

Elite Cosmetology, Barber & Spa Academy

2606 West Nob Hill Blvd, Yakima WA 98902

Revised 6/17/2025

Campus Security, Safety Reporting and Policy Manual

This report is required by federal law and contains policies and procedures, policy statements and crime statistics for the school.

Campus Administration: 509-945-7927 - Betty King

509-945-7928 - Roger King

Operations Director: 509-945-7927 - Betty King

Emergency Number: 911 - Law Enforcement, Fire Department or
Ambulance

509-575-6200 - City of Yakima

Policy Department Non-Emergency
Line

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Introduction

It is Elite Academy's policy to provide a safe campus environment for students.

The Clery Act was advocated by Howard and Connie Clery after their 19-year-old daughter Jeanne was raped and murdered in her dorm room at Lehigh University in 1986. Clery's parents lobbied Congress for legislation requiring colleges and universities to publish their crime statistics after learning about 38 violent crimes that had occurred on campus in the three years prior to Clery's murder.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of post-secondary education participating in federal student aid programs are subject to it. Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program.

Annual Security Report

Elite Academy's Operations Director is the Campus Security Authority (CSA) and has received training as such. The Operations Director collects and maintains a log of all crime statistics occurring on Elite Academy's campus. These statistics are gathered through our crime logs as well as the Policy report of our area. All crimes are reported based on the calendar year in which the crime was reported. These statistics are reported to the Department of Education annually before October 1st.

Postsecondary institutions are required to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution that which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. Elite Academy's (Elite) Leases do not include parking, therefore the parking lots are not a part of the on campus geographic report area. This campus does not have any public geographic areas to report. Elite does not own or control any off-campus buildings.

Each year, the Operations Director Report to all students and staff of Elite Academy through the required federal reporting systems. It is emailed to current students by September 30 each year. It is made available to the public via our website www.elitechsacademy.com. The report is made available to the students on the student bulletin board, discussed in orientation that it is available on the website, as well as in hard copy for those that request it.

Annual Crime Statistics can be found after page 17 of this manual.

Reporting of Crimes, Accidents or Emergency

It is the responsibility of everyone on campus to be a part of Crime and Accident Prevention. Elite Academy does not have on campus security or law enforcement on campus.

Any emergency involving a threat to life or property should be immediately reported to 9-1-1. This event should immediately be reported to the Campus Security Authority (CSA). Non-emergencies should be reported to the campus CSA as soon as possible.

- Betty King – (509)945-7927

All crimes are reported to the local police department for investigation. We encourage all students and staff to report all crimes in a timely manner to our Operations Director and CSA Betty King, who will promptly contact the local authorities to address the issue.

To report crimes to Elite Academy for the purpose of inclusion in the annual report please contact Betty King – contact information: Operations Director Betty King 2606 W Nob Hill Blvd, Yakima, WA 98902

You may also independently contact the local police via 911 for emergencies or Yakima Police Department, 509-575-6200 for their non-emergency line.

Reporting to Other Campus Authorities

Campus Security Authorities (CSA) for Clery purposes. The Clery regulations define a CSA to include individuals who are responsible for monitoring the entrance into Elite Academy property, anyone Elite Academy specifically designates and an official who has significant responsibility for Student and Campus Activities. Crimes reported to any CSA, the school officially designates will be included in the report.

Clery Coordinator, Operations Director: Betty King
Title IX Coordinator: Roger King and Jordan Gillman
Future Professional Advisor: Carolina Martinez

Accurate & Prompt Reporting Encouraged

When a crime is not reported, others in the community may also become victims. Many times, this is because the school and law enforcement did not have the information to take action. We encourage you to also advocate for the victim and report crimes if they are unable to. When we all work together to ensure we are participating in safety and security, we are much safer.

Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the institution system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the CSA can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others.

With such information, the institution can keep an accurate record of the number of incidents involving students, 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 counted and disclosed in the annual crime statistics for the institution.

Elite Academy will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, we will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

- Reporting crimes is completely voluntary; however, victims and witnesses are encouraged to report crimes. Sometimes the victim or witness needs to seek assistance. If you need to pursue professional help that is not reported to the school after having been a victim of or witness to a crime, contact the following counseling center or see list below under reporting Dating Violence, Domestic Violence, Sexual Assault & Stalking:
Central Washington Comprehensive Mental Health 509-575-4084

Dating Violence, Domestic Violence, Sexual Assault & Stalking Policy

Elite Academy strictly prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking.

Elite seeks to promote awareness amongst staff and students concerning the crimes of dating violence, domestic violence, stalking, and sexual assault, to better equip the community to prevent these crimes, to promote safety, to respond appropriately when these types of crimes are reported, and to provide meaningful assistance and resources to victims.

Specifically, Elite provides training to new students in the new student orientation, and to new employees within 90 days of hire. These training sessions will cover, but will not be limited to, the following topics:

- What constitutes dating violence, domestic violence, stalking, and sexual assault as defined below (See "Crime Definitions");

- What constitutes “consent” in reference to sexual activity ;
- Ways to reduce the risks of these crimes
- The importance of bystander intervention — and safe and positive options for engaging in bystander intervention;
- The procedures Elite will follow when one of these crimes is reported; and
- Positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality.

Law Enforcement Policy

If a student or staff member is a victim of dating violence, domestic violence, sexual assault or stalking and Elite Academy is made aware of the incident, Elite Academy will inform the victim that they have the option to notify the appropriate law enforcement authorities, including the local police and/or request medical attention.

If the victim wants the Operations Director or Title IX Coordinator to assist in the notification of the proper law enforcement authorities, they will assist the victim in making this report. They will call 911 for medical assistance if needed and/or alert the police.

The victim has the right to decline notifying such authorities. In the event that the situation requires emergency notification or law enforcement involvement to protect Elite Academy’s community from an ongoing situation, Elite Academy may still notify law enforcement as part of their obligation to provide a safe and nondiscriminatory environment, but will maintain confidentiality to every extent possible while still providing necessary information to keep the community safe.

To report to the police, you may call 911, go to the police station at 200 South 3rd Street, Yakima WA 98901 or call their non-emergency number at 509-575-6200.

Making a police report involves calling or visiting the local agency to initiate the report. Each individual’s experience may vary and include a forensic examination, interviews, information seeking, victim advocacy resources. For more information, please contact the local police at the non-emergency number.

Elite Academy does not maintain commissioned law enforcement, nor does Elite Academy have the ability to investigate criminal matters.

Reporting Dating Violence, Domestic Violence, Sexual Assault & Stalking

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain the necessary medical treatment. It is important for those who believe they have been subjected to the crimes of dating violence, domestic

violence, stalking, and/or sexual assault to preserve evidence of the criminal behavior as it may be critical in proving the crime and/or obtaining a protective order.

Victims of domestic violence, dating violence, and sexual assault may choose to go to the hospital where they can receive a medical examination to treat injuries — or, in the case of sexual assault, address concerns about sexually transmitted diseases and pregnancy.

In addition, evidence can be collected that can be critical in documenting the injuries and/or proving the identity of the assailant. In Seeking out such an examination, a victim will not be required to file a police report; however, if such a victim ultimately decides to make a report, seek a protective order, and/or pursue criminal charges, such medical evidence may prove valuable. Victims of stalking are likewise urged to preserve evidence of the stalking conduct. Such evidence may include, but is not limited to, text messages, other relevant smart phone data or social media activity, and photographs and audio recordings. Elite strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An Assault should be reported directly to local police and to the Campus Directors.

Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam
- By contacting the police department, the student is assured they will have access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention. Elite will assist the student in notifying the authorities if the student requests our assistance.
- Elite Academy has no on campus counseling or mental health services.

The Following Off Campus Services are Provided by Local Agencies:

- Central Washington Comprehensive Mental Health 509-575-4084
- Lower Valley Crisis and Support Center Hotline 509-837-6689
- Rape Crisis and Victim Services Hotline 817-927-2737
- YWCA 509-248-7796
- Yakima County Sexual Assault Resource Center 24 Hour Line 509-575-4200 or 800-572-8122
- Yakima Sexual Assault Unit Hotline 509-452-9675

Confidentiality of Victims and Other Necessary Parties

Elite Academy will protect the confidentiality of the victim in accordance with the law. In addition, the Director of Operations will maintain all records of the incident. All accommodations or protective measures provided to the victim will remain confidential to the extent that maintaining such confidentiality will not impair the ability of the institution to provide the accommodations or protective measures. Only staff members who need to know will be apprised of the information. The school is required to publish each year's statistics for certain crimes that are reported to the school authorities or local police agencies, including incidents of sexual assault, domestic violence, dating violence, and stalking. The report only includes incidents and not the names or identifiable information.

Procedures for Campus Disciplinary Action in cases of an Alleged Sex Offense

If a student wishes to change their academic situation after an alleged sex offense, the institution will explain all the options to the student and use every possible avenue to make the changes requested. The accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the disciplinary proceeding. Both the victim and the accused will be informed of the outcome of the hearing at the same time and by an email notification. A student found guilty of a sex offense-related disciplinary proceeding could be criminally prosecuted in the state courts and may be expelled from the institution.

Advising the Campus Community About Sex Offenders

Upon release from prison, individuals convicted of sex crimes may be required to register with law enforcement agencies (under laws referred to as "Megan's Laws"). If registered sex offenders are enrolled at, or employed at a postsecondary institution, the offenders also must provide this information to the state. The state then provides the information to campus police departments or to other law enforcement authorities in the jurisdiction where the institution is located. The Washington sex offender database can be accessed at:

<https://www.yakimacounty.us/267/Sex-Offenders>

Sex Offender Registry

In accordance with the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. § 14071(j)), and the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921), we are notifying you that you can obtain information concerning registered sex offenders by visiting <https://www.yakimacounty.us/267/Sex-Offenders>, information is also available on the Washington Association of Sheriffs & Police Chiefs Website <https://www.waspc.org/sex-offender-information>

Security of and Access to all Campus Facilities

Programs designed to inform students about campus security

The institution does not offer regularly scheduled crime awareness or prevention programs. Students are informed during Orientation of the campus security policies and procedures. Staff and students are encouraged to park in well-lit areas of the parking lot and never be alone when entering or exiting the schools during non-daylight hours. Students are encouraged not to bring valuables to the school, and to never leave personal items unattended. Students are asked to be watchful for any suspicious behavior on campus and report it immediately to the appropriate staff member. Elite Academy does not have any officially recognized student organizations with off-campus locations.

Crime & Accident Prevention

The school does not assume liability for any stolen property. Students are responsible for their own textbooks, equipment, and all personal property. Do not leave any of your items at school. Vehicles should be properly secured; valuable items stored in a locked trunk, windows rolled up, keys removed, and all doors locked. The institution encourages students and staff not to bring or wear expensive jewelry, money or other valuables to the school or store them in your car. Such items should be left at home to reduce the chance of theft. The school reserves the right to prosecute any student or employee to the full extent of state and United States federal law for any criminal violation committed on the school premises. The school will take into consideration the specifics of any student who may be accused of a crime on a case-by-case basis, which may include suspension or termination from school.

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

- Criminal Homicide: Murder and Nonnegligent manslaughter; and Negligent Manslaughter
- Sex Offences: Rape, Fondling, Incest and Statutory Rape
- Robbery/Theft
- Simple/Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Arrests and referrals for disciplinary actions including arrests for liquor law violations, drug law violations, and illegal weapons possessions.
- Hate Crime(s) including larceny-theft, simple assault, intimidation, destruction, damage, vandalism of property
- Dating Violence, domestic violence and stalking
- Larceny
- Forcible Sex Offenses

- Domestic Violence
- Non-forcible sex offenses
- Dating Violence
- Stalking
- Unlawful Consumption/possession of alcohol or other controlled/illegal substance(s)

Further Preventative Measures Include:

- Students and/or employees shall not be permitted to consume and/or be under the influence of illegal or controlled substances, including alcoholic beverages, during school hours or at school functions.
- Students and/or employees shall not be permitted to have any illegal or otherwise dangerous weapons in their possession or on school property. Such a violation will result in the confiscation of the weapon, possible prosecution, and possible termination from enrollment or employment. Students may not bring firearms into the school even if they possess a concealed carry permit.
- Students and/or employees must park in the designated areas and should always keep their cars securely locked.
- Employees and/or students must not remain alone within the facility after closing without administrative approval. If approval is given, the outside door must remain locked, and the employee must not allow any unauthorized individual entrance.
- All employees make certain the offices always remain securely locked.
- Students and/or Employees will report hazardous conditions (i.e. faulty/broken equipment, water leaks, exposed wires, etc.) to the campus manager for immediate attention.
- The institution's manager will handle all hazards with appropriate caution and contact the appropriate agencies if necessary.
- Students and/or Employees should handle all equipment correctly: i.e., within the manufacturer's specifications. The school will not be responsible for accidents caused by the inappropriate or negligent use of any of its equipment.
- Students and/or employees shall not be permitted to use unauthorized equipment. The school will not accept liability for accidents involving such unapproved equipment.

Campus Security

In order to protect employees, students and clients, Elite Cosmetology, Barber, & Spa Academy requires certain procedures to be followed. Elite Cosmetology, Barber & Spa Academy does not have, nor offer, dormitories or housing options. Security rules and regulations are as follows:

1. Visitors and clients must check in at the reception desk. All visitors and clients are always to be escorted while on campus. Employees are responsible for any visitors they bring to the school.

2. Visitors and clients may be required to submit themselves to a search before entering institutional property. Items being brought onto or removed from the property may be searched.
3. Any instances of non-compliance will be reported to the Operations Director.

Drug and Alcohol Policy

The possession, use or sales of alcoholic beverages and/or illegal drugs are prohibited on campus at all times. The school will enforce all Federal and State drug laws and underage drinking laws. Information concerning drug and alcohol abuse education program is posted on our website and is distributed annually to students and staff.

Student Alcohol and Drug Abuse Prevention

As required by the Drug Free Schools and Communities Act of 1989, which added section 1213 to the Higher Education Act, and implemented at 34 CFR Part 86, we have adopted and implemented a drug and alcohol prevention program for our students that at a minimum includes:

- Standards of conduct that clearly prohibit, the unlawful possession, use, or distribution of illicit drugs and alcohol by student and employees on its property or as a part of its activities.
- A description of the applicable legal sanctions under, State or Federal Law for the unlawful possession or distribution of illicit drugs and alcohol
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
- A clear statement that the institution will impose disciplinary sanctions on students consistent with local, State and Federal law, and a description of those sanctions, up to and including expulsion and referral for prosecution, for violation of the standards of conduct.

Policy Regarding Emergency Response and Evacuation Procedures

Elite Academy is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. An “immediate” threat as used here encompasses an imminent or impending threat such as an approaching forest fire, as well as a fire currently raging in one of the buildings. Some other examples of significant emergencies or dangerous situations are:

- Outbreak of meningitis, norovirus or other serious illness
- Approaching tornado, hurricane or other extreme weather conditions
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil unrest or rioting
- Explosion
- Nearby chemical or hazardous waste spill.

Betty King (Operations Director), Carolina Martinez (Assistant Director of Education) and Roger King (Financial Aid Director) are responsible for carrying out the Emergency Response and evacuation procedures.

Notification Process

The procedures the institution will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus is as follows:

- For students on campus the notification will depend on the emergency but will generally include physical or verbal communication with instructors and students.
- When time allows, the CSA/Operations Director will verify the emergent situation by consulting the appropriate authority. These authorities include but are not limited to local police, fire, Department of Health, strip mall owners/managers, television news reports, visual affirmation and witness accounts. The method used will depend on the type of emergency.
- Once evacuated, locked down, or sheltered in, the Operations Director, if they did not have time beforehand, will call the appropriate authority to inform/be informed, and verify the emergent situation. The Operations Director will determine how to proceed and decide what information to include in the notification to students on campus and in the email to all students and staff, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. If it is determined that the emergency is likely to affect the community, the Operations Director will notify the proper authority. This includes but is not limited to utility companies, police, fire, health department, and local government offices. Elite's campuses are small, and any emergency will affect all areas of that campus and notification will be campus-wide.

Emergency Procedures

Elite Academy is required to immediately notify the campus community, upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. An “immediate” threat as used here encompasses and imminent or impending threat.

Examples of Dangerous Situations

Fire	Bomb Threat	Explosion	Terrorist Incident
Earthquake	Chemical Spill	Illness Outbreak	Tornado/Extreme Weather
Armed Intruder	Gas Leak	Civil Unrest or Rioting	

Timely Warning for Community

- For community safety, 911 will be dialed to notify of a dangerous situation.

In an emergency evacuation the school should proceed as rapidly and safely as possible. The plan accounts for three scenarios of evacuation

1. Evacuation The evacuation procedure is most appropriate when, in the judgment of the campus director, persons present in the campus during the Emergency are best protected by exiting the facility. Examples of such situations may include a fire, gas leak, or bomb threat. In an Evacuation, the Campus director will utilize the verbally alert instructors and students. The location of the safe area where staff and students should assemble to await further information is in the parking lot near the Red Robin restaurant located in front of the building. The instructor will ask all occupants to remain in the safe area until further notice. The Operations Director will leave the building only after confirming that all building occupants have exited the facility. Upon ensuring that all building occupants are accounted for and in the safe area, the Operations Director will then proceed with the above-mentioned notification process.

2. Lockdown The lockdown procedure is most appropriate when, in the judgment of the Emergency Response Team, persons present in the campus during the Emergency are better protected by remaining in the building (rather than evacuating the facility) and securing the campus to prevent entry by one or more individuals outside. Examples of such situations may include an active shooter or a terrorist incident in the surrounding community, or civil unrest and rioting. In a lockdown, the Operations Director will provide verbal notice to all occupants in the building of the need to lockdown, the reason for the lockdown, and the location of the safe area where they should assemble to await further information. This safe area for each campus will be predetermined. The Campus Director will ask all building occupants to remain in the safe area until further notice, and he or she will enter the safe area upon confirming that all building occupants are in the safe area. The campus director will then proceed with the above-mentioned notification process.

3. Shelter-in-Place Similar to the lockdown scenario, the Shelter-in-Place Procedure is most appropriate when, in the judgment of the Emergency Response Team, persons present in the

campus during the Emergency are best protected by remaining in the campus or designated portions of the campus. However, Shelter-in-Place procedures are intended for threats posed by nature (such as a tornado or hurricane) and do not necessarily require that the facility be secured to prevent entry by outsiders. In this scenario, the Campus Director will provide verbal notice to all occupants in the building of the need to Shelter-in Place, the reason, and the location of the safe area where they should assemble to await further information. If Possible, this safe area should be an area of the campus that is free of or far from windows. The Campus Director will ask all building occupants to remain in the safe area until further notice, and he or she will enter the safe area upon confirming that all building occupants are in the safe area. The campus director will proceed with the above-mentioned notification process

Procedures for Testing Emergency Response and Evacuation Procedures

A scheduled emergency drill and exercise is performed at a minimum annually at all campus and a log is kept by each campus director which includes:

- A description of the exercise (i.e., the test).
- The date the test was held.
- The time the test started and ended.
- Whether the test was announced or unannounced.

A drill is a single activity that tests a single procedure such as a lockdown or evacuation exercise is a coordination of efforts such as a test of first responders such as police or firefighters. Following the drill/exercise the students and staff will be directed to fill out an Emergency Response Survey. The survey will assess emergency plans and capabilities and have measurable goals. The Operations Director will then review this information to determine if these goals were met.

Security of and Access to all Campus Facilities

Employee and student access at all campuses is through the main entrance and alternate doors on the east side of the school. All doors are locked at 6:30 pm. At the end of the day, the Floor Instructor will inspect the building to make sure it is empty, and doors are secured. When the night class is in session, all doors remain locked and are only opened when students need to exit.

Crime Alerts in the Case of a Non-Emergency, but Continuing Threat

The following procedures apply in the case of certain criminal incidents which do not pose an emergency requiring use of the Emergency Procedures outlined above, but which may nonetheless pose an ongoing threat to the campus community. Elite Academy will provide timely warnings of reported criminal incidents ("Crime Alerts") when it determines: (1) that the reported incidents represent a continuing threat to students and employees of the campus; and (2) that sufficient detail is available to include in the Crime Alert so that the alert may aid in the

prevention of similar crimes. The Campus Director on each campus carries the primary responsibility to report a criminal incident that may pose an ongoing threat to students, staff and guests of the campus by contacting the Chief Operations Manager who will send a blast email to students and staff and post on the website. This communication will briefly describe any detail known about the incident, including the date and location. The decision of whether a Crime Alert is appropriate will be determined jointly by the Operations Director and the President of the school.

Campus Security Education

Elite Academy will conduct campus security training at least annually for:

- Campus Security Authorities,
- Other campus staff
- Students, to be conducted by the Registrar at student orientation.

This training will cover, amongst other topics, campus security practices and procedures. In these sessions, students and employees will be encouraged to be responsible for their own security and the security of others, and Elite Academy will discuss common-sense ways to help prevent crimes.

Prevention and Awareness Efforts

The prevention and awareness of criminal activity is an ongoing effort at Elite Academy. The administrators attend conferences and training yearly to stay informed of any changes to the Clery Act or Title IX regulations. There is also open communication with the local police departments and county sheriff's office to ensure the security of our students and employees. The administrators of Elite Academy will continue to make crime prevention and awareness a priority.

Campus and Community Resources

By providing this report annually, Elite Academy provides information about available **counseling, health, mental health, victim advocacy, legal assistance**, visa and immigration assistance, student financial aid and other services available for victims both within the School and in the community.

You may access these resources by directly connecting with them below. If you would like assistance in accessing these resources or have questions about additional or alternative options, please reach out to the Operations Director and our Title IX Coordinator.

The resources available in the community are listed below. Elite Academy does have assistance for Students regarding their Financial Aid and status with the school. Please contact the Financial Aid Service office at 509-457-9246 (Roger King or Jordan Gillman).

Hospital Closest to the School:	Yakima Memorial Hospital 2811 Tieton Drive Yakima, WA 98902
Counseling Resources:	Central Washington Comprehensive Mental Health 402 South 4 th Avenue 509-575-4084
Victim Advocacy:	Comprehensive Mental Health - Aspen Victim Advocacy 402 South 4 th Avenue 509-575-4084
	Lower Valley Crisis & Support Center Hotline 509-837-6689
	Rape Crisis & Victim Services Hotline 817-927-2737
	Yakima County Sexual Assault Resource Center 24 Hour Line 509-575-4200 or 800-572-8122
Legal Assistance:	Yakima Sexual Assault Unit Hotline 509-452-9675 Central Washington Legal Aid 3015 Holton Avenue Suite 202 Yakima, WA 98902 509-453-4400
YWCA:	818 W Yakima Ave 509-248-7796
Visa & Immigration	Department of Justice Clearinghouse for Immigration Assistance Assistance in the application process for a Visa Department of Justice Clearinghouse of an Attorney https://www.justice.gov/eoir/recognition-accreditation-roster-reports

Written Notification to Victims of Sexual Assault, Dating Violence, Domestic Violence and Stalking

Regardless of where the individual experienced the sexual assault, dating violence, domestic violence or stalking, when these incidents are reported to the School, the School through the Title IX Coordinator or designee will provide a written notification to the student or employee who experienced the incident explaining a victim's rights and options, including:

- Procedures to follow (preservation of evidence, how and where to report, options for protective orders, no contact orders, and/or orders of protection)

- Information about confidentiality
- Counseling and mental health resources
- Victim advocacy
- Contact information for local law enforcement
- Information on how to request supportive and/or protective measures
- The availability of options and assistance with the following (including how to request these changes and who to contact at the School): Academic adjustments like extension of deadlines or changing programs;
 - Living situation adjustments, like information on shelters or resources to move after experiencing these incidents;
 - Transportation option assistance
 - Working situation changes like modifications to work or class schedules;
 - Protective measures, like orders of protection/no contact orders, leaves of absence, safety planning or other similar measures
- Information regarding:
 - Legal assistance
 - Visa and immigration assistance Student financial aid
- Process for the School's disciplinary procedures

Elite Academy will provide this information to the student or employee who is a victim of sexual assault, dating violence, domestic violence or stalking in writing, regardless of if the behavior occurred on or off-campus. The School's ability to respond may be limited for certain off-campus situations, based on the date of occurrence and Title IX Regulations in effect at the time of the occurrence. Victims have the right to:

- Pursue action through both the School's policy and procedures prohibiting sexual assault, dating violence, domestic violence, and stalking, and the criminal process
- Pursue action through only the School's policy and procedures
- Pursue action only through the criminal process
- Report to the police and decline to pursue further action by law enforcement
- Seek supportive and/or protective measures regardless of their decision to pursue a School or criminal process
- Seek confidential support off campus
- Report to the Title IX Coordinator and decline to pursue further action or participate in any action (the School's ability to respond may be limited in this situation)
- Report anonymously (the School's ability to respond may be limited in this situation)
- Do none of the above (victims are still encouraged to seek support)

All options, accommodations or protective or supportive measures are facilitated by the Title IX Coordinator or a designee. The Title IX Coordinator's contact information is available on the School's homepage, in the School's catalog, in the School's Notice of Nondiscrimination, in this document in various locations, and by contacting the School Director or any School team member. All requests for options and assistance should be directed to the Title IX Coordinator. If the Title IX Coordinator is unavailable and the need is immediate, please contact the director or manager on duty.

These measures (accommodations and supportive or protective measures) are available upon request by the victim and if they are reasonably available. The School is required to comply with reasonable requests for changes. The Title IX Coordinator or designee will determine what measures are reasonable by evaluating the requests on a case-by-case basis based on the facts and circumstances of each situation and the resources available.

All options, accommodations and supportive measures are available to students and employees regardless of whether the victim chooses to report the crime to law enforcement.

Crime Definitions

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. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interactions between the persons involved in the relationship

DOMESTIC VIOLENCE - Any felony or misdemeanor crime of violence committed:

- by a current or former spouse or intimate partner of the victim;
- by a person with whom the victim shares a child in common;
- by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- by a person similarly situated to a spouse of the victim under the domestic or Family Violence laws of the jurisdiction in which the crime of violence occurred; 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 in which the crime of violence occurred.

SEXUAL ASSAULT- Engaging in a course of conduct directed toward a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

STALKING- Stalking is generally defined as a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking is a pattern of repeated and

unwanted attention, harassment contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Stalking can include:

- Repeated, unwanted, intrusive, and frightening communications from the perpetrator by telephone, mail, and/or email.
- Repeatedly leaving or sending the victim unwanted items, presents or flowers.
- Following or waiting for victim at places such as home, school, work, or recreational places.
- Making direct or indirect threats to harm the victim or the victim's children, relative, friends, or pets.
- Damaging or threatening to damage the victim's property.
- Harassing the victim through the Internet.
- Posting information or spreading rumors about the victim on the Internet, in a public place, or by word of mouth.
- Obtaining personal information about the victim by accessing public records, using Internet search services, hiring private investigators, going through the victim's garbage, following the victim, contacting the victim's friends, family, work, or neighbors etc.

CONSENT means voluntary, active and clear agreement, communicated by words or actions, to participate in specific sexual activity.

- Consensual sexual activity happens when each participant willingly chooses to participate.
- Consenting on one occasion does not obligate you to consent on any other occasion.
- Consenting means only that at this particular time, you would like to engage in this particular sexual behavior.
- A sleeping, unconscious, or incompetent person cannot consent.
- A person cannot consent to force causing or likely to cause death or grievous bodily harm or to being rendered unconscious.
- A person cannot consent while under threat or in fear.

In cases where a victim asserts that sexual activity occurred without consent, the standard is whether a sober, reasonable person in the same circumstances as the respondent should have known that the victim did not or could not consent to the sexual activity in question.

Lack of consent may be inferred based on the circumstances of the offense. All the surrounding circumstances are to be considered in determining whether a person gave consent, or whether a person did not resist or ceased to resist only because of another person's actions.

Risk Reduction

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

Information provided strives to empower victims, recognize warning signs, avoid potential attacks, and do so without victim-blaming approaches. No victim is ever to blame for being assaulted or abused. Unfortunately, research shows that individuals who experience sexual or dating violence are more likely to revictimized. Below are some tips to recognize warning signs of abusive behavior and how to possibly reduce the risk of a potential attack.

WARNING SIGNS OF ABUSIVE BEHAVIOR:

Domestic and dating abuse often starts small and then escalates to threats and verbal abuse and/or violence. While physical injury is the most obvious danger, there are emotional and psychological consequences to domestic and dating violence. The emotional and psychological consequences that can be severe warning of dating and domestic violence include:

- Being afraid of your partner;
- Constantly monitoring what you have to say to avoid an argument or “blow up;”
- Feelings of low self-worth and helplessness about your relationship;
- Feeling isolated from family or friends because of your relationship;
- Hiding bruises or other injuries from family friends or others;
- Being prevented from working studying going home and or using technology, including your cell phone; • Being monitored by your partner at home, work, or School;
- Being prevented from accessing medical care or financial information; and
- Being forced to do things that you do not want to do.

If you are being abused or suspect that someone you know is being abused, please speak up or intervene in ways that are safe:

- Reach out to advocacy, health/medical, or counseling organizations for assistance and support services.
- Learn to spot “red flags” or warning signs of potentially dangerous behavior.
- Consider making a report to the police and/or the School and seeking out a protective order, or, if relevant, a no-contact directive from the School.
- Learn more about what behaviors are dating or domestic violence.
- Understand that it is not your fault, and you did not ask for the behavior.
- Talk with trusted individuals about how you can be supported.
- Trust your instincts; if something does not feel right in a relationship, speak up or end the relationship.

Bystander Intervention

Below are some ways to be an active bystander and some examples of safe and positive options for bystander intervention. If you or someone else is in immediate danger, please dial 911.

- Be aware and help those around you. If you see someone who looks like they could be in trouble or they need help, ask if they are ok.
- If safe to do so, confront people who seclude, hit on, try to touch/kiss/make out with, or have sex with incapacitated individuals.
- Speak up when someone talks about plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, dating or domestic violence, abusive behaviors, or their experience with stalking.
- Speak up to a friend or someone else who says they had sex with someone who was very intoxicated or couldn't consent.
- Help a friend get home safely if they seem very intoxicated or under the influence of drugs.
- Interrupt a conversation when it looks like one person might be making another person feel uncomfortable or unsafe.
- Talk to a friend suspected of being in a relationship that is abusive or harmful to connect them to supportive resources.
- Express discomfort when someone makes a joke about or minimizes sexual or domestic violence or stalking.
- Call for assistance by law enforcement, to intervene in a situation that might be dangerous or unsafe.

Disciplinary Process for Domestic Violence, Dating Violence, Sexual Assault and/or Stalking

FILING A COMPLAINT:

- The individual who experienced the behavior may initiate a complaint by reporting the incident to the Operations Director or the Title IX Coordinator. The complaint can be oral or written.
- The school may become aware of actions that would require the school to take action without the consent of the individual who experienced the behavior. Based on facts and circumstances known to Elite Academy the Operations Director or the Title IX Coordinator will work with the individual who experience the behavior so they can understand their rights/options and requirements for participation when a mandatory case is taken
- In most cases the decision on what action to take is up to the individual who experienced the behavior.

HOW THE SCHOOL DETERMINES WHAT POLICY APPLIES:

Each report received by the Operations Director or Title IX Coordinator is evaluated for jurisdiction and to determine if there is an immediate health and safety risk for the School. If the Operations Director or Title IX Coordinator determines there is no jurisdiction, they will make appropriate referral to other processes, if applicable. Regarding Sexual Assault, Dating Violence, Domestic Violence and/or Stalking the appropriate steps will be followed.

STEPS IN THE PROCESS

- Once in receipt of a report of conduct that may be prohibited by the policy and also falls within the school's jurisdiction, the Operations Director or the Title IX Coordinator will offer the individual who experience the conduct supportive measures (including protective measures) and will meet and discuss the options available with the Operations Director or Title IX Coordinator. Options may include – Administrative Resolution, Informal Resolution, Supportive Action only or no action
- If the individual who experienced the behavior (complaint) wishes to proceed with Administrative Resolution Process at the school, the Operations Director or Title IX Coordinator will notify respondent(s) of the allegations included in the complain and will conduct and investigation.
- And Administrative investigation will be conducted.
- The investigator will issue and investigative report to the Operations Director or Title IX Coordinator. Simultaneously in writing to the parties and decision maker for review. The parties may provide a proposed list of questions for other parties or witnesses. The decision maker may also provide additional questions.
- Follow up investigation meetings will be held. Additional review of these questions and answers will be provided to the parties and decision maker for review.
- The investigator compiles a Final Investigative Report. This is provided to the Operations Director or the Title IX Coordinator.
- The Operations Director or Title IX Coordinator will allow the parties to submit impact and/or mitigation statements.
- The Operations Director or Title IX Coordinator will provide the decision maker with the Final Investigation Report or Complete File. This does not include impact/mitigation statements.
- The decision maker will review the record and may also meet with parties or witnesses if they determine that this is necessary. After that review and meetings as appropriate, the decision maker will render a final determination using the standard of proof that the alleged conduct did or did not violate policy. If there is a finding of responsibility made, the written document will be transmitted to the Operations Director or Title IX Coordinator with any necessary information.
- The Operations Director or Title IX Coordinator will issue the Notice of Outcome to the parties based on the Written Determination. This will be provided simultaneously to the parties. This will include the parties equal rights to appeal, the rounds for appeal, and the steps to request and appeal, and when the determination is considered final if neither party appeals

- Each party has the right to appeal the outcome to the Operations Director or Title IX Coordinator.
- At the conclusion of the appeals process/timeline in instances where the respondent(s) is found guilty, sanctions will be imposed.

ANTICIPATED TIMELINES

The School makes every effort to complete the investigative process promptly while also following the required regulatory timeframes for notice and review. The process does also allow for timeframe extensions if either party requests or if there is reasonable cause for delay (like availability of parties or witnesses). Other reasonable reasons for delays may include complex investigations with many witnesses or other reasonable availability based delays. The School will do its best to complete a formal complaint process within 180 days of receiving the formal complaint.

DECISION MAKING PROCESS

The decision maker is an individual who has annual training on Title IX Requirements. The decision maker will render their opinion based on preponderance of the evidence standard after a live hearing, when Title IX applies.

STANDARD OF EVIDENCE

The standard of evidence that is used in making determinations for complaints of sexual assault, dating violence, and stalking is the preponderance of the evidence standard. This means that it is more likely than not that the behavior did or did not occur

POSSIBLE SANCTIONS OR PROTECTIVE MEASURES THE SCHOOL MAY IMPOSE FOLLOWING A FINAL DETERMINATION IN A SCHOOL PROCEDURE:

Each circumstance is different. However, below is a list of sanctions and supportive/protective measures that may be considered after a determination of responsibility. For more information on accommodations, supportive, or protective measures, please refer to the Protected Class Nondiscrimination Policy, other sections of this document, and/or speak with the Operations Director or Title IX Coordinator.

- Students: Students found responsible will be held accountable. Sanctions for students in cases for sexual assault, dating violence, domestic violence, and stalking are: Expulsion/Termination; Suspension; Coaching, Warning, Remedial Training; Restrictions on participation in certain activities and locations; Probation, trespass from all or part of campus; or Other Actions that are deemed appropriate based on the totality of the circumstances. No contact orders, protective orders, restraining orders, or similar lawful orders may be issued by a criminal, civil, or tribal court, or the School may issue a no-contact directive. Protective measures outlined above like transportation planning

assistance, security escorts, changes to class schedules, or changes in living situations will also be addressed.

- Employees: Employees found will be held accountable under that policy and the relevant HR process. Sanctions for employees found responsible in cases for sexual assault, dating violence, domestic violence, and stalking are: Verbal or Written Warning; Performance Improvement Plan or Management Process; Enhanced Supervision, Observation, or Review; Required Counseling; Required Training or Education; Probation; Denial of Pay Increase/Pay Grade; Loss of Oversight or Supervisor Role; Demotion; Transfer; Shift or Schedule Adjustment; Reassignment; Delay of Promotional Opportunities; Assignment of New Supervisor; Restriction on Travel and/or Professional Development Resources Restriction of Bonus Pay; Suspension (Administrative Leave with Pay or without pay) Termination. In addition to or in place of the above sanctions/responsive actions, the School may assign any other action it deems appropriate. No contact orders, protective orders, restraining orders, or similar lawful orders may be issued by a criminal, civil, or tribal court, or the School may issue a no-contact directive. Protective measures outlined above like transportation planning assistance, security escorts, changes to work schedules/situations, or changes in living situations will also be addressed.

STATEMENT ON PROCEEDINGS FOR SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING

All proceedings for students and employees related to sexual assault, dating violence, domestic violence, or stalking, over which the School has jurisdiction will be a prompt, fair, and impartial process from the initial investigation to the final result, as required by and defined by the Clery Act. This process will be conducted by individuals who receive annual training related to dating violence, domestic violence, sexual assault, and stalking. These individuals are also trained annually on how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability. The training is described above in the training and education plan portion of the document. These individuals will also be screened for and do not have a conflict of interest or bias for or against the accuser or the accused, as required by Clery. This process is overseen by a Operations Director and Title IX Coordinator.

All parties (complainant/victim and respondent/accused) have the same opportunities to be present during the proceedings, including the opportunity to have an advisor of their choice to accompany them throughout the process. The School provides simultaneous notifications, in writing, to the complainant/accuser and respondent/accused of:

- The result from any School disciplinary process that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking.
- The School's procedures for all parties (complainant/victim/accuser and respondent/accused) to appeal the result of the School's disciplinary proceeding.
- Any change to results of the proceedings.

- When such results will become final.

DEFINITION OF PROCESS TERMS RELATED TO SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND/OR STALKING:

Prompt, fair and impartial proceeding: A prompt fair and impartial proceeding includes a proceeding that is:

- completed within a reasonably prompt time frame as designated by the School's policy, including a process that allows for the extension of time frames for good cause with written notice to the parties of the delay and the reason for that delay
- conducted in a manner that:
 - is consistent with the School's policies and transparent to the parties – includes timely notice of meetings at which the parties or maybe present; and
 - provides timely and equal access to the parties and appropriate officials to any information that will be used during any formal or informal disciplinary meetings and/or hear; and
 - conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused

Advisor means any individual who provides the complainant/accuser or respondent/accused support, guidance, or advice.

Proceeding means all activities related to a non-criminal resolution of the School's disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings and hearings. Proceeding does not include communications and meetings between officials and victims or accused concerning accommodations or protective measures to be provided.

Result means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the general education Provisions Act(20 USC 1232(g)), commonly referred to as the family educational rights and Privacy Act(FERPA), the result must also include the rationale for the result and the sanctions. v. Personally Identifying Information as defined in Section 40002(a) of the Violence Against Women Act of 1994As individually identifying information for or about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, regardless of whether the information is encoded, encrypted, hashed, or otherwise protected, including a first and last name semicolon a home or other physical address; contact information (including a postal, email, or Internet Protocol address, or telephone or facsimile); a social security number, a driver's license number passport number or student identification; and any other information, including date of birth, race or ethnic background, or religious affiliation that would serve to identify any individual.

NOTE ON DIRECTORY INFORMATION

The School does not designate any personally identifiable information as Directory Information. For more information, please see the School's privacy policy and information on FERPA in the School catalog.

DISCLOSURE OF RESULTS OF DISCIPLINARY PROCEEDINGS POLICY

The School will, upon written request, disclose to an alleged victim of a crime of violence or non-forcible sexual assault the outcome of the conduct process in writing. Written request is not required from an alleged victim of domestic violence, dating violence, sexual assault or stalking. If the alleged victim is deceased, the School will, upon written request, disclose the outcome of the conduct process in writing to the next of kin.

RETALIATION PROHIBITED

The School will not tolerate retaliation in any form against an individual who makes an allegation, files a report, serves as a witness, assists a party to an investigation or participates in related processes. Allegations of retaliation should be reported immediately to the Operations Director or Title IX Coordinator.

Screening Questions

 [screen instructions](#)

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-campus Student Housing Facilities?

- ☒ **No.**
- ☐ **Yes.** (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

0

2. Does your institution have any noncampus buildings or properties?

- ☐ **Yes**
- ☒ **No**

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

- ☒ **Yes.** Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
- ☐ **No.** We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
- ☐ **Not available.** We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
- ☐ **Not available.** We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

Criminal Offenses - On campus

 [screen instructions](#)

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2023	2024	2025
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Criminal Offenses - Public Property

 [screen instructions](#)

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2023	2024	2025
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

 [screen instructions](#)

YEAR 2025

[illegible]

YEAR 2024

[illegible]

YEAR 2023

[illegible]

 [screen instructions](#)

YEAR 2025

[illegible]

YEAR 2024

[illegible]

YEAR 2023

[illegible]

VAWA Offenses - On Campus

 [screen instructions](#)

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2023	2024	2025
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

VAWA Offenses - Public Property

 [screen instructions](#)

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2023	2024	2025
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Arrests - On campus

[screen instructions](#)

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Crime

Number of Arrests

	2023	2024	2025
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Arrests - Public Property

[screen instructions](#)

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Crime

Number of Arrests

	2023	2024	2025
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Disciplinary Actions - On Campus

[screen instructions](#)

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2023	2024	2025
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Disciplinary Actions - Public Property

[screen instructions](#)

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2023	2024	2025
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

	Number		
	2023	2024	2025
a. <u>Total unfounded crimes</u>	0	0	0

Please Note: If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.