics & Cosmetology –  
1357 N. Milwaukee Ave. Chicago, IL 60622**

University of Aesthetics & Cosmetology – 1357 N. Milwaukee Ave. Chicago, IL 60622	
Office/Individual Responsible	Leigh Anne Kelley
Location where documentation is kept	President's Office
Date information was last updated	September, 2017

**Campus Security Authorities- University of Aesthetics & Cosmetology – 1357  
N. Milwaukee Ave. Chicago, IL 60622**

University of Aesthetics & Cosmetology – 1357 N. Milwaukee Ave. Chicago, IL 60622	
Office/Individual Responsible	Leigh Anne Kelley
Other Individuals <sup>1</sup>	Robert Kelley
Location where documentation is kept	President's Office
Date information was last updated	September, 2017

**Responsibility: Statistics from Local Law Enforcement Agencies- University of  
Aesthetics & Cosmetology – 1357 N. Milwaukee Ave. Chicago, IL 60622**

University of Aesthetics & Cosmetology – 1357 N. Milwaukee Ave. Chicago, IL 60622	
Office/Individual Responsible	Leigh Anne Kelley
Location where documentation is kept	President's Office
Date information was last updated	September, 2017

**For Statistics, please see Appendix A**

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<sup>1</sup> In addition to any campus police or security personnel, your institution must identify other individuals or offices with significant responsibility for student and campus activities. Alleged crimes reported to these campus security authorities are then reported by these campus security authorities to someone designated by the institution to collect such reports; such as the campus police or security department.

**Responsibility: Crime Statistics - University of Aesthetics & Cosmetology – 1037-1043 Curtiss St. Downers Grove, IL 60515**

<b>University of Aesthetics &amp; Cosmetology – 1037-1043 Curtiss St. Downers Grove, IL 60515</b>	
<b>Office/Individual Responsible</b>	Leigh Anne Kelley
<b>Location where documentation is kept</b>	President's Office
<b>Date information was last updated</b>	September, 2017

**Campus Security Authorities- University of Aesthetics & Cosmetology – 1037-1043 Curtiss St. Downers Grove, IL 60515**

<b>University of Aesthetics &amp; Cosmetology – 1037-1043 Curtiss St. Downers Grove, IL 60515</b>	
<b>Office/Individual Responsible</b>	Leigh Anne Kelley
<b>Other Individuals<sup>2</sup></b>	Robert Kelley
<b>Location where documentation is kept</b>	President's Office
<b>Date information was last updated</b>	September, 2017

**Responsibility: Statistics from Local Law Enforcement Agencies- University of Aesthetics & Cosmetology – 1037-1043 Curtiss St. Downers Grove, IL 60515**

<b>University of Aesthetics &amp; Cosmetology – 1037-1043 Curtiss St. Downers Grove, IL 60515</b>	
<b>Office/Individual Responsible</b>	Leigh Anne Kelley
<b>Location where documentation is kept</b>	President's Office
<b>Date information was last updated</b>	September, 2017

**For Statistics, please see Appendix B**

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<sup>2</sup> *IBID*

**Responsibility: Crime Statistics – Professional Cosmetology Education Center – 460 N. Washington Ave. El Dorado, AR 71730**

<b>Professional Cosmetology Education Center – 460 N. Washington Ave. El Dorado, AR 71730</b>	
<b>Office/Individual Responsible</b>	Leigh Anne Kelley
<b>Location where documentation is kept</b>	President’s Office
<b>Date information was last updated</b>	September, 2017

**Campus Security Authorities– Professional Cosmetology Education Center – 460 N. Washington Ave. El Dorado, AR 71730**

<b>Professional Cosmetology Education Center – 460 N. Washington Ave. El Dorado, AR 71730</b>	
<b>Office/Individual Responsible</b>	Jill Hanry
<b>Other Individuals<sup>3</sup></b>	Ray White, Robert Kelley, Leigh Anne Kelley
<b>Location where documentation is kept</b>	President’s Office
<b>Date information was last updated</b>	September, 2017

**Responsibility: Statistics from Local Law Enforcement Agencies– Professional Cosmetology Education Center – 460 N. Washington Ave. El Dorado, AR 71730**

<b>Professional Cosmetology Education Center – 460 N. Washington Ave. El Dorado, AR 71730</b>	
<b>Office/Individual Responsible</b>	Jill Hanry
<b>Location where documentation is kept</b>	President’s Office
<b>Date information was last updated</b>	September, 2017

**For Statistics, please see Appendix C**

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<sup>3</sup> *IBID*

### **Responsibility: Emergency Response & Timely Warnings - University of Aesthetics & Cosmetology – 1357 N. Milwaukee Ave. Chicago, IL 60622**

<b>University of Aesthetics &amp; Cosmetology – 1357 N. Milwaukee Ave. Chicago, IL 60622</b>	
<b>Office/Individual Responsible</b>	Leigh Anne Kelley
<b>Location where documentation is kept</b>	President's Office
<b>Date information was last updated</b>	September, 2017

### **Responsibility: Emergency Response & Timely Warnings - University of Aesthetics & Cosmetology – 1037-1043 Curtiss St. Downers Grove, IL 60515**

<b>University of Aesthetics &amp; Cosmetology – 1037-1043 Curtiss St. Downers Grove, IL 60515</b>	
<b>Office/Individual Responsible</b>	Leigh Anne Kelley
<b>Location where documentation is kept</b>	President's Office
<b>Date information was last updated</b>	September, 2017

### **Responsibility: Emergency Response & Timely Warnings – Professional Cosmetology Education Center – 460 N. Washington Ave. El Dorado, AR 71730**

<b>Professional Cosmetology Education Center – 460 N. Washington Ave. El Dorado, AR 71730</b>	
<b>Office/Individual Responsible</b>	Jill Hanry
<b>Location where documentation is kept</b>	President's Office
<b>Date information was last updated</b>	September, 2017

### **Victim (Survivor) Rights – Institution Policy**

Each campus will, to the best of its ability, provide interim support to survivors that are reasonably available; including, but not limited to honoring court orders of protection or no contact.

### **Victim (Survivor) Rights - USDE**

1. To have any and all reports of sexual misconduct treated seriously and to be treated with respect and dignity by Institution officials.
2. To choose to file a complaint about sexual misconduct with Kelley Education Inc., local law enforcement or both and/or receive assistance with notifying campus or other police departments.
3. To request an interim intervention which may include a change in academic and living situations after an alleged sex offense and to be informed, in writing, in a timely manner of options for, available assistance in, and how to request changes to academic, living, transportation, working, and administrative situations.
4. To be informed in writing about campus and community resources for victim assistance and advocacy, counseling, health and mental health, legal assistance, visa and immigration assistance, student financial aid and other resources and options for victims of sexual misconduct, both within the institution and the community.
5. Kelley Education Inc. will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code, or a non-

forcible sex offense, the report on the results of any disciplinary proceeding conducted by us against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin shall be treated as the alleged victim.

6. In all cases of Institutional disciplinary proceeding, both the accused & the accuser will receive written notification of any result. The Victim does not need to request this notification, it will be provided.

### **Victim's (Survivor's) Rights Under IL Law**

1. The right to be treated with fairness and respect for their dignity and privacy throughout the criminal justice process.
2. The right to notification of court proceedings.
3. The right to communicate with the prosecution.
4. The right to make a statement to the court at sentencing.
5. The right to information about the conviction, sentence, imprisonment, and release of the accused.
6. The right to timely disposition of the case following the arrest of the accused.
7. The right to be reasonably protected from the accused throughout the criminal justice process.
8. The right to be present at the trial and all other court proceedings on the same basis as the accused, unless the victim is to testify and the court determines that the victim's testimony would be materially affected if the victim hears other testimony at the trial.
9. The right to have present at all court proceedings, subject to the rules of evidence, an advocate or other support person of the victim's choice.
10. The right to restitution.

### **Victim's (Survivor's) Rights Under AR Law**

The Arkansas Crime Victim Rights Law became effective on January 1, 1998. This law mandates certain basic rights for people victimized by crime. The law does not apply to all crimes, but only certain crimes and certain victims, including:

- a victim who is a minor
- a victim of a sex offense
- a victim of any felony resulting in physical injury to the victim
- a victim of any felony involving the use of a deadly weapon
- a victim of terroristic threatening in the first degree
- a victim of stalking

If the victim is a minor, incapacitated, or deceased, a member of the victim's family may exercise the rights of the victim.



Victim Information - The Crime Victim Rights Law protects information about victims. A court cannot compel a victim to give his or her address or place of employment in open court, except when the court decides it is essential to the case. Law enforcement agencies cannot disclose information to the public about the identity of the victim of a sex crime except under limited circumstances. The address and telephone number of the victim is also protected from release under the Freedom of Information Act.

When property of the victim is seized and used as evidence, the agency holding the property must take reasonable care of the property and promptly return it to the victim when it is no longer needed as evidence.

Employers cannot discharge or discipline a victim of crime for assisting the prosecutor in preparing the case or for attending court if it reasonably necessary to protect the victim's interest.

Information from Law Enforcement - Law enforcement agencies responding to crime incidents are required to inform victims in writing of their rights under this law. Officers must inform victims of the availability of services such as medical, housing, counseling, financial, social, legal, and emergency services. In addition, officers must inform victims about how to obtain orders of protection, how to access public records related to the case, and about the Arkansas Crime Victims Reparations Board (including the address and phone number).

As soon as it becomes practical, law enforcement officials must also inform the victim of the suspect's identity and custody status (in custody, escaped, transferred, released and the conditions of release, etc), unless this information compromises the investigation. Victims also have the right to know the case file number, the investigating officer's name, office address, and telephone number, and the prosecuting attorney's name, office address, and telephone number.

Pre-sentence Report - A pre-sentence report is a detailed account of a convicted defendant's educational, criminal, family, and social background conducted as an aid to the court in determining the sentence. The person preparing the pre-sentence report for the court shall make a reasonable effort to confer with the victim.

Presence in Court - Victims of crime have the right to be present in court whenever the defendant appears, other than at a grand jury proceeding. If the victim requests, the court shall also allow the presence of a person to provide support for the victim in the courtroom. However, if the court decides that the victim's presence or the presence of the support person may jeopardize the defendant's right to a fair trial, the court can exclude either or both of them.

Information from Prosecuting Attorney - If requested by a victim, prosecuting attorneys are responsible for notifying crime victims of critical events occurring in their cases. This notification can be given orally, in writing, or automatically through the Arkansas VINE system. Victims are responsible for giving the prosecutor's office their address and phone number, and for updating this information if it changes.

Upon request of a victim or the victim's family, prosecutors are to notify victims of the following:

- Information on relevant criminal justice procedures

- Information about the crime with which the defendant has been charged
- The file number of the case, the prosecuting attorney's name, and office address and phone number
- Motions or hearings to establish or reduce bail or authorize pre-trial release from custody
- Proceedings on plea agreements
- Date, time, and place of defendant's trial
- Motions that may substantially delay prosecution
- Cancellation of court proceedings
- Pre-sentence report function and the defendant's access to the report
- Victim impact statement information
- Information on all sentencing proceedings
- Notice of sentence imposed or modifications to that sentence
- Reconsideration hearings of an imposed sentence
- Date, time, and place of the defendant's appearance before a judicial officer
- Information from custody institutions

Prosecuting attorneys should confer with the victim of the crime before amending or dismissing a charge or agreeing to a negotiated plea. However, failure of the prosecuting attorney to confer with the victim does not affect the validity of an agreement.

Prosecuting Attorneys or Victim Assistance Coordinators should provide the following services to victims:

- Assistance in obtaining protection from harm and threats of harm arising out of their cooperation with law enforcement and prosecution efforts
- Assistance in applying for financial aid and other social services
- Assistance in applying for witness fees
- When possible, a secure waiting area during court proceedings that does not require victims to be in close proximity to the defendant and family and friends of the defendant
- Involvement with the victims' employers to ensure that they cooperate with the criminal justice process in order to minimize loss of pay and other benefits resulting from court appearances

Information Concerning Appeal - If the defendant appeals, or seeks post-conviction remedies, the Attorney General should inform the victim of that fact, of the date, time, and place of any hearing, and of the decision. These notifications may be accomplished through the Arkansas VINE system.

Information Concerning Confinement - In order to receive information from custody institutions, victims must request that they be notified. The Crime Victim Rights Law requires the Arkansas Department of Correction, the Arkansas State Hospital, and any other facility to which the defendant is committed to notify victims of the following:

- Estimated date of the defendant's release

- Date of Release of the defendant on furlough or to a work-release, half-way house, or other community program at least 30 days in advance of the release
- Escape
- Recapture from escape
- Decision of the Governor to commute the sentence or to pardon the defendant
- Release of defendant and any conditions attached to the release of the defendant
- Death of the defendant during confinement

Information from the Parole Board - At least 30 days before a hearing, if requested by the victim, the Board shall inform the victim of the hearing and of the victim's right to submit a Victim Impact Statement. The Board shall also inform the victim of their decision concerning the defendant. The law requires the Board to consider the Victim Impact Statement before determining whether to release the defendant on parole.

The victim can choose to present the statement orally at the parole hearing or in writing. Because defendants may become eligible for parole every year, under certain circumstances victims may offer impact testimony via videotape. The Board is required by law to provide the defendant with copies of the victim's written impact statement.

It is the responsibility of the victim, or his or her next of kin, to notify the Board of any change in regard to the desire to be notified of any future parole hearings, or change in address or telephone number.

### **Arkansas Victim Notification Program (VINE)**

When the Arkansas Legislature passed the Crime Victim Rights Law, it also created a program to allow agencies to accomplish victim notifications reliably and efficiently through a program known as the Arkansas VINE (Victim Information and Notification Everyday) Program. This program is administered by the Arkansas Crime Information Center.

VINE is a free automated telephone hotline that provides crime victims with vital information and notification 24 hours a day, 365 days a year. The service allows victims to obtain offender information and to register for notification of inmate custody status changes, parolee/probationer status changes, and court events.

VINE serves crime victims in two ways. First, it can be used as an information line. The system monitors the custody status of criminal offenders in the Arkansas Department of Correction, the Arkansas State Hospital, and county jail facilities statewide. Crime victims calling the hotline are informed about whether an offender is in custody. If the offender is in custody, the system tells the victim the name and telephone number of the agency holding the inmate. VINE also tracks the status of those probationers convicted of sexual or violent offenses and all parolees. If the offender is on parole or probation, the system informs the victim of the county where the parolee/probationer resides as well as which parole office he/she is assigned to.

Court information is also available through VINE. Prosecuting attorneys throughout the state enter circuit court event information into the system. The Attorney General's Office provides appellate court

information to the system. In order to obtain court information, a victim must first have the circuit court case number. The prosecuting attorney's office handling the case or the county clerk's office can provide the number. Once the circuit court case number is identified, the system will give callers the next scheduled court event, date, time, court location, and telephone number.

The second way the system serves crime victims is notification. By dialing the hotline number or visiting [www.vinelink.com](http://www.vinelink.com), victims can register to receive automatic notification upon a change in the inmate's custody status, parole/probation status, or court case.

To register for notification, a victim can call the toll-free hotline number (1-800-510-0415) or visit the website at [www.vinelink.com](http://www.vinelink.com). The offender or court case can be located using a touch-tone telephone or visiting the website and following the directions given. Once location is made, the telephone number to which victims want the system to call with notifications is entered. Victims are then asked to enter a Personal Identification Number (PIN). This is a four-digit number the victim chooses and uses to stop a notification when it is received. If victims have problems registering or obtaining information through the phone system, they can press "0" and a live operator will assist them 24 hours a day.

Once registered, notification calls are made by the system approximately every 30 minutes for 24 hours or until the victim enters the PIN. The system will also leave a message on an answering machine. All telephone registrations through the Arkansas VINE Program are anonymous and are protected from the Freedom of Information Act.

Arkansas Crime Information Center

One Capitol Mall, 4D-200

Little Rock, AR 72201

Phone: 501-682-2222

Website: [www.acic.org](http://www.acic.org)

## Resources for Employees & Students

### Free Medical Forensic Examination near Each Campus

Campus	Medical Facility	Medical Facility Address
University of Aesthetics & Cosmetology, Chicago, IL	Jesse Brown VA Medical Center 312.569.8387	820 S. Damen Ave. Chicago, IL 60612
	Northwestern Memorial Hospital 312.926.2000	251 E. Huron St. Chicago, IL 60611
	Prentice Women's Hospital 312.926.2000	250 E. Superior St. Chicago, IL 60611
	Rush Medical Center 312.942.0135	1140 W. Jackson Blvd. Chicago, IL 6067
University of Aesthetics & Cosmetology, Downers Grove, IL	Good Samaritan Hospital 630.275.5900	3815 Highland Ave. Downers Grove, IL 60515
	Adventist GlenOaks Hospital 630.545.8000	7001 Winthrop Ave. Glendale Heights, IL 60139
	Elmhurst Memorial Hospital 331.221.1800	701 S. Main St. Lombard, IL 60148
	Adventist Hinsdale Hospital 630.856.9000	120 N. Oak St. Hinsdale, IL 60521
	Mt. Sinai Hospital Medical Center 630.969.1866	1500 S. Fairfield Ave. Lombard, IL 60148
Professional Cosmetology Education Center, El Dorado, AR	Medical Center of South Arkansas* 870.863.2000	700 W. Grove St. El Dorado, AR 71730
	Medical Center of South Arkansas* 870.862.4216	460 W. Oak St. El Dorado, AR 71730

\*IL law regarding providing free forensic exams does not apply in Arkansas.

## Resources for Victims of Violence, Domestic Violence, Sexual Assault, Sexual Harassment, & Stalking

Organization	Description	Website	Address	Contact
Rape Victim Advocates (RVA)	Services include medical and legal advocacy as well as free counseling services. Provides medical advocacy to the UIC Emergency Room and surrounding area hospitals	<a href="http://www.rapevictimadvocates.org">www.rapevictimadvocates.org</a>	180 North Michigan Ave, Suite 600 Chicago, IL 60601	(312) 443-9603

Mujeres Latinas En Accion	Serving Latina survivors of domestic violence and sexual assault and their families; offers advocacy and counseling. Spanish speaking services available.	<a href="http://www.mujereslatinasenaccion.org">www.mujereslatinasenaccion.org</a>	2424 W. 21st Pl, Chicago, IL 60608	(773) 890-7676 Crisis Hotline: (312) 738-5358
The Center on Halsted	Serving Gay, Lesbian, Bisexual, & Transgender survivors of domestic violence and sexual assault. Offers advocacy and counseling.	<a href="http://www.centeronhalsted.org">www.centeronhalsted.org</a>	3656 N. Halsted Ave, Chicago, IL 61357	(773) 472-6469
Apna Ghar	Legal, social, protective and support services for immigrant survivors of gender violence. Multilingual services available.	<a href="http://www.apnaghar.org">www.apnaghar.org</a>	4350 N. Broadway 2nd Floor, Chicago, IL 60613	(773) 883-4663
BASTA Domestic Violence Program	Serving multicultural survivors of domestic violence; offers advocacy and counseling. Spanish speaking services available. Fees are sliding scale to free.	<a href="http://www.hascares.org">www.hascares.org</a>	2755 W Armitage Ave, Chicago, IL 60647	(773) 252-3100
Life Span Legal Services	Provides representation in civil court and advocacy in criminal court for domestic violence, stalking and sexual assault survivors. Fees are sliding scale to free.	<a href="http://life-span.org">life-span.org</a>	70 E. Lake St, Suite 700, Chicago, IL 60601	(312) 408-1210
Rape, Abuse and Incest National Network		<a href="http://www.rainn.org">www.rainn.org</a>		
National Coalition Against Domestic Violence		<a href="http://www.ncadv.org">www.ncadv.org</a>		
Stalking Resource		<a href="http://victimsofcrime.org/our-programs/">victimsofcrime.org/our-programs/</a>		

Center (National Victims of Crime Center)		stalking-resource- center		
Sexual Assault Hotline		(800) 656-HOPE (4673)		
Domestic Violence Hotline		(866) HELP4DV (435-7438)		
Help on Domestic Violence		(877) 863-6338 TTY: (877) 863- 6339		

## Federal

Organization	Website
Department of Education, Office of Civil Rights	<a href="http://www2.ed.gov/about/offices/list/ocr/index.html">www2.ed.gov/about/offices/list/ocr/index.html</a>
Department of Justice	<a href="http://www.justice.gov/ovw/sexual-assault">www.justice.gov/ovw/sexual-assault</a>

## National

Organization	Website	Contact
Narcotics Anonymous	<a href="http://www.chicagona.org">www.chicagona.org</a>	(708) 848-4884
Al-Anon/Alateen	<a href="http://www.niafg.org">www.niafg.org</a>	(312) 409-7245
Alcoholics Anonymous	<a href="http://www.chicagoaa.org">www.chicagoaa.org</a>	(312) 346-1475
Alcohol & Drug Helpline		(800) 821-HELP
Addiction Intervention Resources	<a href="http://addiction-intervention.com">http://addiction-intervention. Com</a>	
National Institute on Drug Abuse	<a href="http://www.nida.nih.gov/nidahome.html">http://www.nida.nih.gov/ nidahome.html</a>	
Substance Abuse and Mental Health Services Administration	<a href="http://www.samhsa.gov">www.samhsa.gov</a>	
A Loved One's Substance Abuse Problem: What can you do?	<a href="http://newsinhealth.nih.gov/2009/March/feature1.htm">newsinhealth.nih.gov/2009/March/ feature1.htm</a>	

Alcoholism and Alcohol Abuse: Signs, Symptoms, and Help for Drinking Problems	<a href="http://www.helpguide.org/articles/addiction/alcoholism-and-alcohol-abuse.htm">www.helpguide.org/articles/addiction/alcoholism-and-alcohol-abuse.htm</a>	
How to Help a Loved One with Addiction	<a href="http://www.ehow.com/video_7155422_loved-one-drug-addiction.html">www.ehow.com/video_7155422_loved-one-drug-addiction.html</a>	
Intervention: Help a Loved One Overcome Addiction	<a href="http://www.mayoclinic.com/health/intervention/MH00127">www.mayoclinic.com/health/intervention/MH00127</a>	

## Local in Illinois

Organization	Website	Contact
Advocate Illinois Masonic Behavioral Health Services Outpatient Care		(773) 296-5380
Illinois Department of Human Services		(800) 843-6154
Illinois Poison Control		(800) 222-1222
Illinois Institute for Addiction Recovery	<a href="http://www.addictionrecov.org">www.addictionrecov.org</a>	
Central States Institute of Addiction – Chicago Office	<a href="http://www.nonprofitfacts.com//IL/Central-States-Institute-Of-Addiction-Programs.html">www.nonprofitfacts.com//IL/Central-States-Institute-Of-Addiction-Programs.html</a>	(312) 948-6001

## Local in Illinois for Women

Organization	Website	Contact
Haymarket Center	<a href="http://www.hcenter.org">www.hcenter.org</a>	(312) 226-7984
Sisterhouse	<a href="http://www.sisterhousechicago.org">www.sisterhousechicago.org</a>	(773) 626-0525
The Women's Treatment Center	<a href="http://www.womenstreatmentcenter.org">www.womenstreatmentcenter.org</a>	(312) 850-0050
The Forever Free Program		(773) 374-8165



Little Company of Mary Hospital Behavioral Health	<a href="http://www.lcmh.org/index.cfm?pageID=245&amp;criteria=behavioral-health">www.lcmh.org/index.cfm?pageID=245&amp;criteria=behavioral-health</a>	(708) 422-6200
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## Local Government Resources in Arkansas

Organization	Contact
El Dorado Police Department (non-emergency)	(870) 864-7125 or (800) 955-2289
El Dorado Fire Department (non-emergency)	(870) 881-4855
EMS Ambulance	911
Medical Center of South Arkansas	(870) 863-2000
Union County Sheriff's Office (non-emergency)	(870) 864-1970

## Local Women's Resources in Arkansas

Organization	Description	Contact
Turning Point Violence		870.862.3672
South Arkansas Women's Clinic		870.863.8444
Union County Family Shelter	Battered Women's Shelter May Stay up to 30 days.	870.862.0929
Women's Crisis Center	Battered Women's Shelter In Camden (27.82 miles away).	870.836.0325
Drug & Alcohol Addiction		800-721-5998

## Resources for Veterans

Organization	Description	Contact
Veterans Crisis	Get Help from the line	800.273.8255 (Press 1) or Text to 838255

## **Appendix A: Crime Statistics for University of Aesthetics & Cosmetology, Chicago, IL**

## **Appendix B: Crime Statistics for University of Aesthetics & Cosmetology, Downers Grove, IL**

## **Appendix C: Crime Statistics for Professional Cosmetology Education Center, El Dorado, AR**