

## CAMPUS CRIME STATISTICS | 2017-2019

Under the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property. In the statistics, we are required to include crimes that were reported internally as well as crimes reported to local and state law enforcement agencies. The following crime statistics occurred on our campus, 2121 S Nowell Circle (230 East) or on public property within and immediately adjacent to our property:

### Skinworks School of Advanced Skincare Geographic Areas

Institutions must disclose statistics for reported Clery Act crimes that occur on campus, on public property within or immediately adjacent to the campus, and in or on non-campus buildings or property that your institution owns or controls.

## CAMPUS CRIME | CLERY ACT

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## SKINWORKS SCHOOL OF ADVANCED SKINCARE GEOGRAPHIC AREAS

Institutions must disclose statistics for reported Clery Act crimes that occur on campus, on public property within or immediately adjacent to the campus, and in or on non-campus buildings or property that your institution owns or controls.

<b>ON CAMPUS:</b>	<ul style="list-style-type: none"> <li>• 2121 S Nowell Circle, Salt Lake City Utah, 84115</li> <li>• 2121 S Nowell Circle parking lot and sidewalk in front of school (common area)</li> </ul>		
<b>NON-CAMPUS BUILDINGS:</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>		
<b>PUBLIC PROPERTY:</b>	<ul style="list-style-type: none"> <li>• 2100 S Street and the North sidewalk.</li> <li>• All other surrounding areas are private homes and business owned property which are not included</li> </ul>		
<b>CAMPUS SECURITY AUTHORITY:</b>	<b>TITLE IX COORDINATOR/SCHOOL PRESIDENT</b> Natalie Parkin Phone: 801-530-0001 ext 105 Mobile: 801-414-7551 <a href="mailto:natalie.parkin@skinworks.edu">natalie.parkin@skinworks.edu</a> or <a href="mailto:help@skinworks.edu">help@skinworks.edu</a>	<b>SCHOOL DIRECTOR</b> Gina Marcell 801-530-0001 ext 104 <a href="mailto:gina@skinworks.edu">gina@skinworks.edu</a>	<b>EDUCATION LEAD</b> Danielle Gallegoes 801-530-0001 ext 107 <a href="mailto:danielle@skinworks.edu">danielle@skinworks.edu</a>

\*A campus security authority is not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement personnel.

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## LAW ENFORCEMENT AGENCIES

Skinworks School of Advanced Skincare works in cooperation with local police. Criminal activities are reported to the South Salt Lake Police Department. Skinworks collects crime statistics annually from the South Salt Lake Police Department of

crimes committed in applicable geographic locations. Skinworks does not have a formalized memorandum of understanding with the South Salt Lake Police Department and has no student organizations that maintain use of off-campus residential property.

### **REPORTING A CRIME**

It is encouraged that all staff, students and guests report all alleged criminal incidents to a campus security authority member or the South Salt Lake Police Department Non-Emergency line at 801-412-3606 in a prompt manor. All criminal incidents reported to a campus security authority member will be recorded in the institutions incident report binder located behind the front desk, reporting these incidents aids in the institution providing timely warning notices to the community. In case of an emergency dial 9-1-1. For further information please reference the health and safety policy posted on the student bulletin board. Skinworks does not currently have a policy or procedure for victims or witnesses to report crimes on a voluntary confidential basis.

### **SECURITY & ACCESS**

Skinworks School of Advanced Skincare is open to the public during business hours. Business hours are posted on the institution's website [www.skinworks.edu](http://www.skinworks.edu). Outside normal business hours' access is available to employees that hold a key and security alarm code. During holidays and breaks Skinworks allows individuals access to the building with approval from the administration regarding maintenance.

### **SECURITY AWARENESS PROGRAMS**

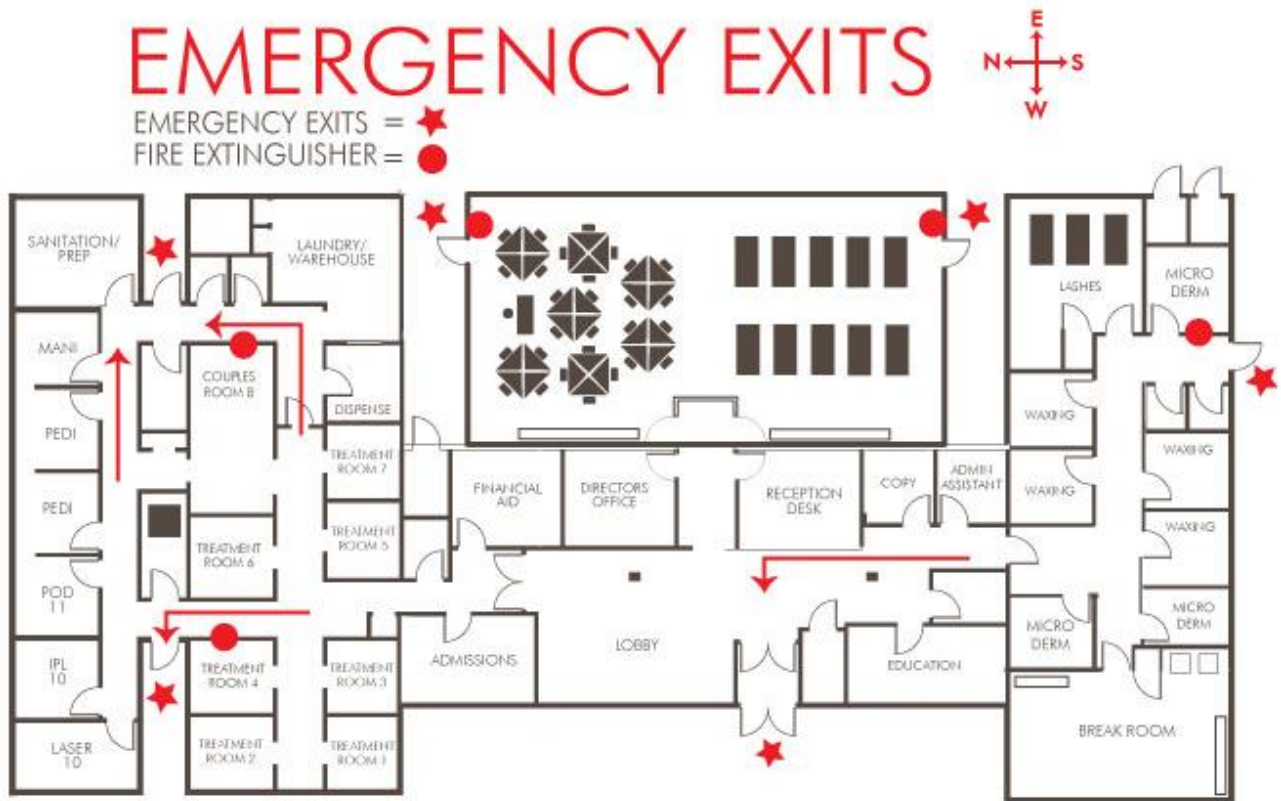
Skinworks School of Advanced Skincare does not have an official security awareness program for students and staff. However, Skinworks onboarding process for new hires includes a copy of the Employee Handbook where it states how to obtain access a to the Policy and Procedures. All new employees understand it is their responsibly to be aware of the policies, procedures & plans. The health and safety policy is found in the student handbook, posted on the student bulletin board, and referenced in the employee handbook with instruction to access for employees through the google drive. During student orientation, the program instructor walks the students through the school to show them emergency exits and the location of the fire extinguishers. They will also have a presentation on Title IV, VAWA, Health and Safety policy, Evacuation plan, and Operations and Maintenance plan by the Director/Title IV coordinator Natalie Parkin. Skinworks encourages students and employees to be responsible for their own security and the security of others.

### **COLLECTING STATISTICS**

All crimes reported in good faith to a campus security authority or local law enforcement personnel are recorded in the incident report binder located behind the front desk. The Financial Aid Advisor prepares the Campus Safety and Security report from collected data in the institutions incident report binder and from requesting crime statistics from the South Salt Lake Police Department. The request is made at the beginning of each calendar year and asks the department to provide all a report of all four general categories of offenses that have occurred on campus (2121 S Nowell Cir) or on public property within and immediately adjacent to the institution. The campus crime report is published on the student Facebook page, bulletin board, revised in the student handbook, and distributed via email annually by October 1<sup>st</sup>. Enrolled students and staff will receive the campus crime report annually. A paper or electronic copy may be obtained by contacting a member of the administration.

### **EMERGENCY RESPONSE & EVACUATION**

The Clery Act requires every Title IV institution, without exception, to have and disclose emergency response and evacuation procedures that would be used in response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The institution will without delay take into account the safety of the community and determine the content of the notification and initiate the notification system. In the professional judgment of responsible authorities the institution will not issue a notification that would compromise efforts to assist a victim, contain, respond to or otherwise mitigate the emergency. Please refer to the Health and Safety Plan for procedures used in the case of a significant emergency or dangerous situation. The Director/Owner and Campus Security Authority are responsible for carrying out the actions described above.



**DISSEMINATING INFORMATION TO THE LARGER COMMUNITY**

The institution may disseminate emergency information to the larger community in a variety of ways.

- 1) Skinworks maintains a website and all pertinent information is placed on the website as soon as it approved for accuracy.
- 2) Skinworks maintains a list of all students and employees and provides emails as soon as information becomes available.
- 3) Skinworks uses Slack & Klass app for notifying the student in case of an emergency.

**TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

Skinworks tests emergency response and evacuation procedures announced and unannounced at least once per calendar year. Tests are documented by description of exercise, date, time, and if the test was announced or unannounced.

**TIMELY WARNINGS**

Skinworks School of Advanced Skincare will alert staff and students in regard to any Clery Act crime that is reported to campus security authorities or local police agencies and is considered to represent a serious or continuing threat. The school Director and Administration is responsible for issuing timely warnings which will be disseminated through different methods (via email, phone, text message, posting, in person meeting) depending on the severity. Skinworks has communicated with South Salt Lake Police Department requesting their cooperation in informing the institution of crimes reported to them in order to warrant timely warnings and emergency responses.

**MISSING STUDENT NOTIFICATION PROCEDURES**

Skinworks does not offer on-campus housing. While this policy applies to students residing in on-campus student housing facilities, anyone who believes that a student might be missing should immediately report his or her concern to the local law enforcement.

## DRUG & ALCOHOL PREVENTION

To ensure a drug-free school, all students/employees are given notice that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the school. If a student/employee is found to be in non-compliance with this notice, said student/employee will be suspended. Said student/employee will also be asked to attend a drug abuse program which must be approved by the school administrator and/or termination depending on the severity of the offense. A second violation means the immediate termination of said student/employee without recourse.

## SKINWORKS DRUG POLICY

If you have a drug or alcohol related problem, the school staff is always available to you. We also have a list of organizations available to you should you need any help. It is important to know that a drug or alcohol related problem can lead to a licensure issue in the state of Utah due to the nature of our business and the safety of our customers. If you have prior incident or when an incident happens, it is encouraged to contact DOPL as soon as possible. Please refer to the Drug & Alcohol Policy in the student handbook.

The Anti-Drug Abuse Act of 1988 includes provisions that authorize Federal and State judges to deny certain Federal benefits -- including Title IV, HEA student aid -- to persons convicted of drug trafficking or possession. The Department of Education maintains a list within the Central Processing System (provided by the Department of Justice) against which all FAFSA applicants are matched. Applicants on the DOJ Drug Abuse Hold list are notified that they are not eligible for Title IV, HEA funds and told whom they can contact if they have questions.

## UTAH DRUG LAWS

[https://le.utah.gov/xcode/Title58/Chapter37/58-37-S8.html?v=C58-37-S8\\_2015051220151001](https://le.utah.gov/xcode/Title58/Chapter37/58-37-S8.html?v=C58-37-S8_2015051220151001)

## FEDERAL DRUG LAWS

<https://www.dea.gov/druginfo/ftp3.shtml>

## TITLE IX

Title IX | Clery Act information shall be posted on Skinworks Website at [www.skinworks.edu/disclosures](http://www.skinworks.edu/disclosures) and available to the student at all times. It is the Administration Departments responsibility to make sure that the list is updated and available to the students when necessary. The policy will be evaluated by the CAO annually.

## OBJECTIVE

It is the intent of the School to ensure that students have resources available to them when necessary.

Your title IX officer is Natalie Parkin, she can be reached at the school at 801.530.0001 ext 105, her cell phone at 801.414.7551 or [help@skinworks.edu](mailto:help@skinworks.edu). Natalie has gone through Title IX training and can direct you to the proper authorities and/or counseling offices.

## WHAT IS TITLE IX?

- Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex against any person in education programs and activities receiving federal funding. Programs or activities receiving federal financial assistance include virtually all public and private colleges and universities, and all public elementary and secondary schools.
- Students, staff, faculty, and other employees; women, girls, men, and boys; straight, LGBT, and gender-nonconforming persons; persons with and without disabilities; and international and undocumented persons all have the right to pursue education, including athletic programs, scholarships, and other activities, free from sex discrimination, including sexual violence and harassment.

**WHEN PEOPLE SPEAK ABOUT TITLE IX THEY ARE REFERRING TO 20 U.S.C. § 1681(A), WHICH SAYS:**

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment prohibited by Title IX.

When a student sexually harasses another student, the harassing conduct creates a hostile environment if the conduct is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the school's program. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical. Indeed, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. For instance, a single instance of rape is sufficiently severe to create a hostile environment.

Title IX protects students from sexual harassment in a school's education programs and activities. This means that Title IX protects students in connection with all the academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program

**VIOLENCE AGAINST WOMAN PREVENTION (VAWA)**

Skinworks School of Advanced Skincare prohibits the crimes of dating violence, domestic violence, sexual assault and stalking.

Skinworks has adopted certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

**Under VAWA, colleges and universities are required to:**

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates;
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and

The institution upon written request, will disclose to the alleged victim of a crime of violence (as the term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

**DEFINITIONS**

**DATING VIOLENCE** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. 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.

- 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.

**SEXUAL ASSAULT** is defined as an offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI's UCR program and included in Appendix A of 34 CFR Part 668.

Under Utah law, sexual offenses "without consent" of the victim arise when:

- 1) the victim expresses lack of consent through words or conduct;
- 2) the actor overcomes the victim through the actual application of physical force or violence;
- 3) the actor is able to overcome the victim through concealment or by the element of surprise;
- 4) the actor coerces the victim to submit by threatening to retaliate in the immediate future against the victim or any other person, and the victim perceives at the time that the actor has the ability to execute this threat; or (ii) the actor coerces the victim to submit by threatening to retaliate in the future against the victim or any other person, and the victim believes at the time that the actor has the ability to execute this threat;
- 5) the actor knows the victim is unconscious, unaware that the act is occurring, or physically unable to resist;
- 6) the actor knows that as a result of mental disease or defect, or for any other reason the victim is at the time of the act incapable either of appraising the nature of the act or of resisting it;
- 7) the actor knows that the victim submits or participates because the victim erroneously believes that the actor is the victim's spouse;
- 8) the actor intentionally impaired the power of the victim to appraise or control his or her conduct by administering any substance without the victim's knowledge;
- 9) the victim is younger than 14 years of age;
- 10) the victim is younger than 18 years of age and at the time of the offense the actor was the victim's parent, stepparent, adoptive parent, or legal guardian or occupied a position of special trust in relation to the victim;
- 11) the victim is 14 years of age or older, but younger than 18 years of age, and the actor is more than three years older than the victim and entices or coerces the victim to submit or participate, under circumstances not amounting to the force or threat required under Subsection (2) or (4); or
- 12) the actor is a health professional or religious counselor, the act is committed under the guise of providing professional diagnosis, counseling, or treatment, and at the time of the act the victim reasonably believed that the act was for medically or professionally appropriate diagnosis, counseling, or treatment to the extent that resistance by the victim could not reasonably be expected to have been manifested. Utah Code Ann. §76-5-406.
- 13) Consent exists when all parties exchange mutually understandable affirmative words or behavior indicating their agreement to participate voluntarily in sexual activity.

#### WHAT TO DO IF YOU HAVE BEEN SEXUALLY ASSAULTED

- 1) Get to a safe place as soon as you can. Call 911 if you are in immediate danger.
- 2) Contact someone you trust to be with you for support. The Rape Recovery Center provides 24 hours support, 801-467-7273.
- 3) Incidents that occur on campus should be reported to our Title IX Coordinator, Natalie Parkin, immediately at 801-530-0001 or help@skinworks.edu. If desired, she can assist you in filing a complaint with South Salt Lake City Police Department.
- 4) Incidents that occur off campus should be reported to the Salt Lake City Police Department at 801-799-3000 or South Salt Lake at (801) 412-3606. Reporting to the police doesn't mean that you must press charges although if a minor is involved or this is a domestic violence situation, the police will file charges with or without your consent. Our Title IX Coordinator, Natalie Parkin, is also available to assist in any off-campus incident. You may also decline to notify such authorities.

- 5) Do your best to preserve all physical evidence, even if you don't know if you want to report the assault or press charges.
- 6) Do not to shower, bathe, eat, brush your teeth, or wash your hands.
- 7) Don't change your clothing if possible, but if you need to change, put everything you were wearing into a paper bag and take them to your medical exam.
- 8) If the assault took place in your room or home, do not rearrange or clean up anything until you have decided whether or not to file a report.
- 9) Write down as much as you can remember about the assault, including a description of the assailant.
- 10) Seek medical care as soon as possible. The Rape Recovery Center (phone) has a 24-hour Hospital Response Team; a member can meet you at the hospital or Family Justice Center to provide information and support throughout the process. They can be reached at 801-467-7273.
- 11) To preserve forensic evidence, ask the hospital/facility Center to conduct a rape kit exam. Costs for this exam will be covered by Crime Victim Reparations. You can receive this exam whether or not you choose to involve the police.
- 12) If you suspect you have been drugged, ask that a urine sample be collected.
- 13) Even if you have no apparent injuries and you know that you will never report, it is important to get medical attention to determine the risks of STDs and pregnancy and receive appropriate prophylaxis medication if desired.
- 14) Get support. Many survivors of sexual assault experience a wide range of emotions following the assault, including shock, anger, self-blame, shame, helplessness, denial, fear, and mood swings among others. These can occur immediately after an assault or weeks, months or even years later.

#### VICTIMS RIGHTS

Skinworks School of Advanced Skincare does not issue orders of protection. For further information on obtaining a protection orders please contact your local law enforcement. Skinworks will comply and enforce criminal, civil, or tribal court-ordered protective orders for the safety of all students and staff who could be harmed. All accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide accommodation or protective measures. Clery Act reporting and disclosures are publicly available recordkeeping, but will never include personally identifying information about the victim.

#### TO REPORT A CRIME

Contact the School Director, Natalie Parkin 801-414-7551 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the Institute buildings should be reported. To the extent permissible by law, Skinworks School of Advanced Skincare keeps reports, records, and victim's names and information confidential. Skinworks is obligated to comply with a student's request for a change in their academic situation following an alleged sex offense with the request being rational and obtainable regardless of whether the victim chose to report the crime to local law enforcement. These changes can be requested through a general appeal. Please see the schools Director for information on obtaining a general appeal for this purpose. The institution does not counsel victims of "violence against woman". Support services are available outside the school and are listed below.

#### VAWA & DOMESTIC VIOLENCE:

- Rape Recovery Center provides 24 hours support: 801-467-7273
- Rape Crisis Hotline: 888-421-1100
- Domestic Violence Hotline: 1-800-897-5465
- Adult Protective Services Hotline: Salt Lake County: 801-264-7669 All other counties of Utah: 800-371-7897
- Center for Women and Children in Crisis (Utah County): 801-377-5500
- South Valley Sanctuary (West Jordan): 801-255-1095
- Women's Crisis Center: 801-781-0743
- YWCA: 801-537-8600

## REGISTERED SEX OFFENDERS

Information concerning registered sex offenders may be obtained by using the following websites.

- <https://corrections.utah.gov/index.php/services/sex-offender-registry.html/>
- <https://www.fbi.gov/scams-and-safety/sex-offender-registry>

## INSTITUTIONAL DISCIPLINARY PROCEEDINGS (GRIEVANCE POLICY AND PROCEDURE)

The following procedures shall apply with respect to complaints or other reports of alleged sexual misconduct by a student.

- 1) The college's Title IX coordinator will investigate complaints and reports of alleged sexual misconduct by a student or employee. This official receives annual training on issues related to dating violence, domestic violence, sexual assault, and stalking. They also are trained on how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Skinworks will apply a "preponderance of evidence" standard meaning **preponderance** is based on the more convincing **evidence** and its probable truth or accuracy, and not on the amount of **evidence**
- 2) Informal dispute resolution shall not be used to resolve sexual misconduct complaints without written permission from both the victim and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event, shall mediation be used to resolve complaints involving allegations of sexual violence. All complaints of sexual misconduct must go through the steps of the "Formal Grievance Procedure." This form will be given to you by the Title IX coordinator.
- 3) The institution will provide the student or employee a written explanation of their rights and options as a reporting victim of dating violence, domestic violence, sexual assault or stalking. Regardless if the offense occurred on or off campus.

## FORMAL PROCEDURE

- 1) It is a student's/employees right to seek redress of any grievance relating to his/her education/workplace and carrying out the procedure will not adversely affect his/her standing with the school.
- 2) If the student considers that the informal approach has not resolved the issue, or would be inappropriate given the nature of the grievance, he/she may raise his/her grievance in a formal way by writing to the Title IX Coordinator/Administration Department.
- 3) If the grievance is against the Administration Department the complaint should be made in writing to the school owner.
- 4) A formal grievance should normally be raised, where practicable, within 3 weeks of the action by another student or employee that has led to the grievance.
- 5) After the interview will be arranged to take place if possible within two weeks of the student/employee stating his/her intention to initiate the formal procedure. The recipient of the complaint will arrange and, normally, conduct this interview. If it is not possible to hold the interview within this period of time then, with the student's/employees agreement, it may be arranged to take place with an alternative manager. A decision will be advised to the accused and the accuser as soon as possible and this will also be confirmed in writing and a note of the interview will be prepared.
- 6) The Title IX Coordinator considering the grievance will either: Uphold the grievance, stating what action will be taken, OR not uphold the grievance, and no further action will be taken, OR Advise that further investigations are necessary and indicate a likely timescale for a resolution of the grievance.

Skinworks will provide a prompt, fair and impartial process from the initial investigation to the result. Sanctions imposed following the result of a sex offense include immediate termination, suspension, expulsion, cancellation of loans, loss of scholarship and grant funds, and fine and/or imprisonment.

## ESCALATION STAGE

- 1) If a student is not satisfied with the outcome of the formal procedure, he/she may proceed with a written plea within 7 working days of the date he/she was informed of the decision from the Formal Stage. The plea should be in writing addressed to the School Director and should state whether he/she will be represented or accompanied at an plea interview. Relevant papers should also be sent with this notification.



- 2) The owner or school director will decide whether to hold the plea interview in person or whether it would be more appropriate for a third-party to conduct the interview.
- 3) An interview will be arranged to take place if possible within two weeks of the student stating his/her intention to file a plea.
- 4) The result of the plea will be advised in writing, normally within 7 working days, and a note of the interview will be prepared.
- 5) The owner and third-party (if applicable) will either: uphold the plea, stating what action will be taken, OR not uphold the plea and no further action will be taken
- 6) All decisions made at this juncture are final.

### REPRESENTATION

at each stage of the grievance procedure, including the informal procedure:

- Students may be accompanied by another student of Skinworks, of his/her reasonable choice.
- If a student is to be accompanied or represented he/she should advise the appropriate person holding the plea accordingly, giving details of the individual's name.

### BYSTANDER INTERVENTION

Bystander intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Most people want to help in difficult situations. Specific interventions can be divided into four main types:

- Engage: say or do something that directly engages one or more of the parties involved
- Distract: say or do something to interrupt the interaction
- Enlist: ask for the help of someone else who may be better able to intervene
- Delay: say or do something after the difficult moment or incident has passed

### STRATEGIES FOR RISK REDUCTION

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cash money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.

- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - o Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
- Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later

All incoming students and staff receive training in orientation on the information listed above from the School President/Title IX Coordinator.

## CRIMINAL OFFENSE STATISTICS

CRIMINAL OFFENSES	YEAR	ON CAMPUS	PUBLIC PROPERTY	TOTAL
Murder/Non Negligent Manslaughter	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Negligent Manslaughter	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Rape	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Fondling	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Incest	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Statutory Rape	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Robbery	2017	0	0	0
	2018	0	0	0
	2019	0	0	0

Aggravated Assault	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Burglary	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Motor Vehicle Theft	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Arson	2017	0	0	0
	2018	0	0	0
	2019	0	0	0

## HATE CRIME STATISTICS

CRIMINAL OFFENSES	YEAR	ON CAMPUS	PUBLIC PROPERTY	TOTAL
Murder/Non Negligent Manslaughter	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Negligent Manslaughter	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Rape	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Fondling	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Incest	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Statutory Rape	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Robbery	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Aggravated Assault	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Burglary	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Motor Vehicle Theft	2017	0	0	0
	2018	0	0	0
	2019	0	0	0

Arson	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Larceny Theft	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Simple Assault	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Intimidation	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Destruction	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Damage or Vandalism	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Other	2017	0	0	0
	2018	0	0	0
	2019	0	0	0

**ARRESTS & PERSONS REFERRED FOR SKINWORKS DISCIPLINARY ACTION**

CRIMINAL OFFENSES	YEAR	ON CAMPUS	PUBLIC PROPERTY	TOTAL
Illegal Weapons Possession	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Drug Abuse Violations	2017	1	0	1
	2018	0	0	0
	2019	0	0	0
Liquor Law Violations	2017	0	0	0
	2018	0	0	0
	2019	0	0	0

**VIOLENCE AGAINST WOMAN STATISTICS (VAWA)**

CRIMINAL OFFENSES	YEAR	ON CAMPUS	PUBLIC PROPERTY	TOTAL
Domestic Violence	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Dating Violence	2017	0	0	0
	2018	0	0	0
	2019	0	0	0

Stalking	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Sexual Assault	2017	0	0	0
	2018	0	0	0
	2019	0	0	0

The data presented in the above tables summarize the reportable crimes that occurred from 2017-2019. Skinworks officials with responsibility for overseeing student safety compiled the following crime statistics. All crime statistics for murder, non-negligent manslaughter, negligent manslaughter, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and illegal weapons possession are classified using the definitions of those crimes from the FBI's Uniform Crime Reporting (UCR) Program. Crime statistics for fondling, incest, and statutory rape are classified using the definitions of those crimes from the National Incident –Based Reporting System (NIBRS) User Manual from the FBI's UCR program. Crime statistics for the hate crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property are classified using the definitions provided in the UCR's Hate Crime Data Collection Guidelines and Training Guide.