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ANNUAL CAMPUS SECURITY AND FIRE SAFETY REPORT**TABLE OF CONTENTS**

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1. Mission Statement

Campus Safety & Security at Cornish College of the Arts believes in providing a safe and welcoming environment to enhance the well-being of students, faculty, staff and visitors, along with the protection of all college assets. Our Office of Campus Safety & Security is committed to working with all members of the campus community to achieve this goal. We are located in a downtown urban environment; therefore every member of our campus community is expected to take reasonable precautions to protect themselves and their property.

2. Development, Disclosure and Implementation of Security Policies

In compliance with Cornish College's Title IV Program Participation Agreement and specific components of the Clery Act, the College has developed a **Campus Security Policy**. The components of this policy will accurately reflect how the policies are implemented. A requirement of Clery Act compliance is disclosing the College's policy statements in the

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College's annual security report. This policy is in effect at all times and is managed by the Director of Campus Safety and Security. This policy is to be reviewed and updated annually by October 1.

3. Your Right to Know

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (referred to as the "Clery Act.") is part of the Higher Education Act. It requires institutions of higher education that receive federal financial aid to report specified crime statistics on College campuses and to provide other safety and crime information to members of the campus community.

The Higher Education Act requires, among other things, that Colleges and universities:

- publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
- disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms;
- provide "timely warning" notices of those crimes that have occurred and "pose an ongoing threat to students and employees" ;
- describe the College's missing student notification policy that allows students to confidentially register a contact person and missing student notification procedures;
- disclose in a public crime log "any crime that occurred on campus or within the jurisdiction of the campus security department and is reported to the Office of Campus Safety and Security" ;
- describe the College's emergency response and evacuation procedures including how the institution will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to safety of students or employees occurring on the campus;
- publish an annual fire safety report that includes fire statistics and maintain a fire log.

4. Campus Safety and Security Enforcement Authority

Cornish College vests in its Office of Campus Safety and Security responsibility for overall campus safety and also investigation of any alleged crime. It is also required that any office, department or employee of the College that receives information related to alleged crimes immediately report that information to the Office of Campus Safety and Security.

Criminal incidents may be referred to the Seattle Police Department (SPD), which has jurisdiction on the campus. The Office of Campus Safety and Security maintains a highly professional working relationship with the Seattle Police Department and other law enforcement agencies. All crime victims and witnesses are strongly encouraged to immediately report any crime to the Office of Campus Safety and Security and the Seattle Police Department. The Office of Campus Safety and Security will facilitate and provide support to any student or employee desiring to report a crime to the Seattle Police Department. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

Additionally, Cornish College of the Arts security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the College.

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Cornish's officers have the authority to issue parking tickets. Security Officers do not have arrest power.

5. Timely Warnings

If a situation arises, either on or off campus, that the Director of Campus Safety and Security judges to constitute an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the College e-mail system to students, faculty and staff and via the College's mass cell phone text emergency communication system.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Director of Campus Safety and Security may also post a notice on the College's web site www.cornish.edu providing the College community with additional immediate notification. In such instances, a copy of the notice will be posted in each residence hall and academic building. Anyone with information warranting a timely warning should report the circumstances to Campus Safety and Security, by phone (726 5038) or in person at the Security Office, 3rd floor, MCC or Kerry Security, 1st Floor.

6. Mass Emergency Communication System

The College utilizes a text messaging system as a communication tool used to notify the campus community about any situation or condition that could threaten the safety of individuals on campus. In the event of an actual emergency, this system allows Cornish officials to send instant messages via cell phone text messaging. The College can also simultaneously send e-mail messages to all students and employees.

7. Emergency Response Guidance

To report an emergency, members of the campus community should call Safety and Security at **206.726.5038 (extension 5038 on campus)** or **9-911** to reach the Seattle Police Department. In the event you do not have immediate access to a phone, several phones are located around campus in or near the residence halls and in many of the student rooms. These phones are colored red and will connect you directly to Safety and Security.

"What to Do If"

Fire

There are two different responses based on the size of fire.

Small Fire (No Larger Than A Wastebasket)

1. Alert people to evacuate area.
2. Activate nearest fire alarm.
3. Smother fire or use appropriate fire extinguisher.
4. Always maintain accessible exit.
5. Avoid smoke or fumes.
6. Be prepared to evacuate building if fire grows.

Large Fire (Larger Than A Wastebasket)

1. Alert people to evacuate area.
2. Activate nearest fire alarm.
3. Evacuate building using fire evacuation plan.
4. Close doors to contain fire.
5. Move people to a safe distance.

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6. If you are unable to safely reach an exit:
 - Stay low to avoid breathing in smoke and toxic gases.
 - Retreat into a closed space with a window and phone if possible so you can call 9-911.
 - Close all doors and other openings.
 - Place clothing, paper or other soft materials in gaps around closed doors.
 - Hang a sign in window for fire rescue workers to see.

Notes and Precautions

- Activate the fire alarm before trying to put out the fire.
- Never enter a room that is full of smoke.
- Never enter a room containing a fire if you are alone.
- Never open a door that is warm to the touch.
- Close doors to contain fire.
- Do not use elevators.

Threat Of Bodily Harm

Threats should always be taken seriously.

Threats Made In Person

1. Try to remain calm.
2. Avoid confrontation when possible.
3. Call Safety and Security.
4. Call 911 (9-911 on campus phone), and be sure to report the location address.

Threatening Notes, Phone Calls, Etc.

1. Call Safety and Security.
2. Call 911 (9-911 on campus phone) and remember to report the location address.

Bomb Threat

Take all bomb threats seriously.

Telephoned Threats

1. Try to remain calm.
2. Keep the caller on the line. Obtain as much information as possible.
3. Call 911 (9-911 on campus phone). If possible, have someone else report the call while you keep the caller on the line.
4. Call Safety and Security.
5. Campus Security will contact a college official who will decide whether or not to evacuate the building.
6. If told to do so, evacuate the building. To avoid panic, do not announce that the evacuation is due to a bomb threat.
7. Leave any search to police, firefighters and other trained people.

Suspicious Packages Or Devices

1. Do not touch the package or device.
2. Evacuate the area immediately.
3. Call 911 (9-911 on a campus phone). Indicate that a suspicious package or device has been found.
4. Call Safety and Security.

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5. Wait a safe distance away from the area until advised that the device has been examined and/or disposed of.

Chemical Exposure

Some classes use chemicals that can be hazardous if not properly handled. All such chemicals and substances must be labeled as to safe handling procedures. Report any unlabeled substances to your supervisor or instructor immediately. « Read less

In The Event Of A Chemical Spill:

1. Evacuate the area.
2. Call 911 (9-911 on a campus phone).
3. Call Safety and Security.

If A Spill Is Discovered And It Appears That Action Has Not Been Taken:

1. Do not touch spilled substance.
2. Keep people away from the area.
3. Call Safety and Security. Security will contact Operations.

Chemical Exposure To Gasses, Liquids, Etc:

1. Flush exposed area with neutralizing wash located near sinks in lab areas or with water.
2. Move outdoors to breathe fresh air.
3. Keep people away from spilled area.
4. Call 911 (9-911 on campus phone). Be prepared with location and details concerning the incident.
5. Call Safety and Security.

Medical Emergency, Injury Or Illness

Based on the number of injured or ill persons, your response to the situation will vary.

One Injured Or Ill Person

1. For serious injury or illness, or if you are unsure of the extent of the injury or illness call 911 (9-911 on campus phone).
2. Apply First Aid if the situation warrants it and you have appropriate first aid certification.
3. Call Safety and Security.
4. Complete an accident/occupational exposure report form once the situation has been handled.

More Than One Injured Or Ill Person

1. For serious injury or illness, or if you are unsure of the extent of the injury or illness call 911 (9-911 on campus phone).
2. Call Safety and Security.
3. Stay at the scene and provide assistance to the ill and injured.
4. Follow the directions of the emergency response specialists.

Please note: Cornish College provides all students with accident insurance.

Psychiatric Emergency

Under no circumstances should anyone transport a student or employee to the hospital for a medical or psychiatric emergency. « Read less

The following behaviors may indicate that an employee or student is in crisis and needs immediate attention and emergency care:

- Violent or extremely disruptive behavior: e.g., assault, hostile threats, etc.

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- Suicidal threats and references or other self-destructive thoughts or actions.
- Homicidal threats.
- Obvious loss of contact with reality: e.g., seeing/hearing/feeling/things not apparent to others, thoughts or behavior inconsistent with reality, etc.
- Disturbed speech or communication content: e.g., incoherent speech, grandiose beliefs, disorganized or rambling thoughts, etc.
- Disorientation and inability to identify who they are, where they are, what year it is, etc.

If the Situation Is Not Physically Violent or Potentially Dangerous

1. Talk calmly with the individual.
2. When possible, have two people remain with the person in crisis while a third person makes the appropriate telephone calls for assistance.
3. If there is no threat of violence, call the Counselor's Office at x5027. (206.726.5027) prior to calling 911 (9-911) or alerting Cornish Security.

If The Situation Is Physically Violent Or Potentially Dangerous:

1. Call 911 (9-911 on campus phone) immediately.
2. Call Safety and Security.
3. When emergency help arrives, tell them what you know about the situation and follow their instructions.
4. After emergency help has arrived, if the person in crisis is a student, notify the Provost at x5181 (206.726.5181) and Student Affairs at x5111 (206.726.5111). If the person in crisis is an employee, please notify the Director of Human Resources at x5004 (206.726.5004).
5. If an emergency takes place after 5pm or on the weekend, first call 911 (9-911 on campus phone) and then Cornish Security at x5038 (726-5038) immediately. Security will proceed to the location of the student in crisis.

Earthquake

If Inside During an Earthquake

1. Drop, Cover and Hold. Protect yourself by dropping to the floor and taking cover under a desk, sturdy table or other piece of furniture. Hold on to whatever you are under.
2. If taking cover under a sturdy piece of furniture is not possible, get into a corner and facing out, bring your knees and hands up to protect yourself.
3. Stay away (and face away) from glass and other items on the walls.
4. Do not leave cover until shaking has completely stopped.

After the Shaking Stops

1. Do Not Use Open flames (candles, matches or lighters).
2. Evacuate the building. Remember, additional shocks or tremors may occur. Watch for falling debris or electrical wires when leaving the building.

If Outside During an Earthquake

1. Stay in the open.
2. Keep away from buildings, trees and electrical poles and wires.

After the Shaking Stops

1. Do Not Use open flames (candles, matches or lighters).
2. Do not enter buildings until it is determined that they are safe.

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If Inside a Vehicle During an Earthquake

1. Stop the vehicle and stay inside the vehicle until the shaking stops.

After the Shaking Stops

1. Do Not Use Open flames (candles, matches or lighters).
2. Do not enter buildings until it is determined that they are safe.

Volcanic Eruption

The Cascade Mountain range is volcanic. While the chances of an eruption are remote, it is possible. Ash fall is very fine and can cause severe damage to your lungs.

If Time Permits Dismissal

1. You will be notified by a college official.
2. Cover mouth and nose with handkerchief or other material to filter the air.
3. Maintenance will turn off heating, cooling and ventilation systems. The electricity will remain on.
4. Depending on the proximity to the eruption, the college may be closed and classes may be dismissed.

If Time Does Not Permit Dismissal

1. Seek shelter inside the buildings.
2. Close all windows and doors.
3. Cover mouth and nose with handkerchief or other material to filter the air.
4. Remain in the buildings until notified by a college official.

College Closure

Under extraordinary circumstances, the college may experience a partial, early or full closure. Partial closures will affect one or more rooms or buildings, but not the entire campus. Early or full closures affect all buildings. Closures can occur either during or prior to normal hours of operation.

Full, Early or Partial Closure; During Normal Hours Of Operation

1. An announcement will be made.
2. Text messages will be sent to those signed up for our text message notifications.
3. Follow the directions being given.

Partial Closure of One Room or Building (If announced prior to normal hours of operation)

1. An announcement will be made, including an alternate location for meeting.
2. Text messages will be sent to those signed up for our text message notifications.
3. Follow the directions being given.

Full Closure Or Delayed Start Of All College Facilities – Prior To Normal Hours Of Operation

1. Announcements will be made:
 - o Text messages will be sent to those signed up for our text message notifications.
 - o On the Cornish website.
 - o Local Radio and TV stations.
2. You may also call the general college phone number and listen to the recorded message (206.323.1400).
3. Follow the directions being given.

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Emergency Text Messaging

In addition to website and local TV and radio announcements, Cornish has acquired the technology to reach students, faculty, and staff through mobile telephone text messaging.

In those rare cases of inclement weather, power outages, delayed openings or early closures, or any other event that represents a danger to the community, the College will be able to issue a text notification simultaneously to all persons who elect to participate in the program. We understand that people do not wish to receive unwanted text messages. Please be assured that we will use this system judiciously, and will only send messages in the above circumstances. You may sign up for this program by visiting the [Emergency Notification](#) section on the Cornish website. Your account expires after two years. You may re-enable your account by signing in. Those who do have a mobile telephone or who choose not to participate will continue to find information by the other venues listed.

First Aid/CPR

Any injury requiring First Aid that occurs in a Cornish classroom, studio, shop or residence hall should be reported immediately to [Safety and Security](#).

8. Emergency Contact Information

All Cornish constituents are encouraged to add or update their Emergency Contact Information. While the Mass Emergency Communication System identifies how to contact the community member in the event of a campus emergency, the Emergency Contact Information identifies who should be contacted if something happens to the community member. Students should update this information with the Registrar. Employees should update their information with Human Resources.

Students also have the option to identify confidentially an individual to be contacted by Cornish in the event the student is determined to be missing for more than 24 hours. See the [Missing Student Notification Policy](#) for further information.

9. Federal Campus Sex Crimes Prevention Act

This act requires states to ask every registered sex offender if they are enrolled at or employed by a College or university. In addition, pursuant to Washington State law, any such adult or juvenile offender who is admitted to a public or private institution of higher education shall, within ten days of enrolling or by the first business day after arriving at the institution, whichever is earlier, notify the sheriff for the county of the person's residence of the person's intent to attend the institution. Students and employees can find out information about registered sex offenders in their area through the King County Sheriff's office website, <http://www.icrimewatch.net/index.php?AgencyID=54528>

10. Sexual Offense Policy and Procedures

Students:

Cornish College of the Arts Student Sexual Misconduct Policy & Procedure

Introduction

Cornish College of the Arts strives to create a respectful, safe, and non-threatening environment for its students. This Sexual Misconduct Policy applies to all students of

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Cornish College of the Arts and is designed to promote the well-being of individuals and the community as a whole.

Sexual Misconduct Policy

Cornish College of the Arts affirms the values of respect, responsibility, and caring between all persons. Sexual offense, rape, acquaintance rape and sexual assault, will not be tolerated. Behavior of this nature is inconsistent with our values, and is a violation of the *Code of Student Conduct*, College policy and state and federal law. Students or employees committing a sexual offense may be prosecuted under the Washington State Criminal Code (Title 9A RCW) and/or disciplined under the *Code of Student Conduct*.

This policy sets forth the resources available to students, describes prohibited conduct, and establishes procedures for responding to sexual misconduct incidents that include sexual assault, sexual harassment and other unwelcome behaviors as explained below. This policy identifies prohibited behavior for two important reasons: first, so that victims of prohibited behavior can easily recognize what happened to them as misconduct and comfortably seek assistance; and second, so that all students are aware of these expectations and can make appropriate decisions, knowing there will be consequences for violating this policy.

The College makes this policy readily available to all students and other members of the College community and provides periodic education to students regarding sexual misconduct. The Division of Student Affairs, Counseling Office, Wellness & Health Promotion, Campus Safety & Security, and community agencies offer sexual misconduct education and information upon request. Creating a respectful, safe and non-threatening environment is the responsibility of all members of the college community and Cornish encourages students and student organizations to take advantage of these educational opportunities and to learn about this policy.

Policy Scope and Jurisdiction

Scope

This policy covers all Cornish students, and in particular students who are:

- Victims of any form of sexual misconduct, including sexual assault and sexual harassment, by any other person (student, employee, or others outside of the college community);
- Accused of engaging in behavior prohibited by this policy.

The term "student" includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate studies. Persons who withdraw or take a leave of absence after allegedly violating *The Code*, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered "students". The *Code of Student Conduct* applies at all locations of the College.

Jurisdiction

This policy covers on-campus and off-campus conduct, as those terms are described below.

On-Campus Violations: The campus includes the geographic confines of the college, including its land, institutional roads and buildings and leased premises of the College (such as student housing).

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Off-Campus Violations: Off-campus violations that represent a clear and distinct interest of the College may be subject to disciplinary sanctions. For example, sexual misconduct and harassment are within the college's interests when the behavior:

- Involves conduct directed at or by a College student or other member of the College community (e.g., private house party, outside employment);
- Occurs during a College-sponsored event (e.g., field trip, social or educational function, college-related travel, internship and/or service learning experience);
- Occurs during an event of a student organization;
- Occurs during a Study Abroad program or other international travel; or
- Poses a disruption or threat to the College community.

Confidentiality

Cornish College of the Arts is committed to creating an environment that encourages students to come forward if they have experienced any form of sexual misconduct. The College works to safeguard the identity and privacy of students who seek help or who report sexual misconduct. However, people in different positions, have different obligations with regard to confidentiality. Under Washington law, communications with some individuals are confidential. Students should always confirm whether confidentiality applies to the communication. Generally, confidentiality applies when a student seeks services from the following persons:

- Psychological counselor (Including Counselors in the Cornish Counseling Office)
- Personal attorney;
- Religious/spiritual counselor.

Any other College employee cannot guarantee confidentiality though information is disclosed only to select officials who have an essential "need to know" in order to carry out their College responsibilities. As is the case with any educational institution, the College must balance the needs of the individual student with its obligation to protect the safety and well-being of the community at large. Therefore, depending on the seriousness of the alleged incident, further action may be necessary, including a campus security alert. However, further action would never contain any information identifying the student who brought the complaint.

Sexual Misconduct

Sexual misconduct is a broad term encompassing any non-consensual behavior of a sexual nature that is committed by force or intimidation or that is otherwise unwelcome. The term includes sexual assault, sexual exploitation, sexual intimidation, and sexual harassment as those behaviors are described later in this section.

Sexual intimacy requires that all participants consent to the activity. Consent between two or more people is defined as an affirmative agreement--through clear actions or words--to engage in sexual activity. The person giving the consent must act freely, voluntarily, and with an understanding of his or her actions when giving the consent. Lack of protest or resistance does not constitute consent, nor does silence mean consent has been given. Relying solely on non-verbal communication can lead to misunderstanding. Persons who want to engage in sexual activity are responsible for obtaining consent--it should never be assumed. A prior relationship or prior sexual activity is not sufficient to demonstrate consent.

Consent must be present throughout the sexual activity--at any time, a participant can communicate that he or she no longer consents to continuing the activity. If there is

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confusion as to whether anyone has consented or continues to consent to sexual activity, it is essential that the participants stop the activity until the confusion can be clearly resolved.

In addition, under Washington law the following people are unable to give consent:

- Persons who are asleep or unconscious;
- Persons who are incapacitated due to the influence of drugs, alcohol, or medication;
- Persons who are unable to communicate consent due to a mental or physical condition;
- Minors under the age of 16;

Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can occur between members of the same or different sex and can also occur while individuals are fully clothed. Sexual misconduct includes, but is not limited to, the following examples of prohibited conduct:

Sexual Assault

Sexual assault is an extreme form of sexual misconduct and represents a continuum of conduct from forcible rape to nonphysical forms of pressure that compel individuals to engage in sexual activity against their will. Examples of sexual assault under this policy include, but are not limited to, the following behaviors when consent is not present:

- Sexual intercourse (vaginal, anal, oral);
- Oral sex;
- Rape or attempted rape;
- Penetration of an orifice (anal, vaginal, oral) with the penis, finger, or other object;
- Unwanted touching of the genitals, buttocks, breast, or other body part;
- Coercion or forceful efforts to make someone else touch one's genitals, buttocks, breast, or other body part;
- Inducing consent through drugs or alcohol;
- Engaging in sexual activity with a person who is unable to provide consent due to the influence of drugs, alcohol, or other condition.

Sexual Exploitation

Sexual exploitation involves taking non-consensual sexual advantage of another person, even though the behavior might not constitute one of the other sexual misconduct offenses. Examples can include, but are not limited to the following behaviors:

- Invading sexual privacy;
- Prostituting another student;
- Recording a non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Knowingly transmitting an STD or HIV to another student;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation;
- Engaging in voyeurism - Voyeurism involves both secretive observation of another's sexual activity and secretive observation of another for personal sexual pleasure.

Sexual Harassment

Sexual harassment is a form of discrimination. Sexual harassment can include unwelcome behavior (verbal, written, physical) that is directed at someone because of that person's sex, gender, or gender identity and meets either of the following criteria:

- Submission or consent to the behavior is believed to carry consequences for the student's education or employment.

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- **Examples** can include pressure to engage in sexual behavior to further the student's education or employment; real or perceived threat that rejecting the behavior would carry a negative consequence for the student.
- The behavior creates a hostile, intimidating or demeaning environment that is sufficiently severe, pervasive and objectively offensive to substantially interfere with or deny participation in a student's educational activities and benefits or employment opportunities.
 - **Examples** can include persistent efforts to develop a sexual relationship; bullying/cyber-bullying of a sexual nature or for a sexual purpose; stalking; unwelcome commentary about an individual's body or sexual activities; unwanted sexual attention; repeated and unwelcome sexually-oriented teasing, joking or flirting; verbal abuse of a sexual nature. Comments or communications could be verbal, written or electronic.

Determination as to whether the alleged conduct constitutes sexual harassment should take into consideration all of the circumstances, including the context in which the alleged incidents occurred.

Reporting Sexual Misconduct, Including Sexual Assault and Sexual Harassment

In addition to supporting individual students affected by sexual misconduct, the College takes all incidents seriously and has a responsibility to address misconduct. When sexual misconduct involves criminal behavior, students are strongly encouraged to report the situation to law enforcement. The Dean of Student Affairs will assist the student in notifying Campus Safety & Security or local law enforcement if the student so requests. An incident/witness report can be completed even if the student has not decided whether to take legal action. Nonetheless, students are always free to report and are encouraged to share instances of such behavior with the Dean of Student Affairs (contact information below) regardless of whether or not they choose to press formal criminal charges. Students are strongly encouraged to report incidents of, or share information about, sexual misconduct as soon as possible. This is true even if the student with a complaint or a witness may have concern that his or her own alcohol or drug use, or other prohibited activities were involved. The College/Student Affairs will not pursue disciplinary violations against a student with a complaint or a witness for his or her improper use of alcohol or drugs if the student is making a good faith report of sexual misconduct.

The College strongly encourages prompt reporting of complaints and information rather than risking any student's well-being. Since the College can take action only if the College is made aware of the behavior, if a College administrator becomes aware of a complaint or other violation of this policy, the administrator should bring the information to the Dean of Student Affairs so that concerns are heard and services can be offered to the affected students. Although there is no time limit on the reporting of formal charges with the College, the College may ultimately be unable to adequately investigate if too much time has passed or if the accused student has graduated. Factors that could negatively affect the College's ability to investigate include the loss of physical evidence (e.g., prompt medical examinations are critical to preserving the physical evidence of sexual assault), the potential departure of witnesses, or loss of memory.

In all cases, the Dean of Student Affairs strives to respond promptly and effectively by investigating the allegations and addressing the effects of the conduct. Typically,

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investigations can take approximately sixty calendar days following receipt of the complaint. Factors that could impair the timing of the investigation include the complexity and severity of the conduct, the number and availability of witnesses, or the need to identify and acquire physical or other evidence.

The College strongly encourages students to report concerns to either or both of the following offices:

- **For emergencies, contact 911.**
- **For non-emergencies, or if criminal behavior is involved, students are encouraged to contact Cornish Safety & Security by telephone at 206-726-5038 or in person 3rd floor, MCC.** Contacting Cornish Safety & Security does not mean you must pursue charges. Cornish Safety & Security can advise you of your options and can also preserve evidence while you consider your options.
- **To seek assistance and support, or to report misconduct, contact the Dean of Student Affairs (3rd floor, MCC, 206-726-5111, jhekkel@cornish.edu).**
 - In all situations, the College's goals are to provide a prompt and effective response and to treat the student who reports misconduct with sensitivity and fairness, while also ensuring the accused individual receives due process if any disciplinary action is to be imposed.
 - For complaints against other students, the *Code of Student Conduct* governs the complaint, investigation, and adjudication process through the Office of Student Affairs. See *Student Rights & Responsibilities: A Code of Conduct*.
 - For complaints against faculty or staff, the investigation and adjudication will be handled by the College's Human Resources Office.
 - In situations where an accused student faces both a disciplinary complaint and a criminal charge, the College reserves the right to move forward with disciplinary investigation and adjudication processes while the criminal process is proceeding.

Disciplinary Procedures - On-Campus Sexual Misconduct:

The accused and the accuser will both be notified of the charges, and the coordinating hearing officer will set a date for a hearing.

- The accuser and the accused will have the right to bring witnesses and others to be present at the hearing. Individuals from outside the College community, including legal representation, will not be permitted to speak unless testifying as a witness to the incident in question. The accused and the accuser will be entitled to the same opportunities to have others present during the proceedings, and both the accused and the accuser will be informed of the outcome of the hearing, including any sanctions imposed.
- Both the accused and the accuser in a sexual misconduct case may make an appeal to the Provost of any decision rendered by the Dean of Student Affairs. The appeal must be by written letter and, unless an extension is expressly provided in writing by the Dean of Student Affairs, received within five working days of the original decision. The Provost may choose to meet with the accused and/or the accuser or may choose to make a decision based upon the record of the original hearing, and will notify both parties within a reasonable time period (typically five working days) of the outcome. The decision of the Provost is final.
- The accused and the accuser of sexual misconduct offenses may receive assistance through the Dean of Student Affairs in changing academic schedules and on-campus living arrangements.

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Retaliation

The College prohibits retaliation against an individual for making a complaint of sexual misconduct (including sexual assault and sexual harassment), for resisting such behavior, or for otherwise using or participating in the complaint resolution process. Prohibited behavior includes any form of intimidation, threats, or harassment and includes retaliatory behavior by the individual accused of misconduct or her/his friends, family or other persons acting in support of or on behalf of the accused. Acts of retaliation are cause for separate disciplinary action. Concerns of retaliation can be communicated to the Dean of Student Affairs (3rd Floor, MCC, 206-726-5111, jhekkel@cornish.edu) or Campus Safety & Security at 206-726-5038.

False Complaints

The College also prohibits an individual from knowingly filing a false complaint or making misrepresentations of sexual misconduct (including sexual assault and sexual harassment). However, a complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation of sexual misconduct or sexual harassment. Acts of knowingly filing false complaints are cause for separate disciplinary action.

Immediate Actions by the College

The Dean of Students Affairs and Campus Safety & Security may take immediate interim actions to protect the safety of the College community, to enable students with complaints and witnesses to continue studies, and to ensure the integrity of an investigation. These actions may include:

- Interim suspension of an accused student;
- Issuances of a no-contact notice;
- Modification of class or work schedules;
- Establishment of alternate interim housing arrangements.

Resources and Services for Students

Campus and community services are available to students even in the absence of a College or criminal report. The College strongly encourages students to seek assistance to care for themselves emotionally and physically through confidential crisis intervention, health care, and counseling. As students tend to their health, they should keep in mind that medical examinations are time-sensitive, and are critical in preserving evidence of sexual assault so that options can be considered at a later time.

Confidential Support

Cornish Counseling Office: Students can meet with a confidential mental health counselor.

Contact information: 3rd Floor, Main Campus Center, Room 308, 206-726-5027 or 206-726-5047

If a student would like to talk with someone after hours or on a weekend/holiday when Student Counseling Services is not open, the student may call the **Crisis Line (206-461-3222 or toll-free at 866-427-4747)**

Campus Resources

Cornish Counseling Office: Confidential Mental Health Counselors
Contact Information: 3rd Floor, MCC, 206-726-5003

Campus Safety & Security: Contacting Safety & Security does not mean a student must pursue criminal charges. Campus Safety & Security can advise students of their options, help preserve evidence while they consider options, and assist students in safety planning.
Contact information: 3rd Floor, MCC, 206-726-5038

Dean of Student Affairs: The Dean of Student Affairs can assist a student in filing formal complaints or, if the student is not ready to file a formal complaint, the Dean will work with him or her to address their concern(s). The Office of Student Affairs can also assist the student in notifying Campus Safety & Security and/or local law enforcement, if the student so requests, or referring the student to resources such as counseling or a confidential advocate.
Contact information: 3rd Floor, MCC, 206-726-5003

Title IX Coordinator: The Registrar (Adrienne Bolyard), has been designated as the College's Title IX Coordinator to handle inquiries regarding non-discrimination and harassment policies and complaint procedures.
Contact Information: 206-726-5021

Wellness and Health Promotion: Students can receive health & wellness information, support & referral.
Contact information: 3rd Floor Main Campus Center, 206-726-5856

Community Resources

Seattle Police Department Emergency phone: 911

Harborview Center for Sexual Assault: Contact information: 206.521.1800

Seattle Crisis Clinic (24 hour access): Contact Information: 206.461.3222 or toll-free at 866-427-4747

District Attorney's Office Victim/Witness Assistance: Contact Information 582-3211 Ext. 2640

Kings Community Action Organization – Domestic Violence: 24-Hour Hotline 1-877-727-3225

Family Law Facilitator: Contact Information: 559-582-1010 Ext. 3094

Countywide Social Service Referral Director dial 211

Employee

Harassment Policy:

Cornish affirms that all employees and students are entitled to a workplace free of harassment, and expects that all employees will treat each other and students with courtesy, dignity, and respect. We take our obligation to maintain a workplace free of harassment very seriously.

Unlawful Discrimination and Harassment:

All employees are expected to work actively to maintain a work and study environment that is free from unlawful discrimination and harassment. Harassment on the basis of any lawfully protected status, including gender, religion, race, ethnic origin, or sexual orientation is forbidden. Retaliation against an individual who has made a complaint of harassment is not tolerated.

All complaints of discrimination, harassment, and sexual harassment will be thoroughly reviewed and investigated and prompt and appropriate action will be taken, up to and including termination of employment.

Sexual Harassment:

Sexual harassment is a form of misconduct which constitutes a serious offense and subjects offenders to disciplinary action, up to and including termination.

It is the policy of Cornish to insure a work and study environment free of sexual harassment. Unwelcome sexual advances, requests for sexual favors, sexual demands, or other verbal, physical, or visual conduct of a sexual nature will constitute sexual harassment when:

- Submission to the conduct is either an explicit or implicit term or condition of employment (or of receiving a passing grade);
- Submission to or rejection of the conduct is used as a basis for an employment decision affecting the person rejecting or submitting to the conduct;
- The conduct has the purpose or effect of unreasonably interfering with an affected person's work performance, or creating an intimidating, hostile, or offensive work environment;
- In third-party situations, one individual is offended by the sexual interaction, conduct, or communications between others.

Sexual Harassment Reporting Procedures:

When a student discloses to an employee that another teacher or College employee or student has behaved inappropriately, the employee should:

Advise the student to contact the Dean of Student Affairs. The employee must follow up with the Dean to confirm that the student has made the report.

If the student is fearful or feels awkward about doing that on his/her own, the employee may offer to accompany the student; not to support their claim itself, but simply to be supportive and bear witness of what the student has disclosed.

Employees will find it useful to review the harassment reporting procedures outlined in the student handbook. In cases of harassment of one student towards another student, a student may file either an informal or formal grievance directly with the Dean of Student Affairs. In cases of harassment by a Cornish College employee towards a student, a student may file a grievance informally or formally with the Dean of Student Affairs, who will in turn refer it to the Director of Human Resources. The Director conducts an investigation into the matter.

Employees who experience or witness sexual harassment in the workplace must report it immediately to their immediate supervisor. If an employee is not comfortable discussing the situation with his or her supervisor, the employee may report the harassment to the Director of Human Resources.

All allegations of sexual harassment will be investigated. To the extent possible, the employee's (or student's) confidentiality and that of any witnesses and the alleged harasser will be protected, except to the extent necessary to investigate and address the alleged harassment. When the investigation is completed, the complaining employee (or student) will be informed of the outcome of that investigation.

Cornish will permit no employment-based retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment.

Particular efforts will be made to conduct investigations with due regard for confidentiality to ensure protection of the complainant and the accused. Complainants will be informed of the internal remedies available. The complaint procedure will provide for follow-up to determine if the sexual harassment has been effectively stopped.

11. Missing Student Notification Policy

In compliance with the Missing Student Policy and Procedures (Higher Education Opportunity Act of 2008), it is the policy of Cornish College of the Arts to actively investigate any report of a missing student who is enrolled at the College as either a full or part-time student.

Definition

Most missing person reports in the College environment result from students changing their routines without informing roommates and friends of the change. For purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member, friend, family member or other campus person has not seen or heard from the person in a reasonable amount of time.

In general a reasonable amount of time is 24 hours or more, but may vary with the time of day and information available regarding the missing person's daily schedule, habits and reliability. Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concern for their safety.

Investigation and Notification

If a member of the College community has reason to believe that a student is missing, that person is responsible for notifying one or all of the following individuals:

Director of Campus Safety and Security	315 5824
Dean of Student Affairs	726 5111

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Any missing student report must be referred to Cornish's Office of Campus Safety and Security. All efforts will be made immediately (no waiting period) to locate the student to determine his or her state of health and well-being.

Actions that will be taken by Campus Safety and Security include (but are not limited to):

- Call or text the student's home/cell phones or other numbers on record
- E-mail the student
- Contact the student's roommates and neighbors (residential students only)
- Contact the student's faculty or academic advisors
- Contact any other on-campus or off-campus friends or contacts that are made known
- Review the student's network print or email accounts to determine most recent activity
- Review the student's access and meal card usage
- Check a student's social networking sites such as Facebook, MySpace and Twitter

If after investigation a student is determined missing for at least 24 hours, the appropriate law enforcement agencies and the student's emergency contact will be notified within 24 hours.

If a student is under age 18 and not an emancipated individual, or has failed to designate an emergency contact, Cornish is required to notify a parent or guardian. If a student is over age 18, Cornish is required to notify the emergency contact the student identified to the College.

Designating Emergency Contacts

In order to accurately assess if a student is indeed missing, all students at Cornish College of the Arts are strongly encouraged to register contact information in two ways. The first designee is denoted as the "emergency contact." The second is denoted as the "missing person contact." The privacy of this information is protected under Family Educational Rights and Privacy Act (FERPA.)

In the instance of both the emergency and missing person contact, each student is solely responsible for the accuracy of the contact phone number and for update of information should the contact person(s) and/or number(s) change.

The emergency contact and missing person contact for all students are maintained by the Registrar.

12. Hate Crime Policy, Reporting and Resources

The Office of Campus Safety and Security is responsible for collecting and reporting hate motivated statistics. Anyone receiving a report or information of hate violence is required to notify the Director of Campus Safety and Security to ensure that an appropriate report is completed, the perpetrator is held accountable (if possible), and statistics are collected disseminated and the victim and/or communities are provided with assistance/referrals.

Criteria for Reporting Hate Motivated Crimes and Incidents

Reports of hate motivated incidents are taken because there is a potential for recurrence and/or escalation into a criminal act. The *key criterion* in determining whether or not any crime or incident fits into the definition of a hate crime or incident is the *motivation behind the incident*. The following criteria are to be used in determining whether or not an incident is motivated by bias based on race, ethnicity, gender/perceived gender, sexual orientation, religion or disability. The list is not all inclusive.

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A criminal act may include any of the following: burning cross or religious symbol; explosives, bomb threats; assault, disorderly conduct; interrupting or disturbing religious, ethnic, cultural political or other meetings; unlawful use of the telephone.

A non-criminal act or incident, while not criminal, is done with the apparent intention to harass, intimidate, retaliate, create conflict, because of any person's race, religion, ethnic background, etc.

13. Annual Disclosure of Crime Statistics

The Director of Campus Safety and Security prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on the College's web site. This report is prepared in cooperation with local law enforcement agencies, Housing & Residence Life, and the Dean of Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime and referral statistics include those reported to the Office of Campus Safety and Security, designated campus officials (including but not limited to directors, chairs, deans, HRL staff, et al) and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses. Counseling Services staff shall inform their clients of the procedures to report crime to the Office of Campus Safety and Security on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

The College will make a good faith effort to collect crime statistics for all Clery Act crimes committed in applicable geographic locations from all police agencies with jurisdiction for the College.

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notification via e-mail. Copies of the report may also be obtained at the Office of Campus Safety and Security, 3rd floor, MCC. All prospective employees may obtain a copy from Human Resources, 7th floor MCC, and the web site will be attached to the College's employment applications.

How to report a crime

Emergencies dial 9-1-1. Non-emergencies call Campus Security at 726 5038. Any suspicious activity or person in the residence halls or academic buildings should be reported to Security. For off campus options, you may also call the Seattle Police Department West Precinct directly at 206 684 8917.

The Director of Campus Safety and Security attends regular meetings with SPD to exchange ideas and problems that may be of concern for the College community.

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CRIME STATISTICS 2008-2010

OFFENSE	YEAR	On Campus	Residential	Non-Campus	Public
		Property	Facilities	Property	Property
MURDER/NON NEGLIGENT MANSLAUGHTER	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
NEGLIGENT MANSLAUGHTER	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
FORCIBLE SEX OFFENSES	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
NON-FORCIBLE SEX OFFENSES	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
ROBBERY	2008	0	0	0	0
	2009	0	0	0	3
	2010	0	0	0	1
AGGRAVATED ASSAULT	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
BURGLARY	2008	1	0	0	0
	2009	2	1	0	0
	2010	0	0	0	0
MOTOR VEHICLE THEFT	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
ARSON	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
LIQUOR LAW ARREST	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
LIQUOR LAW VIOLATIONS - REFERRED FOR DISCIPLINARY ACTION	2008	0	0	0	0
	2009	12	12	0	0
	2010	39	39	0	0
DRUG LAW ARREST	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0

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DRUG LAW VIOLATIONS - REFERRED FOR DISCIPLINARY ACTION	2008	0	0	0	0
	2009	10	10	0	0
	2010	36	36	0	0
ILLEGAL WEAPONS POSSESSIONS/ARRESTS	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
ILLEGAL WEAPONS POSSESSIONS - VIOLATIONS REFERRED FOR DISCIPLINARY ACTIONS	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0

*There are no Hate Crimes to report during this period.

14. Confidential Reporting

Victims of crime that do not want to pursue action with the College system or the criminal justice system may still want to consider making a confidential report. The Office of Campus Safety and Security can file a report on the details of the incident without revealing the victim's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of themselves and others. With such information, the College can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are only counted and disclosed in the annual crime statistics of the College.

15. Daily Crime Log

Any crime reported to the Office of Campus Safety and Security will be entered into the Daily Crime Log. This crime log must include all crimes reported to Security, not just Clery Act crimes. The crime log will explain the nature of the crime, the date the crime was reported and the date and time it occurred, the general location of the crime, and disposition of the complaint, if known. The crime log for the most recent 60-day period must be open to public inspection, upon request, during normal business hours. Any portion of the log older than 60 days must be made available within two business days of a request for public inspection. The College will provide its students and employees with a description of the log, noting its location and availability. The crime logs will be kept for three years following the publication of the last annual security report to which they apply (in effect, seven years.)

16. Addressing Criminal Activity Off Campus

When a Cornish student is involved in an off-campus offense, Cornish College will cooperate, when requested, with local law enforcement in investigation of that possible crime through its Office of Campus Safety and Security.

17. Facility Access

During business hours, certain campus buildings will be open to students, parents, employees, contractors, guests and invitees. During non-business hours and on weekends, access to all College facilities is by access card or fob. In the case of an extended closing, the College will admit only those with authorized 24/7 access.

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Residence halls are secured 24 hours a day. Over extended breaks when the halls are closed, key card access will be temporarily suspended.

Emergencies may necessitate changes or alterations to posted building access schedules.

18. CornishCard

Policy Statement

Photo identification cards for all faculty including substitutes, staff and students, as well as guest artists, directors, vendors, et al, are required at Cornish College of the Arts and must be visible upon your person at all times. You cannot gain access to most buildings Monday-Friday and all buildings on weekends without this identification card, your CornishCard.

It is strictly prohibited to loan your CornishCard to anyone. It is your responsibility to let Security know if your card is not working correctly or is lost.

Students enrolled at Cornish College of the Arts are issued these photo identification cards that are used for various purposes including:

- Gaining access to College facilities via this “electronic key”
- Checking out materials from the Library
- Food service plan at Nellie’s

Procedures

Appropriate display of the CornishCard

The College will provide through the office of Campus Safety and Security at no charge either a lanyard or clip-on attachment.

How to obtain a CornishCards

The Department of Campus Safety and Security issues all Cornish identification cards. All cards will have proper photo and accurate name. Do not tamper with or alter this card in any fashion. There is no charge for the first CornishCard.

Security can only issue these cards when they have:

- appropriate documentation from either Human Resources or the Registrar in the form of an assigned Jenzabar number,
- an individual department has submitted a request for a proxy CornishCard to the Director of Campus Safety and Security,
- written request from a supervisor to issue a key to a substitute

Card issuance Fall and Spring semesters

MCC, Security Office, 3rd floor, or Kerry Hall Security,
Monday-Friday 8:00 a.m. to 4:00 p.m.

Card Issuance Summer semester

MCC, Security Office, 3rd floor,
Monday-Friday, 8:00 a.m. to 4:00 p.m.

Non-Employee Proxy CornishCards

- Vendors - On a very limited basis, a CornishCard can be assigned to a highly trusted vendor. A vendor would only need a card when it is imperative they have access to a building that is locked at all times, e.g. 9th Ave. Studios. A specific example of a trusted

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vendor would be the company which needs access on a regular basis to fill the vending machines at 9th Ave. Studios or the piano tuner. If a department feels they need a vendor card, they must apply for this card to the Director of Campus Safety and Security.

- Guest artists, directors, et al – If an individual is not being paid via payroll at Cornish and therefore not being issued a Jenzabar number by Human Resources, a department must apply for a proxy CornishCard to the Director of Campus Safety and Security.

Access Permissions

Access permissions will be established based on an individual's employment/enrollment status, residential status (for students in residence halls) and as approved by department chairs to access buildings under special circumstances. (See "non-employee proxy Cornish Cards.")

- Coordination with Building Operating Calendar – Certain buildings are not accessible during the summer months, except by specific request of a Department Chair, e.g. the scene shop.
- Departmentally restricted spaces – Certain buildings and/or rooms are only accessible to specific individuals, e.g. art and design senior studios, scene shop.

Card utilization over the summer

Students registered for Fall Semester are requested to retain their current identification cards. These cards over the summer will facilitate access to only Kerry and MCC. Identification cards for faculty, who have received an employment letter for the fall, will give them access over the summer to MCC and Kerry, as well as the Notion H&S offices for H&S faculty.

Deactivation of Student Cards

- Graduates' access cards will be deactivated three days after the Art and Design BFA Shows conclude.
- Students who have not registered by July 1 for the following fall semester will have their cards deactivated.

What should Faculty and Staff do when leaving employment or for a leave of absence or sabbatical at Cornish?

It is critical that your CornishCard, fob and/or physical keys be returned to Security at MCC, Monday-Friday, 9:00 a.m. to 4:00 p.m. In the instance of faculty, if you have not received an employment letter for the succeeding semester, you must return these items. Human Resources will determine if there are any exceptions to this procedure as it relates to a sabbatical or leave of absence on a case by case basis.

CornishCard Replacement

Lost

Community members who lose their CornishCard must report the loss to Campus Safety and Security without delay. Replacement CornishCards are issued by Campus Safety and Security for a non-refundable fee of \$25.00 to cover administrative costs.

Stolen

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Community members whose CornishCard is stolen must report the loss to Campus Safety and Security without delay and present a copy of the police report detailing this theft. A replacement card will be issued by Campus Safety and Security for no fee.

Damaged

If a community member's CornishCard becomes defective or is damaged through normal use, it will be replaced free of charge. CornishCards that are damaged as a result of abuse will be replaced for a non-refundable fee of \$25.00. Examples of an abused card would include folded cards, cards with holes in them or cards tampered with to change information. The damaged card must be presented at the time a replacement is being requested.

19. Alcohol and Drugs

Policy Statement

Cornish College is subject to the requirements of the federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989. The College strongly supports each act.

Cornish College of the Arts expresses its continued commitment:

- to ensure a campus environment in which students, faculty and staff can work, study, and relax in safety;
- to address the abuse of alcohol and other drugs and the academic, social, health, and legal consequences thereof;
- to reach out to campus, community, and state-level groups to develop and implement a comprehensive strategy for prevention;
- to ensure that the prevention of the abuse of alcohol and other drugs remains a priority of our campus life and health promotion;

When individuals misuse alcohol or other drugs, their performance, health, personal relationships and safety suffer. These individuals usually find their ability to study or work impaired. Absences from the classroom or workplace increase threefold. They tend toward emotional and financial instability, often making poor decisions in their personal lives and relationships. These behaviors can cause them to lose their jobs, their academic career, their families and friends, even their lives.

Substance Abuse

The administration of Cornish College of the Arts desires to promote the health and well-being of students and College personnel. The College is committed to an ongoing substance abuse prevention, education, and assistance program. Specific procedures relating to substance abuse prevention education, identification, constructive intervention, information, assistance, and referral shall be developed by the College, consistent with existing law and the best interests of all concerned.

These procedures shall be reviewed and published annually and updated when necessary to comply with current law and to reflect current medical knowledge and abuse prevention

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practices.

Alcoholic Beverages

The use of alcoholic beverages on campus and at College events sponsored by the Board, alumni, faculty, staff or students is prohibited except as otherwise set forth herein.

Any violation of this policy will result in disciplinary action up to and including termination of employment or expulsion for students.

Drug/Alcohol Use

While at Cornish College of the Arts, students, faculty and staff have the responsibility to engage in their jobs and educational studies, in a safe, conscientious, and effective manner. In order to do this, Cornish College of the Arts students, faculty and staff must be able to study and work in a drug and alcohol free environment and be free from the effects of drugs and alcohol.

Accordingly:

1. Drugs

- a. The manufacture, sale, possession, distribution, dispensing or use by a student, faculty member or staff person at the College of a controlled substance or drug not medically authorized is strictly prohibited.
- b. The use by a student, faculty member or staff person of a controlled substance or drug not medically authorized which affects their work or poses a hazard to the safety and welfare of the person, or other students, faculty, or staff is strictly prohibited.

2. Alcohol

- a. Being under the influence of alcohol or engaging in the sale, transfer or distribution by any student, faculty member or staff person while on the College premises is strictly prohibited except at functions where a legal permit and advance consent has been obtained.
- b. Violations of the Drug/Alcohol Use Policy may result in disciplinary action up to and including expulsion or termination as described in the Student Handbook or Staff Handbook or in applicable collective bargaining agreement. Such disciplinary action may include a requirement of successful completion of a licensed drug or alcohol rehabilitation program and suspension until such time as the College determines that the person is able to participate in their job or education in a safe and effective manner. In addition, the College has the right to refer violations of its Drug/Alcohol Use Policy for criminal prosecution.
- c. Furthermore, each student, faculty member or staff person who observes or has knowledge of other student, faculty member or staff person in a condition which affects their ability to engage in their job or educational studies or poses a hazard to the safety and welfare of others are encouraged to report such condition to their supervisor, Department Chairperson, Director of Student Affairs or Director of Human

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Resources. All reports will be investigated. To the extent possible, confidentiality will be protected, except to the extent necessary to investigate the report.

- d. Cornish College of the Arts takes its commitment to provide a drug and alcohol free environment seriously. All students, faculty members or staff persons who suspect they may have a drug or alcohol abuse problem are encouraged to seek assistance through the Counseling Office or Human Resources Office at the College. To comply with the Federal Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act Amendments of 1989, the College's Human Resource Office and the Counseling Office maintain a list of agencies which provide rehabilitative and counseling services.
- e. For purposes of this policy the following definitions apply.
 - (1) "Drug" means any drug which has not been legally obtained, or is not being used for its intended purpose, or as prescribed, or is defined as a controlled substance by the Controlled Substance Act (21 U.S.C. & 812 et se q.) or section 2.1 of subpart "B" of Workplace Drug Testing Programs (53 FR 11980 April 11, 1988), which also includes marijuana.
 - (2) "Under the Influence of Alcohol" means that the student, faculty member or staff person manifests symptoms which preclude performing their job or educational exercises in a safe and efficient manner or has a level of alcohol in the blood considered to be impaired under applicable state law. Such symptoms may include, but not be limited to, misbehavior, odor of alcohol and/or impairment of physical or mental ability.

Application for Consideration for the Use of Alcoholic Beverages

On very rare occasions, under extenuating circumstances, an event may warrant the consideration of allowing alcohol to be served at a College event. In such cases the event and reason must first be recommended for approval by the immediate supervisor. If the supervisor recommends approval, the written application for consideration must then be completed by the appropriate member of the President's Cabinet and presented for review and approval or denial by the President. The President's decision is final.

If approved, the serving of alcohol must comply with the following:

1. Approval for alcoholic beverages on campus or at a College related event must be requested at least fourteen (14) working days prior to the date of use. Each program event will be limited to beer and wine service provided in conjunction with food.
2. The application for use of alcoholic beverages on campus must be completed by an authorized representative of the organization who accepts responsibility for compliance with the College and other governmental rules and regulations, where applicable, and agrees to be present at the specific function.
3. A banquet permit may be required.
4. The approving administrative official or designee must be available at functions where alcoholic beverages are served, and has the authority to make decisions that might arise

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concerning College policies or procedures.

5. The approving administrative official must ensure that an adequate number of administrators are present at the function to effectively monitor the proceedings, to ensure that College policies and procedures are followed, and to prevent guests from driving under the influence. All events where alcoholic beverages are served will be approved in accordance with Washington State Liquor Control Board guidelines which permit the consumption of alcoholic beverages at such events.
6. The approving College official shall designate the specific location for the distribution of alcoholic beverages at approved events. A driver's license with picture or a Washington State identification card will be the only acceptable forms of identification to obtain access to the designated distribution locations.
7. A professional bartender will be present at designated events to handle the distribution of alcohol, and will be authorized and required, if necessary, to refuse service.
8. Alcoholic beverages will be served and consumed only in a designated area.
9. No person will be allowed more than one drink at a time.
10. All sales and use of alcoholic beverages will be covered by the Washington State Law, as interpreted by the Washington State Liquor Control Board.
11. Nonalcoholic beverages will be available to persons under legal age at all College events where alcoholic beverages are served.
12. The College reserves the right to require that security be provided at any function where alcoholic beverages are being served.

No person who is under the influence of alcohol or dangerous substances, or who is disorderly in conduct, shall be allowed to serve, consume, or dispense alcoholic beverages.

20. Substance Abuse Education

Prevention Programs

The College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and College disciplinary actions.

For further information:

Call the Wellness & Educational Programs Coordinator at 726 5156
Dean of Student Affairs at 726 5111

Local, State and Federal Legal Sanctions

The State of Washington sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while

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intoxicated, are available from the Office of Campus Safety and Security as well as: <http://liq.wa.gov/alcohol-education/aa-WA-law-if-under-21.aspx>

21. Security Awareness Programs

During New Student Orientation in September and January, students are informed of services offered by the Office of Campus Safety and Security. This presentation outlines ways to maintain personal safety and residence hall security. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees at time of hire. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis.

Periodically during the academic year Campus Safety and Security and the Office of Student Affairs present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), Rohypnol abuse, theft, and vandalism, as well as educational sessions on personal safety and residence hall security.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, displays, videos and articles on the Cornish web site.

When time is of the essence, information is released to the College community through security alerts posted prominently throughout campus, through computer memos sent over the College's e-mail system and its electronic text messaging system.

22. Crime Prevention Programs

Crime Prevention Programs on personal safety and theft prevention are sponsored by Student Affairs and Campus Safety and Security throughout the year. Campus Safety and Security facilitates programs for students, parents, faculty, and new employees in addition to programs each semester for resident students. The programs provide a variety of educational strategies and tips on how to protect oneself from sexual assault, theft and other crimes.

23. Crime Prevention and Awareness

Awareness & Prevention

The safety and security of our students, faculty and staff are matters of great concern at Cornish College of the Arts. Our staff makes every possible attempt to keep the campus both safe and secure; the success of our security program, however, depends upon the awareness and cooperation of every member of the community. We hope you will read this reference information with care, and will use the information provided to help foster a safe environment for yourself and others at Cornish.

Campus Safety and Security informs the campus community about crime awareness and safety. When we receive a report about crime that may have an impact on the College community, a "Security Advisory Report" with information about the specific crime and tips on avoiding similar crimes is distributed to the College community via broadcast email.

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The effectiveness of any security program depends on the degree of cooperation and support it receives from those it is designed to protect. Your role in preventing crime is to keep yourself, your apartment, your car, your classroom, and your office safe by incorporating safe behavior into your daily routine.

During New Student Orientation, Campus Safety and Security offers a crime prevention presentation to develop crime prevention awareness and distributes educational crime prevention and awareness materials. Discussions on crime prevention are held throughout the year and are open to all members of the community.

There is no perfect way to protect yourself, but there are some simple things you can do to minimize your risk of being a victim of crime.

Personal Safety Tips

The key to a safe college begins with self-education, taking precautions and becoming aware of prevention methods. At Cornish, Campus Safety and Security, staff, faculty and students continue to work together and take responsibility for their own safety and are ready to assist others in time of need. This strategy is effective and works! Most incidents on campus can be avoided if we recognize that we're "potential victims" and take basic precautions such as walking in pairs when out at night or during high-risk periods, locking offices and car doors, and not leaving personal valuables unattended. Campus Safety and Security is always available to meet with individuals, groups, clubs, etc., to discuss safety, crime prevention methods and related issues.

Reporting a Crime or Suspicious Person

The key to a safe environment begins with self-education, taking precautions and becoming aware of prevention methods. At Cornish, Campus Safety and Security, staff, faculty and students continue to work together and take responsibility for their own safety and are ready to assist others in time of need. This strategy is effective and works! Most incidents on campus can be avoided if we recognize that we are "potential victims" and take basic precautions such as walking in pairs when out at night or during high-risk periods, locking offices and car doors, and not leaving personal valuables unattended. Campus Safety and Security is always available to meet with individuals, groups, clubs, etc., to discuss safety, crime prevention methods and related issues.

Your initial response to a crime or emergency will depend on the urgency of the situation. For all police/fire/medical emergencies which are life or property threatening you should immediately call 911 (9-911 from campus phones). After you have given the information to the 911 operator, immediately call Security and relay the same information. Campus Safety and Security works closely with local emergency responders and they depend on us to meet them on campus and provide assistance. If there is no immediate threat, call [MCC Security](#) and advise the security officer of your circumstances. An officer will be dispatched to make contact with you. The situation will be assessed to determine if Seattle Police need to respond. The security officer will gather relevant information and write a report. That report is then reviewed by Campus Safety and Security and Cornish administrators and an appropriate response is formulated.

Cornish encourages the reporting of all crimes that you witness or have information about, even minor crimes, incidents, and/or suspicious activity. It is your observation and willingness to help that makes a difference. Campus Safety and Security views a "false alarm" much more valuable

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than missing a real crime because someone didn't think it was important to report. We need your help. If we don't know or aren't informed about crime, we can't inform the community and shift our resources and/or patrols to high-risk areas. Please report all crimes!

All reports will be investigated by the appropriate authorities. Reports made to licensed counselors are exempt from reporting requirements; however, if and when they deem it appropriate, they may file voluntary, confidential reports with the Campus Safety and Security. To report an incident that is not a life threatening situation or crime in progress to the Police Department, contact the [Seattle Police Department's Non-Emergency Line](#). For more information about your local Police Department including crime statistics and a link to file an online police report, please visit [Seattle Police Department](#).

Property Protection

There are common-sense reminders for protecting your property. Crime prevention denies opportunity. Please remember and practice these tips at all times. « Read less

- Never leave personal belongings unattended, whether in an office, classroom, library, or studio. Wallets, backpacks, and pocketbooks are prime targets for the "hit and run" thief. If you must leave belongings in your car, lock them out of sight in the trunk.
- Even if you are going to be gone for "just a minute," take your belongings with you.
- Don't leave large sums of money in your room.
- Write down the serial numbers of all valuables (stereos, TVs, computers) and keep the list in a safe place. These are critical to property recovery.
- Engrave your driver's license number and the issuing state on all valuables, and make it is clearly visible.
- Do not engrave valuables with your Social Security number. Those numbers are federally protected, and law enforcement agencies are unable to learn an owners identity if property is recovered.

Laptop & Electronics

When leaving your residence hall room, home or classroom, lock doors and windows even if you will be gone for just a minute. Never leave purses, wallets, or valuables exposed; store them out of sight.

Computers, especially if they are portable, are primary targets of theft. Be sure to record the serial number, brand name and description of all of your personal electronic devices. Consider the purchase of a locking device which will secure the computer to a desk. Do not leave unattended.

Bicycle & Vehicle Safety

When you leave your car, always remove the ignition key and lock all doors. Do not leave valuables in the car, but if you must, lock them in the trunk. When parking at night, park in well-lit, well-traveled areas.

Consider installing tamper-proof door lock buttons and/or a car alarm. Also consider using a lockable car cover.

Always lock your bike regardless of how long you plan to leave it unattended. We recommend a U-shaped locking system, since cables and chains can be easily cut. Secure or remove any bags or accessories that can be stolen, and lock your bike to campus provided bicycle parking only. Bicyclists may be ticketed for locking bikes in unauthorized locations.

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Residence & Work Area Protection

Follow these tips to protect your belongings on and off campus.

Protection in On Campus Residences

- Always lock your door! Even if you are stepping out of your apartment, studio, or office for just a minute. Lock Your Door. Nearly all residential burglaries occurring on campus involve entry through an unlocked (though often closed) door.
- Be wary of bringing casual acquaintances to your room or home.
- Take care of your keys. Don't leave them in your "cubby" or other hiding place.
- Close and lock all doors and windows. Even if you leave for a few minutes. Don't leave an open invitation to crime.
- Do not prop doors open. If you find a door open on campus, close it or report it to security.
- Write down the serial numbers of all valuables (stereos, TVs, computers) and keep the list in a safe place. These are critical to property recovery.
- Engrave your driver's license number and the issuing state on all valuables, and make sure it is clearly visible.
- Do not engrave valuables with your Social Security number. Those numbers are federally protected, and law enforcement agencies are unable to learn an owner's identity if property is recovered.
- Never leave your wallet, purse, studio equipment, art supplies, or any other valuables unattended! Practice one of the following safety practices. Lock it, hide it, or watch it.
- Notify Campus Safety and Security immediately of any emergency, accident, criminal activity, suspicious person, or conditions.
- If your on campus room has been burglarized or you suspect that something is missing, contact Campus Safety and Security. Do not touch anything. It is very important that you report all thefts, no matter how small, to Campus Safety and Security.
- If you live in off campus housing, follow the same procedures, but call the Seattle Police Department at 911.

Protection in Off Campus Residences

- Have a peephole installed.
- Do not open your door unless you know who's on the other side. Be aware of strangers seeking help. Offer to call the police for them, but do not let them in.
- Use only your last name and first initial on doorbells/mailboxes or in the phone book.
- Leave lights and a radio tuned to a talk-radio station on when not at home.
- Ask the landlord to keep shrubbery away from doors and windows.

Identity Theft

Identity theft is the act of someone else taking information which personally identifies someone else — a social security number, driver's license, birth certificate, etc. Unfortunately, the person responsible for these charges is the victim himself and it can often take years to clear up the resulting problems.

The consequences of identity theft are dire. In most cases, the victim is left with a large amount of debt, and may be denied a job, loans for a house or car, and have their credit rating damaged irreparably. This is not a good way to start what should be the beginning of a new life after receiving a college education.

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Why College Students are Particularly Vulnerable

In order for a thief to steal someone's identity, they must first obtain the necessary information which allows them to "become" someone else, at least in the eyes of lending institutions and other financial companies. How easy this task is depends on how vigilant a person is about protecting their personal information.

More than half of all college students receive multiple pre-approved credit offers monthly. Those mass-mailed forms, usually partially filled out with the recipient's information such as name, address, and other personal data is fantastic opportunity to steal a person's identity.

If the recipient is not interested in the offer and simply throws away the form, it is one of the most common documents used by identity thieves. By picking the offer out of the trash can, the thief can then fill in the rest of the blanks and send it in or simply call the toll free phone number provided on the form, allowing them near instant access to one aspect of the victim's identity. Another manner in which identity theft occurs is when thieves get their hands on personal banking account information, such as a checking or savings account statement. Anyone who does not balance their account is at risk of incurring fraudulent charges, simply because they do not keep track of what charges are legitimate. Oftentimes, the thief steals by withdrawing money in small increments — not enough to stand out as a glaring error to the casual observer but enough to build up to a large amount over time.

Another danger to college students is their Social Security Number. Many college courses require a student to use their Social Security Number to log in to websites used to post homework assignments and other course communications. The university may also use that number as an identifying number in the administration office.

It is very easy to forget to exercise caution when using a Social Security Number, particularly when it is used so often. Lax computer security or evens something as simple as a criminal watching a student enter the number, allows a thief can quickly and easily gain access to the Social Security Number, which is the key to obtaining additional information about an individual. Computers and laptops also pose a threat that many students don't think about. Many students use a laptop every day in class to take notes and organize coursework documents. But what if that computer is stolen? What would a thief find inside?

Most students in today's world use their computers to access online banking, pay bills, order merchandise, and communicate in just about every other aspect of their lives, too. If personal and account information is stored on the hard drive, the thief has instant access to to very information that makes it possible for them to assume the student's identity.

Of course, students also shouldn't overlook one of the most common ways to steal someone's identity — stealing a wallet, purse, or backpack. This can even occur in the student's dorm room, particularly if parties or unfamiliar guests are common, and they usually are in college dorms. Students should exercise the same security at home as in any unfamiliar environment.

How to Stay Safe from Identity Theft

The best way to deal with the prospect of identity theft is to avoid it by employing safe practices in everyday life. Here are some tips and best practices to prevent identity theft. « Read less

- Shred all important documents, such as bank statements, credit card offers, and any pieces of paper which contain an account number or social security number. Remember

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prescription drug containers, too, as they usually have an account number and other personal information printed on the label.

- Don't let mail pile up and lay around where anyone could gain access to it. Be sure that anything which goes in the trash bin does not contain any usable information — shred or tear documents into small pieces if necessary.
- Always log out of secure sites, such as online banking, before exiting the program. Also ensure your web browser does not save log in and password information associated with sensitive sites.
- Never store personal information or username and password combinations on your computer's hard drive. If you must write them down somewhere, make sure the document is stored in a safe location, such as lock box. But it's best to memorize them no written record that could be compromised.
- Use secure passwords which are not composed of obvious numbers such as date of birth, phone numbers, anniversaries, or addresses. Using a long string of numbers and letters in a random combination is best to avoid hacking.
- Ensure that the web sites you use for buying merchandise or services are secure. Oftentimes, the URL will be preceded by https:// and it will bear the logo indicating a Secure Sockets Layer (SSL) certificate.
- Be wary of emails which are "phishing" for information, or trying to get you to respond to what looks like a legitimate site but redirects you to a thief's site where your personal information will be recorded. Learn how to spot these phishing emails.
- Be very careful in giving out your social security number. There are few instances when it is the only number you can use to access or open an account (even at the university). Use a driver's license to prove identity and do not carry your social security card with you; instead keep in a safe place. The same applies to a student ID card, particularly if it contains your social security number.

What to Do If You Suspect You Have Become a Victim of Identity Theft

Not just an inconvenience or a detriment to your credit rating, identity theft is classified as a federal crime. According to the Identity Theft and Assumption Deterrence Act of 1998, it is a federal crime if someone "knowingly transfers or uses, without lawful authority, a means of identification of another person with the intent to commit, or to aid or abet, any unlawful activity that constitutes a violation of the Federal law, or that constitutes a felony under any applicable State or local law."

If you suspect that you're identity has been compromised, the first step is to notify all your financial institutions that may have been affected. Ensure that all accounts are closed immediately and ask that any new accounts be flagged for possible fraudulent charges in the future.

Next, notify your local law enforcement office of the crime. They will be able to advise you of further steps as well as begin an investigation. Also contact the three credit reporting bureaus and notify them of the theft of your identity. They can put a fraud alert in your file with a date so that charges occurring after this date will not negatively affect your credit rating.

The time spent going to college is, for most students, one of the best and most memorable periods in their life. Make sure it is not memorable, however, because of the trauma and suffering which result from the theft of your identity. Be vigilant about protecting your information

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and never assume that such a crime cannot happen to you. Chances are, there is already someone you know who has had it happen to them.

24. Fire Safety Reporting

In accordance with the 2008 change to the Higher Education Opportunity Act, institutions that maintain on-campus housing, shall, on an annual basis, publish a fire safety report. Reporting a fire is everyone's responsibility. All fires that present a risk to persons or property both on and off campus should be reported immediately to 9-1-1 and the Office of Campus Safety and Security (726 5038). Additionally, concerns that are not considered an emergency may be reported to Residence Life Staff, or Facilities Management in addition to the Office of Campus Safety and Security.

Inspections for the fire extinguishers, smoke alarms and fire control monitoring systems are done as required by City regulations and College policies for all Cornish facilities. Because of the risk of burning incense or an open flame left unattended, the use of such is prohibited in residence halls. Candles or lanterns may not be used even in the event of a power outage. Residents are encouraged to have flashlights or similar devices to provide emergency lighting. Accessory heating or cooking units are prohibited in residence hall rooms.

Smoking is prohibited in all Cornish facilities.

Legitimate fire alarms save lives. When activated, the alarm sounds in the entire building and everyone must evacuate immediately. Campus Safety and Security works with residence hall staff to conduct fire drills for each residence hall each semester. Students are instructed on evacuation procedures during this process.

General Fire Evacuation Procedures

All students should be familiar with the fire evacuation route in their residence hall. The College asks all students to read the evacuation procedures for people with disabilities (below) in case they need to assist a person with a disability in an emergency.

1. When the building alarm sounds, residents should roll out of bed to the floor, get down on hands and knees and crawl to the door and touch it. No one should stop for clothes, papers or jewelry.
2. If heat is detected after a few seconds, residents should not open the door. They should immediately call 911 to report their location and hang a sheet or towel out the window to attract attention. If residents feel no heat from the door, they should open it just a crack to check for smoke. If no smoke is detected, they should exit and proceed out of the building. Residents should keep low to the floor if smoke is present.
3. Residents should exit the building quickly and calmly, using the designated stairwells.
4. Once outside, residents should move away from the building to allow the fire and police personnel to respond to the alarm.

Any fire alarm is to be reported to the Director of Campus Safety and Security as well as the Chief Operations Officer.

Cornish College maintains a fire log that records any fire that occurs in an on-campus student housing facility. The fire log includes the date the fire was reported, time, nature of the fire and

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general location of each fire. Entries are made within two business days of receipt of the information. Fire log for the most recent sixty-day period is open to public inspection during normal business hours, Monday-Friday, at the Office of Campus Safety and Security, 3rd Floor, MCC. Any portion of the log older than 60 days is available within two business days of a request for inspection.

Cornish College publishes as part of the Annual Security and Fire Safety Report, statistics for the three most recent complete calendar years pertaining to on-campus student housing only.

		FIRE	INJURIES	DEATHS
7 TH AVE RESIDENT HALL 2205 7 TH AVE	2008	N/A	N/A	N/A
	2009	0	0	0
	2010	0	0	0
8 TH AVE RESIDENT HALL 2213 8 TH AVE	2008	N/A	N/A	N/A
	2009	0	0	0
	2010	0	0	0