Annual Security Report

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 1st.

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/disclosures/annual-security-report-2017/
- University of Aesthetics & Cosmetology 1357 N. Milwaukee Ave. Chicago, IL 60622
 - o http://universityofaesthetics.edu/disclosures/annual-security-report-2017/
- Professional Cosmetology Education Center 460 N. Washington Ave. El Dorado, AR 71730
 - http://pcec.edu/disclosures/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.

Geography

Geography - University of Aesthetics & Cosmetology - Chicago, IL

Responsibility

Office/Individual Responsible	Leigh Anne Kelley
Location where documentation is kept	President's Office
Date information was last updated	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

Office/Individual Responsible	Leigh Anne Kelley
Location where documentation is kept	President's Office
Date information was last updated	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

Office/Individual Responsible	Jill Hanry
Location where documentation is kept	President's Office
Date information was last updated	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

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	Write to the President
Professional Cosmetology Education Center El Dorado, AR; Jill Hanry Admissions	admissions@pcec.edu	Email to Robert@pcec.eduFax to 773.645.0079
The University of Aesthetics Chicago, IL; Leigh Anne Kelley, Director	admissions@uofac.edu	Email to <u>Robert@uofac.edu</u>Fax to 773.645.0079
The University of Aesthetics & Cosmetology Downers Grove, IL; Leigh Anne Kelley, Director	admissions@uofac.edu	Email to <u>Robert@uofac.edu</u>Fax to 773.645.0079

- 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.

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).

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
Professional Cosmetology	773.717.5611	@pcec	unsubscribe @pcec
Education Center – El Dorado, AR			
The University of Aesthetics &	773.717.5611	@uawp	unsubscribe @uawp
Cosmetology - Chicago, IL	770172710022		aa
The University of Aesthetics &	773.717.5611	@uofac	unsubscribe @uofac
Cosmetology - Downers Grove, IL			

Or, to receive messages via the web:

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

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 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

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. 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

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:

- Submission is explicitly or implicitly made a term of condition of employment or educational environment; and
- 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
 - I. Lewd voicemail messages; emails; texts; or posts/overtones 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 ¹	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

¹ 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**

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

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

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

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

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

For Statistics, please see Appendix B

² IBID

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

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

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

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

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

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

For Statistics, please see Appendix C

³ IBID

Responsibility: Emergency Response & Timely Warnings - 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 updatedSeptember, 2017		

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

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

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

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

Victim Rights

- 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 nonforcible 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 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.

RESOURCES FOR EMPLOYEES & STUDENTS

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

Organization	Description	Website	Address	Contact
Rape Victim	Services include medical	www.rapevictimad	180 North Michigan Ave,	(312) 443-
Advocates	and legal advocacy as	vocates.org	Suite 600 Chicago, IL	9603
(RVA)	well as free counseling		60601	
	services. Provides			
	medical advocacy to the			
	UIC Emergency Room			
	and surrounding area			
	hospitals			
Mujeres	Serving Latina survivors	www.mujereslatina	2424 W. 21st Pl, Chicago,	(773) 890-7676
Latinas En	of domestic violence	senaccion.org	IL 60608	Crisis Hotline:
Accion	and sexual assault and			(312) 738-5358
	their families; offers			
	advocacy and			
	counseling. Spanish			

aking services			
lable.			
ring Gay, Lesbian, xual, & Transgender ivors of domestic ence and sexual ult. Offers advocacy counseling.	www.centeronhals ted.org	3656 N. Halsted Ave, Chicago, IL 61357	(773) 472-6469
al, social, protective support services for algrant survivors of der violence. tilingual services lable.	www.apnaghar.org	4350 N. Broadway2nd Floor, Chicago, IL 60613	(773) 883-4663
rving multicultural rvivors of domestic violence; offers advocacy and bunseling. Spanish speaking services vailable. Fees are iding scale to free.	www.hascares.org	2755 W Armitage Ave, Chicago, IL 60647	(773) 252-3100
vides representation vil court and ocacy in criminal ort for domestic ence, stalking and hal assault survivors. It is are sliding scale to .	life-span.org	70 E. Lake St, Suite 700, Chicago, IL 60601	(312) 408-1210
	www.rainn.org		
	www.ncadv.org		
	victimsofcrime.org/ our-programs/ stalking-resource- center		
		stalking-resource-	stalking-resource- center

Assault	(4673)
Hotline	
Domestic	(866) HELP4DV
Violence	(435-7438)
Hotline	
Help on	(877) 863-6338
Domestic	TTY: (877) 863-
Violence	6339

Federal

Organization	Website
Department of Education, Office of Civil Rights	www2.ed.gov/about/offices/list/ocr/index.html
Department of Justice	www.justice.gov/ovw/sexual-assault

National

Organization	Website	Contact
Narcotics Anonymous	www.chicagona.org	(708) 848-4884
Al-Anon/Alateen	www.niafg.org	(312) 409-7245
Alcoholics Anonymous	www.chicagoaa.org	(312) 346-1475
Alcohol & Drug Helpline		(800) 821-HELP
Addiction Intervention Resources	http://addiction-intervention. Com	
National Institute on Drug Abuse	http://www.nida.nih.gov/ nidahome.html	
Substance Abuse and Mental Health Services Administration	www.samhsa.gov	
A Loved One's Substance Abuse Problem: What can you do?	newsinhealth.nih.gov/2009/March/feature1.htm	
Alcoholism and Alcohol Abuse: Signs, Symptoms, and Help for Drinking Problems	www.helpguide.org/articles/ addiction/alcoholism-and-alcohol- abuse.htm	
How to Help a Loved One with	www.ehow.com/video_7155422_	

Addiction	loved-one-drug-addiction.html	
Intervention: Help a Loved One Overcome Addiction	www.mayoclinic.com/health/ intervention/MH00127	

Local in Illinois

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

Local in Illinois for Women

Organization	Website	Contact
Haymarket Center	www.hcenter.org	(312) 226-7984
Sisterhouse	www.sisterhousechicago.org	(773) 626-0525
The Women's Treatment Center	www.womenstreatmentcenter.org	(312) 850-0050
The Forever Free Program		(773) 374-8165
Little Company of Mary Hospital Behavioral Health	www.lcmh.org/index.cfm?pageID=245&criteria=behavioral-health	(708) 422-6200

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		870.863.8444
Clinic		
Union County Family	Battered Women's Shelter May Stay up to 30 days.	870.862.0929
Shelter		
Women's Crisis Center	Battered Women's Shelter In Camden (27.82 miles	870.836.0325
	away).	
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