Annual Campus Security and Fire Safety Report 2015/16
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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 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 on or by October 1.

3. **Your Right to Know**

**Annual Security Report**

(Posted Oct. 1 Annually)

As part of the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**, codified as 20 USC 1092 (f), on or by October 1 of each year, post-secondary educational institutions must publish and distribute their Annual Campus Security Report to current and prospective students and employees. This report is required to provide crime statistics for the prior three years, policy statements regarding various safety and security measures, campus crime prevention program descriptions and procedures to be followed in the investigation and prosecution of alleged sex offenses.

**Annual Fire Safety Report**

The **Campus Fire Safety Right-to-Know Act** requires higher education institutions to annually report fire safety information to the U.S. Department of Education (ED). Specifically, campuses are required to publicly provide:

- Statistics for each on-campus student housing facility, including the number of fires and causes; number of injuries and deaths related to fires; and the value of property damage caused by fires
- Descriptions of each on-campus student housing facility’s fire safety systems
- The number of mandatory, supervised fire drills
- Policies or rules on portable electronic appliances; smoking and open flames; evacuation procedures; fire safety education and training programs provided to students, faculty and staff
- Plans for future fire safety improvements, if needed, and
- An annual report to the campus community.
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 strongly requested 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 also 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. Cornish’s security staff have the authority to issue parking tickets on behalf of the College. The security officers, non-sworn and contracted through Northwest Security Services, are licensed through the State of Washington, and receive training in the following subjects: criminal law, civil law, public relations, sexual violence, interpersonal communication, crisis intervention, critical incident response, and all facets of protection of persons and property. All officers are also certified in standard first aid and CPR/AED.

The College does not currently have Memorandum-of-Understandings (MOU) with the SPD or SFD (Seattle Fire Department), and the King County Office of Emergency Management (KC OEM). However, close working relationships are fostered and maintained between these agencies.

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/or 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 may also be posted in each campus building. Anyone with information warranting a timely warning should report the circumstances to Campus Safety and Security, by outside phone (726 5038), via campus phone (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. Campus Emergency Procedures Guide

To report an emergency, members of the campus community should call Safety and Security at 206.726.5038 (extension 5038 and/or 9-911 if on campus) and the Seattle Police Department. In the event you do not have immediate access to a phone, several red emergency phones are located around campus for use in an emergency.

Cornish College of the Arts is committed to the safety and security of all members of the campus community. In an emergency, Cornish College of the Arts will provide appropriate campus-wide response to assure life safety and minimize disruption to normal activities.

All faculty, staff and students should take the time to read and become familiar with the contents of this guide before an emergency occurs.

CAMPUS EMERGENCY ALERT SYSTEMS

Cornish has the technology to quickly reach students, faculty, and staff through mass mobile telephone text notification system.

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. The College can also simultaneously send e-mail messages to all students and employees.

TEXT MESSAGE NOTIFICATION SYSTEM

You can sign up for this program by visiting

www.cornish.edu/campus/emergency_notification/

Those who do not have a mobile telephone or who choose not to participate will continue to find information by venues listed on the Emergency Notification page at:

www.cornish.edu and http://www.schoolreport.org/
# CAMPUS OFFICE & CLASSROOM BUILDINGS

<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cornish Commons</td>
<td>2025 Terry Ave</td>
</tr>
<tr>
<td>The Annex</td>
<td>1020 Virginia Street</td>
</tr>
<tr>
<td>Beebe Building</td>
<td>2014 9th Avenue</td>
</tr>
<tr>
<td>Centennial Lab</td>
<td>1000 Virginia Street</td>
</tr>
<tr>
<td>Lui Building</td>
<td>2002 9th Avenue</td>
</tr>
<tr>
<td>Cornish Playhouse at Seattle Center</td>
<td>201 Mercer Street</td>
</tr>
<tr>
<td>Cornish Scene Shop</td>
<td>621 2nd Ave N</td>
</tr>
<tr>
<td>Notions Building</td>
<td>1001 Lenora St.</td>
</tr>
<tr>
<td>Kerry Hall</td>
<td>710 East Roy Streets</td>
</tr>
<tr>
<td>Main Campus</td>
<td>1000 Lenora Street</td>
</tr>
<tr>
<td>Raisbeck Performance Hall</td>
<td>2015 Boren Ave</td>
</tr>
</tbody>
</table>

## Evacuation Locations

### Suggested Assembly Areas

<table>
<thead>
<tr>
<th>Building</th>
<th>Primary Location</th>
<th>Secondary Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cornish Commons (Housing)</td>
<td>Parking Lot – 2056 9th Ave</td>
<td>Beebe Building (exterior)</td>
</tr>
<tr>
<td>The Annex</td>
<td>Centennial Entrance</td>
<td>UPark Lot – 1920 Terry Ave</td>
</tr>
<tr>
<td>Beebe Building</td>
<td>Terry/Lenora</td>
<td>Virginia/9th Ave</td>
</tr>
<tr>
<td>Centennial Lab</td>
<td>Notion – Terry/Lenora</td>
<td>UPark Lot – 1920 Terry Ave</td>
</tr>
<tr>
<td>Lui Building</td>
<td>Corner of 9th Ave</td>
<td>Terry/Lenora</td>
</tr>
<tr>
<td>Cornish Playhouse</td>
<td>Mercer/2nd Ave N</td>
<td>Southside – Rehearsal</td>
</tr>
<tr>
<td>Kerry Hall</td>
<td>Roy St/Boylston</td>
<td>Harvard/Roy St</td>
</tr>
<tr>
<td>Main Campus Center</td>
<td>Parking Lot B</td>
<td>Parking Lot E</td>
</tr>
<tr>
<td>Notions Building</td>
<td>Parking Lot E</td>
<td>Parking Lot B</td>
</tr>
<tr>
<td>Raisbeck Performance Hall</td>
<td>Annex – Exterior</td>
<td>Parking Lot E</td>
</tr>
<tr>
<td>Scene Shop</td>
<td>Roy St/2nd Ave N</td>
<td>Roy St/Warren Ave</td>
</tr>
</tbody>
</table>
Reporting General Emergencies

WHAT TO DO:
To report an emergency OFF CAMPUS, dial 911. If the off-campus emergency involves a College activity, make a report to The Office of Safety and Security when the emergency is over. To report an emergency ON CAMPUS, members of the campus community should call Safety and Security at 206.726.5038 (ext. 5038 on campus) or 9-911 to reach the Seattle Police Department. Say “This is an emergency” and give the dispatcher the following information:
Your name and location
The nature of your emergency
Phone number from which you are calling
Stay on the line until you are sure no further information is required
After notifying emergency personnel, notify building staff

Medical Emergency

WHAT TO DO:
Report all medical emergencies to 911 (or 9-911 if using a campus phone) and Safety and Security, by outside phone (726 5038), via campus phone (5038)
If assisting someone, look for an emergency medical bracelet
Indicate your location, the nature of the medical problem, and your name
If assisting, remain with the victim until Cornish Officials or emergency personnel arrive
If you are trained, give first aid
WHAT NOT TO DO:
If assisting, do not move the victim unless there is an immediate threat to their safety

Hazardous Material Spill

WHAT TO DO:
In the event of a chemical spill: Evacuate the area
Call 911 (9-911 on a campus phone)
Call Safety and Security, by outside phone (726 5038), via campus phone (5038)
If a spill is discovered and actions have not been taken:
Keep people away from the area
Call Safety and Security. Security will contact Operations
WHAT NOT TO DO:
Do not attempt to clean up a spill
Do not touch or step in spilled materials

Fire or Explosion

WHAT TO DO:
If it is a SMALL fire (no larger than a wastebasket):
Alert people to evacuate area
Activate nearest fire alarm
If possible, smother fire or use appropriate fire extinguisher
Always maintain an accessible exit route
Avoid smoke or fumes
Be prepared to evacuate building if fire grows
If it is a LARGE fire (larger than a wastebasket):
Alert people to evacuate area
Activate nearest fire alarm
Evacuate building using fire evacuation plan
Close doors to contain fire
Move people to a safe distance
WHAT NOT TO DO:
Do not use elevators
Do not ignore alarms or assume they are false alarms
Do not return to your building until you are notified that it is safe to do so
Earthquake
HOW TO PREPARE:
Make sure you know the designated evacuation site where the occupants of your building are to assemble following an earthquake. Look at your surroundings and think about where you could seek shelter from falling objects. Consider keeping a few supplies in your desk - flashlight, emergency-contact phone numbers, a pair of comfortable walking shoes and a battery powered radio. Become familiar with all the exits in your building.

WHAT TO DO:
If indoors, take cover under a freestanding desk or table and hold onto whatever you are under
Stay away (and face away) from glass and other items on the walls
Do not leave cover until shaking has completely stopped
If outdoors, stay in the open and keep away from buildings, trees and electrical poles and wires

WHAT NOT TO DO:
Do not rush outside
Do not use elevators
Do not use the telephone and do not call 911, unless a real emergency exists (fire, injuries, or serious damage)
Do not use matches, lighters, or other open flames and do not turn on lights or electrical equipment

WHAT TO DO AFTER:
If inside: Evacuate the building. Remember, additional shocks or tremors may occur. Watch for falling debris or electrical wires when leaving the building
If outside: Do not enter buildings until it is determined that they are safe

Crime in Progress
HOW TO PREPARE:
Follow these anti-crime tips: Do not walk alone in isolated areas. Do not open campus doors for strangers. Keep all doors closed and locked. Do not leave doors propped open or leave valuables unattended. Thieves know to look in your desk drawers. At night, look inside your car before entering or stay in your car if there are strangers around. Be aware of your surroundings.

WHAT TO DO:
Call Safety and Security at 206.726.5038
Give your name, location and nature of crime in progress
If safe to do so, remain where you are until contacted by Cornish Official
If safe to do so, note the criminal’s height, weight, age, sex, race, hair, and eye color, tattoos or facial hair, clothing, weapons and method and direction of travel. If a motor vehicle is involved, note license plate number, make and model, color and outstanding characteristics

WHAT NOT TO DO:
Do not try to apprehend or interfere with the criminal except in case of self-protection or the protection of others

Armed Intruder
WHAT TO DO:
Notify Safety and Security if you are aware of any threats or have other information that makes you suspect an event involving an armed intruder might be possible. IF OCCURRING, determine what action below gives you the best chance to survive – quickly evaluate and then act.

RUN: If you can get to a safer location, then do so immediately. Do not wait for others to validate your decision, yet help them if possible. Leave your belongings behind. Attempt to prevent people from entering an area where the shooter may be. Keep your hands visible once Law Enforcement arrives.

HIDE: If you cannot get out safely, then find a place to hide. Look for a place that provides some protection, is well hidden, and offers options for movement. Lock or barricade the door if possible. Turn off all lights, silence cell phones. Do not huddle in large groups. Remain quiet. Keep your hands visible once Law Enforcement arrives.

FIGHT: As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter. Be committed toward your actions. Yell loudly. Use items in your immediate area to protect yourself. If possible, work as a team with others to overwhelm the shooter. Keep your hands visible once Law Enforcement arrives.

WHAT NOT TO DO:
Do not leave your room to try to “see what’s happening”
Do not confront or try to apprehend the intruder unless you must defend yourself
Do not assume that someone else called Safety & Security/911
WHAT TO DO AFTER:
Attempt to stay calm
Keep your **hands visible** at all times
Avoid screaming, pointing, and/or yelling
Follow all instructions provided by Emergency Responders
If you witness any injuries or deaths, identify yourself to authorities as soon as it is safe to do so.

**Bomb Threat**
WHAT TO DO:
Take all bomb threats **seriously**
A person **receiving** a telephoned bomb threat should:
Remain calm
Keep the caller on the line. Obtain **as much information as possible**
Call 911 (9-911 on campus). If possible, have someone else report the call while you **keep the caller on the line**
Notify Safety and Security at 206.726.5038 (ext. 5038 on campus)
To **avoid panic**, do not announce that it is a bomb threat
**Leave** any **search to police** and other trained people
If suspicious packages or devices are found:
  - **Do not touch** the package or device
  - **Evacuate** the area immediately
WHAT NOT TO DO:
Do not assume a bomb threat is a prank. Assume it’s real
Do not touch, move or cover a suspected bomb
Do not use walkie-talkie devices or cell phones in the area
Do not activate the building alarm
Do not turn on/off electrical devices or switches
Do not use elevators

**Terrorist Attack**
WHAT TO DO:
Stay **alert and aware** of your surroundings. Become familiar with emergency responses to chemical, biological, nuclear/radiological, and explosive events.

WHAT TO DO:
Notify Safety and Security at 206.726.5038 (ext. 5038 on campus) and the Seattle Police Department (9-911 on campus).
Obey all instructions if quarantine is determined to be necessary by the College or local health officials
Be wary of mail from an unknown person, especially if the envelope or package appears to contain any sort of powder, stain or unusual odor. Do not open, instead, report it to Safety and Security 206.726.5038
If you do open mail that contains an unusual substance, leave your room immediately, tell others in or near your room to evacuate the building.

**Additional Information**
Q: What do I do if there is an emergency or I see something suspicious?
A: Any threat or real risk that puts lives in immediate danger **should be reported** to Safety and Security at 206.726.5038. If you are off campus, call 911.
Q: What types of activities should I be looking for?
A: In addition to obvious criminal activity or emergencies such as an explosion, examples of suspicious activity can include:
  - A package or bag left unattended
  - Overhearing someone use or threaten to use a gun or other weapon, place a bomb, or release a poisonous substance into the air.
  - Someone you do not recognize in a non-public area of a building.
In general, **trust your intuition**. Be alert for **unusual activity**. If you have a gut reaction, nagging suspicion, or general concern, do not discount your feelings. Contact Safety and Security (206-726-5038) who can investigate the situation.
Q: How will we be told when an emergency is over or it is safe to leave?
A: During an emergency - notifications, updates and instructions will be sent via email, and text notification system.
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.

9. **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 Life                            726 5111

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
- 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 media networking sites
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 updating this 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.

10. **Facility Access**

Between the hours of 7:30 am and 6 pm, the Main Campus Center and Kerry Hall 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. Emergencies may necessitate changes or alterations to posted building access schedules.
11. **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 a 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.
- 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 hall) 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.
- 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 to Human Resources. 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
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.
12. **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. 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 Life present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), dating and domestic violence, stalking, 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 through various means.

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

13. **Crime Prevention Programs**

Crime Prevention Programs on personal safety and theft prevention are sponsored by Student Life 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 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.

14. **General 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. We make 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 “General Advisory Report” with information about the specific crime and tips on avoiding similar crimes is distributed to the College community via broadcast email.

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 room, car, classroom, and 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 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 times of need. This strategy is effective and works! Most incidents on campus *can be avoided* if we recognize that we are all “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, departments, etc., to discuss safety, crime prevention methods and related issues.

**Reporting a Crime or Suspicious Person**
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 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 The Director of Campus Safety and Security 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 than missing a real crime because someone didn’t think it was important. We need your help. If we don’t know or aren’t informed about a 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. 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 website.

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

- 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 it 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.

**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 you are 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
- If one is not present, 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.

Why College Students and Employees 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 even 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 individuals don’t think about. But what if that computer is stolen? What would a thief find inside? Most people 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. If personal and account information is stored on the hard drive, the thief has instant access to the 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.

- 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 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 a 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.
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.

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. **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 affected 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.

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.

18. **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 website. This report is prepared in cooperation with local law enforcement agencies, Housing & Residence Life, the Title IX Coordinator and the Dean of Student Life. 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 public property and non campus buildings. 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. Procedures are in place to anonymously capture crime statistics disclosed confidentially.
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 providing access to 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.

Definitions of Categories

Definitions are established under the FBI’s UCR and NIBRS and Department of Education. Where there is an absence of definition or legal threshold, the Revised Codes of Washington become the default codes from which the Clery Act requires consideration.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury, if the crime were successfully completed.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

Burglary: The unlawful entry of a structure, to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with the intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Dating Violence: Violence committed by a person: who is or has been in a social relationship of a romantic or intimate nature with the victim; and the existence of such a relationship shall be determined based on the reporting party’s statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Disciplinary Referrals: Includes those individuals referred to the Office of Student Life or Housing & Residence Life, for liquor law, drug law, and illegal weapons violation of the Student Code of Conduct.

Domestic Violence: Felony or misdemeanor crimes of violence committed by: a current or former spouse, or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime or violence occurred or by any other person against an adult or youth victim under the domestic or family violence laws of the jurisdiction in which the crime or violence occurred.

Drug Law Violations: Violations of federal, state, and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: Opium or cocaine and their derivatives; marijuana; synthetic narcotics; and dangerous non-narcotic drugs.

Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age, or because of his/her temporary or permanent mental or physical incapacity.

Hate Crime: A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias.
**Incest**: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Intimidation**: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Liquor Law Violations**: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned (drunkenness and driving under the influence are not included in this definition.).

**Manslaughter by Negligence**: The killing of another person through gross negligence.

**Motor Vehicle Theft**: The theft or attempted theft of a motor vehicle.

**Murder and Non-Negligent Manslaughter**: The willful (non-negligent) killing of one human being by another.

**Rape**: The carnal knowledge of a person without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or temporary or permanent mental or physical incapacity.

**Robbery**: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

**Sexual Assault with an Object**: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sex Offenses – Forcible**: Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

**Sex Offenses – Non-Forcible**: Unlawful, non-forcible sexual intercourse.

**Simple Assault**: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**Sodomy**: Oral or anal sexual intercourse with another person without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Stalking**: Engaging in a course of conduct, directed at a specific person that would cause a reasonable person to fear for the person’s safety of others; or suffer substantial emotional distress.

**Statutory Rape**: Non-forcible sexual intercourse with a person who is under the statutory age of consent. (Age of consent is defined under the WA State’s Code).

**Weapon Law Violations**: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.
Definitions of Geography

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to the institution’s educational purposes, including residential areas; and any building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Note: Statistics for Residential Housing are recorded and included in both the on-campus category and the on-campus residential only category.

Non-Campus Building or Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The College crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.
## On Campus

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*There are no Hate Crimes to report during this period.
*Statistics combined with incidents reported to Campus Authorities and/or the Seattle Police Department
*N/A denotes that the definition was not applicable for that given year
### Residential Facilities

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<tr>
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*There are no Hate Crimes to report during this period.
*Statistics combined with incidents reported to Campus Authorities and/or the Seattle Police Department.
### Public Property

<table>
<thead>
<tr>
<th>Criminal Offenses</th>
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<td>Illegal Weapons Possessions/Arrests - Referred for Disciplinary Action</td>
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</tbody>
</table>

*There are no Hate Crimes to report during this period.*
*Statistics combined with incidents reported to Campus Authorities and/or the Seattle Police Department*
19. **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 identify. 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.

20. **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=54473](http://www.icrimewatch.net/index.php?AgencyID=54473).

21. a. **The Violence Against Women Act (VAWA)**

On March 7, 2013, President Obama signed a bill that strengthened and reauthorized the Violence Against Women Act. Included in the bill was the Campus Sexual Violence Elimination Act (Campus SAVE), which amends the Clery Act and affords additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking.

The Violence Against Women Act (VAWA) is a landmark piece of federal legislation that sought to improve the criminal justice and community-based responses to domestic violence, dating violence, sexual assault and stalking in the United States. The passage of VAWA in 1994, and its reauthorization in 2000, 2005, and again in 2013 has changed the landscape for victims of domestic violence, dating violence, sexual assault and stalking.

Every post-secondary institution participating in Title IV financial aid programs will be required to:

- compile statistics of incidents of sexual assault, domestic violence, dating violence, and stalking that occur within Clery geography and are reported to campus security authorities
- include within its Annual Security Report a statement of policy regarding:
  - its programs to prevent domestic violence, dating violence, sexual assault, and stalking
  - the procedures that will be followed once an incident of these crimes has been reported, including a statement of the standard of evidence that will be used during any institutional conduct proceeding arising from the report
  - educational programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, which shall include primary prevention and awareness programs for incoming students and new employees, as well as ongoing prevention and awareness programs for students and faculty, and includes:
    - a statement that the institution prohibits these offenses
    - the definition of domestic violence, dating violence, sexual assault, and stalking in its jurisdiction
the definition of consent in reference to sexual activity
safe and positive options for bystander intervention
information on risk reduction to recognize warning signs of abusive behavior
possible sanctions on protective measures the institution may impose following a final determination of an institutional disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking
procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, including information in writing about
importance of preserving evidence
to whom the alleged offense should be reported
options regarding law enforcement and campus authorities, including notification of the victim’s option to notify law enforcement (on-campus and local police), be assisted by campus authorities in notifying law enforcement if the victim so chooses, the option to decline to notify such authorities, and, where applicable, the rights of victims and the institution’s responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court
procedures for institutional disciplinary action in cases of alleged domestic violence, dating violence, sexual assault and stalking, which shall include statements that proceedings shall
provide a prompt, fair, and impartial investigation and resolution
be conducted by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability
the accuser and the accused are entitled to the same opportunity to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice
both the accuser and the accused shall be simultaneously informed, in writing, of:
the outcome of the institutional disciplinary proceeding
the institution’s procedures for the accused and the victim to appeal the results
any change in the results that occurs prior to the time the results become final when the results become final
information about how the institution will protect the confidentiality of victims
written notification of students about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims on-campus and in the community
written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested by the victim and such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement
a student or employee who reports to the institution that they have been a victim of one of the aforementioned crimes shall be provided with a written explanation of the student or employee’s rights and options
Definitions of dating violence, domestic violence, and stalking are provided below.

- **Dating violence**
  The term “dating violence” means violence committed by a person-
  (A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  (B) Where the existence of such a relationship shall be determined based on a consideration of the following factor;
     (i) The length of the relationship.
     (ii) The type of relationship.
     (iii) The frequency of interaction between the persons involved in the relationship.

- **Domestic violence**
  The term “domestic violence” includes felony or misdemeanor crimes of violence committed by current or former spouse of the victim, by person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

- **Sexual Assault**
  Offenses classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigations has been revised and now includes the crimes of domestic violence, dating violence, and stalking to “sexual assault programs against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

- **Stalking**
  The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to-
     (A) Fear for his or her safety or the safety of others; or
     (B) Suffer substantial emotional distress.

### VAWA Offenses

<table>
<thead>
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<th>VAWA Offenses</th>
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<tr>
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21. b. **Cornish College of the Arts Sexual Misconduct Policy**

**Title IX**

Cornish College of the Arts is committed to creating and providing a learning, living and working environment free from gender-based discrimination. Gender-based discrimination, including sexual misconduct, stalking and intimate partner violence, committed by members of our community, guests and visitors will not be tolerated. All members of our community, including guests and visitors, are expected to conduct themselves in a manner that does not infringe on the rights of others.

Cornish complies with all applicable state and federal statutes, including Title IX of the federal Higher Education Amendment of 1972, which prohibits discrimination on the basis of sex under any education program or activity receiving federal financial aid. Sexual assault and sexual harassment are forms of sex discrimination prohibited by Title IX.

Any student, faculty or staff member, who has concerns about sexual discrimination, including any concerns pertaining to sexual misconduct, is encouraged to seek assistance from our coordinators (listed below).

The Title IX Coordinator and Deputy Coordinators can provide information about resources for assistance and about options for addressing concerns. Those options may vary depending on the nature of the complaint, whether the complainant is a student, faculty or staff member, the wishes of the complainant regarding confidentiality, and whether the complainant prefers to proceed formally or informally. Together, these advisors play an integral role in fulfilling Cornish’s commitment to provide a positive learning, teaching and working environment for the entire community.

**Title IX Coordinator**
Adrienne Bolyard,
Dean of Academic Services
Office of the Registrar,
3rd Floor MCC
206-726-5021

Deputy Title IX Coordinator (students)
Jerry Hekkel,
Dean of Student Life,
1st Floor, Cornish Commons
206-726-5111

Deputy Title IX Coordinator (employees)
Ai Nguyen,
Director of Human Resources
7th Floor MCC
206-726-5004

**SEXUAL MISCONDUCT POLICIES AND PROCEDURES**

Due to the sensitive nature of sexual misconduct concerns, as well as federal requirements, the following policies and procedures pertain specifically to sexual misconduct matters.

Cornish strictly prohibits sexual misconduct of any kind. Incoming students and employees are informed about ways to prevent sexual misconduct, including domestic violence, dating violence, sexual assault, and stalking, through New Student Orientation, and new employee orientation programs. Additionally, ongoing campus-wide programs to prevent such incidents are conducted during the academic year through passive informational campaigns and workshop opportunities.
WHAT IS SEXUAL MISCONDUCT?
Sexual misconduct is prohibited by Cornish College of the Arts, and engaging in sexual misconduct is a violation of Cornish policy. Actions that fall under the category of sexual misconduct include sexual assault, unwelcomed sexual advances, coercion for sexual favors, non-consensual sexual touching or contact, domestic or dating violence, stalking, actions committed through exploitation of another’s mental or physical condition (for example, impairment due to alcohol or drugs) of which the assailant was aware or should have been aware, sexual harassment, gender-based discrimination, or any other sexual activity done without the consent of one of the parties.

Sexual assault involves sexual conduct with a recipient person (the “Impacted Party”) who has not consented to sexual contact, and/or whose ability to resist or consent is substantially impaired because of a substance (e.g., alcohol or drugs) or a mental or physical condition, or when the act is compelled through force or the threat of force. Domestic violence is defined as knowingly causing, attempting, or threatening to cause physical harm to a family or household member. Dating violence refers to a relationship of a romantic or intimate nature with the victim. Stalking means engaging in action directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. See US Code 42, Ch.136, Sec. 13925.

Sexual harassment is a form of sexual misconduct and includes unwelcomed verbal, visual, and physical sexual behavior that is severe, persistent, or pervasive and that occurs under the following circumstances:

1) When submission to such conduct is made an explicit or implicit term or condition of employment, enrollment, status, or service;

2) When submission or rejection of such conduct by an individual is used as a basis for a decision affecting such an individual; or

3) When such conduct has the purpose or effect of substantially interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive environment.

REQUIREMENT OF CONSENT
Consent for sexual contact must be clearly understood and obtained prior to sexual activity, including the escalation of any ongoing sexual activity. Consent for sexual contact is an active state that is informed, knowing and voluntary. Silence, in and of involved individuals is never an excuse for sexual misconduct.

Consent can be given by words or actions, as long as those words or actions create clear and mutually understandable permission regarding the conditions of sexual activity.

Consent to one form of sexual activity cannot imply Consent to other forms of sexual activity, even within the same intimate situation. Previous relationships or Consent cannot imply Consent to future sexual acts. Consent cannot be procured by use of physical force, threats, intimidating behavior or coercion.

EVIDENCE COLLECTION
Victims of sexual violence can have evidence collected up to 96 hours after a sexual assault. All Seattle-area hospital emergency departments can provide evidence collection and call for a survivor advocate to be with the victim. Evidence collection does not mean the victim has to file a report or press charges; it does, however, secure any evidence in the event that the victim would like the option of filing/pressing charges in the future.

The Emergency Department will have to call law enforcement to file a report, but the victim has the option to remain anonymous or not talk to law enforcement personnel. If a victim would like to wait and think about evidence collection, brushing teeth, wiping from the bathroom, showering, smoking, and eating can damage evidence. It is recommended that the victim bring any clothes that may have evidence on them from the assault.
FILING A REPORT
Victims have the option of filing a report with any or all of these departments:
- The office of student life, housing & residence life human resources, safety & security at Cornish College of the Arts. This could lead to an internal investigation and findings related to a violation of the Student Code of Conduct.
- The Title IX Coordinator & Deputy Coordinators. This could lead to an internal investigation and findings related to a violation of the Student Code of Conduct.
- The Seattle Police Department. This could lead to a criminal investigation and legal proceedings.

REPORTING AN ALLEGATION TO CAMPUS AUTHORITIES
Students who believe they have been a victim of sexual misconduct (including sexual assault, harassment or discrimination) should report this to the Title IX Coordinator (Adrienne Bolyard, Dean of Academic Services/Registrar-206-726-5021, located on 3rd floor MCC). If the Title IX Coordinator is not available contact Deputy Title IX Coordinator (Jerry Hekkel, Dean of Students-206-726-5111 located in Student Life Office in the Cornish Commons Building). Students may also complete an incident report or witness statement with the Safety & Security Office.

Faculty or staff may file report with the Title IX Coordinator. If the Title IX Coordinator is not available contact Deputy Title IX Coordinator (employees) Ai Nguyen, Director of Human Resources 7th Floor MCC, 206-726-5004

DUTY TO INVESTIGATE & LIMITS OF CONFIDENTIALITY
When an allegation of sexual misconduct comes to the attention of any school official, the incident may be investigated by the college. Cornish is required by law to investigate allegations of sexual misconduct, whether communicated verbally, in writing, or through hearsay. This obligation may exist whether or not the Impacted Party chooses to pursue charges or to participate in the investigatory process because of potential impact on other community members. Incidents involving sexual assault may be reported to local law enforcement authorities, but the College will only disclose the name of the alleged recipient to law enforcement authorities with his or her permission. The Impacted Party or any other reporting individual may choose not to participate in any action taken by the college. If the Impacted Party chooses to file a complaint, he or she will be referred to as the complainant.

Requests for anonymity, while not guaranteed, will be respected to the greatest extent possible; however, a request for anonymity may result in conditions that make it difficult for the college to conduct a full and proper investigation. Students who desire strict confidentiality may discuss their concerns with a licensed counselor in the Cornish Counseling Office, who is exempt from legal requirements to report the incident to other college administrators or law enforcement personnel, except in cases where the individual or others are at significant risk of harm.

SEXUAL MISCONDUCT INVESTIGATION AND HEARING PROCEDURES
The coordinating investigator will conduct a fact-finding investigation with involved individuals or those who may have relevant information to share about the case. The respondent will be notified at least two calendar days prior to the date of any investigatory meeting or hearing, unless the coordinating investigator determines that extenuating circumstances require an earlier meeting or hearing date. The notice will include a general description of the alleged policy violation(s) and the time, date, and location of the meeting or hearing.

After conducting the investigation, the coordinating investigator will present the case file to the Deputy IX Coordinator for employees or students. The Coordinator will, in his or her sole discretion, either make an administrative finding based on the evidence presented or convene the Conduct Committee to hold a hearing panel. The College reserves the right to add or change administrators to the Conduct Committee at its discretion.

During any meetings or hearings, the college may separate the complainant and respondent, or any witnesses, from the other party in order to provide an orderly and emotionally safe environment for the proceedings. The complainant and the respondent will have the right to have witnesses speak on their behalf to the coordinating investigator. If a panel hearing is held, witnesses or other individuals may be invited to speak to the panel during the hearing at the discretion of the hearing officer or panel.
Witnesses may be in the room only when testifying. The complainant and the respondent have the right to have legal counsel with them during any portion of the investigation, including a hearing; however, individuals from outside the college community, including legal representation, will not be permitted to speak (other than giving private advice to their client) unless asked a direct question by the investigator, the Title IX coordinator, or the hearing panel. At its discretion, the college may impose immediate and temporary remedies to protect any individuals involved during the time that the investigation and hearing is underway. In particular, the complainant or the respondent may receive assistance through the Title IX Coordinator or the Dean of Student Life in changing academic schedules and on campus living arrangements.

Campus investigations and hearings conform to basic rules of fairness and are conducted by individuals who receive training on conducting such processes. A campus hearing is not a court trial. The main purpose of any investigation and hearing is to consider allegations and determine the likelihood of a violation of Cornish policy by considering the evidence presented. The hearing officer or board will use a preponderance of the evidence standard (in other words, “more likely than not”) to determine whether a student is or is not responsible for a violation.

In the absence of an involved party at a meeting or hearing, the hearing officer or panel will decide whether to continue without the missing individual present. Failure to attend a meeting or hearing may affect the outcome and the sanctions imposed. A student’s absence, without sufficient reason, may be grounds for disciplinary action as well. A record of any meetings or hearings may be made either by audio or video recording at the discretion of the coordinating investigator or hearing panel. All persons present will be notified if a meeting is being recorded.

Both the complainant and the respondent will be informed of the outcome of any investigation and hearing, including the finding and any sanctions imposed, within a reasonable timeframe (typically within five working days) by email sent to their Cornish email address and/or by postal mail. In some cases, the victim or his or her next of kin will be notified when the law requires it or when it is permitted by law at the discretion of the Title IX coordinator.

Additionally, some faculty or staff members may be informed of the outcome if the information is necessary for them to conduct their responsibilities.

**RETAILIATION**
Retaliation of any kind in response to an individual’s participation in the investigation or hearing is strictly prohibited and will result in an immediate response from the college, which may involve temporarily separating the responsible individual from the campus community. Any concerns about the retaliation should be addressed promptly with the dean of students.

**RIGHT TO APPEAL**
Both the complainant and the respondent may appeal the initial findings and/or sanctions from a sexual misconduct investigation process to the Provost. Grounds for appeal requests

Appeals requests are limited to the following grounds:

1) A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
2) To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
3) The appeal must be made in writing to the Provost within five business days of having received notice of the initial findings, unless otherwise notified in the findings letter. Generally, findings and sanctions remain in effect during the appeal process.

The Provost may make a direct decision on the appeal, convene a new hearing panel, or remand the case back to an investigator for further consideration. The decision of the Provost is final.
RIGHTS OF COMPLAINANT AND RESPONDENT
Throughout the investigative and hearing process, Cornish endeavors to treat both the complainant and respondent in a manner which is fundamentally fair in accordance with the procedures developed by the college. Both the complainant and respondent are entitled to the following:

A. Notification of Investigation or Hearing
Notice of an investigation will be provided as soon as is practicable. Written notice of the date, time and place for any hearing and a written copy of the complaint will be given to both students. This notice may be sent to the student’s Cornish email account at least 48-hours, excluding weekends and holidays, prior to the scheduled hearing. The student(s) may agree to shorter notice.

Students named in a complaint or investigation are required to attend the hearing, unless prior arrangements have been made with the appropriate Dean of Student Life / Deputy Title IX Coordinator at least 24-hours before the meeting. The Dean of Student Life / Deputy Title IX Coordinator determines the appropriateness of the request and whether to reschedule the meeting. Conflicts with class schedules are considered when scheduling hearings; however, there may be circumstances that require students to miss a class in order to attend a meeting. Students who fail to attend a hearing without approval may be found responsible for other conduct violations. Cornish reserves the right to impose interim sanctions prior to the hearing if in Cornish’s sole discretion they are warranted for the safety and well-being of the college community.

B. Disclosure of Review Documents
Students must submit all written information they want considered by hearing officers prior to the start of the hearing, except that written materials offered in strict rebuttal of information offered during the hearing may be received and considered, when in the sole discretion of the hearing officers, such consideration is necessary to maintain fairness. Each student will have the opportunity to review each document before the meeting if that is reasonably possible under the circumstances, as determined by the he Dean of Student Life, in his or her sole discretion and subject to disclosure restrictions imposed by law, and if not, then at the time of the meeting. A student may request a copy of each document from the Dean of Student Life. Requests will be considered in light of FERPA requirements.

C. An Orderly Meeting
Students are entitled to an orderly hearing to review and discuss the complaint submitted. In special circumstances as determined by the Dean of Student Life in his/her sole discretion, hearings may be conducted via phone conference or other electronic means.

D. Witnesses
Witnesses with firsthand and relevant information about the incident may be asked to participate in the hearing. Witnesses may be in the room only when testifying.

E. To Speak on His or Her Own Behalf
Students may present his or her own account as to what happened regarding the incident in question. In circumstances where safety may be a concern, as determined by the Dean of Student Life in his/her sole discretion, any student, regardless of his/her role in the hearing, may be required to attend via phone conference or other electronic means.

F. Support Person
The complainant and the respondent in an incident that includes sexual misconduct or physical assault may have a support person present during the hearing process. Students may select one support person per conduct process and this support person must be a member of the Cornish community. A support person who accompanies a student is present for emotional support only and may not speak on the student’s behalf. The student and the support person may confer at reasonable times as determined in the sole discretion of the hearing officers. A student involved in another type of incident may have a support person (same characteristics as noted above) upon the approval of the hearing officer. A request should be made via email to officer at least 24 hours prior to the scheduled Review Meeting. If the student’s request is approved, other students (Respondent(s) and Complainant(s) involved in the hearing will be afforded the same opportunity to have a support person present. The support person may not also serve as a witness.
G. Fair and Impartial Decision Makers
(Consult with the Dean of Student Life for additional information on disqualification of board members or Review Officers.)

H. A Written Decision
This document will include a summary of facts, decision(s), and sanction information, if applicable.

I. An Opportunity for Self-Initiated Appeal as outlined above.

RESOURCES AND OPTIONS FOR VICTIMS OF SEXUAL VIOLENCE
Victims/survivors are entitled to protective measures, support and access to resources for healing regardless of whether a formal report is filed. Victims/survivors also have the right to be free from retaliation for reporting an act of sexual assault or harassment. Cornish strictly prohibits anyone from retaliating (which includes intimidating, threatening, coercing or in any way discriminating) against an individual for reporting sexual assault or harassment, or participating in a related investigation or hearing process. Anyone who engages in retaliation will be subject to discipline, up to and including dismissal from school or termination of employment.

Cornish encourages individuals to seek assistance if they believe they have been sexually harassed, assaulted or subjected to sexual misconduct or retaliation by a Cornish student or employee. Cornish provides a variety of options, so that each person may choose a path of response best suited to his or her particular situation. Cornish procedures are intended to protect the rights of the complaining party (“the complainant”), the accused (“the respondent”) and other participants in investigations of complaints.

Victims/survivors have the right to file reports both on and off campus. For example, you can file a report with a Title IX Coordinator and also the Seattle Police. Offices designated as “confidential” (Cornish Counseling Offices) will not report any information to the Title IX Coordinator(s). These conversations are kept strictly confidential and, except in rare, extreme circumstances, nothing will be shared without your permission.

Offices designated as “private” will keep the conversation as confidential as possible, but information from these offices about incidents of sexual misconduct must be shared with the Title IX Coordinator so that the college can take action if necessary for reasons of safety. In planning any response, the wishes of the person initiating the conversation will be given full consideration.

Confidential Resources at Cornish (for Students)

Cornish Counseling Services
1st Floor, Cornish Commons 206-726-5027
24/7 On-Call Counselor Available by calling Public Safety

Private Resources include:

Safety & Security 206-726-5038
3rd Floor, Main Campus Center, 1000 Lenora St., Seattle, WA
Reports can be made anonymously.
Officers are available 24/7.
They can also provide assistance with filing a report with Seattle Police.

Title IX Coordinator - Dean of Academic Services 206-726-5021
Deputy Title IX - Dean of Student Life (Students) -206-726-5111
Deputy Title IX - Director of Human Resources (Employees) 206-726-5004
Residence Life Staff
Cornish Commons, Third Floor
Director of Housing & Residence Life - 206-315-5853
Assistant Director of Housing & Residence Life - 206-315-5854
Dean of Student Life, Cornish Commons
Monday-Friday 8:30am-5:00pm
206-726-5003

Additional Support Services:

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
KING COUNTY SEXUAL ASSAULT RESOURCE CENTER (425) 226-5062
Countywide Social Service Referral Director
dial 211

National Domestic Violence Hotline
1-800-799-SAFE

National Sexual Assault Hotline
1-800-656-HOPE

EMPLOYEE INFORMATION
It is unlawful to subject another individual, regardless of his/her gender or gender identity, to sex discrimination, which includes sexual harassment. Cornish is committed to creating a learning, living and working environment free from discrimination, including sexual harassment and sexual violence. Members of our community, guests and visitors have the right to be free from all forms of violence and abuse, including sexual and relationship violence, stalking, sexual harassment and hate crimes. All members of our community, including guests and visitors, are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Cornish complies with applicable state and federal statutes, including Title IX of the federal Higher Education Amendment of 1972, which prohibits discrimination on the basis of sex under any education program or activity receiving federal financial aid. Sexual assault and sexual harassment are forms of sex discrimination prohibited by Title IX.

SEXUAL MISCONDUCT REPORTING & INFORMATION
Any allegation of sexual misconduct brought against a Cornish student or employee, regardless of where the alleged sexual misconduct occurred, will be taken seriously. Sexual misconduct alleged to have occurred off the Cornish campus may be more difficult to investigate. If a person who is not a member of the Cornish community notifies Cornish of alleged sexual misconduct by a Cornish student or employee, Cornish will determine whether the conduct described is a sufficient risk to the safety of the Cornish community to review further.

Adrienne Bolyard serves as the Title IX Coordinator and is responsible for tracking and monitoring incidents of gender based discrimination, including sexual misconduct, to ensure that Cornish responds effectively to each complaint, and, where necessary, to conduct an investigation into a particular situation.

Cornish has designated two Deputy Title IX Coordinators who have been trained to assist individuals with concerns of this nature: Jerry Hekkel (for students) and Ai Nguyen (for employees).
22. **Alcohol and Drugs**

Substance Abuse Prevention and Policies

**Introduction**

The information in the Substance Abuse Prevention and Policies Handbook is directed towards all matriculated students and all employees (including staff, faculty, and administration) at Cornish College of the Arts. The handbook was designed as a way to assist students and employees in making informed decisions about the use of alcohol and other drugs. This handbook includes information about campus and community resources, campus policies and procedures, and Washington State legal sanctions related to alcohol and other drugs.

Cornish College of the Arts recognizes each student, faculty and staff member to be adults and, as such, they are expected to follow the law and these policies. The College expects that individuals take personal responsibility and accountability for their choices and behavior. The College does not assume the responsibility to protect its students or employees from their own abuse of drugs or alcohol beyond providing educational programs and enforcing the laws and policies explained within this booklet.

The College views substance abuse as detracting from the health and productivity of the individual and college community. Thus the College is dedicated to providing programs, resources and education about alcohol and other drugs with regard to the prevention of abuse and treatment for addictions.

The policy and program explained in this guide have been adopted by Cornish College of the Arts in order to comply with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. Portions of this guide were reprinted and adapted with permission from “Substance Abuse Policies and Prevention Program,” published by the Wellness and Prevention Center at Seattle University, 1997.

Various offices on campus coordinated efforts to implement the Substance Abuse Prevention and Policies Handbook including: Human Resources, Provost, Student Wellness and Health Promotion Services, and Student Counseling. Initial comments or questions can be directed to Student Life.
Substance Abuse General Prevention

Wellness and Health Promotion Services at Cornish College of the Arts cares about the overall health and well being of the campus community. We invite you to take your personal health into consideration in support of reaching your academic and career goals. We are dedicated to providing programs, resources, and education about the following college health-related issues.

- Alcohol and Other Drugs
- Eating Disorders
- Fitness and Recreation
- General Health and Wellness
- HIV/AIDS
- Nutrition
- Sexual Health
- Stress Management
- Suicide Prevention
- Tobacco Cessation
Specifically, in regards to alcohol and other drugs, Wellness and Health Promotion Services is prepared to conduct:

- Prevention Education: To educate students about the effects of alcohol and other drugs through programs, workshops, meetings, and literature.
- Resource and Referral Services: To assist students in seeking appropriate avenues of assessment and treatment for substance abuse and to provide referrals to treatment centers and support-groups designed to help a person stop abusing alcohol and/or other drugs.
- Policies and Procedures: To review and revise college policies and procedures regarding alcohol and other drugs to ensure fair and consistent implementation supportive of the mission of the college and of this program, as well as of federal, state and local guidelines.
- Evaluation and Research: To assess and evaluate these services, as well as campus norms, and make appropriate program changes to adapt to evolving needs. Assessment will take the form of yearly evaluations of student, faculty and staff attitudes and behaviors towards alcohol and other drugs.

**Alcohol and Drug General Resources**

**On-Campus Student Resources**

Student Life/ Wellness and Health Promotion Services:

This program at Cornish College of the Arts cares about the overall health and well being of the campus community. We invite you to take your personal health into consideration in support of reaching your academic and career goals. We are dedicated to providing programs, resources, and education about a variety of college health-related issues.

Phone: 206.726.5174
Student Life and Counseling Offices are located at the Cornish Commons, 1st Floor

**Student Counseling:**

Student Counseling Services available at Cornish College of the Arts emphasizes brief and short-term therapy, crisis intervention and referral to appropriate community resources. The frequency of appointments, methods and duration of services are determined by the needs of each student.

Counselor
Lori Koshork
Phone: 206.726.5027

Counselor
Jessica Thomson
Phone: 206-726-5047

**Off-Campus Employee Resources**

Faculty and Staff who suspect they may have a drug or alcohol abuse problem are encouraged to seek assistance through their own efforts before the problem affects their work performance or employment status. The Employee Assistance Plan offers a referral service for alcohol and other drugs, as well as other needs. The Employee Assistance Plan is available 24-hours per day.
Fully Effective Employees Phone: 1.800.648.5834
Website: www.fee-eap.com

**Emergency Numbers** 24-Hour Crisis Line 206.461.3222
866.427.4747
Alcohol and Drug 24-Hour Help Line 206.722.3700
800.562.1240
24-Hour CPS & Sexual Assault 800.562.6025
King County Sexual Assault Relief Line 1.888.998.6423
King County Alcohol and Other Drug Prevention 206.205.0551

**Local Self-Help Groups** Alanon/Alateen/Alatot 206.625.0000
Alcoholics Anonymous 206.587.2838
Cocaine Anonymous 425.244.1150
Marijuana Anonymous
206. 414.9270

Narcotics Anonymous
206.790.8888

Tobacco Quit Line (Toll Free) – 5am-9pm
1-800-QUIT-NOW (1-800-784-8669)

**Websites**

Alcoholics Anonymous
www.aa.org

**Blood Alcohol Level Chart**
www.depts.washington.edu/mcsurvey/bal/index.php

**Community Resources Online**
www2.ci.seattle.wa.us/crisisclinic

**Drug/Alcohol and Treatment Resources**
www.metrokc.gov/health/atodp/links.htm

**King County Sexual Assault Relief Center**
www.kcsarc.org
**Alcohol and Drug Treatment Resources**

These treatment centers have not been personally screened by Cornish College of the Arts and therefore no specific endorsement or recommendations can be made to any one program.

**Greater Seattle**

**Alcohol & Drug 24-hr Help Line**

<table>
<thead>
<tr>
<th>Service</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>206.722.3700</td>
<td>464 12th Ave Suite 300</td>
<td></td>
</tr>
<tr>
<td>800.562.1240</td>
<td>Seattle, WA 98122</td>
<td></td>
</tr>
<tr>
<td>Crisis Intervention/Referral Information</td>
<td>206.322.2970</td>
<td></td>
</tr>
</tbody>
</table>

**Addiction Recovery Services**

<table>
<thead>
<tr>
<th>Service</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swedish Medical Center/Ballard</td>
<td>12101 Ambaum Blvd. S.W.</td>
<td>1.800.500.6395</td>
</tr>
<tr>
<td>5300 Tallman Ave. NW</td>
<td>Seattle, WA 98146</td>
<td></td>
</tr>
<tr>
<td>Seattle, WA 98107</td>
<td></td>
<td></td>
</tr>
<tr>
<td>206.781.6209</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detox Facility Only</td>
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**Consejo Counseling and Referral**

<table>
<thead>
<tr>
<th>Service</th>
<th>Address</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>3808 South Angeline</td>
<td>611 12th Ave. South</td>
<td>206.324.9360</td>
</tr>
<tr>
<td>Seattle, WA 98118</td>
<td></td>
<td></td>
</tr>
<tr>
<td>206.461.4880</td>
<td></td>
<td></td>
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</tbody>
</table>

**A Positive Alternative**

<table>
<thead>
<tr>
<th>Service</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women’s Recovery &amp; Men’s Recovery Center</td>
<td>1116 Summit</td>
<td></td>
</tr>
<tr>
<td>100 23rd Avenue South</td>
<td>Seattle, WA 98101</td>
<td>206.323.0934</td>
</tr>
<tr>
<td>4649 Sunnyside Ave North</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seattle, WA 98103</td>
<td></td>
<td></td>
</tr>
<tr>
<td>206.547.1955</td>
<td></td>
<td></td>
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</tbody>
</table>

**Recovery Centers of King County**

<table>
<thead>
<tr>
<th>Service</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>464 12th Ave Suite 300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seattle, WA 98122</td>
<td></td>
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</tbody>
</table>

**Schick Shadel Hospital**

<table>
<thead>
<tr>
<th>Service</th>
<th>Address</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>12101 Ambaum Blvd. S.W.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seattle, WA 98146</td>
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</tbody>
</table>

**Seattle Indian Health Board**

<table>
<thead>
<tr>
<th>Service</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>611 12th Ave. South</td>
<td></td>
<td></td>
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<tr>
<td>Seattle, WA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>206.324.9360</td>
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</table>

**Therapeutic Health Services**

<table>
<thead>
<tr>
<th>Service</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1116 Summit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seattle, WA 98101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>206.323.0934</td>
<td></td>
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</tbody>
</table>
The Eastside

Eastside Recovery Center 1412 140th Place NE Bellevue, WA 98005
(425) 747-7892
Outpatient

Lakeside Milan Recovery Center, Inc.
10322 NE 132nd Street Kirkland, WA 98034
(425) 822-5095
Inpatient

South King County

Auburn Youth Resources 816 F Street SE
Auburn, WA 98002
(253) 939-2202

Lakeside Milan Recovery Center, Inc. 721 45th St. NE, Suite C
North King County

Valley General Hospital
Alcoholism & Drug Recovery Center 14701 179th Ave SE
Monroe, WA 98272
(360) 794-7497
Inpatient/Outpatient

Everett Treatment Services Substance Abuse Services 7207 Evergreen Way, Suite M
Everett, WA 98203
(425) 450-6711

Recovery Options Northwest 9714 3rd Ave. NE, Suite 103
Seattle, WA 98115
(206) 361-4707
**Information about Commonly Abused Substances**

**Alcohol**
How much is one drink?

A standard drink is:

- One 12-ounce bottle of beer* or wine cooler
- One 5-ounce glass of wine
- 1.5-ounce shot of liquor

* Different beers have different alcohol content. Malt liquor has higher alcohol content than most other brewed beverages.

Alcohol consumption causes a number of marked changes in behavior.

- For some people, alcohol is addictive. Tolerance can develop. Withdrawal symptoms may include nervousness, tremors, seizures and hallucinations.
- Long-term abuse can damage the liver, brain and other organs, and can result in severe mental and physical problems.
- Consuming too much alcohol at once can cause death through acute alcohol toxicity. “Drinking games” are especially dangerous as they can easily lead to overdoses.
- Alcohol impairs vision and motor coordination. Driving drunk is illegal and endangers yourself and others.
- If a woman drinks too often during pregnancy, her baby may develop Fetal Alcohol Syndrome (FAS).
- In the United States, it is illegal to purchase alcohol if you are less than 21 years of age.
- Mixing alcohol with over-the-counter medications, prescription medications, or illegal drugs is dangerous and can lead to medical emergencies. It can also render your prescription medication ineffective.

Risks of alcohol derived from Dance Safe: Promoting Health & Safety Within the Rave and Nightclub Community. For more information visit www.dancesafe.org.

**Psychoactive Drugs**

All psychoactive drugs (including alcohol) can produce negative health risks associated with long-term use. The chart on the following page is a list of some possible health risks associated with commonly abused substances.
## Health Risks Associated with Commonly Abused Substances

<table>
<thead>
<tr>
<th>Category</th>
<th>Drug</th>
<th>Possible Effects</th>
<th>Complications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>Beer, wine, liquor</td>
<td>Muscle relaxation; impaired motor control, memory, and judgment; depression; intoxication</td>
<td>Severe impairment of all physical and mental functions; risk of choking or injury from falls or accidents; loss of consciousness; respiratory failure; coma; death due to anesthesia of brain centers controlling breathing and heart rate</td>
</tr>
<tr>
<td>Cannabis</td>
<td>Marijuana, hashish, hashish oil</td>
<td>Altered sense of time and visual perception; euphoria; memory interference; reduced coordination and reflex response capacity</td>
<td>Fatigue; reactions ranging from mild anxiety to panic and paranoia; confusion; disorientation; hallucinations and distortion of sense perceptions</td>
</tr>
<tr>
<td>Sedatives</td>
<td>Barbiturates, tranquilizers, methaqualone, other depressants</td>
<td>Drowsiness; slurred speech; disorientation; impaired motor coordination</td>
<td>Shallow respiration; weak and rapid pulse; coma; possible death from depression and central nervous system functions</td>
</tr>
<tr>
<td>Hallucinogens</td>
<td>LSD – acid, psilocybin, peyote, mescaline, many other natural and synthetic hallucinogens</td>
<td>Altered sense of time, space and visual perception; disorientation; hallucinations; nausea; dilated pupils; cross sensory perceptions; dizziness; increased blood pressure and heart rate; sweating and chills.</td>
<td>Impaired judgment leading to impulsive actions; paranoia; rapid mood swings; “bad trip” – fear, anxiety, paranoia, panic and hallucinations to match; exhaustion after use, depression; fears – often of death, of their mind not working right or of flashbacks</td>
</tr>
<tr>
<td>Narcotics</td>
<td>Heroin, codeine, opium, morphine, percocet, fentanyl</td>
<td>Euphoria; drowsiness; nausea; respiratory depression</td>
<td>Shallow and slow breathing; dizziness; vomiting; sweating; convulsions; coma; possible death</td>
</tr>
<tr>
<td>Steroids</td>
<td>Anabolic steroids</td>
<td>Acne; aggressive behavior; anger management problems; cholesterol imbalance; impotence; psychosis</td>
<td>Aggressive behavior; psychosis; reduced fertility; stroke; liver damage; increased cancer risk</td>
</tr>
<tr>
<td>----------</td>
<td>------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Stimulants</td>
<td>Cocaine, crack, speed, amphetamines</td>
<td>Increased alertness; pulse and blood pressure; euphoria; pupil dilation; insomnia; loss of appetite</td>
<td>Increased agitation; irritability; dizziness; confusion; fatigue; depression; seizure; convulsions; tactile or visual hallucinations; possible death</td>
</tr>
<tr>
<td>Nicotine</td>
<td>Cigarette, cigar, pipe, smoking, chewing tobacco</td>
<td>Increased heart rate and blood pressure; irritation of the eye and nose and respiratory tract; shortness of breath; decreased sensitivity of taste buds; depression.</td>
<td>Increased risk of heart attack, cardiovascular disease; mouth, throat and lung cancer; and other pulmonary disease</td>
</tr>
</tbody>
</table>

**Information About Moderate Drinking**

If you are making a choice to drink alcoholic beverages, there are some strategies to consider adopting that will lessen the chance of a negative consequence occurring. You are encouraged to:

- **Plan ahead:** Set a limit before you start drinking. Consider how you will get home and your plans for the next day. Be aware of your health and mood.
- **Eat first:** With food in your stomach, alcohol gets absorbed more slowly and you will keep from getting intoxicated as quickly. Avoid eating salty foods.
- **Monitor:** Pour your own drinks and measure them. Keep track of how much you drink.
- **Slow down:** Think about drinking for quality, not quantity. Slow down, sip your drink, and make it last awhile. Substitute or alternate non-alcoholic drinks. Space your drinks and have no more than one per hour.
- **Avoid drinking games:** Drinking games, pounding, and/or funneling your drink promotes getting drunk fast. Try to avoid the pressure to keep up with your friends.
- **Self-Awareness:** Learn more about how alcohol affects you. Be aware of cues that can influence you to drink more (i.e., people, places, emotions, thirst, stress).
- **Educate:** Brochures are available in the Student Affairs and Student Counseling offices. Blood Alcohol Content (BAC) guides are available to help you understand how alcohol affects someone of your size and gender.
- **Remember:** You can choose to keep yourself safer by drinking responsibly.
Recognizing Abuse of Alcohol and Other Drugs

Listed below are some common signs of the abuse of alcohol or other drugs. Of course, these signs may develop from any number of causes, but enough of these signs occurring together should raise the suspicion of chemical dependency.

- **Physical signs:** Red, puffy, or glassy eyes; sudden weight change; coughing or chest pain; fatigue; loss of motor coordination (staggering, slurred speech); frequent intoxication or hangovers; physical injuries or complaints, unprotected sex resulting in pregnancy and sexually transmitted diseases (including HIV and AIDS).
- **Behavioral signs:** Constantly late; work not completed; worsening grades; frequently absent from school or work; secretiveness; fatigue; changes in sleep or eating habits; frequent job changes; missing money or possessions; dramatic change in personal hygiene; memory loss; unusual defensiveness; inappropriate laughter; hyperactivity or restlessness.
- **Social signs:** Unusual changes in peer group; loneliness/isolation; withdrawal from friends; poor social skills; low tolerance for frustration; verbal/physical abuse of others; disregard for family; legal problems (DUI, assault, damage to property).
- **Personality changes:** Severe mood swings; depressed feelings much of the time; irresponsible toward appointments and everyday tasks; decreased interest in activities; tendency toward dishonesty; anxiety/paranoia.

Substance abuse by friends and family members is also of concern to students. Patterns of risk-taking behaviors and dependency not only interfere in the lives of these abusers, but can also have a negative impact on students’ academic work, emotional well-being, and adjustment to college. Students, faculty and staff concerned with their own health or that of a loved one should consult a college counselor, a physician or one of the other resources listed previously for more information and assistance.

**Cornish Alcohol and Drug Policies and Procedures**

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.
I. Policies

A. General

1. Substance Abuse

a) 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.
b) 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 practices.
c) Cornish employees, while at work or when acting on behalf of Cornish College of the Arts, must be free from the effects of illicit drugs and alcohol. College policy prohibits employees from consuming alcohol on campus except for sponsored events. Intoxication is a violation of college policy.
d) Cornish students have the responsibility to know the risks associated with the use and abuse of alcohol and other drugs. Students are expected to assist the College in creating an environment that promotes health-enhancing attitudes and activities.

e) Cornish College of the Arts strictly forbids students from appearing in any public place distinctly under the influence of alcohol or other illicit drugs. These substances will not be allowed to interfere with college housing, co-curricular activities, campus safety, or classroom learning.
f) Cornish College of the Arts has the right to refer suspected unlawful drug or alcohol-related incidents to appropriate federal, state or local legal authorities.

2. Alcoholic Beverages

a) 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. (See Section II. Application for Consideration for the Use of Alcoholic Beverages)

3. Marijuana:

a) While I-502 decriminalized the possession and use of small quantities of marijuana for those 21 and over, it is important to note that under federal law, the possession and use of even small amounts of marijuana remain a federal crime. Though voters in the state passed Initiative I-502 allowing for possession of 1 ounce or less of marijuana for citizens 21 years or older, possessing and using marijuana on or in any College property will remain against the law.
b) As a recipient of federal funds, such as financial aid, Cornish College of the Arts must comply with the Safe & Drug Free Schools and Communities Act and the Drug-Free Workplace Act. Compliance requires maintaining a drug-free campus. If the College does not comply with federal laws and regulations on marijuana possession and use on campus, it risks losing federal funds.
c) Accordingly the passage of I-502 will not change current Cornish College of the Arts policies prohibiting production, distribution, possession or use of marijuana on
College property or during College-sponsored activities. A violation of these policies may lead to sanctions under the student conduct code, the general code of conduct or the College rules applicable to faculty and staff.

d) If you are convicted of possessing or selling illegal drugs, including marijuana, during a period of enrollment for which you are receiving aid you could forfeit your financial aid eligibility indefinitely.
  i) One conviction of possession of any illegal drug makes you ineligible to receive financial aid for one year from the conviction date.
  ii) Two convictions make you ineligible for two years from the date of the second conviction.
  iii) Three or more convictions make you ineligible indefinitely.
  iv) One conviction of selling any illegal drug makes you ineligible to receive financial aid for two years from the conviction date. Two or more convictions make you ineligible indefinitely.

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

B. 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 the Director of Human 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 Resources Office and the Counseling Office maintain a list of agencies which provide rehabilitative and counseling services.

A drug conviction may impact your federal financial aid eligibility. 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 seq.) 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.

II. 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 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.

**Washington State Legal Sanctions**

When making decisions about consuming alcohol, it is important to consider the following Washington State laws. The punishment for a person convicted of violating any of the state laws described below may include imprisonment and/or fines.

Regarding Minor in Possession (MIP) and Use:
- As prescribed by state law, no person under 21 may acquire, possess, or consume any alcoholic beverage. It is illegal to sell alcohol without a permit. It is also unlawful for any person to provide alcoholic beverages to someone under 21.
- Persons under 21 may not be in a public place or in a vehicle in public while exhibiting the effects of having consumed alcohol. A public place includes city streets and any buildings and grounds used for college purposes.
- Persons under 21 may not purchase or attempt to purchase alcohol.
- Possession of a false identification card is a misdemeanor.
- Alcohol may not be opened or consumed in a public place.
There are numerous local, state and federal statutes related to the manufacture, distribution, dispensation, possession and use of controlled substances*. Legal sanctions may be imposed for both felony and misdemeanor convictions. Legal sanctions range from fines to multi-year prison terms to loss of financial aid. More severe penalties are provided for persons convicted of providing controlled substances to minors and for repeat offenses.

- It is unlawful to manufacture, deliver, or possess an illicit drug. For minors, the possession of 40 grams or less of marijuana is a misdemeanor. A person 21 years or older may possess not more than 1 ounce of marijuana, or 16 ounces if infused in a solid (e.g. 16 oz of marijuana infused cookies). **Possession of marijuana on the College campus or grounds is prohibited.**
- It is unlawful to possess or use drug paraphernalia for purposes relating to the manufacture, delivery, possession, or use of an illicit drug.

* A partial list of drugs considered to be controlled substances in Washington state: Narcotics (opium and cocaine as well as all drugs extracted, derived, or synthesized from opium and cocaine, such as crack cocaine and heroin); marijuana; methamphetamine; barbiturates; and hallucinogenic substances (LSD, peyote, mescaline, psilocybin, PCP, THA, MDA, STP).

Regarding Driving:

Any minor in possession (alcohol or drug) offense will result in loss of your driver’s license for one year (1st offense) or for two years (2nd offense).

- Underage Driving Under the Influence (DUI) with a .02-.07 Blood Alcohol Content (BAC) has the following penalties: 1st Offense: 90-day license suspension, $1,000 fine, maximum 90 days in jail.
- 2nd Offense: License revoked until age 21 or at least one year, $1,000 fine, maximum 90 days in jail.

Any age Driving Under the Influence (DUI) with a BAC of .08 or higher has the following penalties:

- 1st Offense: 90-day license suspension, $8,125 fine, one day jail or 15 day electronic home monitoring, possible ignition interlock.
- 2nd Offense: License revoked for minimum of two years, $8,125 fine, minimum 30 days in jail and 60 days electronic home monitoring, possible five year ignition interlock.
23. **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. Those students with disabilities are encouraged to report such to the College. In such matters, an individualized evacuation plan is created in conjunction with the student to ensure safety during a building evacuation.

**Fire Procedures (General): For CORNISH COMMONS (2025 Terry Ave)**

Cornish Commons is a high rise building and that makes it more complex. High rise fires are more complex than many other occupancies because of: the number of people occupying the building and the distances they must travel to evacuate, the building’s size and the physical challenges to firefighters in tackling the fire.

**Controlled evacuation with zoned alarm system**

The Commons has a zoned alarm system. This means the alarm will ring on only a few floors in the direct vicinity of the fire. The minimum number of floors that must go into alarm are the fire floor and the floor above. Persons on a floor where an alarm is sounding are to enter the exit stairwell, go down four (4) floors, and re-enter the building. If the alarm is sounding on this floor too, the persons are to evacuate the building and relocate to the Designated Meeting Location.

NOTE: When instructed to do so by Housing staff and/or when a fire alarm sounds, an individual may need to evacuate the building. If, after evacuating (4) floors and an alarm activation is still present, an individual must evacuate the building by following the illustrated evacuation routes (located on each floor near the elevators)
Evacuation:

1. Evacuate from the building quickly and safely. (If the hallway is clear of smoke, walk to the nearest fire exit and evacuate the building. Close your door behind you.)
   a. Feel the door from top to bottom - if it is hot, do not open. Keep calm. If trapped in a room, do the following if possible.
      i. Place towels or clothing, preferably wet, under the door to keep smoke out.
      ii. Clear the window of blinds, attract attention. If you have a phone available contact Campus Safety & Security at extension 5038 or 206-726-5038 (with a cell phone) and/or 911 to report that you are trapped; give your name and room number/specific location.
      iii. Stay low; breathe fresh air near the ground.
      iv. Stay calm and await help.
   b. If the door is cool, crouch low and open door slowly. Close door quickly if smoke or fire is present.
   c. If you encounter heavy smoke in a stairwell, go back and use an alternate route.
   d. If it is clear, locate nearest EXIT ROUTE sign (displayed as an example above) and proceed down the stairwell. Stay low if smoke conditions exist. Report to your Designated Meeting Location.
Follow the evacuation plan established for this building.
Do not re-enter this building until instructed by Campus Safety & Security and/or H&RL Staff.
Please Note: Tampering with or misuse of fire safety equipment is illegal. Violators are subject to appropriate sanctions and prosecution.

Reminders:

- Fire Drills are conducted each semester
- Try to activate the fire alarm before attempting to extinguish a fire
- Never enter a room that is emitting smoke
- Never open a door that is warm to the touch

IMPORTANT: IF UNABLE TO LEAVE THE BUILDING
If guests or tenants are unable to leave the building, they should create an area of refuge: Seal the room. Use wet cloth to stuff around cracks in doors and seal up vents to protect against smoke. Do not break windows. Flames and smoke can come back in from the outside. If you need air, open the window a crack. Stay low under smoke. The freshest air is near the floor. Keep a wet cloth over your nose and mouth, breath through your nose only. Signal for help. Use the telephone to call 911.

Fire Log

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 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.

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NOTE: Current Housing facility – CORNISH COMMONS (2025 Terry Ave)