

THE ILLINOIS INSTITUTE OF ART-CHICAGO
Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Report
October 1, 2011

INTRODUCTION

The Illinois Institute of Art-Chicago (ILIA) is providing the following information to all of its employees and students as part of the Institute's commitment to safety and security, and pursuant to the requirements of the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act (and Illinois Campus Security Act of 1994). If you should have questions about any of the information provided in this report, please contact Betty Kourasis, Dean of Student Affairs, (312) 777-8619.

I. CAMPUS SECURITY AND CRIME PREVENTION POLICY

The Institute's Jean Cleary disclosure of campus security policy and campus crime statistics report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. Employees can receive a copy by requesting one from the student services department or asking human resources. The report is available to all students in the library, student lounge, or student services department.

REPORTING CRIMES AND EMERGENCIES

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Student Support and Disabilities Coordinator, Dr. Suzana Flores. Reports are kept in a secure location in the Student Affairs department. Names of victims or witnesses are not disclosed in the crime report. It is the policy of The Illinois Institute of Art-Chicago that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around school facilities to one of the school security officers or the Director of Facilities either in person or by calling 312-280-3500. You may contact Betty Kourasis, Dean of Student Affairs at 312-777-8619 or the Chicago Police Department by dialing 911.

To report emergencies or criminal acts occurring in College-Sponsored Housing, students should call the on-call staff member in housing at (773) 354-0991 OR the Housing Office on site at 312-876-1646. During the workweek business hours students can also reach the Associate Dean/Director of Housing, Valarie Rand at (312) 777-8622. In the case of an immediate threat or concern, students should dial 911 to report a crime or emergency requiring an immediate response.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and the Dean of Student Affairs, Betty Kourasis. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, staff and employees should contact the Chicago Police by dialing 911 and then notify the Dean of Student Affairs.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on the Incident Report, which is sent to the Dean of Student Affairs, Betty Kourasis. Reports are kept in a secure location. The annual crime report is prepared by gathering campus crime statistics and data from local and state police and sheriff departments and other relevant information by the Student Support and Disability Coordinator, Dr. Suzana Flores.

SECURITY AND ACCESS TO THE INSTITUTE

It is the policy of the Illinois Institute of Art-Chicago that access to all campus facilities, including housing facilities, be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to college policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff and faculty are required to check in at the front desk and show their valid identification card to gain access to building facilities. .

ACCESS TO ACADEMIC BUILDINGS

It is the policy of The Illinois Institute of Art-Chicago that access to all campus facilities, including College-Sponsored Housing facilities, is limited to authorized personnel, students, and invited visitors. At all times, visitors are subject to college policies and conduct codes. Their student or employee hosts should share responsibility for the lawful and appropriate behavior of visitors. **For reporting purposes, College-Sponsored Housing locations are considered non-campus buildings of The Illinois Institute of Art-Chicago campus.**

The Illinois Institute of Art-Chicago staff with security responsibilities includes the Dean of Student Affairs, Vice President of Academic Affairs, Director of Technology/Security Director, Facilities Manager, Director of Human Resources and the President. In some combination they are generally at the Institute, Monday - Friday from 7:30 am until 6:00 p.m.

The Illinois Institute of Art-Chicago, Mart Campus, has stationed personnel at the front desk and in the computer labs. The normal hours of coverage are listed below. Hours are expanded as appropriate for special events, classes, or open labs.

Monday-Thursday	7:30 a.m.-8:00 p.m.
Friday	7:30 a.m.-6:00 p.m.
Saturday	9:00 a.m.-5:00 p.m.

The Illinois Institute of Art-Chicago, Loop Campus has stationed personnel at the front desk in the Admissions Department. The normal hours of coverage are listed below. Hours are expanded as appropriate for special events, classes, or open labs.

Monday – Thursday	7:30 a.m.-8:00 p.m.
Friday	7:30 a.m.-5:30 p.m.
Saturday	9:00 a.m.- 5:00 p.m.

Both campuses at the Illinois Institute of Art-Chicago employ security personnel available to assist in the event of any security related issue. Hours are as follows:

Monday – Friday	7:00 a.m. – 10:00 p.m.
Saturday	8:00 a.m. – 6:00 p.m.
Sunday	8:00 a.m. – 4:30 p.m.

The Illinois Institute of Art-Chicago personnel are authorized to request identification from those individuals who are unfamiliar to them. Institute personnel are responsible for ensuring that persons entering the facility are students, their families, or invited guests. Students are advised to carry their Institute ID cards at all times and to present them upon request. Personnel with security responsibility have the authority to evict unauthorized persons from the premises and are instructed to promptly contact the Chicago Police if any illegal activity is occurring.

COLLEGE-SPONSORED HOUSING

The Illinois Institute of Art –Chicago had College-Sponsored Housing during 2009-2010 at Presidential Towers, located at 555 W. Madison Street, Chicago, IL. The Chicago Police Department may be called if there is a problem at any of the locations.

Residents at the Presidential Towers enter through video-monitored entrance. Access to the building is by key card or calling up to the apartment and the apartment resident buzzing in the visitor. All visitors must be registered at the service desk before entering. All lobbies and retail areas are monitored by video.

All students are directed to contact the Chicago Police directly at 911 if they become aware of any of criminal activity in or around the buildings.

MISSING PERSON NOTIFICATION POLICIES AND PROCEDURES

Any Housing student believed to be missing from College-Sponsored Housing and residing in Presidential Towers, unexpectedly for 24 hours shall be immediately reported to the Dean of Student Affairs, The Associate Dean of Student Affairs/Housing Director or designee. It is the policy of The Illinois Institute of Art-Chicago that the Student Affairs Department Staff will investigate any report of a missing person filed with the office that is filed by someone with knowledge of that student being missing or otherwise not where s/he is expected to be. This report may be filed by a parent/guardian or other family member of the person, by a roommate, a Staff member (including student Staff), faculty, employment supervisor, or anyone else with information that indicates the person is missing. Student Affairs Department Staff will conduct an initial investigation to determine if the person appears to be missing, or has simply changed her or his routine unexpectedly, and whether or not there is reason to believe the person is endangered.

Student Affairs Department Staff will check student's class schedules, interview fellow students and faculty, and use other methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure she/he is safe.

Each student in Housing at The Illinois Institute of Art - Chicago can identify, through the Housing application process to designate a person or persons that the College can contact in the event that the student is reported missing. This person would be contacted within 24 hours of a missing person report being filed with Student Affairs Department Staff. Note that this contact information is confidential and is shared only with College administrators who would have responsibility for making connections with emergency contacts in the event of a determined emergency. The contact information will also be disclosed to the local law enforcement agencies in furtherance of a missing person investigation.

Should Student Affairs Department Staff not be able to locate a person reported missing within twenty-four (24) hours of the report, Student Affairs Department Staff would then notify your designated 'missing person' emergency contact.

- In the event that no separate emergency contact is identified, a parent or guardian as listed in college records will be contacted.

- Students should be sure that this contact knows how to reach the student in the case of an emergency, and have a general idea of the student's general daily routine and any travel plans.
- This person should be someone you trust to aid officers in determining your whereabouts, or verifying that further investigation and/or entry into national missing person databases is warranted.

Regardless of whether the student has identified a contact person or is above the age of 18, or is an emancipated minor, Student Affairs Department Staff will immediately notify local law enforcement agencies within this 24-hour window, as well as any other agencies where the missing student may be.

NOTE FOR STUDENTS UNDER AGE OF 18 AND NOT EMANCIPATED: For any student under the age of 18 and who is not emancipated, the College must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing. For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

FIRE EVACUATION POLICY

College Policy on Reporting of Fires:

Any member of the community who becomes aware of any active or past fire must notify a member of the Executive Committee, the campus Receptionist's desk or in College-Sponsored Housing a member of the Housing staff immediately.

Every person in the building, including Staff, faculty, students, visitors, and contractors where the fire alarm is sounding, regardless of known or suspected cause, is required to evacuate immediately. Persons evacuating must leave via the closest exit. **College-Sponsored Housing students have exit maps posted inside their apartments.** Any equipment that could cause a fire should be turned off before exiting if it can be done quickly and safely. All occupants will assemble at a safe distance from the building and await further instructions from Fire Department Personnel and/or Designated Fire Marshalls/College-Sponsored Housing personnel. No occupant will re-enter a building until clearance is given by Fire Department Personnel and/or Designated Fire Marshall/College-Sponsored Housing Personnel.

Prohibited Items in College-Sponsored Housing

Items prohibited in the campus housing include, but are not limited to:

- Candles, incense, open flames
- open heating coils
- Hookahs
- grills
- Smoking is prohibited in all College-Sponsored Housing (unless mutually agreed upon upon between roommates at Presidential Towers) and all academic and administrative buildings.

Community Responsibilities

Additionally, all members of the College-Sponsored Housing community are required to:

- Participate in all fire drills and/or simulations which includes promptly leaving a building when the fire alarm sounds. Follow any instructions of the College-Sponsored Housing or fire officials during a drill or an actual alarm. **In 2009, there was one fire drill/simulation performed in College-Sponsored Housing.**
- Report any condition that creates a fire hazard (trash in the corridors or stairwells, missing fire extinguishers, blocked floor exits or stairwells, etc.) to the College-Sponsored Housing Personnel.
- Know where the fire extinguishers are located. Learn how to operate them. If you need training, contact the College-Sponsored Housing department.
- Know the location of the fire alarms and how to activate them.
- Know where the nearest exits are and be prepared to use an alternative exit, if necessary. Plan how you would escape through each of these exits in case of a fire.

- Know the location of the fire stairwells.
- Never use an elevator to evacuate a building.
- If you become trapped, dial 911 from a cell phone and alert the dispatcher to your location. Also call the Service Desk of Presidential Towers at 312-902-2020.

What should I do if I discover a fire?

Any person who discovers a fire, smoke, or an unusual amount of heat should do the following:

1. Pull the nearest fire alarm. If there is no nearby fire pull station, call 911 and the Service Desk of Presidential Towers (312) 902-2020.
2. Exit the building immediately; notify those in the immediate area of the danger.
3. Never use the elevator; use the stairways.
4. Assist in removing any person needing assistance from the immediate area to the stairwells to wait for fire department personnel (or to the outside if that can be done safely). However, never place yourself in danger.
5. Assemble outside your building at the predetermined location.
6. Follow the instructions given by the Student Affairs Officials and the Chicago Fire Department Personnel or Presidential Towers staff

College-Sponsored Housing Fire Safety and Sprinkler Systems

All apartments in Presidential Towers are equipped with sprinklers which will be activated when the temperature rises to a predetermined level. Students should not tamper with this system or hang items from the sprinklers. Smoke detectors in the apartments are routinely monitored by the maintenance staff but should be reported to housing personnel if a battery is needed (instruments will emit a beeping noise when the battery is low).

CAMPUS LAW ENFORCEMENTS

Campus staff with security responsibilities and building security staff are always on campus during business hours. Persons employed as security personnel at The Illinois Institute of Art-Chicago represent the College and are instructed to enforce campus security policies. Such persons, **while not having the authority to arrest, do** have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing.

Illinois State Police are in constant contact with local jurisdictions servicing the Illinois Institute of Art-Chicago regarding any criminal activity. **The Illinois Institute of Art-Chicago security personnel maintains contact with the Chicago Police Department and the Illinois State Police servicing The Illinois Institute of Art-Chicago jurisdiction.**

The purpose of these working relationships is to ensure that The Illinois Institute of Art-Chicago is aware of all criminal offenses and arrests that have occurred on The Illinois Institute of Art-Chicago campus and non-campus buildings and public property, so that they can be properly reported in the annual disclosure of criminal statistics. The College will also make timely reports on crimes that represent a continuing threat to the campus community. Please see Section E. for reporting methods.

It is the policy of The Illinois Institute of Art-Chicago to promptly, accurately and completely document all criminal activity with the Chicago and/or Illinois State Police Department when appropriate. Security staff will assist, as appropriate, with this reporting.

All personnel employed at The Illinois Institute of Art-Chicago are instructed in specific school rules and regulations and the proper procedures of how to enforce them. These procedures, rules, and regulations are reviewed periodically to ensure that security needs are being met. Students or staff should contact the Admissions Department front office if a crime is in progress or has taken place or call the Chicago Police

directly at 911. (If you are using a campus phone, dial 9 first to obtain an outside line.)

RELATIONSHIPS WITH LOCAL AND STATE POLICE

The Illinois Institute of Art-Chicago is located in Cook County, Chicago, Illinois. The Institute maintains a close working relationship with the Chicago Police Department initiated by college personnel to ensure that the Institute is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are provided to the campus community by bulletin board notices and notices read by instructors in classrooms.

For any questions regarding registered sex offenders in the state of Illinois please visit the following web site: www.isp.state.il.us/sor/sor.cfm

The Illinois Institute of Art-Chicago has recently created a Crisis Management Plan Committee. This is a committee formed in response to the shooting at Northern Illinois University and issues at other colleges around the country. Our committee currently is working with the Chicago Police Department and the Security Directors of our lease hold facilities for our two campuses to assess safety needs on campus and to develop an Emergency Response Plan.

EMERGENCY EVACUATION PLAN

A fire, bomb threat, hazardous materials leak, earthquake, or other emergency requires evacuation of the campus building. Employees are instructed to follow the following Crisis Management Outline: Stay calm. Stop work immediately. Grab your valuables but do not pack up supplies or work in progress. Follow directions from nearest faculty or staff member for exiting your area. Exit building using nearest stairwells only. Physically-challenged individuals are to wait with a near-by staff or faculty member and instruct another employee to notify emergency personnel of their whereabouts. (See "Evacuation of Disabled") Clear the front entrance to the building by moving at least 100 feet north or south along Orleans Street or Wabash Street. Do not reenter the building until emergency personnel gives the "All Clear." Emergency evacuation routes are posted at all locations. Each area of each building will have a designated person to check that all offices, classrooms and restrooms are evacuated.

NOTIFICATION TO STUDENTS AND STAFF OF AN EMERGENCY SITUATION

Students and employees will be notified of an emergency through the following: Alarm Captains will sound an alarm and alert students to go directly to the assigned Exit Door. The Alarm Captains will conduct traffic forwarding the people to assigned Assembly Spot. Students and Staff will be alerted to: Please leave the building and help persons (if needed) to get down the stairs. Dedicated Captains will assist handicapped persons to get to Safety Areas on floor stairs, have eye or radio contact with the nearest Exit Captain, and after all persons left, if possible, Captains are to check areas to insure that everyone has left and go to the Assembly Spot.

Emergency evacuation routes are posted at all locations. Key personnel will go to classrooms and offices to notify people to evacuate. Staff and students will be informed to stay clear of the front entrance to the building by moving at least 100 feet north or south along Orleans Street or Wabash Street. Emergency personnel may require 500 feet or more. Key personnel will check that all offices, classrooms and restrooms are evacuated. The Executive Committee Campus Liaison Mart/Betty Kourasis and Loop/Jan Bryant will make contact with the Chicago Police, ILIC Mart Security X8676/ ILIC Loop Security X8677, Merchandise Mart Security 312 527-7700 or Marc Realty 312 726-3541 (Loop), The President, the Executive Committee Members, IT/Security Director, PR Director, Facilities Manager and the Director of Counseling.

In the event that either of the above is absent, any Executive Committee member will serve as the Campus Liaison. All other staff listed above will comprise the ILIC Emergency Reponses Team. The Campus Liaison and ILIC Emergency Response Team will proceed to the lobby of the respective campus building to greet the Chicago Police and other Command Center Authorities. ILIC Emergency Response Team will make decision in consultation with authorities on action plan. A “Public” statement will be developed by the Executive Committee in consultation with Director of Public Relations.

EMERGENCY EVACUATION OF DISABLED

All disabled faculty, staff and students are encouraged to file an emergency status card with the Counselor. In the event of an emergency, occupants of wheelchairs and other persons mobility impaired should observe the following Emergency Evacuation Plan (this applies only in the 180 North Wabash building as it is on multiple floors): If you can move to the exit and have persons to assist you: Move to the exit stairwell. Wait until all persons on the floor have evacuated and traffic in the stairwell has cleared. If the stairwell is free of smoke, enter and wait in the stairwell landing. Two people should wait with you, while one person should inform the Chicago Fire Department of your location. Make sure that the door is securely closed. Wait for your assistants for further instructions. The Fire Department will send fire fighters to assist you if evacuation is necessary. If you are waiting in the exit stairwell and traffic builds from the evacuation of upper floors, re-enter your floor to allow others to pass and the stairwell to clear. If there are too many individuals to wait on the landing, an area of refuge should be sought on the floor, such as a classroom or an office with a door, window and telephone. Use the fire survival skills described below. Assistants should not attempt to carry you down the stairs unless conditions in the stairwell become threatening. If conditions deteriorate, the assistants can then perform a carry down the stairs to safer areas. If you do not have persons to wait with you, or are unable to leave your area, refuge should be sought on the floor. Most appropriate would be a totally enclosed room with a telephone and window. This may be a classroom or an office. If you are not able to leave the floor, observe the following survival rules: Use towels or clothing to block openings around doors or vents where smoke might enter. If available, put a wet cloth over your mouth or nose. Place a signal in the window. The signal can be anything that will call attention to your location. For instance, slant the venetian blinds erratically. If smoke or fire enters your area, call 9-1-1 to report your location. Stay low to the floor to breathe the best air. It is advisable not to open or break windows. Often smoke from the outside of the building can enter through open windows. Breaking windows will put you at great risk to smoke entering from the outside and will hamper rescue efforts below.

EMERGENCY EVACUATION CONTINGENCIES: RELOCATION

The crisis is such (fire damage, explosion, earthquake, no power, etc.) that students cannot return to the campus building following evacuation. Employees are instructed to follow the following Crisis Management Outline: Short-term (0-48 hours): If there are injuries, immediately transport injured parties to local hospital via ambulances and other emergency vehicles. First-aid trained employees may provide some first aid on-site. An emergency team, determined by the Director of Public Relations, will, as much as possible, maintain a list of students and employees transported from the site by emergency personnel. Establish an Information Center on site where information can be gathered and dispersed. Under the direction of the Director of Public Relations, the Center will be staffed by Department Directors and if needed, Student Affairs staff. If additional support is needed, employee volunteers will be used. Create and distribute an information sheet with instruction to students and employees regarding what they need to do in the immediate future (i.e. stay in the area until you receive additional instructions, check in with the Information Center, go home, etc.) Use bullhorns when necessary, but as sparingly as possible, so as not to diminish the effect. Depending upon the condition of the building, set up a “Retrieval Unit” which would allow a controlled number of evacuees to gain entrance to the building and to be escorted to their classrooms/offices to retrieve their belongings. This unit would be staffed with ILIC employees. Make phone available to enable evacuees to call home/family. The Police or Fire Department might close down access to the building with the exception of emergency personnel. In this event, the Director of Facilities Management will hire additional security to maintain watch over damaged buildings to protect any salvageable property. If the emergency is such that evacuees cannot get home: If the Emergency Services (fire, police)

responded to the crisis, they may provide resources for emergency needs, including contacting the American Red Cross (847-225-0703). If needed, call 9-1-1 for additional resources. Student Affairs and Department Directors will assist with finding lodging for evacuees. Review options for temporary lodging for displaced evacuees, including other academic buildings, College-Sponsored Housing community spaces and local hotels/motels. Encourage those who live within walking distance to provide temporary housing for those who cannot get home immediately. For those evacuees who cannot get home, have them report in at the Information Center. Require them to give their name, social security number, home address/phone and emergency contact information and record where they will be temporarily staying. This information might be used to account for the whereabouts of all evacuees. The Director of Technology will establish a voicemail box/information line with updates and information. All media inquiries are directed to the Director of Public Relations. The President and Executive Committee will determine if the school will be closed on a long-term basis or if classes can be held in other academic locations. In the event that one or more of the school buildings is closed on a long-term basis, the Executive Committee will contact local community colleges/universities and property management companies to establish alternative space. Long-term (48+ hours): Work with the Property Management Company to contact contractors and/or architects, as the conditions dictate, to determine the extent of structural damage. Plan remodeling, renovation or destruction and rebuilding as conditions dictate, to determine the extent of structural damage. Follow established corporate procedures to complete plans. Have prepared statements and updates available.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

All new Illinois Institute of Art-Chicago employees and students are instructed on crime awareness and prevention during orientation. The orientation program includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, and procedures for reporting any criminal activity or emergency so it can be documented for the inclusion in the annual disclosure of crime statistics. The orientation program also encourages students and employees to be responsible for their own security and the security of others.

The Chicago Police Department and The Illinois Institute of Art-Chicago provide annual programs designed to heighten awareness of “victim avoidance,” crime prevention, and general campus security procedures. These programs are provided during day and evening hours to encourage all students and employees to attend. In addition to the annual campus security report, students and staff are notified of specific security concerns as they arise throughout the year.

Students are requested to review The Illinois Institute of Art-Chicago’s **Student Catalog and Student Affairs Handbook** where sections discussing Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act and Student Conduct Policy can be found. Employees are requested to review The Illinois Institute of Art-Chicago’s **Employee Handbook** where information regarding Standards of Conduct and Safety can be found.

The Counselors at The Illinois Institute of Art-Chicago are aware of the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act and the School's responsibility to maintain accurate crime statistics. In the course of counseling a student and learning about a criminal offense, the Counselor will inform the student of the need to report such an offense in a voluntary and confidential manner for inclusion in the annual disclosure of crime statistics. The Counselor will guide the student in such a procedure, or with the student's consent, report it maintaining the confidentiality of the student.

The Illinois Institute of Art-Chicago will be one of the schools in the EDMC system piloting a new “Alert Find” system. This system is designed to alert students of any emergencies on campus.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF

CRIMES

Proper crime reporting procedures are posted at the pay phones in the Student Lounge. Art work related to crime prevention and campus security is posted in the Student Lounge and updated quarterly. Students interested in obtaining further information regarding private or public sector groups involved in security measures or crime prevention in general are encouraged to contact the Dean of Student Affairs. Workshops or presentations by speakers on crime prevention will be scheduled annually and also at times when heightened local interest has been focused on a particular problem in the community. Such presentations or workshops will be made available during day and evening hours, and special arrangements may be made to accommodate residents of College-Sponsored Housing facilities. All students receive the Crime Awareness and Campus Security Act Report each time it is updated annually, and all new students receive it as part of their orientation.

OFF-CAMPUS STUDENT ORGANIZATIONS

At the present time, the Illinois Institute of Art-Chicago does not have any off-campus student organizations.

DRUG AND ALCOHOL POLICIES

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug Free Schools and Campuses” publication, the Drug Prevention Policy, is provided to all at the Illinois Institute of Art-Chicago on an annual basis.

The Illinois Institute of Art advises all students annually about the College's Drug and Alcohol Abuse Policy in the Student Catalog. The Student Catalog is given to each student at the start of school. Any student wanting to review the Drug and Alcohol Abuse Policy may find additional copies in the library.

Copies of the Drug and Alcohol Abuse Policy are made available to employees at the time of hire. New employees are given an Employee Handbook with the Drug and Alcohol Abuse Policy stated in it, as well as information on a Drug-Free Workplace.

The Illinois Institute of Art-Chicago enforces all city and state laws, including those pertaining to the possession and use of alcoholic beverages and those prohibiting underage drinking. The drinking age is 21. No person under 21 years of age is permitted to consume, transport, or possess alcoholic beverages. Alcoholic beverages will be confiscated from students less than 21 years of age, and appropriate disciplinary measures will be taken.

The Illinois Institute of Art-Chicago also enforces all state and federal laws concerning illegal drugs and drug paraphernalia. Laws against drug abuse in Illinois fall under the Controlled Substance Act. This Act covers illegal drugs, but also illegal use, distribution, sale, and alteration of otherwise harmless drugs.

All students and employees are invited to attend the drug and alcohol abuse workshop that is given each quarter. These workshops provide information on health risks, effects, and possible penalties for the use or abuse of drugs and alcohol.

The Illinois Institute of Art-Chicago will make a good faith effort to maintain a drug-free and alcohol-free college and workplace through implementation of the policy and the awareness workshops.

PROGRAMS AND PROCEDURES REGARDING HATE CRIMES/DISCRIMINATION AND HARRASSMENT

If a student is the recipient of a racial, sexual or other form of harassment by another student: Employees or students aware of the incident of harassment should contact the Dean of Student Affairs or designee and the

Director of Human Resources with as much information about the incident as possible. The Dean of Student Affairs and the Director of Human Resources consult to determine who will conduct the formal investigation. The Dean of Student Affairs initiates a preliminary investigation and has student(s) complete an Incident Report Form (available at the Receptionist Desk). If it is written harassment, a photograph should be taken or a copy should be made for documentation. Depending upon the nature of the incident, the Dean of Student Affairs may notify the Executive Committee regarding the incident. The Dean of Student Affairs will consult with the appropriate personnel to contain rumors and when necessary, contact parents of regarding actions to be taken to address the situation. The Dean of Student Affairs decides who else needs to be informed of the situation (e.g. the Academic Affairs, parents, Counselors or International Student Advisor). Students involved in the incident will be subject to disciplinary action as deemed appropriate by the Dean of Student Affairs or designee. Depending on nature and the circumstances of the incident, a statement will be prepared by the Dean of Student Affairs with input from the Executive Committee and when appropriate, from the Director of Public Relations. Long Term/Preventative: Director of Human Resources and/or Faculty Development Coordinator and/or Counselors conduct educational workshops focusing on prevention and implications of harassment and discrimination

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

The Illinois Institute of Art offers ongoing programs to promote awareness of rape, acquaintance rape, as well as forcible and non-forcible sex offenses. All students attending the Introduction to Psychology course (a required course for all students except transfer students who have already completed the course elsewhere) will spend at least one class session discussing sexual assault issues. Posters, flyers, pamphlets and brochures are prominently displayed in the student lounge and the library regarding the reporting, prevention, and general prevalence of such offenses. All such materials are updated or replaced on a quarterly basis. At the onset of each academic quarter the current Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act, as well as pamphlets, flyers and brochures pertaining to sexual offenses (as well as alcohol/drug abuse) are made available to students on tables in the student lounge and in the bins located in the Student Affairs Department. In addition, all Illinois Institute of Art-Chicago faculty and staff and all new students are informed as to the availability of confidential, on-campus student counseling service. Referrals to off-campus counseling services are available through the on-campus student counseling service.

Any student who reports that she or he has been the victim of a sexual assault will be encouraged to follow these recommended steps. Go to a safe place following the attack. Do not bathe, shower, or destroy any of the clothing you were wearing at the time of the attack. Go to the nearest hospital emergency room for medical care. Make sure you are evaluated for pregnancy and venereal disease risks. A medical examination is the only way to establish the extent of your injuries, and it may provide valuable evidence should you decide to pursue legal action against the perpetrator. Emergency room personnel should be encouraged to contact a Rape Victims Advocates volunteer (available 24 hours) who will assist in answering medical and emotional questions. Rape Victims Advocates can also provide post-rape counseling, information and support. They can be reached on M-F at (312) 663-6303 between 9 a.m. and 5 p.m. It is recommended that the victim report the rape to the Chicago Police; however, this is entirely at the victim's discretion. The victim should understand that reporting the rape is not the same thing as prosecuting a rape. The Illinois Institute of Art-Chicago personnel will assist students with notifying proper authorities if such assistance is requested. The on-campus student counseling service is available to provide assistance in working through the after effects of the attack.

The Illinois Institute of Art-Chicago agrees to pursue a timely investigation of any student or staff report of an alleged sexual assault, whether or not it has been reported to legal authorities. On campus disciplinary procedures against students will be in accordance with the Institute's published Student Conduct Policy and the Appeals Policies and Procedures that appear in the *Student Catalog*. Both parties have the right to have others present in any Institute disciplinary proceeding, and the accuser and the accused have the right to be notified of the outcome of such proceedings. Sanctions the Institute may impose as a result of a disciplinary

proceeding include warning, probation, suspension, or dismissal. Any student found to be a victim of a sexual assault may request a change of classroom and/or living situation so as to prevent any unwanted contact or proximity with the alleged assailant. The Illinois Institute of Art-Chicago will make all reasonable efforts to accommodate such requests.

Disciplinary Action and Sanctions

On-campus disciplinary procedures against students will be in accordance with the Illinois Institute of Art-Chicago published Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only the school's final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

INFORMATION REGARDING REGISTERED SEX OFFENDERS

Section 170101(j) of the Violent Crime Control and Law Enforcement Act of 1994 states that the campus community must be advised where it can obtain information concerning registered sex offenders. This information can be obtained from the Chicago Police Department, through an Information Request Officer in the Research and Development Division. The address is 3510 South Michigan Ave, Chicago, Illinois, 60653. The direct phone number is (312) 745-6071.

CRIME STATISTICS

The following statistics are provided for your information in compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act (and Illinois Campus Security Act of 1994). Set forth in the first section below are statistics reported to The Illinois Institute of Art-Chicago at Chicago concerning the occurrence of criminal offenses on The Illinois Institute of Art - Chicago campus in the nine listed categories that were reported to campus officials or local police agencies. Criminal offenses reported by geographic area, which includes "on campus", "non-campus buildings or property", and public property.

On-campus: Any building or property owned or controlled by The Illinois Institute of Art-Chicago within the same reasonably contiguous geographic area and used by The Illinois Institute of Art-Chicago in direct support of the institution's educational purposes.

Non-Campus: Any property controlled by The Illinois Institute of Art-Chicago that is used in direct support of the institution's educational purpose and is frequently used by students and is not within the same reasonably contiguous geographic area to the area identified as on-campus. Students in College-Sponsored Housing reside in apartment complexes and are housed throughout the buildings. The statistics for these sites are therefore classified in the table as "non-campus".

Public Property- The 2010 public property statistics represents the crimes and incidents that occurred in the parking lots thoroughfares, streets, and sidewalks that are within the campus, or immediately surround the campus buildings.

