



410 West Baker view road suite 112. Bellingham, WA. 98226

Campus Safety and Security Policy for Zorganics Institute

This document aims to inform students and employees about the school's safety and security policies and procedures. A digital copy is available on the school's website, and a physical copy can be obtained from the Institute Director, Frida Emalange. The document presents the Institute's approach to crime and accident prevention, public safety, reporting mechanisms, and fire safety. Careful reading of the document is encouraged, and questions can be raised if any part is unclear.

During the first week of new classes, during new student and employee onboarding, and by January 15th of each year, the school's campus security report, procedures, and safety practices are communicated to all students and employees. Additionally, written notices are provided, encompassing

- 1) a statement on the report's availability,
- 2) how to obtain a physical copy upon request,
- 3) a summary of the document's contents, and
- 4) the exact electronic address of the report. The importance of personal responsibility for safety and security is emphasized.

Orientation includes training on emergency procedures, crime prevention, self-defense, sexual assault awareness, and relevant laws and regulations. In March each year, a local law enforcement official is invited to the Institute to discuss crime prevention, personal safety, and protection against sexual assault.

The Zorganics Institute ("Institution" or school") adheres to the following policies and procedures:

DEFINITION OF CAMPUS:

For the purposes of reporting campus crimes, the definition of the institute's campus includes: *The building, the parking lot and the sidewalk along the street in front of the building.*

CRIME & ACCIDENT PREVENTION

The Institute bears no responsibility for stolen items. Therefore, students and staff are strongly advised to keep their personal belongings secured in the provided student lockers. To minimize the risk of theft, it is recommended not to bring expensive jewelry, cash, or other valuables to the Institute. Leaving such items at home is the safest option.



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In instances of criminal violations committed on the Institute's premises, the school reserves the right to prosecute any student or employee to the fullest extent permitted by state and federal law. The Institute will evaluate each case involving a student accused of a crime on an individual basis, considering factors such as suspension or termination from the school.

1. Security of Personal Belongings:

- The Institute does not assume liability for stolen property.
- Students and employees should always keep their personal belongings locked in the provided student lockers.
- The Institute encourages leaving expensive jewelry, money, and other valuables at home to reduce the risk of theft.

2. Legal Consequences for Criminal Violations:

- The Institute reserves the right to prosecute any student or employee for criminal violations committed on the Institute premises.
- The Institute will consider the specifics of each case involving a student accused of a crime.
- Possible consequences may include suspension or termination from school.

Criminal violations may include, but may not be limited to the following:

- Murder
 - Rape
 - Forcible sex offenses
 - Non-forcible sex offenses
 - Robbery/theft
-
- Simple or aggravated assault
 - Unlawful consumption or possession of alcohol or other controlled or illegal substance
 - Hate crime including larceny-theft, simple assault, intimidation, or vandalism
 - Burglary — There must be evidence of both trespass and intent to commit a felony or theft.
 - Larceny — Larceny is the illegal taking and carrying away of personal property belonging to another with the purpose of depriving the owner of its possession.



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Further preventative measures include:

1. The consumption of illegal substances, including alcoholic beverages, is prohibited during school hours or at school functions by both the institute and its employees.
2. Possession of any illegal or dangerous weapons on school property or by students or employees is strictly prohibited. Violations will result in confiscation of the weapon, potential legal action, and possible termination of enrollment or employment.
3. To prevent theft, students and staff must securely lock their belongings in designated areas.
4. Parking must be done in designated areas, and vehicles should always be securely locked.
5. Remaining alone within the facility after closing without administrative approval is prohibited. If approval is granted, the exterior door must remain locked, and unauthorized individuals must not be allowed entry.
6. Employees are responsible for ensuring that offices remain securely locked at all times. Upon leaving the office, employees must double-check the door to ensure it is secure.
7. Locking the facility alone is not permitted. Two individuals must be present during the locking procedure, and they must confirm that both have safely entered their vehicles before leaving school grounds.
8. Hazardous conditions, such as faulty equipment, water leaks, chemical spills, and exposed electrical wires, should be immediately reported to the institute director by students and employees.
9. The institute director is responsible for addressing all reported hazards promptly and with appropriate caution. This may involve notifying relevant agencies, such as the poison control center, fire department, or power company.
10. Students and employees are not permitted to attempt repairs on damaged electrical equipment or exposed wires. Such issues should be reported to the administration.
11. Any damaged or dangerous structural conditions must be reported to the institute director without delay.
12. Equipment must be used in accordance with manufacturer's specifications. The school will not be held liable for accidents resulting from inappropriate or negligent use of equipment.
13. Unauthorized equipment is prohibited for use by students and employees. The institute bears no liability for accidents involving unapproved equipment, products, or supplies.
14. Students and employees with significant or unusual health conditions are encouraged to disclose them upon admission or employment. In collaboration with their physicians, appropriate preventive measures should be implemented. Confidentiality of such conditions must be maintained by the school management.



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SECURITY AND ACCESS TO CAMPUS FACILITIES:

The Institute's premises are only accessible to authorized people, including students, staff, and visiting guests who receive a service. Anyone not affiliated with the Institute or receiving a service will be considered trespassing and subject to prosecution. All students and staff are required to wear name badges that clearly display their identity and role. Service guests are allowed in the building, but they must always be escorted by a student or staff member and are restricted to the clinic classroom and restroom facilities.

Maintenance personnel have access to the school during regular school hours and in the evening to clean or perform maintenance on the facility. They are required to wear identification badges. All non-staff service providers must check in at the service desk and wear a badge that clearly indicates their purpose on the premises. The Institute maintains its campus facilities to minimize hazardous and unsafe conditions. Parking lots and pathways are well-lit, and trees and shrubberies are trimmed away from walkways and buildings. The Institute collaborates closely with facilities management to promptly address burned-out lights, malfunctioning door locks, and other physical conditions that affect security.

CRIMINAL & ACCIDENT REPORTING PROCEDURES:

The Institute does not have on-campus security, and all crimes are promptly reported to the local police department. We strongly encourage students and staff to promptly report any crimes in writing to the Institute Director, Frida Emalange, who will promptly contact local authorities. Reporting crimes is encouraged for victims and witnesses, though it is entirely voluntary. For those needing professional assistance after being a crime victim, please contact the following counseling center:

1. In the event of a burglary or robbery:
 - a. Remain calm and agreeable with the culprit(s).
 - b. Do not attempt any heroic measures.
 - c. Report all burglaries to the local police.
 - d. When reporting a burglary or robbery:

1. Indicate the name of the institution.
2. Indicate your name.
3. Indicate the date and time of the incident.
4. Indicate any injuries if known.
5. Indicate the number of suspects involved.
6. Indicate any descriptive information.



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In the event of larceny:

- Remain calm and agree with those involved.
- Do not attempt to determine if any person is innocent or guilty.
- Report all larceny to the local police department for investigation.
- Indicate the name and address of the Institute.

Indicate your name.

Indicate the date and time of the incident.

Indicate any injuries if known.

Indicate the name(s) of those involved or any witnesses.

Indicate any descriptive information.

In the event of an accident:

- Report the event to the Institute Director or manager on duty.
- The Institute Director or manager on duty will do the following:

1. Assess the need for emergency assistance and call the appropriate agency if necessary.
2. Complete an accident report, including the cause, names of those involved, date, time, circumstances, and any witness statements.
3. Report all information to the management.
4. Notify parents and family of the victim(s) if necessary.
5. In a general emergency within the school premises, immediately notify the school's administration and remain calm. The school's trained personnel will handle emergency response and evacuation procedures.
6. The Institute Director, in consultation with local police authorities, will evaluate the situation and determine the severity of the emergency.
7. If the Institute Director is unavailable, contact the instructor. If the instructor is also unavailable, reach out to the financial aid administrator or the admissions office.
8. In the event of a significant emergency or dangerous situation posing an immediate threat to the health or safety of students or staff on campus, an immediate announcement will be made. The Institute Director will notify the student body and staff of the emergency and the necessary steps to take.
9. The safety of students and staff is of utmost importance. If police advise postponing the announcement to assist victims, contain the situation, or mitigate the emergency, the announcement will be delayed until it is safe.
10. Police authorities will be contacted for assistance. Do not leave the building unless instructed. Remaining in lockdown mode on the Institute premises might be safer.
11. Listen to all announcements from the Institute Director and follow the instructions, remaining calm.
12. The staff will direct you to safety in the event of an emergency.



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13. The Institute will review its evacuation plans and procedures during the orientation on the first day of class.
14. The Institute will conduct announced emergency response and evacuation tests annually so that staff and students clearly understand the procedures. Attendance of students and staff is expected on those days.
15. Each test will be documented in the school's records, including the date, time, and
16. whether it was announced or unannounced.
17. The Institute Director, with the assistance of the Institute's staff, will conduct the tests at least once per calendar year.
18. The tests will be documented in the Institute's permanent record, indicating whether they were announced or unannounced, the date, time, and duration.

EMERGENCY PROCEDURES

In emergency situations, swift and secure evacuation of the Institute is crucial. The evacuation plan encompasses two primary scenarios:

1. In-Place Evacuation: In this scenario, students and staff members remain within the building, but specific safety measures are implemented to secure the location based on the nature of the emergency.
2. On-Site Evacuation: In this scenario, students and staff members move out of the affected building and relocate to a designated nearby area within the school premises.

FIRE

1. In case of a fire, evacuate the area while staying low to avoid smoke and heated gasses.
2. Activate the fire alarm if the facility has one.
3. Call 911 and request assistance from the fire department and law enforcement. If the telephone system is out of order, use alternative communication networks.
4. Evaluate the situation and determine the size, nature, and location of the fire.
5. Upon the arrival of the fire department, the Institute director should establish contact with the senior fire department official and coordinate activities.
6. Ensure that all students and staff members are accounted for and safe. Move to another location or evacuate to an outside area if necessary.
7. Follow the steps above simultaneously if there are enough staff members on duty. Deviating from these steps is only justifiable if there is no imminent danger.
8. If the fire is small and the staff member has received proper training, use a fire extinguisher to extinguish it. However, fighting the fire should only be undertaken if there is no imminent danger.



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ILLNESS OR INJURY

A. MINOR

1. Treat with medical supplies on hand.
2. Evaluate periodically to see if further medical attention is required.

B. MAJOR

1. Employ first aid techniques as trained, if needed.
2. Contact 911 if immediate medical attention is required.

3. If an illness or an injury requires a doctor's care, but emergency services are not required, the staff members should then arrange for transportation to the emergency room, clinic, or hospital.

BOMB THREATS

1. Any bomb threat should be treated as real until proven otherwise.
2. Unidentified or suspicious objects should be reported to the authorities.
3. Evacuation should be to an outdoor area as far from the building as safely possible. The area to be evacuated should be searched quickly before evacuation.
4. Upon arrival of law enforcement authorities, the facility director, or designee, will assist with the search (i.e., unlocking doors, identifying strange or suspicious objects, etc.)
5. The appropriate authorities should be consulted prior to reentry into the building.

UTILITIES AND MAINTENANCE EMERGENCIES

A. GAS LEAK

1. If any staff member or student smells gas, act quickly.
2. Open windows immediately.
3. Call 911 and report the possible gas leak.
4. Do not turn any electrical switches on **OR** off. Eliminate all flames.
5. Check all gas taps and turn them off.
6. If necessary, turn off the gas main. The shutoff valve is next to the meter.
7. If the gas odor remains strong, evacuate the area immediately.
8. Do not return to the building until the fire department announces it is safe.



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EMERGENCY EVACUATION

In the event of an emergency requiring the evacuation of the building, such as a fire, bomb threat, active shooter, electrical, or chemical incident, all staff members should follow these steps:

1. Call 911 and request assistance from the local fire department and law enforcement.
2. Ensure that all students and staff members are accounted for and safe.
3. Evacuate all students and staff members to a safe location as far from the building as practical.
 - If possible, adhere to predetermined evacuation routes, but do not hesitate to adjust them to avoid dangerous areas.
 - All students and staff members with special needs should be assisted as needed.
1. Conduct a second head count for students and staff members to ensure everyone has been accounted for.
2. Notify the Institute Director as soon as possible about the situation.
3. Do not approach or reenter the building until authorized by the appropriate authorities.

TORNADO/SEVERE WEATHER WATCHES AND WARNING PROCEDURES

1. The safest place designated by the Institute Director is the
 - a. All students and staff will be moved to the designated location.
 - b. Maintain flashlight and voice contact among staff members at all times.. Make sure to conduct a head count before moving to a safe place, after arriving at a safe place, and after leaving the designated area make sure to conduct a head count before moving to a safe place, after arriving at a safe place, and after leaving the designated area
2. After there is absolute certainty that the storm has passed:
 - a. The staff members should conduct a head count.
 - b. Provide any necessary first aid and call 911 for any necessary response agencies.
 - c. Check the entire building for any damages such as fire, water, or structural.
 - d. Turn on and test utilities.
3. Notify the Institute Director as soon as possible with an update of conditions.
4. Notify any agents that services are needed.

The institute encourages pastoral counselors and professional counselors, in instances where the student may need assistance in dealing with a particular situation, when appropriate. To avail yourself of this service, please contact the Institute Director, for assistance in obtaining help. We encourage students who may have been the victim of a crime to seek help. The counseling sessions are voluntary and confidential for the basis of inclusion in the annual disclosure of crime statistics.



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Civil Demonstrations and/or Disturbances

This action plan is intended to assist team members, students, the Zorganics Institute and guests in preparing for and responding to civil demonstrations and/or disturbances.

Definitions

Civil demonstrations or protests may involve organized or ad hoc groups who have a difference of opinion with a governing body regarding ethnicity, religion, civil rights, or cultural issues.

Civil disturbance is an activity arising from a mass act of civil disobedience in which the participants can become hostile toward authority, and authorities incur difficulties in maintaining public safety and order over the disorderly crowd.

Action Plan

Most demonstrations are peaceful, and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators.

Planned or Unplanned Demonstrations

Demonstrations within 20 miles of the campus will be monitored closely. If necessary, the Institute may make the decision to close the facility for the day; release the staff and students early or delay the start of work/Institute ; and/ or have students and staff shelter in place.

If the demonstration turns confrontational or heated and starts to escalate, please call the police department at and provide the following information:

- The name of the group, if known
- The exact location
- The size of the group
- Weapons involved

- What is the group doing?
 - Damaging property
 - Making threats
 - Holding signs
- Do they have shouting/chanting amplification devices?

General safety guidance:

- Remain calm
- Follow directions of authorities
- Do not become a spectator; remove yourself from the area
- Lock and avoid all windows and doors



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- Close all blinds to prevent flying glass/debris
- Do not argue or enter into the debate with demonstrators
- Do not commit or become involved in any crimes

STUDENT RIGHT TO KNOW POLICY:

To ensure transparency and safety on the Institute's premises, all criminal activities and accidents must be reported to the Institute Director. A confidential file will be kept on each incident's circumstances, and the Director will make the information available to employees and students, with the exception of personal information like names.

In certain cases, information may be withheld if it could jeopardize an ongoing criminal investigation, the safety of an individual, or cause a suspect to flee or evade detection. The Institute will limit withholding to information that would have these adverse effects. Once the adverse effects are no longer likely to occur, the school will disclose the withheld information.

The Institute Director is responsible for following specific procedures to inform students and employees about criminal activities and accidents on the premises.

1. Each week during weekly announcements, a general account of any criminal activity that may have occurred will be given.
2. Each week, a general account of any criminal incident and/or accident will be posted in the lounge for student access. Confidential information will not be available.
3. A confidential file will be kept that describes each accident and criminal incident in detail. The file must include dates, times, names, extenuating circumstances, agencies notified, etc.
4. During the announcements, emphasis not be placed on accident and crime prevention.
5. Statistics regarding the incidence of rape, burglary, drug violations, motor vehicle theft, murder, and simple or aggravated assaults that occurred within the institution will be available to any and all students and/or employees upon request.
6. Statistics concerning the number of arrests for on-campus crimes of murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug law violations, illegal weapon possessions, arson, negligent manslaughter, and non-negligent manslaughter during the calendar years of and are listed.
2018, 2019, 2020, 2021, 2022, 2023, 2024
7. The school will identify where on campus the crime occurred, such as in the school building, in front of the school, or in the parking lot.
8. The crime log for the most recent 60-day period is open to public inspection during normal business hours. Any portion of the log older than sixty days is available within two business days of a request for public inspection.
The campus of an institute is defined as:

(i) Any property or building owned or managed by an institution, located in a reasonably contiguous



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geographical area, and utilized by the institution to directly support or relate to its educational objectives, including residence halls.

(ii) Any property or building within or adjacent to the area described in (i) of this definition that is owned by the institution, but managed by another party, frequently utilized by students, and facilitates the institution's goals.

Public Property is defined as:

All public property within the same reasonably contiguous geographical area of the institution, such as sidewalks, streets, other thoroughfares, or parking facilities, that are adjacent to a facility owned or managed by the institution, and are utilized by the institution to directly support or are related to the institution's educational objectives.”

Type of Crime on campus	Number of Occurrences	Number of Arrests									
		2016	2017	2018	2019	2020	2021	2022	2023	2024	
Murder	0	0	0	0	0	0	0	0	0	0	
Criminal Homicide	0	0	0	0	0	0	0	0	0	0	
Sex Offenses: Rape	0	0	0	0	0	0	0	0	0	0	
Sex Offenses: Fondling	0	0	0	0	0	0	0	0	0	0	
Sex Offenses: Incest	0	0	0	0	0	0	0	0	0	0	
Sex Offenses: Statutory Rape	0	0	0	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	0	0	0	
Simple or Aggravated Assault	0	0	0	0	0	0	0	0	0	0	



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Type of Crime on campus	Number of Occurrences				Number of Arrests				
	2016	2017	2018	2019	2020	2021	2022	2023	2024
Sexual assault	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Domestic violence	0	0	0	0	0	0	0	0	0
Dating violence	0	0	0	0	0	0	0	0	0
Stalking*	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Hate Crimes based on Race*	0	0	0	0	0	0	0	0	0
Hate Crimes based on Gender*	0	0	0	0	0	0	0	0	0
Hate Crimes based on Religion*	0	0	0	0	0	0	0	0	0
Hate Crimes based on National Origin*	0	0	0	0	0	0	0	0	0
Hate Crimes based on Gender Identity*	0	0	0	0	0	0	0	0	0
Hate Crimes based on Sexual Orientation*	0	0	0	0	0	0	0	0	0

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Hate Crimes based on Ethnicity*	0	0	0	0	0	0	0	0	0
Hate Crimes based on Disability*	0	0	0	0	0	0	0	0	0
Hate Crimes based on Larceny**	0	0	0	0	0	0	0	0	0
Hate Crimes based on Theft	0	0	0	0	0	0	0	0	0
Hate Crimes based on Simple Assault***	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Hate Crimes based on Race*	0	0	0	0	0	0	0	0	0
Hate Crimes based on Gender*	0	0	0	0	0	0	0	0	0
Hate Crimes based on Religion*	0	0	0	0	0	0	0	0	0
Hate Crimes based on National Origin*	0	0	0	0	0	0	0	0	0
Hate Crimes based on Gender Identity*	0	0	0	0	0	0	0	0	0
Hate Crimes based on Sexual Orientation*	0	0	0	0	0	0	0	0	0
Hate Crimes based on Ethnicity*	0	0	0	0	0	0	0	0	0
Hate Crimes based on Disability*	0	0	0	0	0	0	0	0	0
Hate Crimes based on Larceny**	0	0	0	0	0	0	0	0	0
Hate Crimes based on Theft	0	0	0	0	0	0	0	0	0
(except motor vehicle)**	0	0	0	0	0	0	0	0	0
Hate Crimes based on Simple Assault***	0	0	0	0	0	0	0	0	0
Hate Crimes based on Intimidation***	0	0	0	0	0	0	0	0	0
Hate Crimes based on Destruction to Property****	0	0	0	0	0	0	0	0	0
Hate Crimes based on Damage to Property****	0	0	0	0	0	0	0	0	0
Hate Crimes based on Vandalism****	0	0	0	0	0	0	0	0	0
Hate Crimes: Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0



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The crimes listed above occurred on the following areas of campus: 0 0 0 0 0 0 0 0 0

Clery Act Reporting allows a school not to include (or may remove) a reported crime from its statistics when sworn or commissioned law enforcement personnel have fully investigated the reported crime and have made a formal determination that the crime report is false or baseless and, therefore, “unfounded.” In this case a school must report to the Department and disclose in their Annual Security Report statistics that include the total number of crime reports that were “unfounded” and subsequently withheld from its crime statistics during each of the three most recently completed calendar years. Any crimes listed as unfounded have been identified below, indicating the year the crime was determined to be unfounded and the type of crime.

N/A

When listing crimes committed on the Institute campus, we will use the FBI’s UCR program and the Hierarchy Rule when more than one offense was committed during a single incident. If arson is committed, the Institute will always record the arson in its statistics, regardless of whether or not it occurs in the same incident as another crime. If rape, fondling, incest, or statutory rape occurs in the same incident as murder, the school will record both the sex offense and the murder in its statistics. The school will also compile the crime statistics for murder, and non-negligent manslaughter, negligent manslaughter, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and Illegal weapons possession using the definitions of those crimes from the Summary Reporting System User Manual from the FBI’s UCR Program.

*The Institute will separately report any hate crimes by category of prejudice and by type of crime, if any are reported during the reporting period.

**The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.

***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.

****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.

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An incident must meet three conditions to be classified as a burglary. First, there must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry — no force are counted. Second, the unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door. Finally, the unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is larceny.

The following number of students was referred to campus disciplinary action for the following violations:

Violations on Campus Number of Incidents 2019 2020 2021 2022, 2023, 2024

0

Violations on Public Property Number of Incidents 2019 2020 2021 2022, 2023, 2024

0

Violations on Non-Campus Buildings and Property Number of Incidents 2019 2020 2021 2022, 2023, 2024

0

On-Campus Arrests and Disciplinary Referrals Number of Incidents 2019 2020 2021 2022, 2023, 2024

0

The following Drug-Free Workplace Policy is to notify all employees and students that pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690) and [Washington Drug-Free Workplace Act of 1990], prohibits being under the influence, the unlawful manufacture, The Zorganics Institute distribution, dispensing, possession, or use of a controlled substance in the workplace, on school property, or as part of any institute activity. similarly prohibits being under the Zorganics Institute influence, the unlawful use, possession, and distribution of alcohol in the workplace, on school property, or as part of any Institute activity, as well as any other unlawful conduct involving alcohol.

The drug-free workplace consists of all locations where Zorganics Institute does business. This includes, but is not limited to, all lecture classrooms, parking lots, all administrative offices, corridors, storage rooms, and any space added to the Institute or institute property.

Health risks

The abuse of narcotics, depressants, stimulants, hallucinogens, or alcohol can cause serious detriment to a person's health. The health risks associated with the misuse of the previously mentioned drugs vary, but may include, and are not limited to: convulsions, coma, paralysis, irreversible brain damage, tremors, fatigue, paranoia, insomnia, and possible death. Drug and alcohol abuse is extremely harmful to a person's health and interferes with productivity and alertness. Working while under the influence of drugs or alcohol could be a danger to the individual under the influence, coworkers, and students. Described below are additional dangers and symptoms relative to use and/or abuse.

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Marijuana

Commonly known as “pot,” marijuana is a plant with the botanical name of cannabis sativa. Pot is almost always smoked but can be ingested. Use causes the central nervous system to become disorganized and confused. Most users experience an increase in heart rate, reddening of eyes, and

dryness of the throat and mouth.

Studies have proven that marijuana’s mental effects include temporary impairment of short-term memory and an altered sense of time. It also reduces the ability to perform tasks requiring concentration, swift reactions, and coordination. Feelings of euphoria, relaxation, and bouts of exaggerated laughter are also commonly reported.

Smoking “pot” may cause: brain chemical changes, an altered reality, physically damaged lungs, emphysema, chronic bronchitis, lung cancer, a weakened immune system, damage to sperm in males, irregular menstrual cycles in females, and reduced fertility and sex drive.

Regardless whether or not the state allows the use of marijuana or medical marijuana, at the federal level, marijuana remains classified as a Schedule I substance under the Controlled Substances Act, in which Schedule I substances are considered to have a high potential for dependency and no accepted medical use, making distribution or use of marijuana a federal offense. Therefore, regardless of the circumstance, marijuana cannot be brought to or used on the school’s campus.

Cocaine/Crack

Cocaine is a stimulant drug, which is derived from the coca plant. Street cocaine is available in the form of a powder or a “rock” of crack and is most commonly inhaled or smoked. Cocaine increases the heart rate and blood pressure and is highly addictive.

Crack is a form of smokable cocaine named for the popping sound it makes when burned. It is a mixture of cocaine, baking soda, and water. It is 5–10 times more potent than cocaine and is extremely harmful. It has been reported that addiction can occur with as few as two “hits.”

Some symptoms of cocaine/crack abuse are: personality changes; unexplained weight loss; excess sniffing and coughing; insomnia; depression; irritability; neglect of responsibility toward work, school, family, and friends; and panic attacks.

Alcohol

In small amounts, alcohol has a tranquilizing effect on most people, although it appears to stimulate others. Alcohol first acts on those parts of the brain that affect self-control and other learned behaviors; lowered self control can lead to aggressive behavior. Alcohol use can also cause dehydration, coordination problems, and blurred vision.

In large amounts, alcohol can dull sensation and impair muscular coordination, memory, and judgment. Taken in larger amounts over a long period of time, alcohol can damage the liver, heart, and brain, and cause numerous other health and medical issues.

When anyone under age 21 drink alcohol, it is considered underage drinking. Underage drinking is against the law, except in special cases, such as when it is part of a religious ceremony. Underage drinking is also dangerous. It can harm the mind and body of a growing adolescent in ways many



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people don't realize. If caught by the police, you may be arrested, lose your driver's license, or be required to attend an alcohol awareness program. If a student is caught drinking on the Institute campus or at an Institute-sponsored event, the student will be terminated from the institute.

Hallucinogens

Hallucinogens are also known as psychedelic. The effects vary; a user's reaction can vary by occasion. Most users are affected by changes in time and space perception, delusions, and hallucinations. The effects may be mild or overwhelming, depending on the dose and quantity of the drug.

Physical reactions range from minor changes, such as dilated pupils or an increase in temperature and heartbeat, to major changes, such as tumors. High doses can significantly alter the state of consciousness. After taking a hallucinogenic drug, the user loses control of thought processes. Although many perceptions are benign, others may cause panic or may make the user believe he or she cannot be harmed. Such delusions can be dangerous.

Heroin is a narcotic, which relieves pain and induces sleep. Commonly known as "junk" or "smack," heroin is a highly addictive depressant and has been attributed as the cause of many deaths. Symptoms include "pin point pupils"; drowsiness, lethargy, and slurred speech; and an inability to concentrate. Related medications used to treat pain include oxycontin and oxycodone, methadone, and codeine. The abuse of painkillers ranks second only to the abuse of marijuana in the United States. Heroin users experience a higher rate of infectious disease due to a weakened immune system and sharing contaminated needles. Children can be born addicted or can become addicted as a result of heroin in the mother's breast milk.

Crystal Methamphetamine

Crystal methamphetamine is a colorless, odorless, powerful, and highly addictive synthetic (man-made) stimulant. Crystal methamphetamine typically resembles small fragments of glass or shiny blue-white "rocks" of various sizes. Like powdered methamphetamine, crystal methamphetamine produces long-lasting euphoric effects. Crystal methamphetamine, however, typically has a higher purity level and may produce even longer lasting and more intense physiological effects than the powdered form of the drug.

Crystal methamphetamine use is associated with numerous serious physical problems. The drug can cause rapid heart rate, increased blood pressure, and damage to the small blood vessels in the brain, which can lead to stroke. Chronic use of the drug can result in inflammation of the heart lining. Overdoses can cause hyperthermia (elevated body temperature), convulsions, and death.

Crystal methamphetamine users may experience episodes of violent behavior, paranoia, anxiety, confusion, and insomnia. The drug can produce psychotic symptoms that persist for months or years after an individual has stopped using the drug.

Crystal methamphetamine users who inject the drug expose themselves to additional risks, including contracting HIV (human immunodeficiency virus). Methamphetamine users also risk scarred or collapsed

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veins, infections of the heart lining and valves, abscesses, pneumonia, tuberculosis, and liver or kidney disease.

Depressants

Depressants are highly addictive; they are usually known as “downers.” A user may be drowsy and lethargic, suffer from memory loss, and have slurred speech. Many lawful drugs that have characteristics of depressants are from the family of drugs called barbiturates. More serious effects of the abuse of downers are liver damage, paradoxical anxiety and excited rage, coma, and death.

Ecstasy (MDMA)

Also known as XTC, X, and E, Ecstasy is a mind-altering drug with hallucinogenic and speed-like side effects. Often used at raves, it is taken to promote loss of inhibition, excitability, euphoria, energy, and sexual stimulation. Ecstasy increases the amounts of serotonin in the user's brain, which causes increased energy and euphoria; it also contains anti-coagulative properties, which can cause the user to bleed to death if injured. Ecstasy can also cause serious brain damage in a short time. Side effects of ecstasy include: depression, increased heart rate and blood pressure, muscle tension, nausea, blurred vision, faintness, chills, brain damage, organ damage, and death. Similar “designer drugs” include MDEA and MDA (also known as “Adam” and “Eve”).

Ritalin

Methylphenidate (Ritalin) is a medication prescribed for individuals (usually children) who have an abnormally high level of activity or attention-deficit hyperactivity disorder (ADHD). It contains amphetamines and can be abused as a stimulant by those for whom it is not prescribed. When abused, the tablets are either taken orally or crushed and snorted. Some abusers dissolve the tablets in water and inject the mixture — complications can arise from injection as insoluble fillers in the tablets can block small blood vessels.

Gamma-hydroxybutyrate is an intoxicating chemical with medical, recreational, and potentially dangerous uses. Its use is illegal for any purpose in the United States. Nicknamed the “date rape drug,” it is a clear liquid often mixed in drinks to promote relaxation or increased sociability. When taken, side effects can include: drowsiness, dizziness, vomiting, amnesia, decreased motor skills, slurring of speech, unrousable sleep (coma), and death. GHB was used as a dietary supplement until banned by the FDA. GHB is now illegal in the United States. Common slang names for GHB are: G, Liquid X, GBH, Gamma-oh, Blue Verve, Grievous Bodily Harm, Goop, and EZLay.

Drug Conviction Notification and Imposed Sanctions:

- Any employee or student must notify The Zorganics Institute of any criminal drug statute conviction for a violation occurring in the workplace no later than **five** days after such a conviction.
- Within 30 days after receiving notice of an employee or student's conviction, will impose corrective measures on the employee or student convicted of drug abuse violations in the workplace by:

Taking appropriate action against the employee or student up to and including expulsion or termination of employment and referral for prosecution and/or

Requiring such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Laws Relating to Drug Violations:

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Attached is a list of violation codes associated with the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance. Any employee or student violating any of the described laws of the Health and Safety Code or the Business and Professional Code could be subject to fines and imprisonment.

Where can students go for help? Where can staff go for help?

Drug Abuse and Addiction Information and Treatment Centers

Policy Distribution Procedures:

Drug-Free Workplace Policy will be distributed to all employees and students on an annual basis using the following procedure:

- Students will receive a copy of the Drug-Free Workplace Policy at the time of initial enrollment. The copy of the orientation signed by every student will acknowledge receipt of the Drug-Free Workplace Policy.
- Staff employees will receive a copy of the Drug-Free Workplace Policy with the initial employment agreement. It will be read, and the signature page will be returned with the employment agreement. Annually, the Institute Director will be responsible for distributing the policy to current staff employees.

Biennial Review

The school will conduct a biennial review every two years.

The school conducts a biennial review of its Drug-Free Workplace Policy to determine the program's effectiveness, any needed changes, the number of drug- and alcohol-related violations and fatalities, and the number and type of sanctions imposed.

Cocaine (Schedule II)	500–4,999 grams mixture	First offense: Not less than five years, and not more than 40 years. If death or serious injury, not less than 20 years or more than life imprisonment. Fine of not more than \$2 million if an individual, \$5 million if not an individual. Second	5 kilograms or more mixture	First offense: Not less than 10 years, and not more than life imprisonment. If death or serious injury, not less than 20 years or more than life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual. Second offense: Not less than 20 years,
Cocaine Base (Schedule II)	28–278 grams mixture		279 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kilogram or more mixture	

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LSD (Schedule I)	1–9 grams mixture	offense: Not less than 10 years, and not more than life imprisonment. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual.	10 grams or more mixture	and not more than life imprisonment. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. Two or more prior offenses: Life imprisonment
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		100 grams or more pure or 1 kilogram or more mixture	
Other Schedule I and II Drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First offense: Not more than 20 years. If death or serious injury, not less than 20 years, or more than life imprisonment. Fine \$1 million if an individual, \$5 million if not an individual. Second offense: Not more than 30 years. If death or serious injury, not less than life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gram or more			
Other Schedule III Drugs	Any amount	First offense: Not more than five years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second offense: Not more than 10 years. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
Flunitrazepam (Schedule IV)	30 to 999 milligrams			
All Other Schedule IV Drugs	Any amount	First offense: Not more than three years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second offense: Not more than six years. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
Flunitrazepam (Schedule IV)	Less than 30 milligrams			
All Schedule V Drugs	Any amount	First offense: Not more than one year. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second offense: Not more than two years. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

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Federal Trafficking Penalties — Marijuana*

Marijuana	1,000 kilograms or more mixture; or 1,000 or more plants	• Not less than 10 years, not more than life imprisonment. • If death or serious injury, not less than 20 years, not more than life imprisonment. • Fine not more than \$4 million if an individual, \$10 million if other than an individual.	• Not less than 20 years, not more than life imprisonment. • If death or serious injury, mandatory life imprisonment. • Fine not more than \$8 million if an individual, \$20 million if other than an individual.
Marijuana	100 kilograms to 999 kilograms mixture; or 100 to 999 plants	• Not less than five years, not more than 40 years. • If death or serious injury, not less than 20 years, not more than life imprisonment. • Fine not more than \$2 million if an individual, \$5 million if other than an individual.	• Not less than 10 years, not more than life imprisonment. • If death or serious injury, mandatory life imprisonment. • Fine not more than \$4 million if an individual, \$10 million if other than an individual.
Marijuana	more than 10 kilograms hashish; 50 to 99 kilogram mixture more than 1 kilogram of hashish oil; 50 to 99 plants	• Not more than 20 years. • If death or serious injury, not less than 20 years, not more than life imprisonment. • Fine \$1 million if an individual, \$5 million if other than an individual.	• Not more than 30 years. • If death or serious injury, mandatory life imprisonment. • Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana	1 to 49 plants; less than 50 kilogram mixture	• Not more than five years. • Fine not more than \$250,000, \$1 million if other than an individual.	• Not more than 10 years. • Fine \$500,000 if an individual, \$2 million if other than an individual.
Hashish	10 kilograms or less		
Hashish Oil	1 kilogram or less		

*From the Us Department of Education

The Institute monitors and records any criminal activity that takes place at an Institute event off campus by contacting local policy agencies to ensure that all off-campus activities are conducted in safe and secure facilities. Each of these events is supervised by teachers and staff of the school.



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Sex Offenders Registry

The Whatcom County Sheriff's Office maintains a registry of convicted sex offenders living in Bellingham, WA. The registry is a public record and can be accessed online. It includes the offender's name, address, photograph, date of birth, and the nature of the offense.

To access the registry, go to the Whatcom County Sheriff's Office website and click on the "Sex Offender Registry" link. You can search the registry by name, address, or zip code.

If you have any questions about the registry, you can contact the Whatcom County Sheriff's Office at (360) 778-6600

This document has been designed to inform all students and employees of the Violence Against Women Act and outlines 's commitment to the health and safety of its students and employees. The Institute strictly prohibits any student or staff member from engaging in any crime outlined under the Violence Against Women Act, including the crimes of dating violence, domestic violence, sexual assault, and stalking, and is committed to taking the necessary steps to investigate any allegations of wrongdoing. This annual disclosure document is done each year by contacting the local police department and/or the building management to compile the statistics used in the report. Victims or witnesses to a crime on the Institute premises may report the crime to the Institute Director/Campus Security Coordinator on a confidential basis for inclusion into the annual disclosure of crime statistics. This document explains the institution's policy regarding crime prevention, public safety, and criminal reporting procedures. This document will be provided to all prospective students and staff, as well as be reviewed with all students during orientation and with staff at the time of hire.

The Institute director attends training in March of each year when the new statistics are available. The training promotes awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, stalking, and the prevention of crime, as well as gives options for reducing the risk of such offenses occurring, the warning signs of abusive behavior, and how to avoid potential attacks. Please read this document carefully, and ask questions if you are confused or uncertain. The school's Campus Security Coordinator is , the Institute Director Frida Emalange

Benefits of Training:

- Increased knowledge of crisis intervention best practices
- Enhanced skills for working with people in crisis
- Increased confidence in providing crisis support
- Reduced risk of harm to self or others
- Improved ability to connect people with resources



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To Register for Training:

Visit the Whatcom Crisis Services website or call (360) 734-5112.

The Zorganics Institute is committed to making the institute a safe place for learning

Some examples of safe and positive options for bystander intervention include:

- Checking in with a friend who looks very intoxicated when leaving a party or event, either alone or with someone else.
- Talking with friends, classmates, teammates, and peers about intimate violence as a serious issue in the community.
- Speaking up to a friend or someone else who says they had sex with someone who was very intoxicated or couldn't consent.
- Expressing discomfort when someone makes a joke about or minimizes sexual or domestic violence or stalking.
- Helping a friend get home safely if they seem very intoxicated.
- Interrupting a conversation when it looks like one person might be making another person feel uncomfortable or unsafe.
- Talking to a friend suspected of being in a relationship that is abusive or harmful to connect them to supportive resources.
- Calling for campus safety and security personnel or law enforcement to intervene in a situation that might be dangerous or unsafe.

Risk reduction: refers to options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Consent

Is informed, voluntary, and revocable. Consent is an affirmative, unambiguous, and a conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats, or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Local Jurisdiction Definition:

Consent is informed, voluntary, and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats, or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.



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What is domestic violence?

Federal Definition:

The definition of domestic violence includes felony or misdemeanor crimes 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 receiving grant monies, 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.

Domestic violence help in Bellingham, Washington, offers various resources and support for individuals facing domestic violence. Here are some options available:

1. Domestic Violence and Sexual Assault Services (DVSAS):
 - 24-hour crisis hotline: 1-800-799-SAFE
 - Emergency shelter and supportive housing
 - Individual and group counseling
 - Legal advocacy and assistance
 - Safety planning and risk assessment

Procedures for Victims of Domestic Violence

If a student or staff member is a victim of domestic violence, inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the Institute Director/Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance and to alert the police. The School Director/Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including where applicable, restraining orders, orders for protection, no contact orders, or similar lawful orders issued by a criminal or civil court.

Victims of domestic violence should report promptly to collect evidence. Filing a report ensures medical treatment and free tests. Victims can file a complaint with the Institute Director or Campus Security Coordinator. The Institute will provide victims with schedule changes, transportation, and housing assistance. The Institute can also provide a leave of absence or drop and re-enroll without incurring additional charges. Please notify the Institute Director or Campus Security Coordinator of such a request for accommodation.



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Hearing process

Students accused of domestic violence will receive a prompt, fair investigation and hearing by trained school administrators. Both parties can have advisors present, and evidence must be clear and convincing. The Institute aims to complete the process within 30 days but may request an extension for good cause.

A proceeding involves non-criminal resolution of a disciplinary complaint, including investigations, meetings, and hearings. Both parties have the same right to an advisor during the proceeding. Results are written and include sanctions and rationale, but names are withheld.

Results means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

A student found guilty of violating the school's domestic violence policy could be criminally prosecuted in the state courts and may be reprimanded, sent to counseling, placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the school's records.

The Institute will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the Institute may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The Institute will only disclose information that is necessary to provide the accommodations or protective measures and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality. The school will inform the victim before Sharing personally identifiable information about him or her and only if it is necessary to provide an accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974 (FERPA).

Any student or employee who reports to the school that he or she has been a victim of domestic violence, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act.

What is sexual assault?



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Federal Definition:

Sexual defination is defined as an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sexual assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

Local Jurisdiction Definition:

Sexual assault and abuse is any type of sexual activity that you do not agree to, including: Inappropriate touching; vaginal , anal or oral penetration; sexual intercourse that you say no to; rape, attempted rape; child molestation.

National Sexual Assault Hotline: 1-800-656-4673

Procedures for Victims of Sexual Assault

If a student or staff member is a victim of sexual assault, inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the Institute Director/Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance and to alert the police. The Institute Director/Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including where applicable, restraining orders, orders for protection, no contact orders, or similar lawful orders issued by a criminal or civil court.

The school and police strongly advocate that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim; and it provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense, so do not disturb the area surrounding the incident. A student or staff member can file a complaint with the Institute Director/Campus Security Coordinator. The complaint should outline all details of the event and include a list of any witnesses or documentation to help support the allegations of sexual assault. The complaint should be filed as soon as possible after the occurrence of sexual assault has taken place.

If a student or employee is a victim of sexual assault, he or she may request a change in his or her academic or work schedule, such as moving from a full-time to a part-time schedule; the Institute may also change the alleged perpetrator's schedule to prevent interaction with the victim until the complaint has been investigated thoroughly. The school will also help with transportation or housing issues to accommodate the alleged victim, or any other protective measures (such as how to file for a protective order) that may be deemed necessary. The school will make available to the student a leave of absence or opportunity to drop and re-enroll at a later date without incurring any additional charges or penalties. The Institute's Financial Aid will meet with the victim to discuss his or her options regarding loan repayment or financial aid options. These, as well as other options will be provided to the alleged victim in writing, regardless of whether or not the victim chooses to report the crime to the police or file a complaint with the school; please notify the Institute Director/Campus Security Coordinator in person at or by



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e-mail at info@zorganicsinstitute.edu
of such a request for accommodation.

Hearing Process

If a student is alleged to having committed sexual assault, that student will have the right to a prompt, fair, and impartial investigation and hearing before the institute Director/Campus Security Coordinator and two additional employees of the school's administration, who have received annual training on issues related to sexual assault and how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability and do not have a conflict of interest or bias for or against the accuser or the accused. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them throughout the hearing. The standard of evidence in this case requires clear and convincing evidence that the incident more than likely occurred.

The institute's policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, the school's investigative team may need additional time in order to properly conduct a review of the alleged incident and to come to a fair conclusion; however, the school will make every effort to expedite the review process. If an extension of time is needed to conduct the investigation and hearing for good cause, the school will send a written notification to the accuser and the accused of the delay and the reason for the delay.

The proceedings will be conducted in a manner that is consistent with the institute's policies and is transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser or the accused.

Proceeding means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. The proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim. The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. The appropriate school officials will meet upon the conclusion of the hearing to discuss the facts of the complaint and to render a decision. Both the accuser and the accused will simultaneously be informed in writing of the outcome and any institutional disciplinary proceeding, the opportunity for appeal and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the school regarding any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the school is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld.

Result means any initial, interim, and final decision by any official or entity authorized to resolve



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disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

A student found guilty of violating the school's sexual assault policy could be criminally prosecuted in the state courts and may be reprimanded, sent to counseling, placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the school's records.

The Institute will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the Institute may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The Institute will only disclose information that is necessary to provide the accommodations or protective measures requested and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality. The Institute will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide an accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974 (FERPA).

Any student or employee who reports to the school that he or she has been a victim of sexual assault, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act.

What is dating violence?

Federal Definition: 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; and 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; and the frequency of interaction between the persons involved in the relationship.

Local Jurisdiction Definition:

Dating violence means: (a) Any criminal offense involving violence or physical harm, or threat of violence or physical harm, when committed by a person against a dating partner of the person; or (b) any attempt, conspiracy or solicitation by a person to commit a criminal offense involving violence or physical harm against a dating partner of the person. National Teen Dating Abuse Hotline: 1-866-331-9474

Procedures for Victims of Dating Violence

If a student or staff member is a victim of dating violence, inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the Institute Director/Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance and to alert the police. The Institute Director/Campus Security

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Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including where applicable, restraining orders, orders for protection, no contact orders, or similar lawful orders issued by a criminal or civil court.

Victims of dating violence are highly encouraged by the Institute and law enforcement to promptly report the incident. This factor is critical for gathering and preserving evidence. A police report guarantees that victims receive necessary medical treatment and testing at no cost. Additionally, it allows for the collection of evidence essential for prosecution, which cannot be obtained later. Preserving evidence is crucial for proving a criminal offense; therefore, the area around the incident should remain undisturbed.

Students or staff can file a complaint with the School Director or Campus Security Coordinator. The complaint should outline the event's details, including any witnesses or documentation supporting the dating violence allegations. It's important to file the complaint promptly after the incident.

In cases of dating violence, the Institute provides support to affected students or employees. They may request changes in their academic or work schedules, such as moving from night to day classes or shifting from a full-time to a part-time schedule. The Institute may also adjust the alleged perpetrator's schedule to prevent contact with the victim during the thorough investigation of the complaint.

The Institute also assists with transportation or housing issues to accommodate the alleged victim and offers protective measures like guidance on filing for a protective order, if necessary. The Institute provides the student with a leave of absence or the chance to drop and reenroll later without incurring additional charges or penalties.

The Institute's FAA meets with the victim to discuss options for loan repayment or financial aid. These options, along with others, are provided to the alleged victim in writing, regardless of whether they choose to report the incident to the police or file a complaint with the school. Please contact the Institute's Director or Campus Security Coordinator in person or by email at info@zorganicsinstitute.edu to request accommodation.

Hearing Process

If a student is alleged to have committed dating violence, that student will have the right to a prompt, fair, and impartial investigation and hearing before the Institute Director/Campus Security Coordinator and two additional employees of the school's administration, who have received annual training on issues related to dating violence and how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability and do not have a conflict of interest or bias for or against the accuser or the accused. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them throughout the hearing. The standard of evidence in this case requires clear and convincing evidence that the incident more than likely occurred.

The school's policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, the Institute's investigative team may need additional time in order to properly conduct a review of the alleged incident and to come to a fair conclusion; however, the Institute will make every effort to expedite the review process. If an extension of time is needed to conduct the investigation and hearing for good cause, the school will send a written notification to the accuser and the accused of



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the delay and the reason for the delay.

The proceedings will be conducted in a manner that is consistent with the institute's policies and is transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser or the accused. Proceeding means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim. The accuser and the accused are entitled

to the same opportunities to have an advisor of their choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The institute may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. The appropriate Institute officials will meet upon the conclusion of the hearing to discuss the facts of the complaint and to render a decision. Both the accuser and the accused will simultaneously be informed in writing of the outcome and any institutional disciplinary proceeding, the opportunity for appeal and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the school regarding any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the Institute is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld. Result means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

A student found guilty of violating the institute's dating violence policy could be criminally prosecuted in the state courts and may be reprimanded, sent to counseling, placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the institute's records.

The Institute will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the Institute may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The Institute will only disclose information that is necessary to provide the accommodations or protective measures requested and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality. The Institute will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide an accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974 (FERPA).

Any student or employee who reports to the school that he or she has been a victim of dating violence, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her



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rights or responsibilities under any provision of the Violence Against Women Act.

What is stalking?

Federal Definition:

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. For the purposes of this definition,

Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person, or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily lead to professional treatment or counseling. For the purposes of complying with the requirements of this regulation, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting

Stalked you two or more times. "Stalked" means that a person stayed physically or visually close to you, or made threats directed at you.

*Knew or should have known that the stalking would cause a reasonable person to be emotionally distressed or to be afraid of being physically hurt.

*Actually made you or an immediate family member emotionally distressed or afraid of being physically hurt. An "immediate family member" means your spouse, child, sibling or any other person who lives with you now, or who lived with you within the past 6 months. If you feel you are being stalked and in immediate danger, call 911 for assistance.

Procedures for Victims of Stalking

1. In the event of stalking, victims (students or staff) have the option to notify local law enforcement, including the police, and seek medical assistance.
2. The School Director/Campus Security Coordinator will guide and support the victim in their choices, including legal orders like restraining or protection orders.
3. Timely reporting is crucial for evidence preservation and access to medical treatment and tests at no cost. It also aids in gathering evidence for potential prosecution.
4. Filing a complaint with the School Director/Campus Security Coordinator should include all event details, witnesses, and documentation supporting the stalking allegations.
5. Victims can request schedule changes, such as switching from night to day classes or reducing workload, and the school may modify the alleged perpetrator's schedule to prevent contact.
6. The school will assist with transportation, housing, and protective measures, including information on obtaining protective orders.

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7. A leave of absence or the option to drop and reenroll without additional charges is available to victims.
8. The school's Financial Aid Leader will discuss loan repayment and financial aid options with the victim.
9. Regardless of whether the victim chooses to report the crime or file a complaint, all options will be provided in writing.
10. Victims can contact the institute Director in person at info@zorganicsinstitute.edu for support and guidance.

Hearing Process

If a student is alleged to having committed stalking, that student will have the right to a prompt, fair, and impartial investigation and hearing before the Institute Director/Campus Security Coordinator and two additional employees of the school's administration, who have received annual training on issues related to stalking and how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability and do not have a conflict of interest or bias for or against the accuser or the accused. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them throughout the hearing. The standard of evidence in this case requires clear and convincing evidence that the incident more than likely occurred.

The Institute's policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, the school's investigative team may need additional time in order to properly conduct a review of the alleged incident and to come to a fair conclusion; however, the Institute will make every effort to expedite the review process. If an extension of time is needed to conduct the investigation and hearing for good cause, the Institute will send a written notification to the accuser and the accused of the delay and the reason for the delay.

The proceedings will be conducted in a manner that is consistent with the school's policies and is transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by Institute officials who do not have a conflict of interest or bias for or against the accuser or the accused. Proceeding means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim. The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The Institute may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. The appropriate Institute officials will meet upon the conclusion of the hearing to discuss the facts of the complaint and to render a decision. Both the accuser and the accused will simultaneously be informed in writing of the outcome and any institutional disciplinary proceeding, the opportunity for appeal and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the institute regarding



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any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the Institute is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld. Result means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

A student found guilty of violating the school's stalking policy could be criminally prosecuted in the state courts and may be reprimanded, sent to counseling, placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the school's records.

The Institute will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the Institute may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The Institute will only disclose information that is necessary to provide the accommodations or protective measures requested and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality. The Institute will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide an accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974 (FERPA).

Any student or employee who reports to the Institute that he or she has been a victim of stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act.

What is rape?

Federal Definition:

Rape is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Procedures for Victims of Rape

If a student or staff member is a victim of rape, inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the School Director/Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance and to alert the police. The School Director/Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including where applicable, restraining orders, orders for



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protection, no contact orders, or similar lawful orders issued by a criminal or civil court.

The Institute and police strongly advocate that a victim of rape report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim; and it provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense, so do not disturb the area surrounding the incident.

A student or staff member can file a complaint with the Institute Director/Campus Security Coordinator. The complaint should outline all details of the event and include a list of any witnesses or documentation to help support the allegations of rape. The complaint should be filed as soon as possible after the occurrence of rape has taken place.

If a student or employee is a victim of rape, he or she may request a change in his or her academic or work schedule, such as moving from night to day classes, or from a full-time to a part-time schedule; the institute may also change the alleged perpetrator's schedule to prevent interaction with the victim until the complaint has been investigated thoroughly. The school will also help with transportation or housing issues to accommodate the alleged victim, or any other protective measures (such as how to file for a protective order) that may be deemed necessary. The school will make available to the student a leave of absence or opportunity to drop and reenroll at a later date without incurring any additional charges or penalties. The school's Financial Aid Leader will meet with the victim to discuss his or her options regarding loan repayment or financial aid options. These, as well as other options will be provided to the alleged victim in writing, regardless of whether or not the victim chooses to report the crime to the police or file a complaint with the school; please notify the info@zorganicsinstitute.edu

Hearing Process

If a student is alleged to having committed rape, that student will have the right to a prompt, fair, and impartial investigation and hearing before the Institute Director/Campus Security Coordinator and two additional employees of the school's administration, who have received annual training on issues related to rape and how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability and do not have a conflict of interest or bias for or against the accuser or the accused. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them throughout the hearing. The standard of evidence in this case requires clear and convincing evidence that the incident more than likely occurred.

The Institute's policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, the school's investigative team may need additional time in order to properly conduct a review of the alleged incident and to come to a fair conclusion; however, the school will make every effort to expedite the review process. If an extension of time is needed to conduct the investigation and hearing for good cause, the school will send a written notification to the accuser and the accused of the delay and the reason for the delay.

The proceedings will be conducted in a manner that is consistent with the Institute's policies and is transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and



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appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by Institute officials who do not have a conflict of interest or bias for or against the accuser or the accused. Proceeding means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim. The accuser and the accused are entitled to the same opportunities to have an advisor of their Choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The Institute may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. The appropriate Institute officials will meet upon the conclusion of the hearing to discuss the facts of the complaint and to render a decision. Both the accuser and the accused will simultaneously be informed in writing of the outcome and any institutional disciplinary proceeding, the opportunity for appeal and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the school regarding any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the Institute is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld. Result means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

A student found guilty of violating the school's rape policy could be criminally prosecuted in the state courts and may be placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the Institute's records.

The school will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the Institute may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The Institute will only disclose information that is necessary to provide the accommodations or protective measures requested and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality. The school will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide an accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974 (FERPA).

Any student or employee who reports to the school that he or she has been a victim of rape, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act.

Campus Security

The Institute does not have individual campus security. All crimes are reported to the local police department for investigation and action on school premises or vicinity. We encourage all students and employees to timely report all crimes to the School Director/Campus Security Coordinator, who will promptly contact the local authorities to address the issue. Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis. If you are a witness to the crime, contact 911 for immediate assistance, and, if you feel it is safe to intervene on behalf of the victim, do so in the presence of others, if



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possible, or call out to the perpetrator that you have contacted the police and indicate that they are on their way; do not put yourself in danger as well.

If you are a victim of a sexual assault, domestic violence, dating violence, or stalking at this institution or off the Institute premises, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. In the event of a rape or sexual violence on campus:

- a. Remain calm.
- b. Calm the victim; notify the Institute Director/Campus Security Coordinator.
- c. Inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the Institute Director/Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance and to alert the police. The Institute Director/Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including where applicable, restraining orders, orders for protection, no-contact orders, or similar lawful orders issued by a criminal or civil court.

If a victim chooses not to file a policy report at the time of the incident, we recommend that the victim use a forensic nurse, who would conduct a forensic examination to preserve evidence in case the victim seeks to file criminal charges or obtain a restraining order at a later date. If the victim chooses to use a forensic examination, it does not require him or her to subsequently file a police report. Please contact the Institute Director/Campus Security Coordinator for information on where to obtain the services of a forensic nurse.

- d. The school encourages victims of sex offenses to seek professional counseling. The school will ensure that the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault, domestic violence, dating violence, stalking, and crisis intervention, as well as health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims both in the school and the community. If you need to seek professional help or pastoral counselors after having been a victim of a rape, sexual assault, domestic violence, or dating violence, you can contact the Institute Director/Campus Security Coordinator or contact one of the following counseling centers:

The school educates the student community about sexual assaults and date rape through mandatory orientation. The police department offers sexual assault education and informational programs to students and employees. Literature on date rape education, risk reduction, and the Institute's response are available through the Institute Director/Campus Security Coordinator.

Reporting Crime to the School Community

In accordance with the Clery Act, Institutes must provide timely warnings in response to crimes that pose a continuing threat to the Institute campus. These warnings must be provided in a manner that is timely and that will aid in the prevention of similar crimes. Under the regulations, schools must not disclose the names and personally identifying information of victims when issuing a timely warning. However, in some cases to provide an effective timely warning, a Institute may need to provide information from which an individual might have.



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Any records of the incident will be maintained by the institute Director. Only staff members who need to know will be apprised of the name(s) of the victim(s). The Institute is required to publish each year statistics for certain crimes that are reported to the school authorities or local police agencies, including incidents of sexual assault, domestic violence, dating violence, and stalking; however, the report only includes incidents and not the names or identifiable information about the victim(s).

Type of Crime On-Campus	Number of Incidents	Number of Arrests						
		2018	2019	2020	2021	2022	2023	2024
	N/A							
Sexual assault		0	0	0	0	0	0	0
Rape		0	0	0	0	0	0	0
Domestic violence		0	0	0	0	0	0	0
Dating violence		0	0	0	0	0	0	0
Stalking*		0	0	0	0	0	0	0
Fondling		0	0	0	0	0	0	0
Incest		0	0	0	0	0	0	0
Statutory Rape		0	0	0	0	0	0	0
Hate Crimes based on Dating Violence		0	0	0	0	0	0	0
Hate Crimes based on Domestic Violence		0	0	0	0	0	0	0
Hate Crimes based on Stalking		0	0	0	0	0	0	0

The crimes listed above occurred in the following areas of campus:

N/A

Here are additional resources:

Domestic violence help in Bellingham, Washington, offers various resources and support for individuals facing domestic violence. Here are some options available:

1. Domestic Violence and Sexual Assault Services (DVSAS):
 - 24-hour crisis hotline: 1-800-799-SAFE
 - Emergency shelter and supportive housing

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- Individual and group counseling
- Legal advocacy and assistance
- Safety planning and risk assessment
- 2. Bellingham Police Department:
 - 911 for immediate emergencies
 - Non-emergency line: (360) 778-8611
 - Domestic violence response unit
 - Victim assistance and support
- 3. Whatcom County Sheriff's Office:
 - 911 for immediate emergencies
 - Non-emergency line: (360) 778-6600
 - Domestic violence response unit
 - Victim assistance and support
- 4. YWCA Whatcom County:
 - 24-hour crisis hotline: 1-800-799-7233
 - Emergency shelter and transitional housing
 - Individual and group counseling
 - Legal advocacy and assistance
 - Economic empowerment programs
- 5. PeaceHealth St. Joseph Medical Center:
 - 24-hour emergency department
 - Medical care and treatment for domestic violence victims
 - Forensic exams and evidence collection
- 6. Washington State Coalition Against Domestic Violence:
 - Statewide resources and information
 - Legislative advocacy and policy work
 - Trainings and technical assistance for service providers
- 7. National Domestic Violence Hotline:
 - 24-hour hotline: 1-800-799-SAFE
 - Online chat and text support
 - Safety planning and resources
 - Referrals to local services

Remember, if you or someone you know is experiencing domestic violence, it's essential to reach out for help. You are not alone, and resources are available to support you.

The crimes listed above occurred in the following areas of campus: Stalking, which crosses calendar years, should be recorded in each and every year in which the stalking is reported to a campus security authority or local police.

The most recent six calendar years' crime reports deemed "unfounded" were withheld from the crime statistics. These reports include:

- The unfounded crime and the year it occurred



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- All reported crimes, including those determined to be unfounded, must be reported by the school
 - A school may not withhold or remove reported crimes from its crime statistics based on decisions made by non-campus officials like courts, coroners, juries, prosecutors, etc.
 - Only sworn or commissioned law enforcement personnel can "unfound" a crime report for reporting purposes
 - Recovering stolen property, the low value of stolen property, the victim's refusal to cooperate with the prosecution, and the failure to make an arrest do not constitute "unfound" crime reports
 - The school will retain documentation supporting "unfound" crime reports for review by the U.S. Department of Education
 - Crime reports must indicate whether the crime occurred on campus, in a non-campus building or property, or on public property.
-
- When recording stalking reports that involve activities in multiple calendar years, the school will record a crime statistic for each year the conduct is reported to local police or the Institute Director.
 - The school will record each stalking report as occurring only at the first location within the institution's Clery geography where the perpetrator engaged in the stalking course of conduct or when the victim first became aware of the stalking
 - The statistics do not require identifying the victim or the person accused of committing the crime

ACKNOWLEDGEMENT OF STUDENTS/STAFF:

I acknowledge that I have read and understand the policies and procedures explicated in this document titled:

"Campus Safety and Security Policy." I also acknowledge that I accept the conditions and responsibilities outlined within this document.

Signature of Student/Employee: _____ Date: _____

Signature of Administration: _____
Date: _____