

**UNIVERSITY OF SPA & COSMETOLOGY ARTS/
UNIVERSITY OF SPA & MASSAGE THERAPY
(USCA/USMT)
DISCLOSURE OF CAMPUS SECURITY POLICY
AND CAMPUS CRIME STATISTICS ACT**

August 23, 2017

USCA's Director of Admissions & Financial Aid, Amy Pruitt, prepares this report annually in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Included in the crime statistics are any campus reports of criminal offenses, hate crimes and arrests or referrals for disciplinary action.

(1) This annual security report and the Crime Statistics Table are distributed to all enrolling students in the Orientation book that they receive prior to starting school. In addition, this is posted year-round in the student break room along with the Crime Statistics Table.

(A) A statement of current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institution's response to such reports.

"USCA/USMT's procedure for reporting criminal actions or other emergencies is as follows: We encourage students, faculty and customers to promptly report any emergency and criminal activity in an accurate and timely manner to the appropriate law enforcement agency. In addition to calling 911, criminal actions or other emergencies should be reported to the nearest instructor and also to the School Director of Admissions & Financial Aid, Amy Pruitt, or the School Owner, Gail Lorenzini, as soon as possible. The Director and/or Owner will immediately confirm that the appropriate medical or police back up has been contacted by contacting 911 themselves, should the situation be deemed to warrant that call."

(B) A statement of current policies concerning security and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.

"USCA/USMT's policy regarding security and access to the school campus is as follows: The school building is the only facility that is regarded as "campus". No housing is included. There are no off-campus locations. The school building is open during regular hours for classes, and shortly before and after to accommodate student's arrival and departure. At any other time, the building is to be locked, and accessible only to faculty and janitors who have keys. School ownership arranges for subcontractors to replace lights, pick up debris, etc., as necessary and during normal school hours."

(C) A statement of current policies concerning campus law enforcement, including—

(i) the law enforcement authority of campus security personnel;

(ii) the working relationship of campus security personnel with State and local law enforcement agencies, including whether the institution has agreements with such agencies, such as written memoranda of understanding, for the investigation of alleged criminal offenses; and

(iii) policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies, when the victim of such crime elects or is unable to make such a report.

"USCA/USMT's policy regarding campus law enforcement is: The campus does not have its own hired law enforcement or any agreements with local law enforcement. USCA/USMT uses city, county and state law enforcement personnel if and when an emergency arises. We encourage students, faculty and customers to promptly report any emergency and criminal activity in an accurate and timely manner to the appropriate law enforcement agency."

(D) A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

"USCA/USMT publishes this annual security report and the Crime Statistics Table and distributes it to all enrolling students in the Orientation book that they receive. In addition, this report is posted year-round in the student break room along with the Crime Statistics Table. USCA/USMT has an annual emergency preparedness drill in October in addition to an annual presentation on personal safety to educate students and staff about security awareness, crime prevention and sexual assault programs."

(E) A description of programs designed to inform students and employees about the prevention of crimes.

"USCA/USMT has an annual emergency preparedness drill in October in addition to an annual presentation on personal safety to educate students and staff about security awareness, crime prevention and sexual assault programs. We inform students at Orientation that they are advised to use the lockers the school provides to secure their personal belonging or purchase locks for their bags if they choose to leave those around the campus unattended. Finally, the school has pamphlets in our restrooms year-round that list agencies and sources of help."

(F) Statistics concerning the occurrence on campus, in or on noncampus buildings or property, and on public property during the most recent calendar year, and during the 2 preceding calendar years for which data are available--

(i) of the following criminal offenses reported to campus security authorities or local police agencies:

(I) murder;

(II) sex offenses, forcible or nonforcible;

(III) robbery;

(IV) aggravated assault;

(V) burglary;

(VI) motor vehicle theft;

(VII) manslaughter;

(VIII) arson;

(IX) arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession; and

(ii) of the crimes described in subclauses (I) through (VIII) of clause (i), of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and of other crimes involving bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim that are reported to campus security authorities or local police agencies, which data shall be collected and reported according to category of prejudice; and

(iii) of domestic violence, dating violence, and stalking incidents that were reported to campus security authorities or local police agencies.

"USCA/USMT publishes the annual Crime Statistics Table (attached) responding to each item listed in Section (F)."

(G) A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations which are recognized by the institution and that are engaged in by students attending the institution, including those student organizations with off-campus housing facilities.

"USCA/USMT has no off-campus student organizations or housing."

(H) A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of State underage drinking laws and a statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws and a description of any drug or alcohol abuse education programs as required under section 120 of this Act.

"The policy for the possession, use and sale of alcoholic beverages and illegal drugs is as follows: USCA/USMT strictly prohibits the use and sale of alcoholic beverages and illegal drugs on its campus. USCA/USMT offers pamphlets on agencies that can help those addicted to alcohol or illegal drugs."

(I) A statement advising the campus community where law enforcement agency information provided by a State under section 170101(j) of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071(j)), concerning registered sex offenders may be obtained, such as the law enforcement office of the institution, a local law enforcement agency with jurisdiction for the campus, or a computer network address.

"The campus community may receive registered sex offender information by going to <http://www.isp.state.il.us/sor/>"

(J) A statement of current campus policies regarding immediate emergency response and evacuation procedures, including the use of electronic and cellular communication (if appropriate), which policies shall include procedures to-

(i) immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, as defined in paragraph (6), unless issuing a notification will compromise efforts to contain the emergency;

(ii) publicize emergency response and evacuation procedures on an annual basis in a manner designed to reach students and staff; and

(iii) test emergency response and evacuation procedures on an annual basis.

"USCA/USMT will immediately contact Emergency 911 on campus phones (or cell phones if campus phones are not functioning) and will follow 911 advise regarding the emergency. We will notify the campus community of an emergency by way of the intercom system. In the event the intercom system isn't functioning, Admissions Staff will walk through the campus, notifying teachers and students of the emergency. This institution will, without delay, and taking into account the health and safety of the community determine the content of the notification and initiate this notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. We will direct students and employees to safety. Amy Pruitt, Director of Admissions and Financial Aid, and Gail Lorenzini, School Owner, will be notified in addition to the police department. The procedure for disseminating emergency information to the larger community will be for the school owner, Gail Lorenzini, to communicate this information to police and based on their recommendation, to other agencies and media outlets as well. In addition to publishing this disclosure document, the school will also post several multi-colored pamphlets throughout the school stating specific required responses for each type of emergency. The school will test emergency response and evacuation procedures annually and document a description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced.

Reports should be made to:

2913 West White Oaks Drive, main floor

Director's office or Business office

Phone 217-753-8990

(2) Nothing in this subsection shall be construed to authorize the Secretary to require particular policies, procedures, or practices by institutions of higher education with respect to campus crimes or campus security.

(3) Each institution participating in any program under this title, other than a foreign institution of higher education, shall make timely reports to the campus community on crimes considered to be a threat to other students and employees described in paragraph (1)(F) that are reported to campus security or local law police agencies. Such reports shall be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

"The procedure for making timely warning reports to members of the campus is as follows: Should there be a perceived threat, a memo will be issued by the Director of Admissions & Financial Aid and posted on the student bulletin boards and in the teacher's lounge."

(4) (A) Each institution participating in any program under this title, other than a foreign institution of higher education, that

maintains a police or security department of any kind shall make, keep, and maintain a daily log, written in a form that can be easily understood, recording all crimes reported to such police or security department, including--

- (i) the nature, date, time, and general location of each crime; and
- (ii) the disposition of the complaint, if known.

["USCA/USMT does not maintain a police or security department."](#)

(B) (i) All entries that are required pursuant to this paragraph shall, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim, be open to public inspection within two business days of the initial report being made to the department or a campus security authority.

["USCA/USMT does not maintain a police or security department."](#)

(ii) If new information about an entry into a log becomes available to a police or security department, then the new information shall be recorded in the log not later than two business days after the information becomes available to the police or security department.

(iii) If there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until that damage is no longer likely to occur from the release of such information.

["USCA/USMT does not maintain a police or security department."](#)

(5) On an annual basis, each institution participating in any program under this title, other than a foreign institution of higher education, shall submit to the Secretary a copy of the statistics required to be made available under paragraph (1)(F). The Secretary shall--

(A) review such statistics and report to the authorizing committees on campus crime statistics by September 1, 2000;

["USCA/USMT will collect statistics regarding campus crime beginning September 1st, 2000, and available for review by September 1st, 2001, and every August 1st thereafter, according to regulations."](#)

(B) make copies of the statistics submitted to the Secretary available to the public;

["USCA/USMT posts campus crime statistics annually in the break room for all students and staff to see and publishes these on the Clery Act website as well."](#) and

(C) in coordination with representatives of institutions of higher education, identify exemplary campus security policies, procedures, and practices and disseminate information concerning those policies, procedures, and practices that have proven effective in the reduction of campus crime.

[Campus Safety Statistics: Statistics concerning the occurrence on campus of the following criminal offenses, reported to local police agencies and any school official that has significant responsibilities for student and campus activities: \(i\) \(I\) murder; \(II\) sex offenses, forcible or nonforcible; \(III\) robbery; \(IV\) aggravated assault; \(V\) burglary; \(VI\) motor vehicle theft; \(VII\) manslaughter; \(VIII\) arson; and \(IX\) arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession; and \(ii\) of the crimes described in subclauses \(I\) through \(VIII\) of clause \(i\), of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and of other crimes involving bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim that are reported to campus security authorities or local police agencies, which data shall be collected and reported according to category of prejudice.](#)

["None of the above have occurred or been reported for the period of January 1st, 2016, to December 31st, 2016."](#)

(6) (A) In this subsection:

(i) The term "dating violence", "domestic violence", and "stalking" have the meaning given such terms in section 40002(a) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)).

(ii) The term "campus" means--

(I) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

(II) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

(iii) The term "noncampus building or property" means--

(I) any building or property owned or controlled by a student organization recognized by the institution; and

(II) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

(iv) The term "public property" means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

(v) The term "sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

(B) In cases where branch campuses of an institution of higher education, schools within an institution of higher education, or administrative divisions within an institution are not within a reasonably contiguous geographic area, such entities shall be considered separate campuses for purposes of the reporting requirements of this section.

(7) The statistics described in clauses (i) and (ii) of paragraph (1)(F) shall be compiled in accordance with the definitions used in the uniform crime reporting system of the Department of Justice, Federal Bureau of Investigation, and the modifications in such definitions as implemented pursuant to the Hate Crime Statistics Act. For the offenses of domestic violence, dating violence, and stalking, such statistics shall be compiled in accordance with the definitions used in section 40002(a) of the Violence Against Women

Act of 1994 (42 U.S.C. 13925(a)). Such statistics shall not identify victims of crimes or persons accused of crimes.

(8) (A) Each institution of higher education participating in any program under this title and Title IV of the Economic Opportunity Act of 1964, other than a foreign institution of higher education, shall develop and distribute as part of the report described in paragraph (1) a statement of policy regarding--

- (i) such institution's programs, to prevent domestic violence, dating violence, sexual assault, and stalking; and
- (ii) the procedures that such institution will follow once an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard evidence that will be used during any institutional conduct proceeding arising from such a report.

(B) The policy described in subparagraph (A) shall address the following areas:

(i) Education programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, which include--

(I) primary prevention and awareness programs for all incoming students and new employees, which shall include--

- (aa) a statement that the institution of higher education prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking;
 - (bb) the definition of domestic violence, dating violence, sexual assault, and stalking in the applicable jurisdiction;
 - (cc) the definition of consent, in reference to sexual activity, in the applicable jurisdiction;
 - (dd) safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual;
 - (ee) information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks; and
 - (ff) the information describe in clauses (ii) through (vii); and
- (II) ongoing prevention and awareness campaigns for students and faculty, including information described in items (aa) through (ff) of sub clause (I).

(ii) Possible sanctions or protective measures that such institution may impose following a final determination of an institutional disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking.

(iii) Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, including information in writing about --

- (I) the importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order;
- (II) to whom the alleged offense should be reported;
- (III) options regarding law enforcement and campus authorities, including notification of the victim's option to--
 - (aa) notify proper law enforcement and campus authorities, including notification of the victim's option to
 - (bb) be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
 - (cc) decline to notify such authorities; and
- (III) where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

(iv) Procedures for institutional disciplinary action in cases of alleged domestic violence, dating violence, sexual assault, or stalking, which shall include a clear statement that--

(I) such proceedings shall --

- (aa) provide a prompt, fair, and impartial investigation and resolution; and
- (bb) be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assaults, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

(II) the accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice; and

(III) both the accuser and the accused shall be simultaneously informed, in writing, of --

- (aa) the outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking;
- (bb) the institution's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding;
- (cc) of any change to the results that occurs prior to the time that such results become final; and
- (dd) when such results become final.

(v) Information about how the institution will protect the confidentiality of victims, including how publicly-available record keeping will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by law.

(vi) Written notification of students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community.

(vii) Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

(C) A student or employee who reports to an institution of higher education that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the student or employee's rights and options, as described in clauses (ii) through (vii) of subparagraph (B).

["USCA/USMT's policy for Sexual Assault Programs to prevent sex offenses and procedures to follow when a sex offense occurs is as](#)

follows: USCA/USMT annually hires professionals to come onto campus and educate students and staff about security awareness, crime prevention and sexual assault prevention. USCA/USMT also provides pamphlets of agencies that can assist a victim after an offense has occurred. Incidents should be reported to the School Director of Admissions & Financial Aid, Amy Pruitt, or the Title IX Coordinator, Instructor, Carolyn Black, as soon as possible. Reports should be made to:

2913 West White Oaks Drive, main floor
Director's office or Business office
Phone 217-753-8990

Upon notification of an incident, USCA/USMT's immediate response will be to call the appropriate medical or police agency, as has been determined to be needed. We will inform the victim to wait for medical or police personnel to arrive to preserve any evidence. Both the accuser and accused will be notified of the option to contact local law enforcement as well as be notified of options for counseling and changes in academic situations after the incident. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary hearing and both will be informed as to the outcome of any institutional disciplinary hearing. The opportunity to present witnesses and other evidence will be given. USCA/USMT will inform the student(s) involved of the status of the investigation on a periodic basis. The school will make a determination promptly, but no later than seven business days from the incident. An opportunity for appeal of the findings will be allowed. Any physical contact by a student to another student or staff that results in a complaint being filed with school management will be grounds for suspension from school for one week. USCA/USMT will make sure the harassed student(s) know how to report any subsequent problems and make follow-up inquiries to see if there have been any new incidents or any retaliation. A repeat of a similar incident, or any retaliation or intimidation will result in expulsion. USCA/USMT may also terminate a staff member's employment if they are a party to the incident."

(9) The Secretary, in consultation with the Attorney General of the United States, shall provide technical assistance in complying with the provisions of this section to an institution of higher education who requests such assistance.

(10) Nothing in this section shall be construed to require the reporting or disclosure of privileged information.

(11) The Secretary shall report to the appropriate committees of Congress each institution of higher education that the Secretary determines is not in compliance with the reporting requirements of this subsection.

(12) For purposes of reporting the statistics with respect to crimes described in paragraph (1)(F), an institution of higher education shall distinguish, by means of separate categories, any criminal offenses that occur--

(A) on campus;

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

(C) on public property; and

(D) in dormitories or other residential facilities for students on campus.

"USCA/USMT provides this information as part of the annual Crime Statistics Table."

(13) Upon a determination pursuant to section 487(c)(3)(B) [20 USCS § 1094(c)(3)(B)] that an institution of higher education has substantially misrepresented the number, location, or nature of the crimes required to be reported under this subsection, the Secretary shall impose a civil penalty upon the institution in the same amount and pursuant to the same procedures as a civil penalty is imposed under section 487(c)(3)(B) [20 USCS § 1094(c)(3)(B)].

(14) (A) Nothing in this subsection may be construed to--

(i) create a cause of action against any institution of higher education or any employee of such an institution for any civil liability; or

(ii) establish any standard of care.

(B) Notwithstanding any other provision of law, evidence regarding compliance or noncompliance with this subsection shall not be admissible as evidence in any proceeding of any court, agency, board, or other entity, except with respect to an action to enforce this subsection.

(15) The Secretary shall annually report to the authorizing committees regarding compliance with this subsection by institutions of higher education, including an up-to-date report on the Secretary's monitoring of such compliance.

(16)(A) The Secretary shall seek the advice and counsel of the Attorney General of the United States concerning the development, and dissemination to institutions of higher education, of best practices information about campus safety and emergencies.

(B) The Secretary shall seek the advice and counsel of the Attorney General of the United States and the Secretary of Health and Human Services concerning the development, and dissemination to institutions of higher education, of best practices information about preventing and responding to incidents of domestic violence, dating violence, sexual assault, and stalking, including elements of institutional policies that have proven successful based on evidence-based outcome measurements.

(17) No officer, employee, or agent of an institution, participating in any program under this title to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of this subsection.

(18) This subsection may be cited as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act".