

# The Seattle School

## OF THEOLOGY & PSYCHOLOGY

# ANNUAL SECURITY REPORT 2019:

## Calendar Years 2016-18

### Introduction

Each October 1st, in compliance with the [Clery Act](#), The Seattle School publishes an Annual Security Report for our campus from the previous three calendar years. This report includes crime statistics that are compiled from reports made to the responsible members of The Seattle School Campus Security Authorities (CSAs), including the Vice President of Student & Alumni Development, Assistant Director of Counseling, Director of Institutional Support, Director of Human Resources, and Facilities Supervisor, . In addition, statistics are requested for crimes reported to the Seattle Police Department that occurred on our campus property.

### Clery Geography

Federal regulations define “On Campus” as any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the said area and is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor) (ref. 34 CFR 668.46(a)).

- “On adjacent public property” is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus (ref. 34 CFR 668.46(a)).
- In or on a “Non-Campus” building or property is defined as any building or property owned or controlled by a student organization that is officially recognized by the institution and any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students.

This year the Seattle Police department has provided statistics for [our campus geography](#). In years past, this level of detailed statistics specific to our campus geography was unavailable. For this reason, previous annual reports show a breakdown of crimes by category for our campus as well as crimes for the Belltown neighborhood which is tracked as beat M1 of the Seattle Police Department’s West Precinct. Current and historic detailed neighborhood crime statistics are available online at <https://www.seattle.gov/police/information-and-data/crime-dashboard>.

These statistics are made available to all students, employees, and the board of directors through a direct link to the public location on our website. The link is: <http://theseattleschool.edu/community/safety/>. Printed copies of these statistics are available upon request from Institutional Support.

In addition, this report contains detailed information about The Seattle School’s policies and procedures for emergency management, emergency notifications, crime reporting and prevention, sexual harassment & sexual violence reporting and prevention, substance abuse policies, and measures The Seattle School is taking to educate students about their rights and responsibilities for a safe learning environment.

All of these and additional safety resources are available in the Student Handbook, in the Comprehensive Emergency Management Plan, and on the Safety section of The Seattle School website. This report is made available here and is available in print form by request from the Institutional Support Department, [frontdesk@theseattleschool.edu](mailto:frontdesk@theseattleschool.edu).

Any questions or concerns regarding this report or related matters may be directed to [facilities@theseattleschool.edu](mailto:facilities@theseattleschool.edu).

### **Campus Clery Crime Statistics 2018**

The following statistics represent data collected by The Seattle School of Theology & Psychology from reports made to The Seattle School and the Seattle Police Department concerning crimes occurring on our campus geography (defined as our building and immediately adjoining public property: sidewalks and streets) in the 2018 calendar year.

***Reported Crimes in 2018 on The Seattle School Campus & Immediately Adjacent Public Property***

	<b>On Campus</b>	<b>Adjacent Public Property</b>
<b>Murder/Non-Negligent Manslaughter</b>	<b>0</b>	<b>0</b>

<b>Manslaughter by negligence</b>	0	0
<b>Rape</b>	0	1
<b>Fondling</b>	0	0
<b>Incest</b>	0	0
<b>Statutory Rape</b>	0	0
<b>Robbery</b>	0	0
<b>Aggravated Assault</b>	0	0
<b>Burglary</b>	0	0
<b>Motor Vehicle Theft</b>	0	0
<b>Arson</b>	0	0

(Figures are based on reports filed with The Seattle School CSAs or the Seattle Police Department)

***Reported Hate Crimes\*\* on The Seattle School Campus & Immediately Adjoining Public Property 2018***

<b>2018</b>	<b>On Campus</b>	<b>Adjacent Public Property</b>
<b>Murder &amp; Non-Negligent Manslaughter</b>	0	0
<b>Negligent Manslaughter</b>	0	0

<b>Forcible Sex Offenses (e.g. rape, fondling)</b>	0	0
<b>Non-Forcible Sex Offenses (e.g. statutory rape, incest)</b>	0	0
<b>Robbery</b>	0	0
<b>Aggravated Assault</b>	0	0
<b>Burglary</b>	0	0
<b>Motor Vehicle Theft (Does <i>not</i> include theft <i>from</i> a Motor Vehicle)</b>	0	0
<b>Arson</b>	0	0

### VAWA Crimes 2018

VAWA Definitions Per Federal guidelines, the following definitions are used for crimes that fall under VAWA.

**Consent:** Knowing, voluntary and clear permission by word or action, to engage in mutually agreed-upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating a freely given agreement to have sexual intercourse or sexual contact. A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct. Intoxication is not a defense against allegations that an individual has engaged in non consensual sexual conduct.

**Sexual violence** a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, non-consensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.

- Nonconsensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
- Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

**Domestic violence** includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

**Dating violence** means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

**Stalking** means intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances 14 where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.

***VAWA Crimes***

<b>2018</b>	<b>On Campus</b>	<b>Adjacent Public Property</b>
<b>Domestic Violence</b>	0	0
<b>Dating Violence</b>	0	0
<b>Stalking</b>	0	0

***Hate Crimes***

Crimes are classified as a hate crime when there is evidence that the victim was intentionally selected on the basis of gender, sexual orientation, race, religion, ethnicity, or disability. If a hate crime occurs, it will be identified by nature of the discrimination (i.e. gender, religion, etc.).

<b>2018</b>	<b>On Campus</b>	<b>Adjacent Public Property</b>
<b>Murder &amp; Non-Negligent Manslaughter</b>	0	0
<b>Negligent Manslaughter</b>	0	0
<b>Forcible Sex Offenses (e.g. rape, fondling)</b>	0	0
<b>Non-Forcible Sex Offenses (e.g. statutory rape, incest)</b>	0	0
<b>Robbery</b>	0	0
<b>Aggravated Assault</b>	0	0
<b>Burglary</b>	0	0
<b>Motor Vehicle Theft (Does <i>not</i> include theft <i>from</i> a Motor Vehicle)</b>	0	0
<b>Arson</b>	0	0
<b>Simple Assault</b>	0	0
<b>Larceny</b>	0	0
<b>Intimidation</b>	0	0
<b>Destruction/damage/vandalism of property</b>	0	0

The City of Seattle does not currently distinguish hate crimes in its available crime statistics sorted by neighborhood.

*Additional statistics for the 2016 and 2017 calendar years are included as an appendix at the end of this document.*

## **The Seattle School Safety Policies and Procedures**

### **Notifications and Evacuation**

The Seattle School's emergency response and evacuation information are available in full, online in our Comprehensive Emergency Management Plan (CEMP), located at:

<http://theseattleschool.edu/docs/Comprehensive+Emergency+Management+Plan.pdf>. This document is also available in print by request from the Facilities Supervisor. The following policies can be found in the CEMP.

### **Timely Warnings and Emergency Notifications**

Whenever there is an active, ongoing threat to the safety of individuals on or in the vicinity of The Seattle School campus, members of the Emergency Response Team are responsible for distributing clear information to all students, faculty, and staff in a timely manner so that each person can make adequately informed decisions about their personal safety. These are known as Timely Warnings and are issued to all constituents of The Seattle School campus (all students, faculty, staff, and board members).

- Depending on the nature of the emergency, timely warnings will include the use of email notification via campus email addresses, building intercom systems, fire evacuation alarms, and newsletter announcements. In certain circumstances, text may be used instead or in addition to email, but only with permission.
- Non-emergency but ongoing safety concerns will be communicated to all constituents through safety updates in weekly newsletters and/or special all-campus emails as necessary.

### **Evacuation Plan**

In the event of an emergency requiring evacuation, The Seattle School staff will announce an evacuation using the building's P.A. (public address) system or the automated fire alarm system. If these systems are not working, staff members who are able to safely do so, will perform a walk-through of the building and provide verbal notification of evacuation.

When an evacuation is announced everyone inside the building is required to leave immediately and proceed to one of the following two areas:

- **Assembly Area #1:** The sidewalk across Wall Street and along Elliott Ave – Elliott & Wall. First priority is to quietly gather in this area and await further instructions. In the unlikely event that Assembly Area #1 is compromised, proceed directly to

- Assembly Area #2: On Alaskan Way – across the railroad tracks on the sidewalk and near the bus stop. As above, wait further instructions. If neither Assembly Area is available, faculty and staff are to use their discretion in directing people at least 50 feet away from the building.

Once at the Assembly Area, an “Area Captain” will be selected. The Area Captain will then commence taking a written roll-call of all present, and assist in meeting emergency medical needs. This list will be delivered to the Emergency Response Team as soon as possible. All students and staff must remain in the Assembly Area until roll call is completed. This is vital information, as it will be used to determine those in need, as well as to reassure families of the safety of their loved ones.

## **Building and Safety Policies**

These policies may be found in the Student Handbook, available online at <http://theseschool.edu/wp-content/uploads/2019/08/2019-2020-Student-Handbook.pdf>, or in print, by request from the office of the Registrar.

### **Building Hours**

Weekday: During the week the building will open at 7:30a and closes at 9:00p (8:00a - 5:00p on Fridays). The front door will be locked at dusk or by 6:00p – a student must present his/her Seattle School Identification card at the front desk to be allowed entrance if they are not known by the front desk staff.

Weekend: When classes are meeting the building is open on Saturdays from 11:00a – 3:30p and closed on Sunday unless there are intensive courses or conferences scheduled.

Building hours are shortened (generally 8:00a – 4:30p, Monday-Friday) when classes are not in session. Reminder of these shortened hours are on the website and in the newsletter.

### **Campus Security/Crime Awareness**

Students, staff, and faculty are encouraged to report any criminal or suspicious activity, and are made aware of the need for everyone to be responsible for their own security and the security of others. To file a report, contact the Director of Institutional Support (206-876-6152). When a person files a complaint or applies for assistance, all pertinent information is obtained and is officially documented by the completion of an Accident/Injury/Crime Incident Report.

### **The Clery Act – Campus Security and Crime Statistics**

The federal government mandates that every college or institution that provides Title IV Financial Aid to its students must comply with the Clery Act; the new name for the Student Right-to-Know and Campus Security Act. The Seattle School crime statistics are compiled on a yearly basis from



daily records maintained by the Facilities Supervisor. Data from local law enforcement is also included when applicable in an effort to ensure that all crimes are reported. The Seattle School Security Report is posted on the website. Printed versions of this report are readily available from the Institutional Support Department at the front desk.

## **Fire**

In the case of a fire:

- Pull the nearest fire alarm to alert other persons to exit the building.
- At any campus phone dial 9-911.
- Give specific information as to the nature of the fire and its specific location.
- The campus address is 2501 Elliott Avenue, Seattle, WA 98121, and the phone number is (206) 876-6100.

Contact front desk staff to locate the nearest fire extinguisher and follow the directions on the extinguisher. The three basic ways to put out a fire are (1) take away its fuel, (2) take away its air (smother it), and (3) cool it with water or fire extinguishing chemicals. Never use water on an electrical fire; rather use only fire extinguishing chemicals.

## **Health**

If a situation is obviously life-threatening, such as heart attack, choking, or severe injury: at any campus phone dial 9-911. Give specific information as to the nature of the problem and the specific location of the injured person. The campus address is 2501 Elliott Avenue, Seattle, WA 98121, and the phone number is (206) 876-6100.

First-Aid kits are located on all floors: 2nd/Ground floor kit is at the front desk, the 3rd floor kit is located just outside the Large Classroom and the 4th floor kit is located in the Northwest corner in the kitchen area. A list of First-Aid Certified employees is posted on each First Aid station. If a situation is not life-threatening: contact the Front Desk.

AED units - Automated External Defibrillators - The Seattle School building has two (2) registered AED units, one is mounted on the post by the front desk, just inside the main entry and the second is mounted on the 4th floor in the Northwest corner, near the kitchen. Contact the front desk immediately (ext. 100) if an AED is required or requested.

## **Persons Exhibiting Threatening Behavior**

The Seattle School strives to have an environment free from intimidation, threats or violent acts. Such conduct includes any form of intimidating, threatening or hostile behavior, physical

altercations, vandalism, arson, sabotage, use or display of weapons, carrying weapons onto school property, or any other act which The Seattle School deems inappropriate under this policy. Likewise, jokes or offensive comments about violence or weapons are not tolerated. Such conduct may result in discipline, including suspension, termination or expulsion.

If a stranger is menacing, threatening, out of control, displaying a weapon, etc.: from any campus phone, dial 9-911. Give specific information to the police as to the nature of the situation and its specific location. The campus address is 2501 Elliott Avenue, Seattle, WA 98121, and the phone number is (206) 876-6100.

Contact administrative staff immediately @ ext. 100. Do not attempt to resolve the situation alone.

### **Student Entrances and Exits**

Students may enter/exit the building by using the main Seattle School entrance. During the school week, the main entrance is open from 8 a.m. until 6 p.m. To access the building before or after hours, you must contact the Facilities Supervisor, Daniel Walkup (dwalkup@theseattleschool.edu) and **only** in case of emergency. To access stairwells and elevators during business hours, the student must use his/her Seattle School identification card. Should a student need to see an administrator or faculty member, he/she should check in at the front desk, located in the lobby at the main Seattle School entrance.

### **Weapons & Violence Policy**

The Seattle School has a zero-tolerance policy regarding firearms or weapons on campus. Specifically students, employees, faculty and others performing services for the school (including, but not limited to, temporary employees, consultants, contractors and vendors) are prohibited from carrying, possessing or using guns or other dangerous weapons or devices for any purpose at any time on school premises.

Weapons and other dangerous devices are also prohibited off school premises while on Seattle School related business or at The Seattle School-sponsored events. People who carry a concealed-weapon permit are not allowed to carry a weapon while on school premises or while representing The Seattle School.

Anyone who has knowledge of someone violating this policy should immediately report the incident to the Facilities Supervisor. The complainant should be prepared to provide any relevant information that prompted him/her to observe or suspect violation. The front desk staff or any school administrator has the right to confiscate weapons from people in violation of this policy.

Failure to adhere to the weapons policy or failure to cooperate in an investigation is grounds for disciplinary action, up to and including suspension, termination or expulsion.

### **Weather Closures**

For closures because of weather or natural disaster, The Seattle School voicemail greeting will convey the message if the business office is closed and if classes are cancelled for the day. The website will also list closures. These messages will be posted by 6:00 a.m.

### **Search Policy**

The Seattle School wishes to discourage theft or unauthorized possession of school property and/or property of staff, faculty, students, and visitors. To facilitate enforcement of this policy, a school representative may inspect not only desks and offices, but also persons entering and/or leaving the premises, and any packages or other belongings. Any student who wishes to avoid inspection of any articles or materials should not bring such items onto school premises.

### **Smoking**

Washington State law prohibits smoking in all places of employment. You may smoke outside provided you are not standing within 25 feet of a building entrance or exit, windows that open, or air intake equipment. Employees who observe a guest or visitor who is in violation of this policy should promptly and politely advise the individual of the policy. Any employee who violates this policy shall be subject to disciplinary action.

### **Solicitation and Sales**

The Seattle School policy prohibits distributing material or soliciting students, faculty, or staff on company premises at any time unless approved by the Chief Financial Officer. Solicitation for any purpose or cause may include requests for subscriptions, donations, pools, gifts, charities, memberships, or other forms of requests.

The Student Directory, staff and/or faculty rosters and classroom time may not be used for purposes of solicitation; such use is expressly forbidden.

### **Statement of Student Rights & Responsibilities**

All students enrolled at The Seattle School assume an obligation to conduct themselves at all times as responsible members of the campus community, to respect the personal and property rights of others, and to support the educational mission of The Seattle School. The Seattle School insists that its students demonstrate personal and professional integrity in addition to academic excellence.

The Seattle School's administrators, faculty, and staff encourage student involvement in decision making. Student participation and input on institutional committees and teams are not only valued and encouraged at The Seattle School, but considered to be missionally imperative.

## **Nondiscrimination, Harassment, Sexual Harassment, and Sexual Violence Prevention and Title IX Policies**

### **The Federal Campus Sexual Assault Victims' Bill of Rights**

- Survivors shall be notified of their options to notify law enforcement.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

*The Campus Sexual Assault Victims' Bill of Rights* was signed into law by President George Bush in July of 1992. This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. Schools found to have violated this law can be fined up to \$35,000 or lose their eligibility to participate in federal student aid programs. Complaints about schools that have failed to comply with this law should be made to the U.S. Department of Education.

These policies may be found in the Student Handbook, available online at <http://theseattleschool.edu/wp-content/uploads/2019/08/2019-2020-Student-Handbook.pdf>, or in print, by request from the office of the Registrar.

### **Federal Law**

To the extent required by federal law, it is the policy of The Seattle School of Theology & Psychology (The Seattle School") not to discriminate on the basis of race, color, national origin, sex, age, religion (except in the case of employment), disability, or genetic information in its admissions, educational programs or activities, or employment. Consistent with federal law, The Seattle School will provide reasonable accommodations to persons with disabilities. As a religious educational organization, The Seattle School reserves the right to prefer employees and prospective employees on the basis of religion. The phrase "**educational programs or activities**" includes instruction, grading, financial aid, training programs, internships, externships, social and recreational activities, and other aspects of the educational programs or activities at The Seattle School. Discrimination in employment prohibited by this policy includes discrimination in hiring, compensation, promotion,

transfer, retirement, evaluation, discipline, benefits, termination, and other employment practices. “**Discrimination**” is defined below. “**Harassment**” is a form of discrimination, and is also prohibited by this policy.

### **Other Prohibited Discrimination and Harassment**

It is also the policy of The Seattle School not to discriminate against its students and student applicants in its admissions or other educational programs or activities on the basis of sexual orientation, marital status, or honorably discharged veteran or military status. The term “**sexual orientation**” means heterosexuality, homosexuality, bisexuality, and gender expression or identity. As defined by the Washington Law Against Discrimination, the term “**gender expression or identity**” means “having or being perceived as having a gender identity, self-image, appearance, behavior, or expression, whether or not that gender identity, self-image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to that person at birth.”

### **Prohibition Against Sexual Harassment and Sexual Misconduct**

Although covered above by the prohibition against sex discrimination, The Seattle School emphasizes that it prohibits sexual harassment, which is a form of sex discrimination. Sexual harassment also includes sexual misconduct, which is also prohibited by this policy. Both of these terms are defined below, and those sections include examples of sexual harassment and sexual misconduct.

### **No Retaliation**

The Seattle School not only prohibits discrimination and harassment (including sexual harassment), but it also prohibits retaliation against any person for making a complaint about discrimination or harassment; assisting, testifying, or otherwise participating in any discrimination or harassment investigation; or otherwise opposing discrimination or harassment prohibited by this policy. This includes any retaliation against any witness or bystander who reports or provides any information about alleged discrimination or harassment, or who intervenes to stop or attempt to stop any discrimination, harassment, or sexual misconduct. “**Retaliation**” means any adverse action that might dissuade or deter a reasonable person from making or supporting a complaint of discrimination or harassment. Examples of retaliation include intimidation, threats, coercion, termination of employment, unjustified negative grades or evaluation, reduction in pay, denial of a promotion, physical assault, and any other conduct that constitutes prohibited discrimination or harassment under this policy. Retaliation against any person thought to have engaged in any activity protected by this section, whether or not the person actually engaged in any protected activity, is also prohibited by this policy.

### **Reporting Violations; Discrimination Grievance Procedures**

## Where to File a Complaint

Any student or employee who believes he or she has suffered discrimination, harassment (including sexual harassment or sexual misconduct), or retaliation in violation of this policy, should contact one of the following individuals to file a complaint:

Manager of Student Life Programs (currently Rebecca Shirley) (206) 876-6137

[rshirley@theseattleschool.edu](mailto:rshirley@theseattleschool.edu)

2501 Elliott Avenue

Seattle, WA 98121

Director of Human Resources (currently Kartha Heinz) (206) 876-6131

[kheinz@theseattleschool.edu](mailto:kheinz@theseattleschool.edu)

2501 Elliott Avenue

Seattle, WA 98121

## Discrimination Grievance Procedures

Violations of this policy will be addressed through the Discrimination Grievance Procedures. Hard copies of the Discrimination Grievance Procedures are also available from the Title IX Coordinator and the Director of Human Resources.

## Consequences of Violating this Policy

Consequences for violating this policy will depend on the facts and circumstances of each particular situation.

- Sanctions and corrective action could include the following: a requirement not to repeat or continue the discriminatory, harassing, or retaliatory conduct; a reprimand; a no-contact order; denial of a merit pay increase; reassignment; removal from class; suspension; termination or expulsion, or other appropriate sanction, remedy, or response.
- The severity of the sanction or corrective action may depend on the frequency and severity of the offense and any history of past discriminatory, harassing, or retaliatory conduct.
- A finding of discrimination, harassment that creates a hostile environment or resulted in any tangible action (either in the employment or educational setting), or sexual misconduct may be cause for disciplinary action, up to and including discharge in the case of an employee and

expulsion in the case of a student. The Seattle School may also report any criminal conduct to a law enforcement agency.

- The Seattle School may take immediate steps to protect the complainant from further discrimination, harassment, or retaliation before completion of its investigation or the process outlined in the Discrimination Grievance Procedures. For example, in the case of a sexual harassment or sexual misconduct complaint, The Seattle School may take steps to separate the accused harasser from the complainant.
- The Seattle School may also take appropriate action even if it does not find discrimination or harassment that creates a hostile environment or results in a tangible action, but The Seattle School finds that the respondent engaged in disruptive behavior or determines that action is necessary or appropriate to prevent the creation of a hostile environment or a situation that may result in a tangible action or other form of unlawful discrimination or harassment.

### **Off-Campus Conduct**

Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this policy. For example, if off-campus discrimination or harassment has continuing effects that create a hostile environment on campus, then the discrimination or harassment violates this policy. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the attention of The Seattle School.

### **Mandatory Reporting by Employees of any sex-based discrimination, sexual harassment, or sexual misconduct involving students**

The Seattle School wants to stop and respond effectively to instances of sex-based discrimination, sexual harassment, and sexual misconduct involving its students. Therefore, any employee receiving any information about any alleged or possible sex-based discrimination, sexual harassment, or sexual misconduct involving students, must report that information to the Title IX Coordinator or the Director of Human Resources (each a “Complaint Officer”) within 24 hours of receiving that information. Employees who are statutorily prohibited from reporting that information are exempt from this reporting requirement, including any licensed counselor who receives the information in his or her capacity as a licensed counselor. After receiving a report of alleged or possible sex-based discrimination, sexual harassment, or sexual misconduct, the Complaint Officer will evaluate the information received and determine what further actions should be taken. The Complaint Officer will follow the procedures described in the Discrimination Grievance Procedures. The Complaint Officer will take steps, either directly with the complainant or through a reporting employee, to provide information about the Discrimination Grievance Procedures, as well as available health and advocacy resources and options for criminal reporting (if applicable).

### **Voluntary Reporting by Students**

The Seattle School strongly encourages its students to report instances of sex-based discrimination, sexual harassment, and sexual misconduct involving students.

### **Substance Abuse Policy and Prevention Program**

The Seattle School's Substance Abuse Policy and Prevention Program reflects a broad commitment to a healthy school community marked by standards that reflect personal accountability and responsibility; demonstrate regard for the safety, security, and the health of others; and maintain the atmosphere needed for study and reflection. The misuse of alcohol and other drugs subverts the school's ability to achieve its central mission—the ability to serve God and neighbor through transforming relationships.

The Seattle School recognizes explicitly that students, faculty, and staff are adults, which means that they are expected to obey the laws and take personal responsibility for their conduct. Individuals are accountable for their choices and behavior. Careful attention to this information will help students, faculty, and staff promote the school's compliance with the Drug-Free Schools and Communities Act of 1989. Unlawful possession, use, or distribution of illicit drugs and alcohol by students on its property or as part of any of its activities is specifically prohibited and is a violation of the laws of the City of Seattle, the State of Washington, and the United States. The Seattle School will support all local, state, and federal laws relating to drug and alcohol abuse, including referral to local authorities for prosecution. The courts will determine penalties for violations of these laws.

### **Policy on Drug or Alcohol Use by Students**

The Seattle School prohibits the illegal and irresponsible use of alcohol and other drugs by students. Students have the responsibility to conduct themselves in a lawful and appropriate manner consistent with the mission of the school. Each student has the responsibility to know the risks associated with the use and abuse of alcohol and other drugs and to assist the school in creating an environment that promotes health-enhancing attitudes and activities.

#### **Drugs**

- The school strictly prohibits the manufacture, sale, possession, distribution, dispensing, or use by a student of a controlled or illegal substance not medically authorized.
- The school strictly prohibits the manufacture, sale, possession, distribution, or dispensing by a student of drug paraphernalia.

#### **Alcohol**

- The possession, sale, distribution, and consumption of alcoholic beverages on the school's campuses or in connection with school-sponsored or related events is permitted only within



the limits prescribed by Washington state and federal laws, and in accordance with the Campus Policy for Alcohol Use at Events (below). In addition, no open containers of alcohol are permitted on school property at any time, except within the area covered by a valid liquor permit.

- The school strictly prohibits students from appearing on campus obviously under the influence of alcohol. Alcohol will not be allowed to interfere with co-curricular activities, campus safety or security, or classroom learning.
- The school will not excuse acts of misconduct committed by students whose judgment is impaired by consumption of alcohol or drugs. Students are expected to assume responsibility for their own behavior and must understand that being under the influence of drugs or alcohol in no way lessens their accountability. Violations of the law or school rules or policies relating to drug or alcohol use will result in disciplinary sanctions up to and including dismissal as described in the Student Code of Conduct. In general, students will be disciplined if their use of alcohol or drugs is illegal or threatens to create public disorder, public disturbances, danger to themselves or others, or property damage. In addition, the school has the right to refer suspected unlawful drug or alcohol-related incidents to appropriate federal, state, or local legal authorities.

### **Campus Policy on Alcohol Use at Events**

To serve alcohol on campus, the event sponsor must complete an Alcohol Service Request Form (available on Google Drive) or by request of the Facilities Supervisor ([facilities@theseattleschool.edu](mailto:facilities@theseattleschool.edu)) and submit it to the Executive Council for approval at least **two weeks prior** to the event. The Seattle School reserves the right to deny authorization at any time. If approval is granted, the event's sponsor is responsible for providing a licensed vendor/caterer to provide and serve the alcohol. The event sponsor is responsible, along with individuals directed to serve the alcohol, for compliance with all applicable laws, ordinances, and school policies pertaining to the use, furnishing, or possession of alcohol.

Alcohol may not be served to any person under the age of 21. A separate alcohol serving area is required at events where persons under 21 will be present. The event's sponsor will also be required to devise a system by which picture identification will be checked to verify legal age.

Alcohol must be served and monitored and may not be left unattended so to allow free access. Event sponsors and the individuals directed to serve the alcohol are responsible and obligated to refuse alcohol to anyone whom they believe has had too much to drink. All service of alcohol to guests must stop 60 minutes prior to the ending time of the event. No served alcohol is allowed beyond the doors of the building. Non-alcoholic beverages and food must be available and featured prominently at the event.

## Health Risks of Alcohol and Other Drug Use

Alcohol and illicit drug use can pose many health risks to students, faculty, and staff. Use may result in impaired judgment and coordination; physical and psychological dependence; damage to vital organs such as the heart, stomach, liver and brain; inability to learn and remember information; psychosis and severe anxiety; unwanted or unprotected sex resulting in pregnancy and sexually transmitted diseases (including HIV and AIDS); and injury and death. Negative consequences of alcohol and other drug use can be immediate.

## Resources for Education and Treatment

Faculty and staff who suspect they may have a drug or alcohol abuse problem are encouraged to seek assistance through their own efforts before the problem affects their employment status. The school provides benefit-eligible employee access to an independent, confidential Employee Assistance Program (EAP) that offers confidential assessment, counseling, and referral assistance in areas that include alcohol and drug abuse. The EAP can be reached by calling 1-800-316-2796. Please contact the Human Resources Office, [hr@theseattleschool.edu](mailto:hr@theseattleschool.edu) for further information.

## Community Services

A variety of community organizations in the greater Seattle area can be resources for students, faculty or staff. They are organized into three categories for ease of reference: 24-hour emergency numbers; self- help groups; and alcohol and drug treatment programs.

<b>Emergency Numbers</b>	
Alcohol and Drug 24hr Helpline	(206) 722-3700; 1-800-562-1240 (WA State)
Domestic Violence Helpline	1-800-562-6025
HIV/AIDS Hotline	1-800-272-3437
24hr Crisis Line	(206) 461-3222; 1-800-621-4636 (WA State)
King County Sexual Assault Resource Center	(425) 226-5062; 1-800-825-7273
<b>Local Self-Help Groups</b>	

Alanon/Alateen/Alatot	(206) 625-0000	
Alcoholics Anonymous (AA)	(206) 587-2838	
Marijuana Anonymous	(206) 548-9034	
Naranon	(206) 626-7171	
Narcotics Anonymous	(206) 790-888	
<b>Alcohol and Drug Treatment Resources</b>		
Auburn Youth Resources	816 F St SE, Auburn, WA 98002	(253) 939-2202
Catholic Community Services	100 23rd Ave S, Seattle, WA 98122	(206) 328-5097
Central Seattle Recovery Center	1401 E. Jefferson, #300, Seattle, WA 98122	(206) 322-2970
Central Youth and Family Services	1901 Martin Luther King Jr. Way South, Seattle, WA 98144	(206) 322-7676
Consejo Counseling and Referral	3808 South Angeline, Seattle, WA 98118	(206) 461-4880
Eastside Recovery Center Inc.	1412 140th Pl NE, Bellevue, WA 98005	(425) 747-7892
Lakeside Milan Recovery Center Inc	10322 NE 132nd St. Kirkland, WA 98034	(425) 823-3116

*These resources have not been screened by The Seattle School and the school makes no specific endorsement of or recommendations to any one program.*

## **Education and Programming for Campus Safety and Violence Prevention**

In addition to the publication of an Annual Security Report, The Seattle School has instituted a campus safety and Title IX training for all students during our annual fall (Re)Orientation. Each student is provided with a copy of this report and informed of their rights and responsibilities afforded by the Clery Act, the Department of Education, Title IX, and the policies of The Seattle School.

The Seattle School is committed to ongoing review of our emergency management, safety, and violence prevention policies and procedures to ensure compliance with the guidelines of the Department of Education. We conduct annual employee safety trainings, fire drills, and tests of our Comprehensive Emergency Management Plan in order to ensure ongoing preparedness and compliance with local, state, and federal laws.

If you have questions or concerns about any of these policies, please contact the Director of Institutional Support.

You may request a printed copy of the Student Handbook, the Comprehensive Emergency Management Plan, and the Annual Security Report in person, by phone at 206.876.6152, or by email at [facilities@theseattleschool.edu](mailto:facilities@theseattleschool.edu).

# Appendix A Prior Statistics

## 2016 Statistics

The following statistics represent data collected by The Seattle School of Theology & Psychology from reports made to The Seattle School and the Seattle Police Department concerning crimes occurring on campus geography (defined as our building and immediately adjoining public property: sidewalks and streets) in the 2015 calendar year. In addition, we have included statistics for the surrounding Belltown neighborhood which are collected from the [Seattle Police Department website](#).

### *Crimes reported to The Seattle School on Campus & Immediately Adjoining Public Property*

2016	On Campus	Public Property
Burglary/Theft	0	2
Robbery	0	0
Aggravated Assault	0	0
Burglary	0	0
Motor Vehicle Theft	0	0
Arson	0	0
Murder & Non-Negligent Manslaughter	0	0
Negligent Manslaughter	0	0
Forcible Sex Offenses	0	0
Non-Forcible Sex Offenses	0	0
Domestic Violence	0	0
Dating Violence	0	0
Stalking	0	0

(Figures based on reports filed with The Seattle School and may or may not correspond to reports filed with police.)

***Reported Hate Crimes\* on The Seattle School Campus & Immediately Adjoining Public Property***

<b>2016</b>	<b>On Campus</b>	<b>Public Property</b>
<b>Burglary/Theft</b>	0	0
<b>Robbery</b>	0	0
<b>Aggravated Assault</b>	0	0
<b>Burglary</b>	0	0
<b>Motor Vehicle Theft</b>	0	0
<b>Arson</b>	0	0
<b>Murder &amp; Non-Negligent Manslaughter</b>	0	0
<b>Negligent Manslaughter</b>	0	0
<b>Forcible Sex Offenses</b>	0	0
<b>Non-Forcible Sex Offenses</b>	0	0
<b>Domestic Violence</b>	0	0
<b>Dating Violence</b>	0	0
<b>Stalking</b>	0	0

**2017 Statistics**

The following statistics represent data collected by The Seattle School of Theology & Psychology from reports made to The Seattle School and the Seattle Police Department concerning crimes occurring on campus geography (defined as our building and immediately adjoining public property: sidewalks and streets) in the 2015 calendar year. In addition, we have included statistics for the surrounding Belltown neighborhood which are collected from the [Seattle Police Department website](#).

***Crimes reported to The Seattle School on Campus & Immediately Adjoining Public Property***

<b>2017</b>	<b>On Campus</b>	<b>Public Property</b>
<b>Burglary/Theft</b>	0	6
<b>Robbery</b>	0	1

<b>Aggravated Assault</b>	0	0
<b>Burglary</b>	0	0
<b>Motor Vehicle Theft</b>	0	0
<b>Arson</b>	0	0
<b>Murder &amp; Non-Negligent Manslaughter</b>	0	0
<b>Negligent Manslaughter</b>	0	0
<b>Forcible Sex Offenses</b>	0	0
<b>Non-Forcible Sex Offenses</b>	0	0
<b>Domestic Violence</b>	0	3
<b>Dating Violence</b>	0	0
<b>Stalking</b>	0	0
<b>Other Offenses</b>		
<b>Theft Other</b>	0	11
<b>Malicious Harassment</b>	0	1
<b>Simple Assault</b>	0	3
<b>Vandalism</b>	0	2
<b>Trespass</b>	0	4
<b>Collision/Traffic</b>	0	8
<b>Disturbance - Other</b>	0	1
<b>Found Property</b>	0	1
<b>Warrant Arrest</b>	0	1
<b>Family Disturbance</b>	0	2

(Figures based on reports filed with The Seattle School and may or may not correspond to reports filed with police.)

***Reported Hate Crimes\* on The Seattle School Campus & Immediately Adjoining Public Property***

<b>2017</b>	<b>On Campus</b>	<b>Public Property</b>
<b>Burglary/Theft</b>	0	0
<b>Robbery</b>	0	0
<b>Aggravated Assault</b>	0	0
<b>Burglary</b>	0	0
<b>Motor Vehicle Theft</b>	0	0
<b>Arson</b>	0	0
<b>Murder &amp; Non-Negligent Manslaughter</b>	0	0
<b>Negligent Manslaughter</b>	0	0
<b>Forcible Sex Offenses</b>	0	0
<b>Non-Forcible Sex Offenses</b>	0	0
<b>Domestic Violence</b>	0	0
<b>Dating Violence</b>	0	0
<b>Stalking</b>	0	0
<b>Malicious Harassment</b>	0	1*

*\*Classified as Anti-Sikh*