



Campus Security and Fire Safety Compliance Report

Published Fall 2023

This annual campus security and fire safety compliance report includes information on crime reporting policies and procedures, timely warnings and campus safety alerts, security policy statements, crime statistics, crime awareness and prevention programs, emergency response and notification protocols and fire safety information at Naperville Skin Institute.

This report is being sent to all students, faculty and staff in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as well as the Student Right to Know Act, Violence Against Women Act, Drug-Free Schools and Communities Act, Higher Education Opportunity Act, Title IX, Illinois Preventing Sexual Violence in Higher Education Act, and Illinois Abused and Neglected Child Reporting Act.



Emergency:

In case of an emergency, alert information will be available on:

- ***Your Naperville Skin Institute email account***
- ***Campus Alert, the emergency notification system***

Emergency Phone Numbers

Fire and Police Emergency Services

9-1-1

Emergency Services

(630) 420-6666

Police (Non-Emergency)

(630) 420-6142

Fire (Non-Emergency)

(815) 786-7266

Naperville Skin Institute Campus Office

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Introduction

The Naperville Skin Institute 2023 Campus Crime and Fire Safety Report is published in compliance with:

• Student Right to Know Act • Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act • Drug-Free Schools and Communities Act • Higher Education Opportunity Act • Title IX • Illinois Abused and Neglected Child Reporting Act • Illinois Firearm Concealed Carry Act • Illinois Compassionate Use of Medical Marijuana Cannabis Pilot Program Act • Violence Against Women Act
The Crime Statistics reported in this report are for the years 2020-2022 for campus Clery Geography.

This report includes statistics for the previous three years concerning reported crimes that occurred on campus, and on any public property within, or immediately adjacent to, and accessible from the campus.

This report is prepared to provide updated information and programs in coordination with the *Clery Act and Title IX*. As of September 2023, the final regulations as amended in 2020 remain in effect. The new regulations are anticipated in October 2023, and this report will be updated to include the new regulations as soon as they are published. However the updated statistics have been updated for the 2022 year end.

Annual Reports

Statistics are compiled on a calendar year basis and are available to the Student and Staff community and the general public.

Campus crime, arrest and referral statistics include those reported to the designated campus safety team members as well as those reports submitted anonymously.

The report also includes institutional policies concerning campus security, fire safety, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

Employees and current students are emailed a copy of the current report, which may be obtained at the Naperville Skin Institute website at www.gskinbeautvinstitute.edu. Prospective employees and students are notified of the availability of the report.

The Institution is not required to maintain a daily crime and fire log.

Statement of Policy: Title IX Training Program

Campus Managers, Administrative Assistants, and all Teaching Staff are trained annually in prevention of dating violence, domestic violence, sexual assault and stalking. Once a year they are provided with an updated Campus Security and Fire Safety Compliance Report, and they are also trained in their roles as a Campus Security Authority.

- **Student Training:** In addition to annual staff training, an ongoing prevention program is also provided to each new class of students when starting their programs, and each new employee when hired, and who is available to help them should any incident happen to them.
- The program consists of: the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, it encourages safe bystander intervention, and seeks to change behavior and social norms in a healthy and safe direction.
- Also covered is the definition of Title IX and what constitutes sexual violence under the school's policies, reporting options, and timeframes for reporting.
- The school's grievance policy procedures and the disciplinary code related to sexual misconduct and the consequences of violating those provisions.
- The role drugs and alcohol play in sexual violence incidents
- How to report sexual violence / Bystander Intervention
- Whom can they report to on campus

- **Confidentiality**

Sexual Harassment Awareness and Prevention

In addition to the programs administered, printed information and videos concerning sexual harassment awareness, education, resources, and victim assistance is also available upon request. New videos and information is updated on a regular basis on the google classroom site titled Required.

Campus Safety and Crime Prevention Measures

Proactive approaches to crime prevention and campus safety include:

- Responsible Employees Training yearly
- Staff and students are trained yearly in Active Shooter/hostile intruder training
- Students are encouraged to leave the building in the evenings with a friend

Sexual Assault Prevention

Sexual assault awareness, education, and prevention presentations are made each year to members of the staff and to the student body. Updated presentations are made available to all new staff and students on an ongoing basis on our Google Classroom Site, entitled Required.

Crime Reporting Policies and Procedures

All staff and students of the Institute should report all emergencies to the village police department by calling 911. Incidents that occur that do not require immediate police protection should be reported to one of the Campus Security Team members on the campus in a timely manner.

- Reports involving students are forwarded to the Manager of the campus. The Manager will handle incidents when appropriate, and report the incident to the Title IX Coordinator. Incidents will be investigated in a timely manner,
- Title IX Coordinator will reach out to the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without filing of a formal complaint and then explain the process for filing a formal complaint.
- The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- The Title IX Coordinator is responsible for offering ongoing assistance on-off campus such as counseling, advocacy and support.

Filing a Formal Complaint

There is no time limit of a complainant's decision to file a formal complaint, (at the time of the formal complaint the complainant must be participating in the school's education program)

The complainant must file a written document requesting an investigation.

Record Keeping

The school must maintain the records for a period of 7 years including records of any actions, any supportive measures, taken in response to a report or formal complaint of sexual harassment.

Accessible Reporting to Title IX Coordinator

In order to make reporting accessible to the entire school population, we have put together a Campus Security Team that includes the responsible employees, that makes reporting to any person in the school a more personal experience and less threatening. That person will make sure it gets to the Title IX Coordinator so it can be dealt with in a timely manner. The Title IX Coordinator's contact information is made available to all students on the website, in the catalog and in the Orientation handout. The school responds promptly. G Skin & Beauty Institute's Title IX Coordinator is Beth Wilson, 129

Commercial Drive # 3 Yorkville, Illinois 60560. Her email is beth@gbeautyschool.com and her phone number is 815-786-7276.

Campus Security Team (Title IX Coordinator, General Manager, Campus Manager, or any person designated by the Recipient)

Recognizing that many crimes (especially those involving sexual misconduct) are not reported to the police, the Clery Act requires schools to collect data about crimes on and around their campuses from a wide variety of sources, referred to as Campus Security Team members. Any member of a school's faculty or staff with "significant responsibility for student and campus activities" is considered a part of the Security Team, and has duties under the Act. This includes all staff at the school, teachers, manager and secretary. Students also have email access to the Title IX Coordinator at beth.wilson@gbeautyschool.com

The Act defines the last category of Security broadly to ensure complete coverage and thorough reporting of crimes. While members should be identified by function rather than title, this category typically includes General Managers, Campus Managers, and Administrative Assistants. Because of the size of our Campus, the teaching staff has also been included as Campus Security Team Members.

Campus Security Team

The Clery Act defines four categories of Campus Security Teams:

- Police
- Non-police security staff responsible for monitoring the Institution property
- People or offices designated by school policy as those to whom or which crimes should be reported; and officials with significant responsibility for students and campus activities. (General Managers, Campus Managers, Administrative Assistants and any person whom the recipient designates)
- The Title IX and Clery Act Coordinator has developed a list of investigators, decision makers and any person or persons designated by the recipient, for the 2020-2021 school year.

Definition of Sexual Harassment for Title IX purposes

Sexual Harassment broadly includes three types of misconduct on the basis of sex, all of which jeopardize the equal access to education that Title IX is designed to protect: Any instance of *quid pro quo* harassment by a school's employee; any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; any instance of sexual assault (as defined in the Clery Act) dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Anonymous Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the Institute's disciplinary action team, you may still want to consider making an anonymous report. With your permission, the Campus Manager can file a report on the details of the incident without revealing your identity. The anonymous report allows the Institution to maintain compliance with the applicable Federal Regulations, as well as aid in the future safety of yourself and others. With such information, the Institution can keep an accurate record of the number of incidents involving students, determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the Institute's community to potential danger. Reports filed in this manner are counted and disclosed in the Institution's Annual Security Report.

Emergency Notification and Timely Warning Notification

Naperville Skin Institute has an emergency notification system in place to provide timely information and direction to students, faculty and staff in the event of a threatening circumstance placing persons on campus in harm's way. This system is only used for urgent messages.

The Institute issues two types of notifications in compliance with the Higher Education Opportunity Act (HEOA) of 2008. These two types of notifications are 1) Emergency Notifications and 2) Timely Warning Notices.

- 1. An emergency notification is triggered by an event that is currently occurring on or imminently threatening the campus. Should a situation arise in which there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of the school's community, the Executive Office will initiate an emergency notification to the community through the Emergency Notification System.**

Examples of such notification are:

- **Severe Weather**
- **Active shooter/hostile intruder**
- **Fire**
- **Tornado**

- 2. A timely warning is when a Clery Act reportable crime has occurred and represents an ongoing threat to the Institute's community. Should this situation occur, the Executive Office will provide notification through email and/or text message.**

Examples of such notification are:

- **Motor vehicle theft**
- **Burglary**
- **Series of thefts on Campus**
- **Sexual Harassment**
- **Stalking**

The Campus manager in conjunction with the school's President will confirm that an emergency exists or that a Clery reportable crime has occurred. Confirmation means that an institution official has verified that a legitimate emergency or dangerous situation exists. Confirmation doesn't necessarily mean that all of the pertinent details are known or even available.

The Emergency Alert System uses a wide range of methods to communicate with the campus community regarding either the Emergency Notification or the Timely Warning Notification. Currently, The Institute uses text messages and email notifications. The Institution Official determining whether to issue an emergency notification may or may not use all of these communication methods. When issuing a Timely Warning typically only an email will be used to communicate to the campus community.

These are the people who can Issue an emergency notification:

- **President of the School**
- **Vice President of the School**
- **General Manager of the School**

Anyone with information warranting an emergency notification or timely warning should report the circumstance to the Campus Manager or the Campus Administrative Assistant. A report that is filed five days after the date of the alleged incident may not allow the Administration to post a Timely Warning to the community. This type of situation or incident is evaluated on a case by case basis.

School wide testing of the emergency notification system will occur once a year. Other efforts to alert the Institution's community on a timely basis about campus crimes and related issues include:

Daily Crime And Fire Log

Is not mandatory at this location.

Registering for the Emergency Notification System

All students are registered for the Emergency Alert System on the day of Enrollment. And all new employees are registered upon hire.

Working Relationship with Local Police Departments

The Institute maintains a working relationship with the City of Naperville Police Department.

Encouragement of Prompt Reporting of Crimes or Emergencies / Bystander Intervention

Naperville Skin Institute's student body is encouraged to report crimes, emergencies, and safety concerns by an Open Door Policy of the Administrative Assistant. Students need to report the name, location, and a brief description of the emergency. They may report the concern by emailing : gconcerns@gsbeautyschool.com and giving as many details of the event as possible. Students are encouraged to give their contact information so the Title IX Administrator can investigate the situation and make the determination that a safety concern exists. This will initiate an Emergency Notification or a Timely Warning. The student may also reach out to any staff member who will notify the TitleIX Coordinator immediately.

Victims of sexual assault or persons who have information regarding a sexual assault are strongly encouraged to report the incident to one of the school's Security Team members or the campus manager. It is the policy of the Institute to assist in the investigation of all sexual assault complaints with sensitivity, compassion, patience, and respect for the victim. All information and reports of sexual abuse are kept strictly confidential. Victims of sexual assault are not required to file criminal charges or seek judicial actions through the village police department, however they are encouraged to report the assault and partake of medical and social services.

What to do In the Event of Sexual Assault/Harassment

If you are the victim of sexual harassment, go to a safe place and call 911 for emergency help. If you need help and support, you may go to any Campus Security Team member for help. They can assist you in seeking medical attention, and in contacting a support person, counselor, or a rape crisis representative from RAINN, Rape, Abuse & Incest National Abuse Network.

- **(800) 656-4673**

It is very important to:

- **Avoid the urge to bathe, shower or douche**
- **Avoid changing, cleaning, washing, or destroying clothing and/or bedding that was used at the time of the assault.**
- **Seek medical attention. This is a 48 hour time frame in which forensic evidence can be gathered. If you choose to file charges, any evidence taken at this time will be vital.**

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Options Following a Sexual Assault/Harassment

The Staff of G Skin & Beauty Institute is open to helping in any way that they can to assure that the student is able to complete their education. Upon notification, the Title IX Coordinator will promptly contact the complainant to discuss: the availability of supportive measures, with or without the filing of a formal complaint. They will also discuss the process for filing a formal complaint, and will always consider the complainants wishes with respect to supportive measures. If the student does file a formal complaint, and the sexual harassment occurred during or at the school's program or activity, the school will respond appropriately.

Supportive Measures Offered To the Complainant:

- Counseling
- Extension of deadlines or other course related adjustments
- Modifications of class schedules
- Mutual restrictions on contact between parties
- Increased security and monitoring of the campus
- Will provide resources for immediate and on-going assistance
- If the complainant requests an investigation, a formal complaint must be filed

The Title IX Coordinator is responsible for coordinating the implementation of the supportive measures, making sure all measures are supportive and not punitive.

Call 911 for an Immediate Emergency.

Then report to the Campus Manager or Administrative Assistant or any Security Team Member.

Medical Emergencies

Call 911 for injury or health related situations that are Life Threatening.

Fire

In case of a fire in the building Call 911 and report it to the nearest Security Team Member

Help Lines and Other Resources

Alcoholics Anonymous	(630) 859-2444
Breaking Free	(630) 897-1003
CDC Information (Centers for Disease Control)	(800) 232-4636
Community Crisis Center	(847) 697-2380
Crisis Line of the Fox Valley	(630) 966-9393
DCFS Abuse Line	(800)-252-2873
Depression Hotline	(630) 482-9696
Family Shelter Services (Domestic Abuse Shelter).	(630) 469-5650
Federal Treatment Referrals	800-662-HELP
Gateway Foundation, Inc., Aurora	(877) 321-7326
Illinois Domestic Violence Helpline	(877) 863-6338
Kane County Health Department	(630) 208-3801
Kendall County Health Department	(630) 553-9100
LGBTQ Violence Resource Line	(773) 871-CARE
Mutual Ground Domestic Violence Hotline	(630) 897-0080
Sexual Assault Hotline	(630) 897-8383
National Crisis Help Line	800-SUICIDE (800) 784-2433
National Domestic Violence Hotline	(800) 799-7233
Open Door Health Center	(630) 264-1819
Planned Parenthood, Aurora	(630) 585-0500
Presence Mercy Medical Center Behavioral Health	(630) 801-2657
Addiction Counseling	(847) 742-3545
Suicide Prevention Lifeline	(800) 273-TALK
TriCity Family Services	(630) 232-1070
Veterans Crisis Line	(800) 784-2433

Naperville Skin Institute - Policy on Alcohol and Other Drugs

The abuse of alcohol and drugs by any staff member or student enrolled at the Institute is incompatible with the goals of an academic Institution. In accordance with our Policy, any person found to be in possession of, or having consumed alcohol and is on the Naperville Campus will be disciplined. In compliance with State of Illinois law, if a person is under age 21, the local authorities will be notified.

Alcohol consumption, even in low doses, significantly impairs the judgment and coordination required to perform the practical aspects of the student's education. Low to moderate doses of alcohol also increases the incidence of aggressive behavior. Moderate to high doses of alcohol cause marked impairment in higher mental function. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described. Repeated use can lead to dependence. Pregnant women who drink alcohol may give birth to infants with fetal alcohol syndrome.

Other Drugs

State law, as well as the Institute policy prohibits the medically unsupervised use, possession, sale, manufacture or distribution of any narcotic or controlled substance.

Tobacco (Nicotine)

Some 30 percent of cancer deaths (130,000 per year) are linked to smoking. Chronic obstructive lung diseases such as emphysema are 10 times more likely to occur among smokers than nonsmokers. Smoking during pregnancy also poses serious risks such as spontaneous abortion, preterm birth, low birth weights, and fetal and infant deaths.

Designer Drugs

To circumvent legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce designer drugs. Many of the so-called designer drugs are related to amphetamines (MDMA,X) These substances can produce a severe neurochemical change to the brain. Narcotic type drugs (china white) can cause Parkinson's disease-like symptoms (uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage). Amphetamine and methamphetamine type substances cause nausea, blurred vision, chills or sweating and faintness. Psychological effects include anxiety, depression and paranoia. Designer phencyclidine causes illusions, hallucinations and impaired perception.

Narcotics

Narcotics initially produce feelings of euphoria followed by drowsiness, nausea and vomiting. Users may experience constricted pupils, watery eyes and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms.

Cocaine

The use of cocaine can cause death by cardiac arrest or respiratory failure. Immediate effects include dilated pupils, elevated blood pressure, heart rate, respiratory rate and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Cocaine can produce psychological dependence; a feeling that the user cannot function without the drug. Crack or freebase rock is extremely addictive, and physical effects include dilated pupils, increased pulse rate, elevated blood blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

Marijuana (Cannabis)

Use of cannabis may impair or reduce short-term memory and comprehension, alter one's sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Motivation and cognition may be altered, making the acquisition of new information difficult.

Marijuana can also produce paranoia and psychosis and is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer causing agents than tobacco smoke.

Anabolic Steroids

Steroid users subject themselves to more than 70 possible side effects ranging in severity from liver cancer to acne, and include psychological, as well as physical reactions. The liver, cardiovascular and reproductive systems are most seriously affected by steroid use. In males, use can cause sterility and impotence. In females, irreversible masculine traits can develop along with sterility. Psychological effects include very aggressive behavior known as “roid rage” and depression.

Hallucinogens

LSD, mescaline and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. The users may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased. Users of PCP report persistent memory problems and speech difficulties, depression, anxiety and often violent behavior patterns.

Depressants

The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness, relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait and altered perception. Large doses can cause respiratory depression, coma, and death. The combination of depressants can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence.

Alcohol and Drug Resources

Below are alcohol and drug abuse resources available off campus.

www.alcoholicsanonymous.com

www.narcoticsanonymous.com

www.cocaineanonymous.com

www.crystalmethanonymous.com

www.marijuanaanonymous.com

www.smartrecovery.org

www.thewatershed.com/illinois.com

(888) 602-6277

www.freedomdrugrehab.com

(877) 75101797

24/7 Helpline (877) 751-1797

Weapons

Illinois prohibits the knowing possession or carrying of any firearm on or about the person in any community college, college, or university, on the person or in a vehicle on the real property comprising any such school, in any conveyance owned, leased or contracted by a school to transport students to or from school or a school-related activity, or on the person or in a vehicle on any public way within 1,000 feet of the real property comprising such a school. This prohibition is subject to several exceptions, including possession for use in training courses, parades, hunting, target shooting on school ranges, or otherwise with the consent of school authorities. The possession of a firearm by a FOID card holder is allowed in any vehicle or concealed on or about the person when transported: 1) broken down in a

non-functioning state; 2) not immediately accessible; or 3) unloaded and enclosed in a case, firearm carrying box, shipping box, or other container.

Illinois prohibits any person age 18 or older from selling, giving or delivering any firearm to any person under age 18 in any community college, college or university, or on the real property comprising any such school.

In Illinois, a school board must expel a student who possessed a firearm or other weapon at school, any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school, for not less than one year. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board, on a case-by-case basis. A student subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

Weapons Training

All staff and students are trained annually in the ALICE or active shooter program. All new students are trained in the first few days of classes.

Sex Offender Registration

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offenders Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, G Skin & Beauty Institute is providing a link to the Illinois Department of Public Safety's Sex Offender Registry database. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. The Illinois Department of Public Safety is responsible for maintaining this registry. Follow the link below to access their site: <http://www.isp.state.il.us/sor/>

What to do In the Event of Sexual Assault

If you are the victim of sexual harassment/assault, go to a safe place and call 911 for emergency help. If you need help and support, you may go to any Campus Security Team member for help. They can assist you in seeking medical attention, and in contacting a support person, counselor, or a rape crisis representative from RAINN, Rape, Abuse & Incest National Abuse Network.

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promptly contact the complainant to discuss: the availability of supportive measures, with or without the filing of a formal complaint. They will also discuss the process for filing a formal complaint, and will always consider the complainant's wishes with respect to supportive measures. If the student does file a formal complaint, and the sexual harassment occurred during or at the school's program or activity, the school will respond appropriately.

Supportive Measures Offered To the Complainant:

- **Counseling**
- **Extension of deadlines or other course related adjustments**
- **Modifications of class schedules**
- **Mutual restrictions on contact between parties**
- **Increased security and monitoring of the campus**
- **Will provide resources for immediate and on-going assistance**
- **If the complainant requests an investigation, a formal complaint must be filed**

The Title IX Coordinator is responsible for coordinating the implementation of the supportive measures, making sure all measures are supportive and not punitive.

The Grievance Process

Students are encouraged to speak with the campus manager in the event of being a victim of Sexual Harassment. If they feel more comfortable with another staff member, they should go to them for help. The staff have been trained to report any form of Sexual Harassment to the Title IX Coordinator. If the complainant wants to go straight to the Title IX Coordinator, they may do so by submitting an email to gconcerns@gbeautyschool.com. In the subject line of the email state Title IX Student Grievance. Students need to outline the allegations in detail or the nature of the complaint. Included should be name, school campus, contact information and date of the incident.

The Grievance Process shall remain consistent and transparent.

The school shall treat the complainant equitably by providing remedies anytime a respondent is found responsible, and the school shall treat the respondent equitably by not imposing disciplinary sanctions without following the grievance process. The Title IX personnel must be free from any conflicts of interest, bias for or against the complainants or respondents. G Skin & Beauty Institute uses the clear and convincing evidence standard for all formal complaints of sexual harassment.

The Formal Complaint

If the complainant files a formal complaint, the Title IX Coordinator must investigate and send written notice to both parties (complainant and respondent) upon the receipt of the formal complaint. The formal complaint must be filed by a student who is currently participating in the program, or an employee who is employed by the Institution.

The Investigation

- **The burden of proof is upon the school and not the parties**
- **The school must provide equal opportunity for the parties to present the facts and to have expert witnesses**
- **The parties have the same opportunity to select an advisor of their choice, whom may or may not be an attorney**
- **The investigator will be trained**
- **The school will send written notice of any investigative interviews, meetings or hearings**
- **The school will send the parties and their advisors a summative report of the relative evidence to the charges by electronic or hard copy method, and allow 10 days for the parties to respond**
- **The privacy of the parties medical, psychological, and similar treatment records is protected, unless the parties give specific written consent to do so**

- **Allegations of conduct that do not meet the Final Rule's definition of sexual harassment or did not occur in the school's education program or activity will be dismissed, or**
- **If the complainant sends in writing a dismissal of the allegations**

Hearings

The Final Rule has added the provision of live hearings with cross examination requirements. At the live hearing the decision maker permits each of the party's advisors to question the other party and any witnesses. Cross examination may be conducted with appropriate technology in separate rooms that allow the parties to see and hear each other. If one of the parties does not have an adviser present, the school must provide an adviser of the school's choice. All parties and their advisers may also appear together at the location of the school's choice. All live hearings must be recorded.

Rape Shield Protectants

Complainants will be protected from irrelevant questions about their prior sexual behavior unless it is offered.

Standard of Evidence

Naperville Skin Institute will use the "clear and convincing evidence standard." The school will apply the same standard of evidence, to all formal complaints of sexual harassment, whether the complainant is a student or an employee.

The decision maker, who is not the same person as the Title IX Coordinator, will issue a written determination regarding responsibility with the findings of facts, conclusions about whether the alleged conduct occurred, rationale for the result to each allegation, any disciplinary sanction imposed on the respondent, and whether remedies will be provided to the complainant. The written determination will be sent simultaneously to the parties along with information about how to file an appeal.

Appeals

Both parties will be offered a right to appeal from a determination regarding the responsibility discovered by the investigation. Appeals are handled by a different party than the original person.

Informal Resolution

If both parties agree in writing, it could be possible to resolve the issue with an informal resolution, such as mediation. The person to facilitate the mediation must be well trained. The school will not use the offer of a resolution as a condition of employment or of continued enrollment in the program. The informal resolution may not be required by the school, and may at any time be withdrawn and the process will revert back to the grievance process and a formal complaint. In the case of a sexual harassment of a student by an employee, an informal resolution may not be used.

All files of complaints will be kept by the school for a period of 7 years.

Retaliation Prohibited

Retaliation is expressly prohibited. The school must keep confidential the identity of complainants, respondents, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out the Title IX proceedings. Charging an individual with a Code of Conduct violation for making a materially false statement in bad faith in the course of a Title IX grievance does not constitute retaliation.

Domestic Violence, Dating Violence, and Stalking

The Campus Sexual Violence Elimination (SaVE) Act imposes expanded crime reporting obligations, and it requires institutions to implement specific policies, procedures and training related to sexual

violence and intimate partner violence. The SaVE Act was passed in March 2013 as part of the Violence Against Women Reauthorization Act (VAWA). The Campus SaVE Act applies to almost all institutions of higher education since it is directed toward those that participate in financial aid programs under Title IV of the Higher Education Act of 1965.

In May 2013, the United States Department of Education issued preliminary guidance clarifying that the new crime reporting rules will become effective with the Annual Security Report (ASR) due under the Clery Act on Oct 1, 2014, and stating that while institutions await regulations, the department expects them to make a "good faith effort" to comply with the new law.

Based upon a good faith review of this new and important requirement, the Institute believes that it has implemented new policies and programs to comply with this law.

Because of the small size of the institution, and the lack of any on campus housing, The Title IX Coordinator and the Clery Act Coordinator responsibility has been combined, and is working closely with the City Police Department in order to provide a safe campus for our students.

Bullying

G Skin & Beauty Institute/Naperville Skin Institute is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. Bullying is not allowed in our schools and should be reported immediately to the school manager or follow the school complaint procedure immediately.

Definition of crimes as following the FBI- Uniform Crime Report

Domestic Violence

"Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction...or by 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."

Dating Violence

"Violence committed by a person-

- A. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- B. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - the length of the relationship
 - the type of relationship
 - the frequency of interaction between the persons involved in the relationship"

Stalking

"Engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress"

Bystander Intervention

Bystander Intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the individual. Effective bystander intervention training prepares participants to recognize situations of potential

harm, overcome barriers to intervening, identify safe and effective intervention options, and take action.

Notification of Outcomes

The outcome of a campus offense for a member of the student body is part of the education record of the accused student and protected from release under Federal Education Right and Privacy Act (FERPA), except under certain conditions. In accordance with FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or forcible or non-forcible sex offense, the institution will inform the alleged victim/accusing party (or if applicable, next of kin) in writing of the final results. Such release of information may only include the alleged student’s / accused student’s name, the violation committed and the sanctions assigned. (if applicable) In cases of sex offenses only, the rationale for the outcome will also be shared with all parties to the complaint.

FERPA defines “crimes of violence” to include:

- **Arson**
- **Assault offenses**
- **Burglary**
- **Criminal homicide-manslaughter by negligence**
- **Criminal homicide-murder and nonnegligent manslaughter**
- **Destruction / damage / vandalism of property**
- **Kidnapping / abduction**
- **Robbery**
- **Forcible sex acts**

Students who bring any Title IX - related complaints against any member of the campus community will be informed in writing of the outcome of the complaint and any sanctions or responsive action that will be implemented.

Sanctions

The following sanctions may be imposed upon any student found to have violated academic conduct:

1. **A faculty member may require a student to redo a class/laboratory assignment.**
2. **A faculty member may record an F (failure) for a particular test, examination or class/laboratory assignment that involves dishonesty.**
3. **A faculty member may record an F (failure) for a final course grade.**
4. **Academic suspension**
5. **Expulsion from Naperville Skin Institute**

Personal and General Conduct Sanctions

The following sanctions may be imposed upon any student found to have violated the Code of Conduct. (non-academic)

1. **Warning- A notice in writing to the student that the student is violating or has violated the NSI code of conduct. The notice may specify that more severe disciplinary action will occur should the student be involved in further violations during the time the warning period is in effect.**
2. **Probation- A notice in writing to the student that the student is violating or has violated NSI Code of Conduct and is placed on probation for a designated period of time. This notice may specify that more severe disciplinary action will occur should the student be involved in further violations during the period of probation.**
3. **Loss of privileges - Denial of specified privileges for a designated period of time.**
4. **Suspension - Separation from NSI for a definite period of time at the student's expense for loss of hours.**
5. **Expulsion - Permanent separation from the program and the premises.**

No-Contact Agreement

Upon request of a student after an investigation by the campus manager and general manager, a no contact agreement may be enforced between two students. These agreements are for no less than six weeks and may be reviewed at the end of that period for extension.

Campus Safety and Crime Prevention Measures

Proactive approaches to crime prevention and campus safety include:

- CSA (Campus Security Authority) Training yearly
- Staff and students are trained yearly in Active Shooter/hostile intruder training
- Students are encouraged to leave the building in the evenings with a friend

Sexual Assault Prevention

Sexual assault awareness, education, and prevention presentations are made each year to members of the staff and to the student body. Updated presentations are made available to all new staff and students on an ongoing basis on our Google Classroom Site, entitled Required.

Crime Definitions:

Murder and Nonnegligent Manslaughter *Is defined as the willful (non-negligent) killing of one human being by another.*

Justifiable homicide *(which is defined as and limited to the killing of a felon by a peace officer in the line of duty, or the killing of a felon during the commission of a felony, by a private citizen).*

Manslaughter by Negligence *is defined as the killing of another person through gross negligence.*

Sexual Assault (Sex Offenses). *Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent*

Rape *is the 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. This offense includes the rape of both males and females. C*

Fondling *is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity*

Incest *is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*

Statutory Rape *is sexual intercourse with a person who is under the statutory age of consent.*

Robbery. *Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.*

Aggravated Assault. *Aggravated Assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.*

Burglary *is the unlawful entry of a structure to commit a felony or a theft.*

Motor Vehicle Theft. *Motor Vehicle Theft is theft or attempted theft of a motor vehicle.*

Arson *is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.*

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

- ***Race.*** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- ***Religion.*** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- ***Sexual Orientation.*** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation
- ***Gender.*** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female. •
- ***Gender Identity.*** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender nonconforming individuals
- ***Ethnicity.*** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or an ideology that stresses common ancestry
- ***National Origin.*** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- ***Disability.*** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Larceny-Theft is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

Simple Assault is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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. The existence of such a relationship shall be determined based on 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. For the purposes of this definition.

Dating violence *includes, but is not limited to, sexual or physical abuse or the threat of such abuse. • Dating violence does not include acts covered under the definition of domestic violence.*

Domestic Violence *is defined as a felony or misdemeanor crime of violence committed— • By a current or former spouse or intimate partner of the victim; • By a person with whom the victim shares a child in common; • By a person who is cohabitating with, or has cohabitated with the victim as a spouse or intimate partner; • By 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; • By 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.*

Stalking *is defined as 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.*

Referral for disciplinary action *is defined as the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.*

Weapons: Carrying, Possessing, Etc., *is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. lished and which may result in the imposition of a sanction.*

Drug Abuse Violations *are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.*

Liquor Law Violations *are defined as a violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.*

Unfounded Crimes *To count a crime as unfounded for Clery Act purposes, the reported crime must have been • a Clery Act crime; • reported to have occurred on Clery Act geography; • thoroughly investigated by sworn or commissioned law enforcement personnel; and • found through investigation to be false or baseless, meaning that the crime did not occur and was never attempted.*

CSA / Campus Security Team Members

"Campus security authority" *is a Clery Act-specific term that encompasses four groups of individuals and organizations associated with an institution.*

- ***A campus police department or a campus security department of an institution.***
- ***Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property***

- ***Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.***
- ***An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.***

Fire Information

A fire alarm system is intended to warn occupants of abnormal conditions, to summon aid and to control facility systems to enhance the protection of life. Among the alarm system components are smoke and heat detectors which sense smoke or fire and activate the system. These are installed in hallways and paths of egress. Audible and visual signaling devices then notify occupants of the potential hazard.

Fire Safety and Security Guidelines

Smoking or Vaping

Smoking or Vaping is not permitted within 15 feet of any entrance of the building.

Equipment

All electrical equipment used by the students is to be unplugged when not in use.

Equipment that needs to be unplugged are:

facial steamers

microdermabrasion machines

microcurrent machines

facial scrubber machines

hot wax machines

Other Restricted Items

candles

Fire Safety Precautions

The following are guidelines students should follow as precautions to an emergency or fire:

- Know at least two exits from the building. Fire evacuation plans are located above the light switch in each room of the school. Students should notify the Campus Manager. This plan should not be covered or removed.
- Do not obstruct doors or hallways since it could mean the difference between life and death for someone escaping from a fire. Never leave personal belongings or trash in the hallway.
- Do not tamper with fire alarms, fire extinguishers or smoke detectors. This is a serious crime. Misuse of any fire safety equipment will result in disciplinary action.
- In the event of an alarm, all students and staff must evacuate the building through the nearest exit as quickly as possible. Once outside, move away from the building. Failure to comply with an alarm will result in disciplinary action.
- Do not return to the building until the Manager/Fire Department has indicated it is safe to do so.

Reminder: The lives of the student body and staff members, and your own life depends on the operation of fire safety equipment. Do not under any circumstances tamper with smoke or heat detectors, sprinklers, fire extinguishers or any alarm system.

Students found tampering with such equipment will be subject to disciplinary action and criminal prosecution.

Future Improvements in Fire Safety

A Fire Safety Program is in place and there are no future plans at this time.

Important Contact Information for Reporting Fires

- Dial 911 to report a fire
- Contact any Security Team Member immediately

Fire Safety Education and Training

- Naperville Skin Institute employees are trained annually with the program *Fire Prevention in the Office*. Training is done in an online class format. Online Training Videos are found in Google Classroom, under "Required Training". All documents relating to this class are kept in the schools security drive, at security.naperville@gbeautyschool.com
- Fire Drills are conducted two times a year
- Students are instructed how to find all exits, the location and use of fire extinguishers, location of Emergency Evacuation procedures, and Fire Safety measures during Orientation to the program.
- All training events are logged in Google Calendar and support material/documents at security.naperville@gbeautyschool.com

Fire Drills

In order to maintain a safe environment, the Campus Manager, along with the building personnel conduct fire drills two times per year. One fire drill is announced and one unannounced. Each student and employee needs to familiarize themselves with their work setting to determine safe routes of escape, in the event of a fire, smoke or fire alarm.

Fire Alarm Inspection and Reporting

Each fire alarm system and each fire extinguisher is tested and inspected annually. When a fire alarm is activated on the campus, the Police and Fire Department is notified by the monitoring company. The Campus Manager and Campus Administrative Assistant will write a report about the known cause of the fire activation. Those reports are sent to the Executive Office.

Response to a Fire Condition or Alarm

In school, when a fire condition (visible fire, smoke, or the smell of smoke) is present or the fire alarm goes off, the entire building must be evacuated immediately until the source of the condition or alarm has been determined.

The first priority of the Campus Manager when responding to fire alarm activation is life safety and making sure that everyone is out of the building. The Fire Department will then investigate the source of the fire condition or alarm.

Occupant Response Actions:

1. If an alarm is activated:
 - a. If there is smoke in the room, keep low to the floor
 - b. If the doorknob is not hot, brace yourself against the door and crack it open. If there is heat or heavy smoke, close the door and stay in your room.
 - a. don't panic
 - b. Seal up the cracks under the door with sheets or towels. If there is smoke in the room, crack a window open, if possible, to allow for ventilation.
 - c. Hang a sheet or towel from the window to announce that you are in the room. Call 911 to give your exact location
 - d. Wait for rescue by fire officials
2. If an alarm activates and you can evacuate
 - a. Close the door behind you
 - b. Leave the building by the quickest and safest route
 - c. If a phone is available, dial 911

- d. Move away from the entrances
- e. Wait for clearance from the school or fire officials
- 3. If you believe there is a fire or fire condition and the system has not activated:
 - a. Call 911 immediately
 - b. Notify a CSA if possible
 - c. Leave the building
 - d. Move away from the entrances
 - e. Wait for clearance from fire officials or school officials to return to the building

CRIME STATISTICS 2020-2022

Naperville, Illinois Naperville Skin Institute

Crime Statistics	2020	2021	2022
Arrests- On Campus			
*Illegal weapons possession	0	0	0
*Drug law violation	0	0	0
*Liquor law violation	0	0	0
Arrests-Off Campus			
*Illegal weapons possession	0	0	0
*Drug Law Violation	0	0	0
*Liquor Law Violation	0	0	0
Disciplinary Actions On Campus			
*Illegal weapons possession	0	0	0
*Liquor Law Violation	0	0	0
*Drug Law Violation	0	0	0
Disciplinary Actions Off Campus			
*Illegal weapons possession	0	0	0
*Drug Law Violation	0	0	0
*Liquor Law Violation	0	0	0
Unfounded Crimes	0	0	0
Criminal Offenses On Campus		Hate Crimes by Offense	
*Murder/Non-negligent Manslaughter	0	0	0
*Negligent Manslaughter	0	0	0
*Sexual Misconduct (incest/statutory rape)	0	0	0
*Robbery	0	0	0
*Aggravated Assault	0	0	0
*Burglary	0	0	0

* Motor Vehicle Theft	0	1	0
*Arson	0	0	0
Hate Crimes by Prejudice			
*Race	0	0	0
*Gender	0	0	0
*Religion	0	0	0
*Sexual Orientation	0	0	0
*Ethnicity	0	0	0
*Disability	0	0	0
*Gender Identity	0	0	0
*National Origin	0	0	0
Criminal Offenses Off Campus		Hate Crimes By Offense	
*Murder/Non-Negligent Manslaughter	0	0	0
*Negligent Manslaughter	0	0	0
*Sexual Misconduct (incest and rape, harassment)	0	0	0
*Robbery	0	0	0
*Aggravated Assault	0	0	0
*Burglary	0	0	0
*Motor Vehicle Theft	0	0	0
*Arson	0	0	0
Hate Crimes by Prejudice			
*Race	0	0	0
*Gender	0	0	0
*Religion	0	0	0
*Sexual Orientation	0	0	0
*Ethnicity	0	0	0
*Disability	0	0	0
*Gender Identity	0	0	0
*National Origin	0	0	0
VAWA Offenses On Campus			
*Domestic Violence	0	0	0
*Dating Violence	0	0	0
*Stalking	0	0	0
*Sexual Harassment	0	0	0
VAWA Offenses Public Property			
*Domestic Violence	0	0	0
*Dating Violence	0	0	0
*Stalking	0	0	0
*Sexual Harassment	0	0	0
Fire Statistics		Related Information	
*Total # Of Fires Reported	0	0	0
*Causes	0	0	0
*# of Injuries Requiring Medical Treatment	0	0	0
*# of Deaths related To fire	0	0	0
*Value of Property Damaged by Fire	0	0	0

Fire Safety Systems			
*Fire Alarm Monitoring	4	4	2
*Fire Extinguisher Serv.	1	1	1
*Full Sprinkler System	1	1	1
*Smoke Detection	1	1	1
*Evacuation Plans/Placards	Every room	Every room	Every room
* # Fire Drills per/year	2	2	2

- The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.
- These data do not include incidents that a) took place off campus on public property immediately adjacent to and accessible from the Campus; b) incidents at buildings/property owned or controlled by an institution but are not contiguous to the institution. For further information, see <http://ope.ed.gov/security>.

G Skin & Beauty Institute
1200 Harger Road Suite 100
Oak Brook, Illinois 60523

G Skin & Beauty Institute
17 North State St. Suite 400
Chicago, Illinois 60602

Naperville Skin Institute
1100 Sherman Ave. Suite 111
Naperville, Illinois 60563

Clory Geography

