

***Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and the Safe and Drug-Free Schools and Communities Act (DFSCA): Policies, Reporting, Warnings, Notifications, and Sanctions***

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, is contained (along with other security-related disclosure requirements) in section 485 of the Higher Education Act, codified at 20 U.S.C. § 1092. It requires all postsecondary education institutions to keep records and report annually on the nature, date, time, and place of crimes occurring on campus, including hate crimes. It also prescribes a number of security-related protocols for emergency response procedures, timely notifications for on-campus crimes, etc.

For your information, a copy of Hair Professionals Career College, Annual Campus Safety and Security Report (also known as our Annual Security Report, or ASR) is attached. This report is distributed in compliance with the Clery Act. Also included is a copy of information relating to Hair Professionals Drug and Alcohol Abuse Prevention Programs. The ASR and Drug and Alcohol and Abuse Prevention programs information is available online at [www.hairpros.edu/links\\_and\\_disclosures](http://www.hairpros.edu/links_and_disclosures)

Hair Professionals commitment to safety and security includes:

- Providing a secure and crime free environment for students, faculty and staff.
- Performing regular evaluation of security programs.
- Monitoring and following up on each crime reported at a Hair Professionals location.

We believe student, faculty, and staff behavior which promotes security awareness is important in all aspects of our lives and we encourage all students, faculty and staff to accept responsibility for their own security as well as the security of other members of the Hair Professionals community.

As you read the following report, comments, questions or concerns may be addressed to:

Hair Professionals Career College,  
Attention: Wanda Zachary, President  
Student Services  
Po Box 309  
Oswego, IL 60543

**STATEMENT OF CURRENT POLICIES REGARDING PROCEDURES FOR STUDENTS AND OTHERS TO REPORT CRIMINAL ACTIONS AND POLICES CONCERNING THE INSTITUTION'S RESPONSE TO SUCH REPORTS**

Students, faculty or staff who wish to report criminal actions, should immediately contact the Campus Security Authority (or, CSA; the CSA (Stephanie Tomzak) is the individual specified in the School's statement of campus security policy as the one to whom students and employees should report criminal offenses) or other responsible supervisory personnel at their campus. The criminal action should then be immediately reported by students, faculty or staff to the local authorities for assistance and /or investigation. The Hair Professionals Accident/Incident Report Form is completed with the assistance of the person reporting the criminal action. The report should be filed as soon as possible with the CSA or Campus Manager/President who will follow up on the report personally or assign responsibility to another appropriate administrator to follow up and report on the outcome as well as any preventative or other actions taken to ensure the safety and security of all staff, faculty and students.

Additional copies of the Hair Professionals Accident / Incident Report Form may be requested from the CSA's Office.

See [http://HairPros.edu/links\\_and\\_disclosures.html](http://HairPros.edu/links_and_disclosures.html)

### **Crime Reporting**

Efforts are made to inform members of the campus community on a timely basis about campus crime and crime-related issues. These efforts include the following:

- Crime Alerts – Crime Alerts are published when a crime occurs on or near campus that potentially threatens the campus community. The crime alerts are distributed in a variety of methods, depending upon the incident. (See Timely Campus Warnings below.)

### **How to Report Crimes on Campus**

Students and employees are cautioned never to attempt to apprehend or pursue a suspected criminal. Crimes or suspected criminals should be reported to the CSA or other designated staff member or, if appropriate, to 911. Immediately report any crimes or suspicious activity by:

- Calling (708) 430-1755
- Completing the Hair Professionals Accident/Incident Report form and submitting to the CSA.
- Stopping by the CSA's office.

If you have any doubts about whether to report something that has occurred, report it. Victims of, or witnesses to, crimes may disclose them on a voluntary, confidential basis to the CSA, which can then determine whether the event constitutes a crime that has to be collected and statistically reported. Your cooperation in timely reporting assists the School in issuing equally timely warnings to the campus community. All crimes must be reported immediately.

Always use your eyes, ears, and telephone to keep campus officials advised of what you see and hear.

Call the CSA's Office when you see:

- Strangers loitering in office areas, hallways, classrooms, or lounge areas, etc.
- Unsecured doors or windows in campus buildings that are supposed to be locked
- Anyone tampering with a motor vehicle or loitering in a parking lot
- Persons publicly displaying a weapon
- Persons loitering in dark or secluded areas
- Suspicious persons carrying articles, equipment, luggage, or other packages out of campus buildings

## **PREPARING THE ANNUAL DISCLOSURE**

The SCHOOL DESIGNATED INDIVIDUAL (Stephanie Tomzak), serving as the Campus Security Authority (CSA) for the school, has the responsibility of gathering the data used to prepare the annual campus crime statistics report. Campus crime data is gathered the same day that it is reported. The data is obtained from reports made to local law enforcement. Crimes are counted in the disclosure based upon the crime having been reported, not whether there was a conviction. Data is obtained annually from local law enforcement and compared with the data gathered at the School. The resulting data is used to prepare the annual crime statistics report.

The ASR is published and distributed by October 1 of each year to current students and employees. A notice of the ASR's availability is also provided to prospective students and employees, with a notice that a paper copy is available upon request.

The DAAPP is published and distributed along with the ASR by October 1 of each year.

## **REPORTABLE OFFENSES UNDER THE CLERY ACT**

*The Clery Act requires reporting on the following offenses:*

Hair Professionals Career College, ASR & DAAPP

- murder;
- manslaughter (non-negligent)
- sex offenses, forcible and non-forcible;
- robbery;
- aggravated assault;
- burglary;
- motor vehicle theft;
- arson;
- domestic violence, dating violence & stalking
- arrests, or persons referred for campus disciplinary action for liquor law violations;
- arrests, or persons referred for campus disciplinary action for drug-related violations;
  - arrests, or persons referred for campus disciplinary action for weapons possession; and
  - hate crimes, [which for Clery Act purposes include any crime listed in the preceding points and, as of 2008, larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property in which the victim is intentionally selected because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.]

## **GEOGRAPHICAL AREA**

The Clery Act requires each institution to disclose crime statistics that occur on three types of property: campus, non-campus buildings or property, and public property areas.

“Campus” is defined as buildings or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in a manner related to the institution’s educational purpose. It also includes property in that contiguous area owned by the institution but controlled by another person, if that property is used by students and supports institutional purposes (e.g. a food or retail vendor). Branch campuses and geographically disconnected administrative divisions or schools would be considered separate campuses for the purposes of reporting.

“Public property” is property that is located within the same reasonably contiguous geographic areas of the campus, like a sidewalk, street or public parking lot, that is adjacent to a facility owned or controlled by the institution for purposes related to the institution’s educational purposes. Crimes occurring on “public property” must also be reported in the crime statistics.

A “non-campus building or property” is one that is owned or controlled by a school recognized student organization, or one that is owned or controlled by the institution and used by students or by the institution for education-related purposes and that is not within the same reasonably contiguous geographic area of the campus. Crimes occurring on “non-campus property” must be reported. However, incidents occurring on public property adjacent to “non-campus buildings or property” do not have to be included. Our institution does not have such property in this category for which we must report.

## **TIMELY CAMPUS WARNINGS or ALERTS**

A timely warning to the campus community is distributed regarding any of the above listed crimes (see Reportable Offenses under the Clery Act) which are deemed to represent a threat to the students and employees, and which are reported to campus officials or to local police agencies. The campus crime alert is issued in a manner that is timely and will aid in the prevention of similar crimes. The manner of dissemination to alert the campus community may include one or more of the following methods: e-mail, and text messages. In addition, the CSA or other campus officials will post relevant warnings, updates and advisories on the appropriate school Website

([www.hairpros.edu](http://www.hairpros.edu)) and may also utilize campus bulletin boards, its social media Web page. Campus officials may decide to issue an alert about a crime occurring off-campus but in a location frequented by students, even though such a crime would not be included in the annual report.

## **A STATEMENT OF CURRENT POLICIES CONCERNING CAMPUS LAW ENFORCEMENT AND POLICIES THAT ENCOURAGE PROMPT REPORTING OF ALL CAMPUS CRIME TO THE LOCAL POLICE**

Hair Professionals is essentially a non-residential School, and does not have a campus police force. Therefore, all crimes are reported to local authorities as described in the first section regarding policies and procedures to report crimes.

The Hair Professionals Accident / Incident Report Form (referenced above) may be requested from the CSA’s office or Administration Office to assist in the description and recording of an incident of crime or emergency.

Voluntary confidential reporting: As Hair Professionals is essentially a non-residential School, and does not have a campus police force all crimes must be reported to local authorities. Local law enforcement will allow a victim or witness to report crime on a voluntary and confidential basis.

Crime is a serious problem with no easy solutions. Therefore, all members of the school campus community are encouraged to assist one another by taking responsibility for personal safety and

assisting with the security needs of others. While school staff and security measures may offer assistance regarding safety and security concerns, ultimately the primary responsibility for your personal safety rests with you.

### **Safety Tips**

- Stay alert of your surroundings, wherever you are.
- If you feel uncomfortable in a place, leave right away.
- Keep eyes and ears open, hands free.
- Choose busy streets and avoid going through deserted areas.
- At night, walk in well-lit areas whenever possible.
- Try not to walk or jog alone. Take a friend or walk in group.
- Avoid carrying large sums of cash.
- When in public spaces, keep valuable items including jewelry, mobile phones and wallets out of sight.
- Carry a pepper spray as a precautionary measure.
- Avoid returning to campus after dark, or walk in groups to and from buildings.
- Communicate suspicious behavior immediately to a staff or faculty.

## **A STATEMENT OF PROGRAMS AND INFORMATION AVAILABLE TO STUDENTS AND EMPLOYEES**

### **SECURITY, PERSONAL SAFETY AND CRIME PREVENTION**

Hair Professionals provides information on personal safety and crime prevention. The Admissions office has a directory of services that are available, within the community, to assist those who have suffered from a criminal act. These services are usually free and are provided by the community. During the orientation of students, faculty and staff, procedures are outlined to cover the reporting of all criminal acts.

### **Campus Sex Crimes Prevention Act**

The federal Campus Sex Crimes Prevention Act that became effective October 27, 2002 requires eligible institutions participating in the Title IV Federal Student Aid programs to issue a statement advising the campus community where the State law enforcement agency information concerning registered sex offenders/predators may be obtained. Sex offenders are required to be registered according to the State law in the State in which they reside and are also required to notify appropriate State officials of each postsecondary school at which the offender is employed or is a student. Any such offender is also required to give notice to the appropriate State authorities of any changes in enrollment or employment status at the postsecondary school.

In the State of Illinois, information concerning registered sex offenders and predators may be obtained from:

Phone: 888-41-ISORT

The SDLE website: <https://www.isp.state.il.us/sor/>

Information is also available in the United States Department of Justice national sex offender registry at <http://www.nsopw.gov/Core/Portal.aspx>

## **A STATEMENT OF CURRENT POLICIES CONCERNING THE SEXUAL ASSAULT PREVENTION PROGRAM AND THE PROCEDURES THAT ARE FOLLOWED**

The new Campus Sexual Violence Elimination Act of 2013 (SaVE Act) requires schools to educate students, staff, and faculty on the prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. As part of Hair Professionals compliance with the SaVE Act requirements for prevention and awareness programs that address the specified areas above, the institution has several relevant brochures available on display in the student lounge. These brochures are from locally recognized organizations and include awareness and preventive information. These brochures also include help hotlines related to these specific topics. Additionally, Hair Professionals has a sexual assault prevention program that includes, but is not limited to the following:

- Use of a “Buddy System” when walking to parked cars at night
- Leaving the building in a group when classes are dismissed
- If an assault occurs, notify the Campus Manager immediately
- Do not disturb the crime scene
- Notify local law enforcement officials
- Secure counseling for the victim, or offer a referral to appropriate entities that provide applicable counseling
- Change the academic schedule if victim requests
- Disciplinary actions include dismissal from the School

As part of the effort to provide an environment conducive to the school's mission, the following services relating to sexual assault are provided at Hair Professionals. The school provides educational programs (referenced above) to enhance awareness of sexual assault and the condition that fosters this offense on school campuses. The school undertakes efforts to safeguard the rights and interest of the survivor and pursues sanctions against the perpetrator(s) of sexual assault. The school official will, upon request, arrange transportation to a hospital for treatment and evidence collection; provide notification to an off-campus support and counseling service; provide assistance in contacting the appropriate law enforcement agency as applicable.

Hair Professionals does not tolerate sexual assault against females or males, whether committed by a stranger or by an acquaintance. The school attempts to protect members of the school community, including visitors, from sexual assaults and offers any student, faculty or staff member who survives a sexual assault that occurs within the context of the school community the support necessary to enable them to continue to pursue their academic or career goals.

# **Title IX & Sexual Misconduct Policy**

## **Notice of non-discrimination**

Hair Professionals Career College, (“Hair Professionals”) is committed to complying with all laws that prohibit discrimination on the basis of sex in regards to admissions, employment, and in the operation of its educational program and activities.

Title IX of the Education Amendments of 1972 prohibits sex discrimination and sexual harassment in schools. Hair Professionals is committed to ensuring that all students have equal opportunity in our program and activities. Students and employees will be free from sex discrimination and sexual harassment. Employees shall have equal employment opportunities. The protections of Title IX also extend to third parties.

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (“Clery Act”) requires educational institutions to prohibit the offenses of domestic violence, dating violence, sexual assault, and stalking. The Clery Act and “The Title IX policy” requirements and prohibitions overlap in some instances. All reference to the “Title IX policy” herein encompass Hair Pro-

professionals policy and procedures in compliance with Title IX, the Clery Act, and all applicable laws that prohibit discrimination, harassment and criminal conduct on the basis of sex.

Hair Professionals has developed this Title IX policy and the associated processes to ensure that all complaints of sex discrimination, sexual harassment, and criminal conduct on the basis of sex—whether brought by students, employees, or third parties—are promptly investigated and, where a violation is found, that Hair Professionals takes action to end the conduct, prevent its recurrence, and address its effects. Hair Professionals may be limited in the type of response it can provide with respect to conduct that did not take place within the context of Hair Professionals educational programs and activities. Where Hair Professionals response is limited, Hair Professionals will provide assistance, under this policy, in directing complainants to resources and organizations able to assist with investigation, prosecution, shelter and victim services, and the like.

## **Title IX Coordinator**

Hair Professionals Title IX Coordinator oversees and supports Hair Professionals enforcement of this Title IX policy. The contact information for the Title IX Coordinator is as follows:

Title IX Coordinator – Stephanie Tomzak  
Hair Professionals Career College,  
10321 S Roberts Rd  
Palos Hills, IL 60465  
Admissions Office  
Phone: (708) 430-1755  
E-mail: [stomzak@hairpros.edu](mailto:stomzak@hairpros.edu)

The Title IX Coordinator is available to speak with students, employees, and third parties who have questions concerning this Title IX policy and/or wish to make a complaint of an alleged violation of this policy. Additional information concerning the role and duties of the Title IX Coordinator is provided below.

## **Scope of the Policy**

This policy applies to complaints of sex discrimination including sexual orientation and gender identity and sexual harassment, sexual assault, domestic violence, dating violence, and stalking, raised by students, employees, or third-parties against students, employees, or third parties in connection with Hair Professionals educational program and activities. Anyone found to be in violation of this policy will be subject to disciplinary action, which may include, but is not limited to, verbal or written warnings, suspension, or termination from Hair Professionals.

### **Institutional Notice of Petitioners Rights Under the Violence Against Women Act**

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 program or activity receiving Federal financial assistance.

Hair Professionals not only complies with the letter of Title IX's requirements but also endorses the law's intent and spirit. The Institution is committed to compliance in all areas addressed by Title IX including access to higher education, career education, math and science, standardized testing, education for pregnant and parenting students, learning environment, and technology, as well as sexual harassment.

Sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and include dating violence, domestic violence, and stalking. As such should you report a form of sex-based discrimination, Hair Professionals wants to inform you of our policy and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus as well as your rights, and the institution's responsibilities.

As a petitioner of sexual assault, dating violence, domestic violence or stalking, you will receive a full copy of our institution's Title IX Policy. This policy has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking. These procedures include our right to inform you of your rights to file criminal charges as well as the availability of medical, counseling, and support services. We also offer additional remedies to prevent contact between a complainant and an accused party. The policy also addresses possible sanctions and interim and/or long-term protective measures that the school may impose.

## Definitions

**Dating Violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual and or physical abuse or the threat of such abuse and does not include acts covered under the definition of domestic violence.

**Domestic Violence** is defined as a crime of violence committed by one of the following: 1) a current or former spouse or intimate partner of the victim, 2) a person with whom the victim shares a child in common, 3) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, 4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or 5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Sexual Harassment** is bullying or coercion of sexual nature, or the unwelcome or inappropriate promise of rewards in the exchange for sexual favors.

**Sexual Assault** is defined as any sexual act perpetrated upon a person without their consent, where the assailant uses physical force, threat, coercion or intimidation to overpower or control the victim; where the victim fears that they or another person will be injured or otherwise harmed if they do not submit; where the victim is prevented from resisting due to the influence of alcohol or other drugs; or where consent is otherwise not freely given. A sexual act includes, but is not limited to, actual or attempted intercourse, sexual touching, fondling, and groping.

**Sexual Exploitation** A practice by which a person achieves sexual gratification, financial gain or advancement through the abuse or exploitation of a person's sexuality by abrogating that person's human right to dignity, equality, autonomy, and physical and mental well-being; i.e. trafficking, prostitution, prostitution tourism, mail-order-bride trade, pornography, stripping, battering, incest, rape and sexual harassment. Sexual exploitation preys on women and children made vulnerable by poverty and economic development policies.



**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.” The definition is used by the FBI to collect information from local law enforcement agencies about reported rapes.

**Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress.

**Consent** is defined as voluntary, knowing, active, and affirmatively communicated willingness to participate in a particular sexual activity or behavior. Past consent does not imply future consent.

**Incapacitation** is defined as a state of being disabled, or unable to move or function. An example of this would be someone under the influence of drugs and/or alcohol when a person is asleep or unconscious. This also includes mentally disabled persons.

**Retaliation** is a harmful action against a person or group in response to a grievance.

**Intimidation** is intentional behavior that "would cause a normal person" fear of [injury](#) or [harm](#).

Sex crimes, including but not limited to sexual assaults and rapes, represent violations of criminal and civil law, and constitute serious breaches of student or employee conduct as well. All parties engaging in sexual activity must be based upon explicit consent among the parties. Verbal communications of non-consent, non-verbal acts of resistance or rejection, or mental impairment of the victim due to any cause including the victim's use of alcohol or drugs may constitute lack of consent. The use of alcohol or drugs will not be accepted as an explanation for the actions of any individual charged with a violation of this policy.

Any individual who has been sexually assaulted, including date or acquaintance rape, is strongly encouraged to report the incident to the local police (if off-campus), school officials described below, faculty or staff members as well as any civil authorities that an individual deems appropriate. Staff members are trained to assist and support victims in notifying appropriate law enforcement authorities regarding such crimes, if requested by the victim.

Any student, employee or other person who believes that he or she has been subjected to any form of sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence, or stalking in violation of this policy should make a complaint. Hair Professionals takes all complaints seriously.

## **Reporting sexual assault, dating violence, domestic violence, or stalking**

After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible at a local hospital that will supply a physical evidence recovery collection kit. In Illinois, evidence may be collected even if you chose not to make a report to law enforcement. A victim’s name and identifying information will be withheld from the public and press in accordance with the Public Records Law. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to the Institution's hearing boards/investigators or police. Although the institution strongly encourages all members of its community to report violations to law enforcement, it is the victim's choice whether or not to make such a report, and victims have the right to decline involvement with the police.

To report an incident involving a sexual assault, domestic violence, stalking or dating violence, contact Stephanie Tomzak, 10321 S Roberts Rd, Palos Hills, IL 60465, 708-430-1755, stomzak@hairpros.edu. The purpose and authority of the institution staff is limited to the enforcement of campus rules and regulations. Incidents that go beyond this scope are referred and investigated by the Police Department.

**A victim of domestic violence, dating violence, sexual assault or stalking has the following rights:**

A law enforcement officer who investigates an alleged sexual battery shall:

(a) Assist the victim in obtaining medical treatment, if medical treatment is necessary as a result of the alleged incident, a forensic examination, and advocacy and crisis- intervention services from a certified rape crisis center and provide or arrange for transportation to the appropriate facility.

(b) Advise the victim that he or she may contact a certified rape crisis center from which the victim may receive services.

(c) Prior to submitting a final report, permit the victim to review the final report and provide a statement as to the accuracy of the final report.

2. The law enforcement officer shall give the victim immediate notice of the legal rights and remedies available to a victim on a standard form developed and distributed in conjunction with the Department of Law Enforcement. The notice will include the resource listing, including telephone number, for the area certified rape crisis center as designated by the State.

A person who is the victim of sexual violence or the parent or legal guardian of a minor child who is living at home who is the victim of sexual violence has standing in the circuit court to file a sworn petition for an injunction for protection against sexual violence on his or her own behalf, or on behalf of the minor child if:

1. The person has reported the sexual violence to a law enforcement agency and is cooperating in any criminal proceeding against the respondent, regardless of whether criminal charges based on the sexual violence have been filed, reduced, or dismissed by the state attorney; or

2. The respondent who committed the sexual violence against the victim or minor child was sentenced to a term of imprisonment in state prison for the sexual violence and the respondent's term of imprisonment has expired or is due to expire within 90 days following the date the petition is filed.

The nature of sexual assault, particularly when perpetrated by an acquaintance, makes it difficult for many survivors to report their experience. For this reason, the local Shelters and Women's Service Centers are primary places where individuals may seek assistance in complete confidentiality. Pillars Constance Morris House (Lauren Pagan ICDVP) is local to the area and can be reached at 1-708-995-3649

## **Helpful Hot Line Numbers**

### **Child Abuse**

National Child Abuse Hotline	1-800-422-4453
National Child – At Risk Hotline	1-800-792-5200

### **Domestic Violence**

National Domestic Violence Hotline	1-800-799-7233
National Coalition Against Domestic Violence	1-800-333-7233
Pillars Constance Morris House	1-708-995-3649

### **Rape & Sexual Assault**

Rape & Abuse & Incest National Network	1-800-656-HOPE
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### **Pregnancy**

Planned Parenthood	1-800-230-7526
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## **Title IX Policy Reports and Complaints**

Hair Professionals encourages any person who wishes to make a complaint under this policy to bring that complaint directly to Hair Professionals' Title IX Coordinator. However, a student may also bring such a complaint to a campus manager, or educator with whom he or she is comfortable. Likewise, an employee may bring such a complaint to their immediate supervisor. In each case, the complainant should understand that the complaint will be forwarded to the Title IX Coordinator.

Hair Professionals also encourages each complainant to put his or her complaint in writing, providing a detailed description of the alleged events that are the basis for the complaint and a list of witnesses to the events.

At times, Hair Professionals employees may have knowledge of conduct (by witnessing it or, alternatively, by hearing a second-hand report about the conduct) that may constitute a violation of this Title IX policy.

Employees who fail to meet this reporting expectation will be subject to disciplinary action, up to and including termination.

Anyone who believes he or she has been subjected to a crime (or potential crime) prohibited by this policy has the option to notify law enforcement authorities. Hair Professionals' Title IX Coordinator will assist in notifying authorities, upon request. It is important for those who believe they have been subjected to a crime to preserve evidence of the incident as it may be necessary to prove a crime or to obtain a protective order.

## Confidentiality & Title IX Complaints

Hair Professionals attempts to handle each complaint and investigation with professionalism and discretion. A fair and effective investigation often requires that the details of the complaint and/or the identity of the complainant be shared with those individuals involved in and/or interviewed in the investigation. Such individuals will, however, are expected to maintain the confidentiality of the matter to the extent possible.

Before beginning an investigation, Hair Professionals will seek consent of the complainant to (i) proceed with the investigation and (ii) identify him or her in connection with the complaint. If the complainant requests that no investigation occur or that his or her name not be disclosed, Hair Professionals will:

- Weigh the request(s) against its broader responsibility to provide an environment free from sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking for all, considering the totality of the circumstances (the seriousness of the alleged harassment, whether there have been other harassment complaints about the same individual, etc.)
- Inform the complainant whether it can comply with the request(s), as applicable
- If the request(s) are not granted, conduct the investigation
- If the request(s) are granted, consider whether there are other steps that may be taken in lieu of investigation and/or identification of the complainant

## Investigations under this policy

Hair Professionals will undertake a prompt, fair, impartial, and thorough investigation, where appropriate. The investigation shall be conducted by officials who have received annual training on this policy and on how to conduct an investigation that protects the safety of victims and promotes accountability. Except in extraordinary circumstances, Hair Professionals seeks to conclude each such investigation within 30 calendar days. The investigation process generally occurs in three stages:

Step 1- Title IX Coordinator receives complaint, and decides if an investigation may precede based on the facts and allegations of the complaint.

Step 2- The Title IX Coordinator begins the investigation of the allegation by interviewing involved parties and reviewing any additional evidence.

Step 3- An outcome determining disciplinary actions or alternative measures will be notified to the correct parties involved.

Hair Professionals seeks to conclude step 1 within 10 days, step 2 within 15 additional days; and step 3 within 5 additional days. Sometimes, additional days may be necessary and/or appropriate, due to time taken by a complainant to decide whether to provide consent, unavailability of witnesses, complexity or number of allegations under review, or other factors. Hair Professionals

retains discretion to determine when an extension of the general timelines is warranted based on the totality of the circumstances. Extensions of the timelines, when they occur, will be communicated to the complainant(s).

The complainant(s) and subject(s) of the complaint may name witnesses and provide her evidence, as described below. The steps necessary to thoroughly investigate the complaint will vary, but will often include interviews of the complainant(s), the subject(s) of the complaint, and the identified witnesses, as well as a review of relevant documentation and relevant policies. Where the investigation results in a finding of a violation of this policy, Hair Professionals will take immediate steps to end the conduct, prevent its recurrence, and address its effects. Further information concerning the notification of outcomes is provided below.

## Outcomes

After the investigation concludes, the complaint manager will make a finding of whether a violation of this Title IX policy has occurred. The complaint manager will look at all the evidence to determine whether the alleged conduct happened. The complaint manager will also decide whether a violation of the Title IX policy has occurred. The complaint manager will give the complainant(s), subject(s) of the complaint, and Title IX Coordinator simultaneous written notification of the outcome (specifically, whether or not a violation of the Title IX policy was found to have occurred). In the event a violation was found to have occurred, Hair Professionals will administer disciplinary action under its disciplinary policies, and may enforce other remedial measures. Corrective action may include warnings, suspensions, or termination of enrollment or employment. Other corrective measures for the complainant will be customized to the particular situation presented. When enforcing corrective actions or other remedial measures, Hair Professionals will seek to minimize the burden upon the complainant.

Hair Professionals maintains a list of available external counseling and advocacy resources. To request this list, please contact the Title IX Coordinator.

The complainant will generally not be provided information of specific disciplinary action taken against other persons, unless the disciplinary action will directly impact the complainant, such as whether and/or when the subject(s) of the complaint may be present in the school environment.

## Student Appeals

If a student party to a complaint disagrees with the outcome of an investigation under this Title IX policy, the student may seek a review of the outcome by submitting a written appeal statement to:

Student Appeals Committee  
Hair Professionals Career College  
Po Box 309  
Oswego, IL 60543  
Email: [info@hairpros.edu](mailto:info@hairpros.edu)

An appeal under this policy must be made within 14 calendar days of receipt of the written notice of the outcome of the investigation. An appeal may be made on one or more of the following grounds only:

- (1) an error occurred that, if corrected, may change the outcome of the investigation; or
- (2) new information has arisen, that was not available or known to the student at the time of the investigation, which if considered may change the outcome of the investigation. Information that was known or available to the student during the investigation will not be considered.

The Committee will conduct an impartial review of the appeal and will provide the appealing student with a written determination. The Committee seeks to issue its determination on each appeal within 30 calendar days of its receipt of the appeal; however, this timeframe may be longer in certain cases.

Employee parties to a complaint under the Title IX policy do not have a right of appeal.

## **Anti-retaliation Policy**

Hair Professionals will not retaliate against any person for filing a good-faith complaint or for participating or assisting in good faith in an investigation under this policy. An employee or student who retaliates will be subject to disciplinary action, up to and including termination from Hair Professionals.

Any student or employee who feels that he or she has been subject to retaliation in violation of this policy should report the matter immediately to the Title IX Coordinator.

## **Role Of The Title IX Coordinator**

The investigation of complaints under this policy will be overseen by the Title IX Coordinator. The Title IX Coordinator may investigate the complaint himself or herself or may designate a complaint manager or managers to do so. If the Title IX Coordinator designates a complaint manager, the Title IX Coordinator will not be the individual to conduct the investigation, assess the credibility of witnesses, or make findings as to whether a violation of this policy has occurred. Rather, his or her role will be to ensure that Hair Professionals' Title IX policies and procedures are followed, in part by

- (i) seeking the complainant's consent to conduct an investigation and disclose his or her name in connection with the complaint;
- (ii) guiding the complaint managers in order to facilitate and support their compliance with this policy; and
- (iii) ensuring that the outcome of each such complaint is appropriately communicated.

### **Title IX Coordinator Responsibilities:**

Once a complaint has been received of sex discrimination, sexual harassment, or sexual assault, The Title IX Coordinator must seek consent from complainant to disclose his or her identity and to begin the investigation.

If the complainant requests that an investigation not be conducted, or that his or her identity not be revealed, communicate the determination on this request to the complainant and direct additional actions as appropriate.

Recommend any interim protections or other measures to be taken during the course of the investigation, before any findings are determined. Interim measures will be taken within the context of Hair Professionals policies and might include placing a student or students on an absence for investigation, placing an employee on administrative leave, limiting contact between the parties, or other measures.

When an investigation may proceed, designate the appropriate complaint manager(s) to carry out a prompt and impartial investigation or carry out that investigation him or herself.

Review the procedural requirements for the investigation with the complaint manager, if he or she designates one, including but not limited to

- (i) the complainant(s) and subject(s) of the complaint are provided equal opportunity to provide evidence and to identify witnesses; and
- (ii) that Hair Professionals maintain the complaint and investigation confidential to the extent possible.

Review the investigation documentation to determine whether the investigation, before it is closed, has been sufficient.

Additionally, the Title IX Coordinator will document all reports and complaints of sex discrimination, sexual harassment, and sexual assault and establish a protocol for keeping records related to such incidents.

### **Suggestions to Reduce Risk:**

- There is strength in numbers or group dates. Go to parties or clubs with a friend and be responsible for each other. Don't split up. Have a preplanned signal to let your friend know that you want to leave or need help.
- Control your alcohol; don't let it control you. Drink responsibly or not at all, especially on first dates.
- No substance abuse.
- Know your limits. It's never too late to say "no." Don't be embarrassed or ashamed to say "no" or ask someone to stop. It is your body.
- Verbalize your expectations. Be up front. Talk about sexual boundaries. A potentially embarrassing conversation could save you from a traumatic situation.
- Trust your gut instinct. Guard your personal space. If someone makes you uncomfortable, remove yourself from the situation.
- Believe in yourself. Know your rights. Women do not ask to be raped any more than a man with money in his pocket is asking to be robbed. You are in charge of your body and you can say "NO".
- End the night early if your date becomes drunk or abusive. No one deserves physical or emotional abuse.

The school is committed to creating an environment that both promotes and assists in prompt reporting of sexual assault, and to providing compassionate support services for survivors. Students who are the victims of campus-related sexual assault are entitled to certain rights. These rights include, but are not limited to, the following:

- The survivor has the right to have their claims treated seriously and to be treated with dignity.
- The survivor has the right to be informed of their options with regard to notifying law enforcement authorities and to be assisted in notifying such authorities if they so choose. Because the school recognizes that a sexual assault is more than an assault on an individual's body, but is also an attack on the individual's dignity and sense of self, the school is committed to ensuring that the decision to take action against the accused rests solely with the survivor. There may be circumstances, however, depending upon the status of the alleged assailant and the seriousness of the offense, in which the school must take action to protect the survivor or the campus community. Federal law requires that the school provide the campus community with timely notice of certain reported crimes and/or acts the institution believes represent a threat to members of the campus community.
- The survivor has the right to be free from undue coercion of any kind from the school's personnel. Such coercion includes but is not limited to pressuring the survivor to report, not to report, or to under report a sexual assault; suggesting that the survivor somehow contributed to or assumed the risk of being sexually assaulted; or suggesting that the survivor or the school would incur unwanted publicity or humiliation by reporting the sexual assault.
- Student survivors may choose to change academic arrangements, if such changes are reasonably available, without financial or academic penalty. For assistance in exploring options for a change in academic situations, contact should be made with the Director.

#### **A STATEMENT OF PROGRAMS AVAILABLE TO STUDENTS AND EMPLOYEES RELATED TO CAMPUS SECURITY, PERSONAL SAFETY, AND CRIME PREVENTION**

The admissions office has a directory of services that are available, within the community, to assist those who have suffered from a criminal act. These services are usually free and are provided by the community. During the orientation of students, faculty and staff, procedures are outlined to cover the reporting of all criminal acts.

#### **EMERGENCY RESPONSE AND EVACUATION PROCEDURES – STATEMENT OF POLICY**

Hair Professionals has in place at each campus facility a campus response protocol. In an emergency or a dangerous situation, upon confirmation with the Campus Director or designee, of the need for mass notification, the Campus Director or designee, will without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency or dangerous situations may include, but are not limited to, gas leaks, tornadoes, contagious viruses, etc.

#### **EMERGENCY NOTIFICATIONS**

In the event of an emergency or a dangerous situation that poses an immediate threat to the campus community, Hair Professionals may utilize some or all of its mass notification capabilities to notify its campus community. These capabilities may include e-mail and text messages to alert the campus community of students and staff. In addition, members of the administration will post relevant updates and advisories on the appropriate school Website ([www.HairPros.edu](http://www.HairPros.edu)) and bulletin boards. The Campus Director, or designee, will simultaneously use the local means at her disposal to notify the campus students, staff and faculty of the situation, as well as disseminate pertinent information to relevant public entities.



This emergency notification requirement does not replace the timely warning requirement described earlier. They differ in that the timely warning applies only to Clery Act reportable crimes while the emergency notification requirement addresses a much wider range of threats (i.e., gas leaks, tornadoes, contagious viruses, etc.). However, an institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances or incident, but must provide adequate follow-up information to the community as needed.

Members of the community at large who are interested in receiving updates during an emergency can visit the website at [www.HairPros.edu](http://www.HairPros.edu) or at [facebook.com/hpthecollege](https://facebook.com/hpthecollege)

Training, exercises and tests will be conducted annually by management on the campus level and by the individuals relevant to mass notification. Management will document each test conducted by all relevant entities.

Emergency response and evacuation procedures will be publicized at least once per calendar year, via text or social media. The institution will document each test, a description of the exercise, the date, time, and whether it was announced or unannounced.

### **Student Must Know – Emergency Information**

The campus takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, each campus has a Campus Security Authority (CSA) that implements and oversees the campus response to a crisis situation. The CSA receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel.

In order to make this program effective, students are to familiarize themselves with the following emergency procedures.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

\*\*\* In case of emergency - dial 911\*\*\*

Department of Homeland Security:

**“Active shooter awareness- options for consideration”**

<http://www.dhs.gov/video/options-consideration-active-shooter-training-video>

### **Student Emergency Responses**

There is potential for students to be involved in a variety of emergency situations for which appropriate actions must be taken. These possible situations include incidences that may require emergency evacuation, emergency lockdown, external lockdown, or to shelter in place.

#### **Emergency Evacuation**

Evacuation is the movement of campus occupants from a dangerous or potentially dangerous location to a safe location. There are two types of evacuation: fire evacuation and non-fire evacuation.

Fire evacuation:

- Evacuation is mandatory when a fire alarm is activated.
- Follow authorized personnel's (e.g., faculty, staff, or fire department personnel, etc.) instructions if given.
- Assist people with disabilities, if possible.

- Ensure all doors and windows are closed as a room and building are evacuated. (Do not lock doors.)
- Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
- Evacuate to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

#### Non-fire evacuation

- A non-fire evacuation will be initiated by campus CSA.
- Follow CSA instructions if given.
- Assist people with disabilities if possible.
- Do not attempt to reenter the facility unless directed to do so

#### Emergency Lockdown

Emergency Lockdown is used to dramatically and rapidly enhance the level of security of the campus. By locking all exterior, interior and classroom doors, staff can make it more difficult for dangerous person(s) in the vicinity of the campus and in the campus to gain access to staff and students;

- Lock or barricade doors of classroom and internal student areas of congregation.
- Close blinds, turn off lights.
- Remain quiet and out of sight.
- If gunshots are heard, lie on the floor and try to use available resources for additional cover and concealment.
- If you are outside when a lockdown is declared, seek shelter away from danger.
- If a fire alarm is activated during a lockdown, proceed with extreme caution.
- Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

#### External Lockdown

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. In addition to locked entrances, this may also include a supervised entry and exit to campus facilities, and/or barricade to campus property (e.g., barricades or chains restricting access to campus parking and grounds). This lockdown allows staff and students to continue activities while maintaining access control to the campus and remain in an elevated state of security.

- Remain in classroom.
- Follow faculty and staff instructions
- Remain attentive to any change in status.

#### Shelter in place

Sheltering in place procedures are traditionally utilized when:

1. A tornado has been spotted.
  2. There has been a chemical or biological incident outside of, but in proximity to a campus and available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.
- Follow staff and faculty instructions.
  - Assist people with disabilities if possible
  - If you are outside when a shelter in place is declared, immediately seek an interior room or hallway with no windows.
  - Close windows and doors – do not lock doors.
  - Remain in shelter until an all clear is given.

#### **Staff and Faculty Must Know – Emergency Information**

The campus takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, each campus has a Campus Security Authority (CSA) that implements and oversees

the campus response to a crisis situation. The CSA receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel.

In order to make this program effective, all staff and faculty are expected to familiarize themselves with the following emergency procedures.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

## **Staff and Faculty Emergency Responses**

**\*\*\* In case of emergency: dial 911 \*\*\***

There are a number of different potential situations that may occur that have capability to impact students or staff and faculty. The following possible scenarios are described below with steps to be taken.

- Emergency evacuation for a fire incident
- Emergency evacuation for bomb threat or other non-fire situation
- Emergency lockdown
- External lockdown
- Shelter in place

### **Emergency Evacuation for a Fire Incident**

#### Definition

A fire emergency evacuation is initiated when a fire incident occurs. Depending upon the campus size, it may require an evacuation of a single particular building affected by the fire incident, rather than the entire campus.

The objective: all building occupants are safely evacuated to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

#### Staff Response

Staff/faculty responsible for the affected areas should conduct a sweep of the building(s) to ensure all students are aware of and appropriately responding to the fire alarm and safely evacuated.

Fire evacuation procedures:

- Evacuation is mandatory when a fire alarm is activated.
- Designated staff or faculty check the affected building(s) to ensure all personnel are appropriately evacuating.
- Assist people with disabilities if possible.
- Ensure all doors and windows are closed as a room and building are evacuated.
- Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
- Evacuated persons are directed to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

### **Emergency Evacuation for Bomb Threat or Other Non-Fire Situation**

#### Definition

Non-fire emergency evacuation is used for any emergency evacuation not related to a fire incident. It is important to remember that evacuation distances significantly expand, up to hundreds

of yards, for suspicious object evacuations. Nevertheless, not all bomb threats will necessarily result in evacuation, depending upon the individual event circumstances.

The objective: move all campus occupants to a remote, predefined and controlled location.

#### Staff Response

Team members who are designated to sweep evacuation routes and sites should locate a staff member to take responsibility for students under their supervision, and should then sweep the evacuation route and evacuation site for secondary hazards. They should immediately report their findings to the lead administrator.

**Note:** The lead administrator will typically direct that this step be completed before making the general announcement for evacuation of the building.

Other staff:

1. Gather all students and visitors in your area of responsibility and evacuate using the route and site designated by the lead administrator or designee.
2. Ensure that all special needs persons are provided assistance by their designees as per the site evacuation plan.
3. Remain alert to your surroundings. Be particularly alert to any people or conditions that might pose a danger to evacuees. If you encounter a significant hazard, quickly evaluate the situation; adjust your evacuation route and attempt to notify the lead administrator or the appropriate public safety officials.
4. Once you reach the designated evacuation site, search the site for suspicious objects and adjust accordingly.
5. On evacuation site - develop a written list of all evacuees and provide the list to the lead administrator or his/her designee. Also indicate the presence or lack of any suspicious objects in your room/work area.
6. Supervise students under your care.
7. Do not attempt to reenter the facility unless the lead administrator or his/her designee directs you to do so.

### Emergency Lockdown

#### Definition

Emergency Lockdown is used to dramatically and rapidly enhance the level of security in the facility. By locking all exterior, interior and class doors, staff can make it more difficult for dangerous person(s) in the vicinity or in the facility to gain access to staff and students.

**Note – locking doors should not eliminate immediate egress possibilities from the facility.**

The objective: create as many physical layers of separation between you and the potential aggression.

Staff Response:

1. Make sure entrance points to the building near your location are locked immediately.
2. If you are located in an area with a door that can be locked, gather all students in the vicinity into the room and lock the door.
3. Improvise additional door blocking if possible.
4. Close blinds and cover additional windows, e.g., with a shirt, up-turned table, paper, etc.
5. Turn off lights in the room.
6. If possible, report your status to the lead administrator or designee by telephone or intercom.
7. Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

Department of Homeland Security:

- **“Active shooter awareness - options for consideration”**  
<http://www.dhs.gov/video/options-consideration-active-shooter-training-video>

## External Lockdown

### Definition

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. By locking all exterior doors and supervising these doors, staff can make it more difficult for a possible external intruder or a potentially dangerous person in the vicinity of the facility to gain access to staff and students. In addition to locked entrances and supervised entry and exit to campus facilities, this step may include barricades to campus property (e.g., barricades or chains restricting access to campus parking lots and grounds). This lockdown allows staff and students to continue with productive activities while maintaining access control to the facility.

Objective: create a physical layer of security between the external environment and internal campus operation while elevating the overall level of security.

### Staff Response:

1. Make sure the designated entrance points to the building near your location are locked immediately.
2. If you are in an external classroom to the main building move students to alternative internal classrooms.
3. If possible, report your status to the lead administrator or designee by telephone or intercom.
4. Continue with normal activities as much as the situation allows.
5. If students or staff has a need to move about in the building, obtain permission first from the lead administrator or designee.
6. Be prepared to rapidly implement an emergency evacuation or emergency lockdown – if directed to do so or if circumstances indicate you should do so.

## Shelter in Place

### Definition

Sheltering in place procedures is traditionally utilized when:

1. A tornado has been spotted.
2. There has been a chemical or biological incident outside of, but in proximity to, a facility and available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.

Objective: seek immediate shelter away from doors and windows and remain there during an emergency

### Staff Response:

1. All staff that is outdoors should quickly gather all students and adults in the area and instruct them to go inside the facility immediately. Once inside, if possible instruct everyone to move to an interior area without windows and doors.
2. Close all windows and doors.
3. In chemical spills / biological incident - if available, use tape to cover all windows and doors with sheets of plastic to help reduce airflow into the area. Wet towels can be used to reduce airflow under doors. Close all outside air vents. Turn off all heating or ventilation systems. Use damp towels or cloths to cover any openings in walls or doors. Tape can also be used to cover any cracks, crevices, electrical outlets, cable television connections or other openings that might allow air to flow into the shelter area.
4. Listen to local radio or television news for instructions from emergency management and public safety officials.
5. Review emergency evacuation protocols

# Hair Professionals Career College

Institution: Main Campus (367981001)

## Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred **On Campus**.

Criminal offense	Total occurrences On campus		
	2013	2014	2015
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	
d. <u>Rape</u>			0
e. <u>Fondling</u>			0
f. <u>Sex offenses - Non-forcible</u>	0	0	
g. <u>Incest</u>	0	0	0
h. <u>Statutory rape</u>	0	0	0
i. <u>Robbery</u>	0	0	0
j. <u>Aggravated assault</u>	0	0	0
k. <u>Burglary</u>	0	0	0
l. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
m. <u>Arson</u>	0	0	0

## Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on **Public Property**.

	Total occurrences on Public Property

Criminal offense	2013	2014	2015
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	
d. <u>Rape</u>			0
e. <u>Fondling</u>			0
f. <u>Sex offenses - Non-forcible</u>	0	0	
g. <u>Incest</u>	0	0	0
h. <u>Statutory rape</u>	0	0	0
i. <u>Robbery</u>	0	0	0
j. <u>Aggravated assault</u>	0	0	0
k. <u>Burglary</u>	0	0	0
l. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
m. <u>Arson</u>	0	0	0

## Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

Occurrences of Hate crimes									
Criminal offense	2015 Total	Category of Bias for crimes reported in 2015							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
d. <u>Rape</u>	0	0	0	0	0	0	0	0	0
e. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
g. <u>Incest</u>	0	0	0	0	0	0	0	0	0
h. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
i. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
j. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0

k. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
l. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
m. <u>Arson</u>	0	0	0	0	0	0	0	0	0
n. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
o. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
p. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
q. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

		Occurrences of Hate crimes						
Criminal offense	2014 Total	Category of Bias for crimes reported in 2014						
		Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin	
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0	
f. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0	
g. <u>Incest</u>	0	0	0	0	0	0	0	
h. <u>Statutory rape</u>	0	0	0	0	0	0	0	
i. <u>Robbery</u>	0	0	0	0	0	0	0	
j. <u>Aggravated assault</u>	0	0	0	0	0	0	0	
k. <u>Burglary</u>	0	0	0	0	0	0	0	
l. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	
m. <u>Arson</u>	0	0	0	0	0	0	0	
n. <u>Simple assault</u>	0	0	0	0	0	0	0	
o. <u>Larceny-theft</u>	0	0	0	0	0	0	0	
p. <u>Intimidation</u>	0	0	0	0	0	0	0	



q. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	
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Occurrences of Hate crimes								
Criminal offense	2013 Total	Category of Bias for crimes reported in 2013						
		Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin	
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0	
f. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0	
g. Incest	0	0	0	0	0	0	0	
h. Statutory rape	0	0	0	0	0	0	0	
i. <u>Robbery</u>	0	0	0	0	0	0	0	
j. <u>Aggravated assault</u>	0	0	0	0	0	0	0	
k. <u>Burglary</u>	0	0	0	0	0	0	0	
l. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	
m. <u>Arson</u>	0	0	0	0	0	0	0	
n. <u>Simple assault</u>	0	0	0	0	0	0	0	
o. <u>Larceny-theft</u>	0	0	0	0	0	0	0	
p. <u>Intimidation</u>	0	0	0	0	0	0	0	
q. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	

## Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

Occurrences of Hate crimes										
Criminal offense	2015 Total	Category of Bias for crimes reported in 2015								
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin	
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0	0
d. <u>Rape</u>	0	0	0	0	0	0	0	0	0	0
e. <u>Fondling</u>	0	0	0	0	0	0	0	0	0	0
g. <u>Incest</u>	0	0	0	0	0	0	0	0	0	0
h. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0	0
i. <u>Robbery</u>	0	0	0	0	0	0	0	0	0	0
j. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0	0
k. <u>Burglary</u>	0	0	0	0	0	0	0	0	0	0
l. <u>Motor vehicle theft (Do not include theft from a motor vehicle)</u>	0	0	0	0	0	0	0	0	0	0
m. <u>Arson</u>	0	0	0	0	0	0	0	0	0	0
n. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0	0
o. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0	0
p. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0	0
q. <u>Destruction/ damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0	0

Occurrences of Hate crimes

Criminal offense	2014 Total	Category of Bias for crimes reported in 2014					
		Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0
f. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0
i. <u>Robbery</u>	0	0	0	0	0	0	0
j. <u>Aggravated assault</u>	0	0	0	0	0	0	0
k. <u>Burglary</u>	0	0	0	0	0	0	0
l. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0
m. <u>Arson</u>	0	0	0	0	0	0	0
n. <u>Simple assault</u>	0	0	0	0	0	0	0
o. <u>Larceny-theft</u>	0	0	0	0	0	0	0
p. <u>Intimidation</u>	0	0	0	0	0	0	0
q. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0

Occurrences of Hate crimes

Criminal offense	2013 Total	Category of Bias for crimes reported in 2013					
		Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0
f. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0

h. <u>Statutory rape</u>	0	0	0	0	0	0	0
i. <u>Robbery</u>	0	0	0	0	0	0	0
j. <u>Aggravated assault</u>	0	0	0	0	0	0	0
k. <u>Burglary</u>	0	0	0	0	0	0	0
l. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0
m. <u>Arson</u>	0	0	0	0	0	0	0
n. <u>Simple assault</u>	0	0	0	0	0	0	0
o. <u>Larceny-theft</u>	0	0	0	0	0	0	0
p. <u>Intimidation</u>	0	0	0	0	0	0	0
q. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0

## VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred <u>On Campus</u> .			
Crime	Total occurrences On Campus		
	2013	2014	2015
a. <u>Domestic violence</u>		0	0
b. <u>Dating violence</u>		0	0
c. <u>Stalking</u>		0	0

**Caveat:**

## VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2013	2014	2015
a. <u>Domestic violence</u>		0	0
b. <u>Dating violence</u>		0	0
c. <u>Stalking</u>		0	0

**Caveat:**

## Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of Arrests		
	2013	2014	2015
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**

## Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of Arrests		
	2013	2014	2015
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0
<b>Caveat:</b>			

## Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2013	2014	2015
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0
<b>Caveat:</b>			

## Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2013	2014	2015
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

## Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

**The total number of unfounded crimes should include all criminal offenses, hate crimes, arrests or disciplinary action referrals for weapons, drug or liquor law violations, and domestic violence, dating violence, or stalking incidents that have been unfounded.**

**If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.**

**Count unfounded crimes in the year in which they were originally reported.**

	Number		
	2013	2014	2015
a. <u>Total unfounded crimes</u>	0	0	0

**Caveat:**

## **Hair Professionals DAAPP**

### **A DESCRIPTION OF DRUG AND ALCOHOL ABUSE PREVENTION PROGRAMS**

Hair Professionals publishes and distributes annually to all current students and employees a copy of the Drug and Alcohol Abuse Prevention Program. Below are the details related to this topic.

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

Drug abuse affects all aspects of American life. It threatens the workplace, our homes, our schools and our community. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees through the **Safe and Drug-Free Schools and Communities Act**. All students are expected to conduct themselves as mature adults and as members of an academic community. The consumption of alcohol or drugs while attending class is prohibited and may be subject to disciplinary action.

#### **Standards of Conduct**

The School community must adhere to a code of conduct that recognizes that the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on property owned or otherwise controlled by Hair Professionals. If an individual associated with the School



is apprehended for violating any drug-or alcohol-related law when on School property, or participating in a School activity, the School will fully cooperate with all law enforcement agencies. Underage possession or consumption of alcoholic beverages is not permitted on property owned or controlled by the School and the state laws will be enforced. Intentionally or knowingly selling, or intentionally or knowingly furnishing alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the School.

### **Health Risks Associated with the use of Illicit Drugs and the Abuse of Alcohol**

Moderate to high doses of alcohol cause marked impairments in higher mental functions and the loss of memory. High doses of alcohol can cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and the liver. Physical effects of drugs include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. The use of drugs may impair or reduce short-term memory and comprehension, alter sense of time, and reduce the ability to perform tasks requiring concentration and coordination. Motivation and cognition may also be altered making the acquisition of new information difficult. As one can see from the above, there are major health risks associated with the use of illicit drugs and the abuse of alcohol.

### **Federal Financial Aid Penalties for Drug Violations**

Federal guidelines focus strongly on illicit drug use and distribution. The Higher Education Opportunity Act states students convicted of an illicit drug violation can be denied federal financial aid for a specific period, in addition to other legal penalties. The Free Application for Federal Student Aid (FAFSA) asks students if they have been convicted of a drug-related offense: "Have you ever been convicted of possessing or selling illegal drugs?" If you answer "yes," FAFSA.ed.gov will automatically populate a worksheet in the mail to determine if your conviction affects your eligibility for aid. Failure to answer the question automatically disqualifies students from receiving federal financial aid. Answering this question falsely could result in fines up to \$20,000, imprisonment or both.

### **Penalties for Drug Convictions**

If the student was convicted of both possessing and selling drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

#### **Possession of Illegal Drugs**

- For a first offense, a student loses eligibility for federal financial aid for one year from the date of conviction.
- For a second offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a third offense and subsequent offenses, a student has indefinite ineligibility for federal financial aid from the date of conviction.

#### **Sale of Illegal Drugs**

- For a first offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a second offense and subsequent offenses, a student has indefinite ineligibility from the date of conviction.

### **Other Potential Federal Penalties for Drug Violations**

Some other potential federal penalties and sanctions applicable to drug-related offenses include:

#### 21 U.S.C. 844

1st conviction: Up to 1 year imprisonment and fined at least \$1,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5, or both.

Provisions relating to increased penalties in cases of certain serious crack possession offenses, making offenders subject to fines under Title 18 or imprisonment to terms not less than 5 years and no more than 20 years, or both.

Possession of flunitrazepam shall be imprisoned for not more than 3 years, shall be fined as otherwise provided in this section, or both after mixture or substance exceeds 1 gram.

21 U. S. C. 844a

Civil fine up to \$10,000

21 U. S. C. 847 Additional Penalties

Any penalty imposed for violation of this subchapter shall be in addition to, and not in lieu of, any civil or administrative penalty or sanction authorized by law.

21 U. S. C. 854 Investment of illicit drug profits

Whoever violates this section shall be fined no more than \$50,000 or imprisoned not more than 10 years, or both.

21 U. S. C. 862

- a. Drug Traffickers - Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 5 years for the first offense, up to 10 years for second and permanently ineligible for subsequent offenses.
- b. Drug Possessors – 1<sup>st</sup> offense is up to 1 year and 2<sup>nd</sup> and subsequent offenses are up to 5 years.
- c. Suspension of period of ineligibility (A) (B) (C)

21 U. S. C. 862a

Denial of assistance and benefits for certain drug related convictions, i.e., state program funded under the Social Security Act or food stamp program or state program under the Food Stamp Act.

More information about federal penalties and sanctions for unlawful possession, use, sale, and/or distribution of controlled substances is located at <http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>

### **Legal Consequences of Substance Abuse in the State of ILLINOIS**

There are a number of legal consequences that can occur as a result of substance abuse (drugs and/or alcohol). Under Illinois law, the sanctions listed below are imposed for offenses related to substance abuse. Even harsher punishments for drug trafficking are imposed at the federal level.

1. Possession of less than 2.5 grams of cannabis is a Class C misdemeanor for the first offense, with a fine up to \$500 and/or imprisonment for up to 30 days. Subsequent offenses or possession of higher amounts can raise the charge as high as a Class 1 felony, with a fine of up to \$25,000 and imprisonment for 4-15 years.
2. Manufacture or delivery of less than 2.5 grams of cannabis can constitute a Class B misdemeanor punishable by a fine of \$1,500 and imprisonment of up to 6 months. Subsequent offenses or offenses involving greater amounts of cannabis can raise the charge to a Class X felony punishable by a fine of up to \$200,000 and imprisonment for 6-30 years.
3. Possession of a controlled substance starts as a Class 4 felony with a fine of not more than \$25,000 and a sentence of not less than 1 year or more than 3 years. Depending on the amount of substance involved, the individual can be charged with a Class 1 felony and fined not more than \$200,000 and imprisoned for not less than 10 years or more than 50 years.
4. Those involved in the manufacture or delivery of a controlled substance can be found guilty of a Class 3 felony with a fine of not more than \$75,000 and a sentence of not less than 2 years or more than 5 years. Depending on the amount of the controlled substance, the charge can go as high as a Class X felony with a fine of not more than \$500,000 and a sentence of not less than 6 years or more than 30 years.
5. Illegal possession of alcohol by someone under 21 years of age is a Class A misdemeanor punishable by a fine up to \$2,500 and a sentence up to 6 months in jail.
6. Those found guilty of distributing alcohol to anyone under 21 years of age are guilty of a Class A misdemeanor with a fine up to \$2,500 and a sentence up to 1 year in jail.
7. Those individuals who are charged with driving under the influence of alcohol where the blood alcohol content is greater than 0.08 can be found guilty of a Class A misdemeanor with a fine up to \$1,000, a sentence up to 1 year in jail, and a 1 year suspension of their driver's license. Additional offenses can increase the crime to a Class 4 felony with a fine up to \$25,000 and a sentence up to 10 years. It can also result in a more permanent loss of an individual's driver's license. Drivers under 21 years of age who are found guilty of driving under the influence of alcohol will find consequences in excess of those listed above.

### **ILLINOIS State Alcohol Laws Influenced Driving**

Each year in Illinois, hundreds of people die needlessly as the result of drinking or drugged driving. Hundreds more are seriously injured or permanently disabled, and millions of dollars of property damage occur. Here are some things you should know about the consequences of drinking and driving in Illinois.

### **DUI Information for Adults**

#### **DUI Conviction Penalties**

First DUI conviction

- Minimum of one-year loss of full driving privileges.
- Possible imprisonment for up to one year.
- Maximum fine of \$1,000.

Second DUI Conviction

- Minimum five-year loss of full driving privileges for a second conviction in a 20-year period.

- Mandatory 48 hours in jail or 10 days community service for a second conviction in a five-year period.
- Possible imprisonment for up to one year.
- Maximum fine of \$1,000.

#### Third DUI Conviction - Class 4 felony

- Minimum ten-year loss of full driving privileges.
- Possible imprisonment for up to three years.
- Maximum fine of \$10,000.

### **Other Alcohol Offenses**

Felony DUI - Class 4 felony (following a crash resulting in great bodily harm or permanent disfigurement.)

- Loss of full driving privileges for a minimum of one year.
- Possible imprisonment for one to three years.
- Maximum fine of \$10,000.

#### Providing Alcohol to a Person Under Age 21

- Possible imprisonment for up to one year.
- Maximum fine of \$2,500.

#### Illegal Transportation of an Alcoholic Beverage

- Maximum fine of \$1,000.
- Point-assigned violation will be entered on driver's record.
- Driver's license suspension for a second conviction in a 12-month period.

#### Knowingly Permitting a Driver Under the Influence to Operate a Vehicle

- Possible imprisonment for up to one year.
- Maximum fine of \$2,500.

#### Summary Suspension

##### First Offense:

- A chemical test indicating a BAC of .08 or greater results in a mandatory three-month driver's license suspension.
- Refusal to submit to a chemical test(s) results in a six-month license suspension.

##### Subsequent Offenses:

- Refusal to submit to a chemical test(s), or test results indicating a BAC of .08 or greater, results in a mandatory 12 months driver's license suspension.

### **Teenage Drinking and Driving**

Drivers under age 21 represent 10% of licensed drivers but are involved in 17% of alcohol-related fatal crashes. If you are arrested for DUI you will be handcuffed and taken to jail. What will your parents say when you call home and tell them you are in jail? Illinois DUI laws for drivers under 21 years of age are tough and will affect your life for years—if you live that long. Crashes are a leading cause of death for teens. Nationally, six individuals between the ages of 15 - 20 die in motor vehicle crashes each day. About 2 in every 5 Americans will be involved in an alcohol-related crash at some time in their lives.

### **Legal Consequences of Underage Drinking and Driving**

#### First Underage 21 DUI Conviction

- Loss of full driving privileges for a minimum of 2 years.
- Possible imprisonment for up to 1 year.
- Maximum \$2,500 fine.

#### Second Underage 21 DUI Conviction

- Loss of full driving privileges for a minimum of 5 years or until age 21, whichever is longer.
- Mandatory 5 days in jail or 30 days community service if prior offense within 5 years.

- Possible imprisonment for up to 1 year.
- Maximum \$2,500 fine.

#### Third Underage 21 DUI Conviction - Class 4 Felony

- Loss of full driving privileges for a minimum of 10 years.
- Mandatory 10 days imprisonment or 60 days community service.
- Possible imprisonment for 1-3 years.
- Maximum \$25,000 fine if prior offense within 5 years.

#### **Aggravated DUI**

Class 4 Felony (Following a crash resulting in great bodily harm or permanent disfigurements)

- Loss of full driving privileges for a minimum of 1 year.
- Possible imprisonment for 1-12 years.
- Maximum fine of \$25,000.

#### **Underage Illegal Transportation of an Alcoholic Beverage**

- Maximum fine of \$1,000.
- Driver's license suspended for first conviction.
- Driver's license revoked for a second conviction.

#### **Summary Suspension**

- A chemical test indicating a blood alcohol concentration (BAC) of .08 or greater results in a 3-month driver's license suspension.
- Refusal to submit to a chemical test(s) results in a 6-month license suspension.
- For subsequent offenses, a chemical test indicating a BAC of .08 or greater results in a 12-month driver's license suspension.
- Refusal to submit to a chemical test(s) results in a 36-month driver's license suspension.

#### **Possession of Alcoholic Beverages**

It is illegal for any person under the age of 21 to have alcoholic beverages in their possession, whether open or unopened. Penalties include:

- A maximum of \$2,500 fine and up to one year in jail.

#### **Using a Fake Illinois Driver's License or ID Card**

The penalties for using false IDs are serious and could change your life forever.

- Obtaining a driver's license through false affidavit is punishable by 1-3 years in prison and a maximum \$25,000 fine.
- Allowing another person to use your identification documents to apply for a driver's license or ID card is punishable by 1-3 years in prison and a maximum \$25,000 fine.

#### **Zero Tolerance Law for Underage Drinking and Driving**

Zero tolerance is a state law that went into effect on January 1, 1995. The law provides for suspension of the driving privileges of any person under the age of 21 who drives after consuming alcohol. Like the name zero tolerance suggests, any trace of alcohol in a young person's system can result in a suspended driver's license. There are exceptions— minors who consume alcohol as part of a religious service or those who ingest a prescribed or recommended dosage of medicine containing alcohol.

#### **Penalties for Drinking and Driving**

The Zero Tolerance Law provides that minors can have their driving privileges suspended even if they're not intoxicated at the .08 level. The following table shows the length of time your driving privileges may be suspended under the Zero Tolerance Law (for BAC of .01 or greater) and DUI Laws (for BAC of .08 or greater). The loss of driving privileges is greater if you refuse to take a sobriety test.

**Under Zero Tolerance Law   /   Under DUI Laws**

		If Test Refused		If Test Refused
1st Violation	3 Months	6 Months	2 Years	2 Years
2nd Violation	1 Year	2 Years	Until age 21 or 5 years minimum	Until age 21 or 5 years minimum

### Effect on Your Driving Record

- Zero Tolerance (BAC of .01 or greater) – Except during suspension period, not on public driving record as long as there is no subsequent suspension.
  - DUI Conviction (BAC of .08 or greater) – Permanently on public driving record.
- Under certain conditions, you may be charged with DUI even though your BAC is below .08.

### How You Can Help Report Drunk Drivers

You can help by reporting suspected drunk drivers to your nearest State Police Headquarters. From your cellular telephone or citizens band radio, provide us with the following information:

- The location you are calling from.
- Time, location, direction of travel and a description of the suspected drunk driver.
- The make, color, and license plate number of the car.

### Blood Alcohol Content Table

This table shows the effects of alcohol on a normal person of a given body weight. Please do not take this table as a license to drink irresponsibly. Everyone is different, and alcohol affects each person in a slightly different way. Only you know your limits. Please drink within them.

One drink equals:

\* 1 oz. 86 proof Liquor, or

\* 3 oz. wine, or

\* 12 oz. Beer

Levels of Intoxication:

BAC less than .05% - Caution

BAC .05 to .079% - Driving Impaired

BAC .08% & up - **Presumed Under the Influence**

### Number of Drinks

Body Weight	1	2	3	4	5	6	7	8	9
100	0.032	0.065	0.097	0.129	0.162	0.194	0.226	0.258	0.291

120	0.027	0.054	0.081	0.108	0.135	0.161	0.188	0.215	0.242
140	0.023	0.046	0.069	0.092	0.115	0.138	0.161	0.184	0.207
160	0.020	0.040	0.060	0.080	0.101	0.121	0.141	0.161	0.181
180	0.018	0.036	0.054	0.072	0.090	0.108	0.126	0.144	0.162
200	0.016	0.032	0.048	0.064	0.080	0.097	0.113	0.129	0.145
220	0.015	0.029	0.044	0.058	0.073	0.088	0.102	0.117	0.131
240	0.014	0.027	0.040	0.053	0.067	0.081	0.095	0.108	0.121

This table shows the effects of alcohol within one hour on a normal person of a given body weight.

### How to Regain Federal Student Aid Eligibility

1. A student can regain eligibility for federal student aid funds the day after the period of ineligibility ends or upon having a conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale of illegal drugs or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.
2. A student may also regain eligibility upon successful completion of a qualified drug rehabilitation program that must:
  - Include the student passing at least two unannounced drug tests;
  - AND
  - Have received or is qualified to receive funds directly or indirectly under a federal, state or local government program, or
  - Be administered by a federal, state, or local government agency or court, or
  - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company, or
  - Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.
3. A student may further regain eligibility upon successful completion of two unannounced drug tests which are part of an approved rehab program (the student does not need to complete the rest of the program).

The student is responsible to certify that a rehabilitation program was successfully completed. As with the conviction question on the FAFSA, the School is not required to confirm the reported information unless conflicting information is determined.

### Convictions during Enrollment

Federal regulations require enrolled students convicted of a drug offense after receiving federal financial aid to notify Hair Professionals immediately. The student will then become ineligible for further federal financial aid and must repay federal financial aid received after the conviction.

## Helpful Phone Numbers:

### Alcohol

Alcohol Hotline

1-800-331-2900

Alcohol for Families of Alcoholics	1-800-344-2666
Alcohol & Drug Abuse Hotline	1-800-729-6686
Alcohol & Drug Helpline	1-800-821-4357
Depression/Alcohol & Drug Addiction Trauma Hotline	1-800-544-1177
Families Anonymous	1-800-736-9805
National Institute of Drug Abuse Hotline	1-800-622-2255
Be Sober Hotline	1-800-237-6237

### **Substance abuse**

Poison Control	1-800-876-4766
Cocaine Anonymous	1-800-347-8998
National Help Line for Substance Abuse	1-800-262-2463
National Institute on Drug Abuse Hotline	1-800-662-4357
Drug Abuse Information & Referral Line	1-800-662-HELP

## **Alcohol and Substance Abuse Treatment:**

Liana Bran  
 Director, Substance-Free Workplace  
 Illinois Hispanic Chamber of Commerce (IHCC)  
 312-425-9500

### **Institutional Sanctions for Alcohol and Drug Violations**

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

- Discipline will be based on the seriousness of the situation.
- A case may result in dismissal from the School.
- In all cases, the School will abide by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.
- Additional state penalties and sanctions may also apply.
- The School has adopted a zero-tolerance policy regarding underage drinking.
- Successful completion of an appropriate rehabilitation program by an individual confirmed to have been in violation of alcohol or drug policies and/or laws who has since sought admission or readmission to the school will be considered on a case-by-case basis.



## **Employee Sanctions**

As required by the Drug Free Workplace Act, any employee found to be in violation of the above prohibition shall be subject to (1) mandatory participation in drug abuse assistance or rehabilitation program as a condition of continued employment; and/or (2) disciplinary action, up to and including discharge or dismissal.

Furthermore, as a condition of continued employment, any employee who is convicted for a violation occurring in the workplace of any state or federal criminal statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance shall notify the Executive Director of Human Resources of the conviction no later than five (5) working days after such conviction. Failure to timely report such conviction shall subject an employee to disciplinary action, up to and including discharge. Any employee who is convicted as described above shall be subject to (1) participation in a drug abuse assistance or rehabilitation program as a condition of continued employment; and/or (2) disciplinary action, up to and including discharge.

## **Biennial Review of the Drug and Alcohol Abuse Prevention Program**

Schools are required to conduct a biennial review of their drug and alcohol abuse prevention program. This review must include a determination of the number of drug and alcohol-related violations and fatalities that occur on the institution's campus or as part of the institution's activities and the number and type of sanctions imposed by the institution as a result of drug and alcohol-related violations and fatalities that occur on the institution's campus or as part of the institution's activities.

The term "campus" is defined in the same manner as it is defined for campus safety reporting purposes. That is, the term campus encompasses any building or property owned or controlled by the school within a reasonably contiguous geographic area used in direct support of the school's educational purposes or used by students and supporting institutional purposes.

The effectiveness of Hair Professionals prevention program is, in part, also measured by tracking the number of drug and alcohol-related

- disciplinary actions,
- treatment referrals, and
- incidents recorded by campus officials.

Additionally, to assist in the determination of the effectiveness of Hair Professionals prevention program, the school considers, if and when the school is made aware, the number of students or employees attending self-help or other counseling groups related to alcohol or drug abuse. The school also conducts a survey to ascertain student, faculty, and employee attitudes and perceptions about whether there is a drug and alcohol problem on campus.

With the results gathered from the various points of information described above, the school writes its report giving the results of the biennial review and its determination of whether the program is being effective or must be modified. The school keeps the biennial review on file in case of a possible audit. Schools are not required to send their review to the U.S. Department of Education unless requested to do so. Hair Professionals conducts its biennial review every other year (even). The report from the review and documents related to it are retained for three years after the fiscal year in which the report was created.