Annual Security Report
and
Annual Fire Safety Report

Including Jeanne Clery Disclosure
of Campus Security Policies and Crime Statistics

October 1, 2026

(Statistics for Calendar Years 2023, 2024, and 2025)

Northwest School of Wooden Boatbuilding
42 North Water Street
Port Hadlock, WA 98339
(360) 385-4948

Contents

Introduction **3**
History of the Jeanne Clery Act 3

Annual Security Report **3**

NWSWB Campus Safety and Security **4**
Campus Law Enforcement 4
Reporting a Crime or Emergency 4
Timely Warnings 4
Emergency Notification and Response Procedures 5
Fire Prevention 6
Emergency Procedures 6
Security and Access to the Facilities 6
Student Housing 6
Missing Student Notification Procedures - Students Living in On-Campus Housing 8
Maintenance of Facilities and Grounds 8
Prompt Reporting of Crimes 9
Pastoral or Professional Counselors 9

NWSWB Campus Safety and Security Education **9**
Crime Prevention Education 9
Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs 9

Sexual Harassment Policies & Grievance Procedures **11**
1. Introduction 11
2. Scope of the Policy 12
3. Prohibited Conduct 12
4. Options for Assistance Following an Incident of Sexual Harassment 12
Reporting Incidents of Sexual Harassment 12
Support Services Available 13
Evidence Preservation 16
5. Title IX Coordinator 16
6. Reporting Policies and Protocols 16
Reporting to the School 16
Reporting to Law Enforcement 17
Reporting of Crimes and Annual Security Reports 17
Timely Warnings 18
Third-Party and Anonymous Reporting 18
No Retaliation 18
Coordination with Drug Free School Policy 18
7. School Policy on Confidentiality 18
Privileged and Confidential Communications – Professional & Pastoral Counselors 19
Reporting to Title IX Coordinator 19
Requesting Confidentiality: How the School Will Weigh the Request and Respond 19
8. Formal Complaint Investigation Procedures and Protocols 21
Notice 22
Voluntary Resolution 22

Formal Investigation Process 23
Time Frame for Investigation 23
Investigation Report 24
9. Grievance/Adjudication Procedures 24
Hearing Panel 24
Advisors 25
Written Submissions 25
Hearing Procedures 25
Panel Determinations/Standard of Proof 26
10. Sanctions and Other Remedies 27
11. Appeals 28
12. Records Disclosure & Recordkeeping 29
13. Education and Prevention Programs 29
Definitions of Sexual Harassment under Washington Law 31
Bystander Intervention 34
Risk Reduction 34
14. Amendments 35
Definitions of Key Terms 36
Registered Sex Offenders **38**
Crime Statistics **38**
Fire Safety Report **40**
Appendices **42**
Appendix A – Clery Act Crime Definitions 42
Appendix B – Campus Crime and Fire Statistics 2023-2025 44
Appendix C – Campus Map 45
Appendix D – Emergency Notification and Evacuation 46

Introduction

The Northwest School of Wooden Boatbuilding's (NWSWB) policy is to promote a safe campus environment. NWSWB is committed to maintaining a campus free from violence, threats of violence, harassment, intimidation, and other disruptive behaviors.

NWSWB complies with federal law in compiling an annual security report, which contains policy statements and crime statistics. The policy statements address the institution's policies, procedures and programs concerning safety and security, such as policies for responding to emergency situations and sexual offenses. In accordance with the Jeanne Clery Act, three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school, and on public property within or immediately adjacent to the campus. This report is available on the NWSWB website. You may also request a paper copy of the report from a school administrator.

History of the Jeanne Clery Act

The Clery Act was advocated by Howard and Connie Clery after their 19-year-old daughter Jeanne was murdered in her dorm room at Lehigh University in 1986. Following her death, her parents lobbied Pennsylvania lawmakers for legislation requiring colleges and universities to publish their crime statistics. 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.

Annual Security Report

NWSWB collects crime statistics on an annual basis. These statistics are compiled and reported annually to the Department of Education to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as well as state and federal (UCR; Uniform Crime Reports) laws.

NWSWB makes a good faith effort to obtain crime statistics from the Jefferson County Sheriff's Office. The report is prepared in cooperation with the Campus Security Authorities (CSAs) which include the Facilities Manager, Student Services Manager, the Executive Director, Title IX Coordinator, and Compliance Manager.

The Annual Security Report is completed by October 1st of each year. The report contains three years of campus crime statistics and the required security policy statements including sexual assault policies which assure basic victims' rights and where students should go to report crimes. The most recent Annual Security Report is posted on the school website and available in hard copy from the school administrator. Staff, students, and prospective students are provided with a description of its contents and information on how to access the report and how to obtain a hard copy.

NWSWB Campus Safety and Security

Campus Law Enforcement

Campus Security Authority and Jurisdiction: The NWSWB administration attempts to provide a safe, secure educational environment for all students and employees. The school does not provide security guards on its campus premises. The ultimate authority for law enforcement at the school is the Jefferson County Sheriff. NWSWB does not have any written agreements with local police departments for the investigation of alleged criminal offenses. School officials have the authority to contact the local police to request assistance in preventing or reacting to crime within or in the immediate vicinity of school facilities. The Executive Director is the school's coordinator of security issues. The Campus Security Authorities mentioned above are not authorized to arrest individuals but do have the authority to detain suspected criminal offenders if it is deemed safe to do so. The administration at NWSWB has a strong, working relationship with the local police and works in partnership with them to offer students and employees the safest possible environment.
Criminal Activity Off Campus: NWSWB does not provide law enforcement services to off-campus activities on behalf of the school.

Reporting a Crime or Emergency

Security is achieved through the cooperation and participation of all members of the NWSWB. All staff, faculty, students, and visitors are strongly encouraged to report any crime, suspicious circumstance, accident, theft, or safety issue to one of the Campus Security Authorities listed below in a timely manner. Reported incidents will be forwarded to the appropriate personnel or law enforcement agency for immediate resolution.

- Facilities Manager, Arthur Minnerly, 360-385-4948
- Student Services Manager, Lauren Minnerly, 360-385-4948 ext. 304
- Education Director, Title IX Coordinator, Carolyn “Ace” Spragg, 360-385-4948 ext. 306
- Interim Executive Director, Christina Ruben, 360-386-4507 or 360-385-4948 ext. 309

Note: For the purposes of this report, all references to “Executive Director” shall be understood to refer to the Interim Executive Director.

For off campus options contact the Jefferson County Sheriff’s Office. For emergencies, dial 911. The non-emergency number is (360) 385-3831. The Jefferson County Sheriff’s Office encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under Washington’s Public Records Act (RCW 42.56), the Jefferson County Sheriff’s Office cannot keep crime reports confidential. However, individuals can file anonymous crime tips on the Jefferson County Sheriff’s Office website at:
https://www.co.jefferson.wa.us/FormCenter/Sheriffs-Office-4/Submit-a-Tip-Online-44.

NWSWB encourages anyone who is the victim or witness to any crime to promptly report the incident to the sheriff. The NWSWB does not have a voluntary, confidential reporting system, however, students and staff are encouraged to share any concerns with one of the Campus Security Authorities listed above.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Executive Director constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The Executive Director will immediately notify the NWSWB community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring at the school, unless issuing a notification will compromise efforts to contain the emergency.

The Executive Director is responsible for deciding when to issue a timely warning. The Executive Director will consult with the necessary Campus Security Authorities or other individuals to carefully identify the severity of a situation and whether it requires a timely warning. The decision process to issue a timely warning will be made on a case-by-case basis.

A timely warning will be issued as soon as pertinent information is available. The warning will be disseminated to staff and students through announcements in campus facilities, cell phone messages, e-mail, school website, social media and/or flyers to ensure that the entire campus is likely to receive the warning. The timely warning will include information that promotes safety and tips to prevent similar crimes, allowing the campus community to take appropriate precautions. The timely warning will also include the time, location, and type of crime reported.

Emergency Notification and Response Procedures

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, NWSWB will immediately, without delay, notify the campus community. NWSWB's Facilities Manager will confirm the severity of the situation through observation and by seeking information from the Jefferson County Department of Emergency Management. The Facilities Manager will determine the amount of information that should be disseminated and when. They and/or the Student Services team will convey that information to students by (1) sending a text to all students, staff and tenants of the school; (2) using cell phones to call the instructor in each of the buildings and, when safe to do so, (3) will send "runners" to all the buildings to convey the information.

The Facilities Manager will also work with communications staff to disseminate emergency information to individuals and/or organizations outside of the campus community. The following methods of communication will be used during an emergency situation without delay. They may be used individually or in concert with others:

- Announcements in campus facilities (office, classrooms, shops)
- Cell phone (voice and/or text messages)
- Email
- NWSWB website
- Social media
- Flyers

When a student identifies a potential emergency, they can contact any staff member who will alert all staff, and the Facilities Manager will determine the appropriate response or delegate that task to another staff member.

NWSWB's Facilities Manager will conduct annual tests of the NWSWB Emergency Plan. These include scheduled tests of our notification systems that contain drills, exercises and follow-through activities. The following definitions of emergency are provided as guidelines to assist in determining the appropriate response.

- **Minor Emergency:** Any incident, potential or actual emergency, which will not seriously affect people or the overall functional capacity of the school.
- **Major Emergency:** Any incident, potential or actual emergency, which significantly affects people and/or a large portion of the campus, and which will disrupt the overall operations of the school.

- **Disaster:** Any event or occurrence which has taken place and has seriously impaired or halted the operation of the school. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all campus and emergency resources is required to effectively help with response to this level of emergency.

Fire Prevention

NWSWB is committed to minimizing the threat of fire by complying with the Occupational Safety and Health Administration's (OSHA) standard on fire prevention: 29 CFR 1910.39. The NWSWB Facilities Manager is responsible for training students and administrative staff in fire prevention and response. This training occurs during new hire and new student orientation and as needed to address specific safety concerns.

Fire drills are conducted annually. The Facilities Manager keeps a record of these tests, reports the results to the Executive Director, and addresses any areas for improvement in consultation with East Jefferson Fire & Rescue.

Emergency Procedures

Emergency procedures are located in every classroom and in every administrative department on the NWSWB campus. The procedures outline detailed processes for various emergency situations that may arise. New employees review the procedures during their orientation with the Executive Director. New students review the procedures on their first day of class with their instructor.

Security and Access to the Facilities

NWSWB is open Monday through Friday from 8:00 am to 5:00 pm, with occasional evening hours. Access to the facilities is limited and controlled by instructors and/or administrative staff. Administrative Office Hours may be different than the school opening hours.

Student Housing

Individuals utilizing housing provided by the Northwest School of Wooden Boatbuilding ("School") who are subject to a student housing contract or housing agreement are subject to School standards, policies, and rules. This includes the following policies and other School standards and policies, relevant contracts or agreements, the Code of Student Conduct, Student Handbook, Annual Security Report, and School Catalogs (collectively called herein "applicable policies and rules"). Any resident student whose conduct does not meet the standards established for the School may be denied the privilege of campus housing.

- ELIGIBILITY
  All residents who live in housing offered by the school for charge must be regularly enrolled students at the School or be residents under contractual agreement to reside in school housing. A School housing resident who has been but is no longer attending class or has withdrawn or been dismissed from the School, may not be eligible to remain in residence in on-campus housing and is at the discretion of the School. The School has the right to rent to non-students or employees.
- LEASE AGREEMENTS
  All residents will sign a lease agreement and will abide by policies and regulations outlined in the lease agreement. Given that a lease pertains to the academic year and is dependent upon a student's enrollment status, only the student's name will be listed as the exclusive tenant listed on the lease, and it shall not be transferable to any third parties.
- PERSONAL PROPERTY AND INSURANCE

Students are responsible for insuring their own personal property, including for losses due to fire, smoke, water, and theft. The School is not responsible or liable for any loss or damage to the students' personal property and does not provide any property or liability insurance coverage for students' benefit. The School reserves the right to store at no liability for a limited period of time (for a period not to exceed 30 days), discard or donate personal property or any other belongings remaining in an accommodation after the accommodation has been assigned to another student or has not been vacated by a prescribed time. The School reserves the right to charge the student a fee for any storage of personal property or other belongings provided by it.

- HOUSING ALTERATIONS
  Students are not permitted to make permanent alterations to the furniture or structure of rooms or other residential areas. Students who make alterations to their room without authorization will be charged the cost of having the room professionally repaired. Improper use of facilities will be construed as the occupation, alteration or use of School facilities that would create a potential fire hazard, safety hazard to any person or property, or potential danger to any person or property.
- SMOKING
  Smoking is prohibited in school housing facilities and in all interior areas of the school.
- WEAPONS
  Weapons are prohibited in on-campus student housing facilities. This includes, but is not limited to: firearms, ammunition, explosives, fireworks, gasoline or any other flammable liquids, air guns, spring guns, or other instruments in which the propelling force is a spring, compressed air, or CO2, knives (except for those expressly used in food preparation), decorative or martial arts weapons, bows and arrows, weapons for use in hunting, Tasers, and stun guns. The use of mace/pepper spray is only allowed in self-defense situations. Violations of this section may result in immediate cancellation of the housing lease agreement and referral for violation of student conduct.
- ALCOHOL
  Unsafe alcohol use and the resulting consequences have a significant negative impact on campus life and impair an individual’s clarity of thought, verbal and perceptual acuity, and mental alertness. Residents and guests are expected to take responsibility for their drinking behavior and for the consequences of alcohol consumption. Individuals are strongly encouraged to call for medical assistance for themselves or others who may be dangerously intoxicated. All residents and their guests must be 21 years of age to possess, consume, transport, or store alcohol. No person may manufacture, sell, furnish, or give any alcoholic beverage to a person under the age of 21. Public intoxication by any resident or guest regardless of age is strictly forbidden.
- DRUGS
  Federal law, state law, and School policy prohibit the solicitation, procurement, sale, or manufacture of narcotics or controlled substances except as expressly permitted by law. Any student known or suspected to be in possession, using or distributing drugs, is subject to the student conduct process and criminal action under state and/or federal law. The use, possession, sale, manufacture, distribution, or attempt to do so, of illegal drugs, hallucinogens, or controlled substances, or the evidence of such, including smoke, paraphernalia, or illegal substances is prohibited in all student housing facilities. Violations of this section may result in immediate cancellation of the student’s housing lease agreement and may violate the student’s enrollment in the School per the school’s Code of Conduct.
- FIRE SAFETY
  Any tampering with fire detection systems, fire alarms, or fire-fighting equipment is prohibited. This includes alarms, fire extinguishers, fire hoses, heat and smoke detectors, sprinkler systems, fire escapes, smoke/fire doors, exit signs, and audible/visual devices.
- HARASSMENT: INCLUDING INTIMIDATION AND BULLYING

The School will not tolerate any form of discrimination, harassment, intimidation, retaliation or bullying. Harassment is defined as unwelcome conduct engaged in because of a Protected Status that is sufficiently severe, persistent, or pervasive that its effect, whether or not intended, could be considered as limiting a person's ability to participate in or benefit from the services, activities, or opportunities offered by the School. Intimidation is behavior that is disturbing or threatening to an individual or group, inciting fear of harm to person or property. Bullying (including cyber bullying) is defined as the process of intimidating or mistreating somebody perceived to be weaker or in a vulnerable situation. Behaviors can be characterized as, but are not limited to the following: stalking, name calling, unwanted physical contact, and unwelcome verbal, electronic, or written communication. Those involved in harassment, intimidation, or bullying will face student conduct actions and may jeopardize their enrollment in the School.

Missing Student Notification Procedures - Students Living in On-Campus Housing

In compliance with the Higher Education Opportunity Act (P.L. 110-315), NWSWB maintains a missing student policy for students living in on-campus housing.

The following procedure has been established to assist in locating NWSWB students living in NWSWB-controlled housing who, based on the facts and circumstances known to NWSWB, has been determined to be missing:

- Students should notify School staff or faculty if a student has been missing for 24 hours.
- NWSWB will immediately refer all missing person reports to local law enforcement and fully cooperate with law enforcement officers in the investigation of a missing person situation which involves a student.
- Students living in school-controlled housing have the option to register a confidential contact person to be notified in the case that the student is determined to be missing. NWSWB will notify this individual no later than 24 hours after the student is determined to be missing. Only the school staff and law enforcement officer in furtherance of a missing person investigation may have access to this information.
- NWSWB will notify or attempt to notify the parent or guardian of a missing student who is less than 18 years of age and not yet emancipated regardless of whether that student has registered a confidential contact person or that contact person is other than a parent or guardian.
- When a missing student report is made, NWSWB may take any of the following steps to assist in locating the missing student unless directed otherwise by local law enforcement:
  - Call, text, and email the student's current phone number and email address.
  - Go to the student's residence.
  - Talk to staff, faculty, and other students to see if anyone can confirm the student's whereabouts and confirm the date, time, and location the student was last seen.
  - Check the locations where there is reason to believe the student might be.
  - Check the student's known social networking sites such as Facebook and Twitter.
  - Ascertain the student's car make, model, and license plate number and check school parking for the presence of the student's car.

Maintenance of Facilities and Grounds

The Facilities Manager ensures that facilities and grounds are maintained in a manner that promotes security and minimizes hazardous conditions.

Prompt Reporting of Crimes

All students, faculty, staff, and visitors are strongly encouraged to report any crime, suspicious activity, accident, theft, or safety issue to a Campus Security Authority and appropriate law enforcement agencies promptly. If the situation poses an immediate threat, call 9-1-1. All crimes should be reported to the Executive Director, regardless of severity, to ensure inclusion in the annual crime statistics and to aid in providing a timely warning notice or emergency notification to the campus when appropriate.

Pastoral or Professional Counselors

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the school or local law enforcement without a victim's permission. NWSWB does not provide professional or pastoral counseling but can assist a crime victim in obtaining support services from these groups or agencies. Contact information for these support organizations is listed in the NWSWB Sexual Misconduct Policy & Procedures for Responding to Sexual Misconduct, below.

NWSWB Campus Safety and Security Education

During orientation, students are shown the information in the Emergency Action Plan and informed where to access it. They also receive a copy of the Student Handbook. Both documents contain information on campus safety procedures and outline ways students can actively support and participate in the school's efforts to maintain a safe and healthy environment. After reviewing the materials, students are given an opportunity to ask questions. Then they sign a document to acknowledge receipt of the information.

Employees meet with the Executive Director or their supervisor at the beginning of their employment; this includes reviewing the emergency procedures in the Employee Handbook and the employee's responsibility to participate in their security and the security of others. After reviewing the content, employees are given an opportunity to ask questions and then sign the acknowledgement form. This information is reviewed on an annual basis or as soon as significant changes are made to the procedures.

Crime Prevention Education

NWSWB takes a proactive approach to crime on campus by offering information to students and staff, such as Crime Prevention tips in the Student Handbook. In addition, information is disseminated to students and employees through tips posted in school buildings, in-class announcements, and announcements through social media.

Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs

In accordance with the Drug-Free Schools and Communities Act amendments of 1989, Public Law 101-226, the Northwest School of Wooden Boatbuilding is hereby declared a drug and alcohol-free school and workplace. Alcohol includes beer, wine, grain alcohol, and liqueur. Illegal drugs include but are not limited to the following non-prescription substances: narcotics, depressants, stimulants, hallucinogens. This prohibition extends to legal, recreational drugs including cannabis, which remains illegal under federal law.

Students and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on property belonging to the School including grounds, parking areas, or while participating in School-related activities. Students and employees will sign a Drug and

Alcohol Policy form and the original will be kept on file. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of training or employment.

1. **Standards of Conduct**
   In accordance with Washington State Law:
   - The legal drinking age in Washington is 21. Persons under the age of 21 may not consume, purchase, or possess alcohol.
   - It is unlawful for persons under the age of 21 to misrepresent their age for the purpose of purchasing alcohol.
   - It is illegal to possess, consume, and/or sell illicit drugs.

2. **Legal Sanctions under local, state and federal law.**
   Persons convicted of violations of the Drug-Free Schools and Communities Act, law 101-226, may have legal sanctions imposed against them that include any or all of the following:
   - Mandatory participation in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.
   - Penalties including fines and/or incarceration in local, state, or federal prison facilities.

3. **Associated Health Risks**
   The school recognizes that drug and alcohol abuse and dependence can cause harmful effects to virtually every aspect of a person's life, including relationships, family, job, and school, as well as physical and emotional health. Any student or employee with concerns regarding drug and alcohol use or who would like further information on drug and alcohol education and services in the community is encouraged to speak with the Education Director or Student Services personnel. Any issues discussed will be kept confidential.

   Drugs and their dangers vary. Some drugs have legitimate medical uses but can lead to psychological and physical dependence. Others so affect the central nervous system that they render the user dangerous to themselves and others. Obviously, people under the influence of drugs may be an extreme danger to themselves and others in a boat shop or on the water.
   These risks may include:
   - The risk of dependence
   - Possible short-term effects
   - Possible long-term effects
   - The effects of an overdose

4. Counseling, Treatment or Rehabilitation Resources

Treatment Options	Jefferson County Public Health 615 Sheridan Street, Port Townsend (360) 385-9400
	Washington Recovery Helpline http://www.warecoveryhelpline.org/ (866) 789-1511
	Jefferson Mental Health Services https://www.co.jefferson.wa.us/1447/Mental-Health-Resources

	Discovery Behavioral Healthcare https://www.discoverybh.org/ 884 W. Park Avenue, Port Townsend (360) 385-0321
Al-Anon Meeting Locations	Find a local meeting at: Al-Anon Meeting Search - Al-Anon Family Groups
Alcoholics Anonymous Meeting Locations	Find a local meeting at: Find A.A. Near You (North America) | Alcoholics Anonymous (aa.org)
Narcotics Anonymous Meeting Locations	Find a local meeting at: https://nopana.org/meetings/

5. Policy Exceptions

The Executive Director is authorized to approve:

- offering beer and wine to participants of legal drinking age at school-sanctioned social events, such as a Welcome Event or Graduation.
- the serving of one small glass of whiskey to students and instructors of legal drinking age who are participating in a "whisky plank" traditional ceremony.

Sexual Harassment Policies & Grievance Procedures

1. Introduction

Northwest School of Wooden Boatbuilding (the "School") is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual harassment. Every member of the School community should be aware that the School is strongly opposed to sexual harassment, and that such behavior is prohibited by state and federal laws.

The School does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

As part of the School's commitment to providing a working and learning environment free from sexual harassment, this Policy shall be disseminated widely to the School community through publications, the School website, new employee orientations, student orientations, and other appropriate channels of communication. The School provides training to key staff members to enable the School to handle any allegations of sexual harassment promptly and effectively. The School will respond promptly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this Policy.

2. Scope of the Policy

This Policy governs sexual harassment that occurs in the School's education programs or activities. This Policy applies to all students, employees, and third parties conducting business with the School, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. The School encourages victims of sexual harassment to talk to somebody about what happened – so victims can get the support they need, and so the School can respond appropriately. As further described in this Policy, the School will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

3. Prohibited Conduct

Sexual harassment comprises a broad range of behaviors focused on sex that may or may not be sexual in nature. Sexual harassment includes a School employee conditioning the provision of a School aid, benefit, or service on an individual's participation in unwelcome sexual conduct. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School's education programs or activities also constitutes sexual harassment. Sexual assault, stalking, domestic violence, and dating violence are all forms of sexual harassment. Retaliation following an incident of alleged sexual harassment or attempted sexual harassment is strictly prohibited. The definitions for specific acts of sexual harassment can be found in the Definitions of Key Terms at the end of this Policy statement.

Sexual harassment can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different sex or gender. **This Policy prohibits all forms of sexual harassment.**

4. Options for Assistance Following an Incident of Sexual Harassment

The School strongly encourages any victim of sexual harassment to seek immediate assistance. Seeking prompt assistance may be important to ensure a victim's physical safety or to obtain medical care. The School strongly advocates that a victim of sexual harassment report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

Reporting Incidents of Sexual Harassment

Victims of sexual harassment may file a report with the Jefferson County Sheriff's Office. Victims may also file a report with the School's Title IX Coordinator. More information about reporting an incident of sexual harassment can be found in Section 6 of this Policy, below.

The School will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures as described below, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The School will also provide the complainant with written notification about assistance available both within and outside of the School community.

A complainant may choose for the investigation to be pursued through the criminal justice system and/or through the School's disciplinary procedures by filing a formal complaint as described in this Policy. The School and the criminal justice system work independently from each other. Law enforcement officers do

not determine whether a violation of this Policy has occurred. The Title IX Coordinator will guide the complainant through the available options and support the complainant in his or her decision.

Supportive Measures
The School's Title IX Coordinator will work with all students affected by sexual harassment to ensure their safety and support their wellbeing. This assistance may include providing supportive measures to support or protect a student after an incident of sexual harassment and while an investigation or disciplinary proceeding is pending. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the School's education programs and activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the School's educational environment, or deter sexual harassment.

Supportive measures may include:

- counseling,
- extensions of deadlines or other course-related adjustments,
- modifications of work schedules,
- campus escort services,
- mutual restrictions on contact between the parties,
- leaves of absence,
- increased security and monitoring of certain areas of the campus, and
- other similar measures.

The School will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the School to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The measures needed by each student may change over time, and the Title IX Coordinator will communicate with each student throughout any investigation to ensure that any supportive measures are necessary and effective based on the students' evolving needs. Students who report an incident of sexual harassment may also be able to obtain a formal protection order from a civil or criminal court. The School will work with the student and the applicable court to assist in the enforcement of any such protective orders.

Support Services Available
Counseling, advocacy and support services are available for complainants, whether or not a complainant chooses to make an official report or participate in the School's disciplinary or criminal process. The Northwest School of Wooden Boatbuilding does not provide counseling or health care services. Personal counseling offered by the School will be limited to initial crisis assessment and referral. The School refers students to Deborah Gellert at Mindful Consulting, (360) 379-4857, and pays for up to two sessions. This counseling is entirely confidential.

Sexual harassment crisis and counseling options are available locally and nationally through a number of agencies, including:
National Resources:

National Sexual Assault Hotline (RAINN): 800-656-4673 (800-656-HOPE)

National Domestic Violence Hotline: 800-799-7233 (800-799-SAFE)

Local Resources:

Jefferson County Sheriff's Office
Non-Emergency: (360) 344-9779
Emergency: 911
Domestic Violence/Sexual Assault Program of Jefferson County (Dove House Advocacy Services)
Crisis Line: (360) 385-5292

Counselors, Advocates, and Health Care Providers
The list provided below is not comprehensive and is for informational purposes only. The School does not endorse or approve of any person or organization on the list.

Diane Kelly & H.C. Joe Raymond (Specialize in Domestic Violence)	360-379-2830
Ann Emineth, MS, LMHC	360-489-6923
Barbara Hansen, LMHC	360-703-9532
Barbara Solomon, MA, LMFT	360-681-4456
Bill Range, LMHC	360-912-4741
Brigid Mosher, LMHC, TEP	425-276-7329
Bruce Tapper, PHD	360-379-3500
Christine Nock, MA LMHC	360-821-1407
Craig Isenberg, MA, LMFT	360-301-2753
Cynthia Flowers, LMHC	919-429-7329
David Flaxer, MA, LMHC	360-214-1092
Davis Eekhoff, Mdiv., LMFT	360-379-4849
Deborah Gellert, MA LMHC	360-379-4857
Diane Johnson, PHD	360-379-8821
Dieste Shakti, MA LMHC	360-379-0333
Eli Moch, MA, LMHC, ATR	360-529-4147
Esther Conway, PHD	360-301-4564
Freida Fenn, MA, LMFT, CMHS	360-262-4318
James Gordon, PHD	360-531-3579
Janette Brown	206-524-3645
Jeffrey Collins, M.D.	360-379-3500
Jessica Vandya Huntting, MA, LMHC	360-339-8689
Jo Hadlock-King, LICSW, RCST, LMP	425-610-8936
Julia E. Eakes, MA, LMFT	360-703-9464
Julia Rouse, LMHC	360-379-0299
Julie A Canterbury, LMHC, DMHP, MA	360-869-0195
Kirk Gresham, LMFT	360-379-0911
Laura J. Lewis Thayer, MA AOM, MA Psych.	360-385-1956
Laura Lee Nastri, LMHC, FAMI	360-301-4089
Leon J. Richard, MA	360-379-8779
Linda Little, PHD	360-385-7459
Lisa Madelle Bottomley, MA LMHC	360-774-0790
Luci J E Chambers, LMFTA, AT, Med	360-464-4827
Mark Saran, LMHC	206-522-4747
Martina Abba-Richard, LISW	360-379-8779
Mejah Soong, MD	360-379-3500
Mitzi Sturzu, MA, LMHCA LMFTA	360-464-9109
Patricia Starr, MA, LMHC	360-529-3751
Rebecca Mizhir, MA, LMFT	360-284-4182
Rue Kirk, MA, LMHP	360-979-1406
Selah Martha, MA	360-379-0311
Shannon Tierney, MSW, LICSW	360-379-5339

Sherry Nesmith, RN LMHC NBCC	360-379-9107
Steve Tutty, PHD	360-390-4075
Terrance Wolf, MACP, LMFT	360-529-4709
Terry Trudel, M.D.	360-477-3298
Timothy Berry, PHD	360-390-5883
Timothy Craig, MC, CDP, LMHC	360-284-7037
Toni Wilhelm, MS, LMFT	360-328-7181
Vance Sherman, M.D.	360-344-4180
Virginia McIntyre, MA	360-385-3271
Yvonne Jarosz, MA LMHC	360-301-0930

Religious Organizations

The list provided below is not comprehensive and is for informational purposes only. The School does not endorse or approve of any person or organization on the list.

Assemblies of God	New Life Assembly of God	360-385-7717
Assemblies of God	Port Ludlow Community Church	360-437-0145
Assemblies of God	Quilcene Assembly of God	360-477-9082
Baptist	Quilcene Bible Church	360-765-3990
Baptist	San Juan Baptist Church	360-385-2545
Baptist	Oak Bay Baptist	360-385-2897
Baptist	First Baptist Church	360-385-2545
Calvary Chapel	Calvary Chapel	360-385-6469
Catholic, Roman	St. Mary Star of the Sea	360-385-3700
Christian Science	First Church of Christ, Scientist	360-379-1139
Church of Christ	Church of Christ	360-385-1630
Church of Christ	Church of Christ	360-385-7834
Church of Christ	Church of Christ	360-385-3693
Evangelical	Brinnon Community Church	360-796-4462
Evangelical	Irondale Evangelical Free Church	360-385-1720
Evangelical	Door of Grace	360-437-7710
Evangelical	Church of the Nazarene	360-385-1609
Episcopal	St. Paul's Episcopal Church	360-379-6741
Foursquare	New Song Foursquare Church	360-385-7132
Grace Christian Center	Grace Christian Center	360-821-9680 or 360-821-9684
Jehovah's Witnesses	Port Townsend Congregation of Jehovah's Witnesses	360-385-1550
Jewish Community	Bet Shira Congregation	360-379-3042
Mormon	The Church of Jesus Christ of Latter-Day Saints	360-385-2604
Nondenominational	Port Townsend Christian Church	360-385-5586
Lutheran	Grace Lutheran	360-385-1596
Lutheran	Lutheran Church of the Redeemer	360-385-6977
Lutheran	Peace Lutheran	360-732-0004
Methodist	Evangelical Methodist Church	360-385-2076
Methodist	Community United Methodist Church	360-385-1579
Methodist	Trinity United Methodist	360-385-0484
Orthodox Anglican	St. Patrick by the Bay	360-215-4130
Orthodox	St. Herman of Alaska Orthodox Christian Church	360-385-0585
Pentecostal	Beacon of Light Center	360-385-1215
Presbyterian	First Presbyterian-Port Townsend	360-385-2525
Presbyterian	First Presbyterian-Quilcene	360-765-3930 or 360-385-6519
Quaker	Religious Society of Friends	360-379-5376
Seventh-Day Adventist	Seventh-Day Adventist Church - Port Hadlock	360-385-4831
Seventh-Day Adventist	Seventh-Day Adventist - Brinnon	360-796-4174
Seventh-Day Adventist	Seventh Day Adventist	360-385-4831
Unity	Unity Spiritual Enrichment Center	360-385-6519
Unitarian	Quimper Unitarian Universalist Fellowship	360-379-0609

Evidence Preservation
Victims of sexual assault, domestic violence or dating violence should consider seeking medical attention as soon as possible. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen where they were assaulted so that evidence necessary to prove criminal activity may be preserved. In circumstances where the victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address health concerns. Victims of sexual harassment are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful in connection with a School or police investigation.

5. Title IX Coordinator

The School's Title IX Coordinator is responsible for monitoring and overseeing the School's compliance with Title IX and the prevention of sexual harassment and discrimination. The Title IX Coordinator is:

- Knowledgeable and trained in School policies and procedures and relevant state and federal laws;
- Available to advise any individual, including a complainant, respondent, or a third party, about School and community resources and reporting options;
- Available to provide assistance to any School employee regarding how to respond appropriately to a report of Title IX-related prohibited conduct and related retaliation;
- Participates in ensuring the effective implementation of this Policy, including monitoring compliance with all procedural requirements, record keeping, and timeframes; and
- Responsible for overseeing training, prevention, and education efforts and annual reviews of climate and culture.

Inquiries or concerns about Title IX may be referred to the School's Title IX Coordinator:

Carolyn 'Ace' Spragg
Education Director, Northwest School of Wooden Boatbuilding
42 N. Water Street, Port Hadlock, WA 98339
Phone: (360) 344-2122 or (360) 385-4948 ext. 306
Email: ace.spragg@nwswb.edu

6. Reporting Policies and Protocols

Northwest School of Wooden Boatbuilding strongly encourages all members of the School community to report information about any incident of sexual harassment as soon as possible. Reports can be made either to the School and/or to law enforcement.

Reporting to the School
An incident of sexual harassment may be reported to the School's Title IX Coordinator. No other School officials or employees have the authority to institute corrective measures under these Policies and Procedures on behalf of the School. **The School will not be deemed to have actual knowledge of alleged sexual harassment unless the School's Title IX Coordinator possesses such knowledge.** Reports of sexual harassment to School officials or employees other than the Title IX Coordinator will not confer actual knowledge to the School of such allegations, unless the Title IX Coordinator subsequently obtains such actual knowledge.

If the School's Title IX Coordinator is the alleged perpetrator of the sexual harassment, submit the report to the Board President, currently Richard Schwarz at richard.schwarz@board.nwswb.edu. Filing a report with a

School official will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed in Section 6 for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address listed for the Title IX Coordinator.

While there is no time limit for reporting, reports of sex discrimination or harassment should be brought forward as soon as possible. All incidents should be reported even if significant time has elapsed, but prompt reporting will better enable the School to respond, investigate, provide an appropriate remedy, and impose discipline if appropriate. Note that if a complainant seeks to file a formal complaint for the School to initiate an investigation into allegations of sexual harassment, the complainant must be participating in or attempting to participate in the School's education programs or activities at the time of filing such formal complaint. The School is committed to supporting the rights of a person reporting an incident of sexual harassment to make an informed choice among options and services available.

The School will respond to all reports in a manner that treats each individual with dignity and respect and will take prompt responsive action to end any harassment, prevent its recurrence, and address its effects.

Reporting to Law Enforcement

An incident of sexual harassment can be reported to law enforcement at any time, 24 hours a day/7 days a week, by calling 911. At the complainant's request, the School will assist the complainant in contacting law enforcement. If the complainant decides to pursue the criminal process, the School will cooperate with law enforcement agencies to the extent permitted by law. A complainant has the option to decide whether or not to participate in any investigation conducted by law enforcement. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests
- 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)

Reporting of Crimes and Annual Security Reports

Campus safety and security are important issues at Northwest School of Wooden Boatbuilding. Our goal is to provide students with a safe environment in which to learn and to keep students, parents, and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to record and report certain information about campus safety, including the number of incidents of certain crimes on or near campus, some of which constitute sexual harassment under this Policy.

Each year the School prepares an annual security report to comply with the Clery Act. The full text of this report can be located on the School's web site at https://www.nwswb.edu/annual-security-report/ This report is prepared in cooperation with the local law enforcement agencies around our campus. Each year notification is made to all enrolled students and employees that provides the web site to access this report. Copies of the report may also be obtained in person from the School executive director or by calling (360) 385-4948. All prospective employees may also obtain a copy from the executive director.

Timely Warnings
In the event that a situation arises, either on or off campus, that, in the judgment of the School Executive Director constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The executive director will immediately notify the School community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring at the School, unless issuing a notification will compromise efforts to contain the emergency. The warning will be issued through the most effective and efficient means available and may include instant messaging to students and School employees. Notices may also be posted in the common areas throughout the School. Anyone with information warranting a timely warning should report the circumstances to the executive director by phone at (360) 385-4948 or in person at the School. The School will provide adequate follow-up information to the community as needed.

Third-Party and Anonymous Reporting
In cases where sexual harassment is reported to the Title IX Coordinator by someone other than the complainant (by an instructor, classmate, or friend, for example), the Title IX Coordinator will promptly notify the complainant that a report has been received. This Policy and the Procedures will apply in the same manner as if the complainant had made the initial report. The Title IX Coordinator will make every effort to meet with the complainant to discuss available options and resources. Reports from an anonymous source will be treated in a similar fashion.

No Retaliation
The School prohibits retaliation against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing. The School will take strong responsive action if retaliation occurs. Any incident of retaliation should be promptly reported to the Title IX Coordinator or the School's Student Services Manager.

Except as may otherwise be required by law, the School will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness.

Charging an individual with a violation of the School's code of conduct for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Coordination with Drug Free School Policy
Students may be reluctant to report instances of sexual harassment because they fear being disciplined pursuant to the School's alcohol or drug policies. The School encourages students to report all instances of sexual harassment and will take into consideration the importance of reporting sexual harassment in addressing violations of the School's alcohol and drug policies. This means that, whenever possible, the School will respond educationally rather than punitively to student alcohol or drug policy violations associated with reported sexual harassment.

7. School Policy on Confidentiality

The School encourages victims of sexual harassment to talk to somebody about what happened – so victims can get the support they need, and so the School can respond appropriately.

This Policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual harassment. The School encourages victims to talk to someone identified in one or more of these groups.

Privileged and Confidential Communications – Professional & Pastoral Counselors
Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission. *The School does not provide professional or pastoral counseling but can assist a victim of sexual harassment in obtaining support services from these groups or agencies*. Contact information for these support organizations is listed in Section 4 of this Policy.

NOTE: While these professional and pastoral counselors and advocates may maintain a victim's confidentiality vis-à-vis the School, they may have reporting or other obligations under state law.

ALSO NOTE: If the School determines that the alleged perpetrator(s) pose a serious and immediate threat to the School community, the School's executive director may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

Reporting to Title IX Coordinator
To the extent possible, information reported to the Title IX Coordinator will be shared only with people responsible for handling the School's response to the report. The Title IX Coordinator should not share information with law enforcement without the complainant's consent or unless the complainant has also reported the incident to law enforcement.

Before a complainant reveals any information to the Title IX Coordinator, the Coordinator should ensure that the complainant understands the Title IX Coordinator's reporting obligations – and, if the complainant wants to maintain confidentiality, direct the complainant to confidential resources. If the complainant wants to tell the Title IX Coordinator what happened but also maintain confidentiality, the Title IX Coordinator should tell the complainant that the School will consider the request but cannot guarantee that the School will be able to honor it.

The Title IX Coordinator will not pressure a complainant to request confidentiality, but will honor and support the complainant's wishes, including for the School to fully investigate an incident. By the same token, the Title IX Coordinator will not pressure a complainant to make a formal complaint and initiate a School investigation if the complainant is not ready to do so.

Requesting Confidentiality: How the School Will Weigh the Request and Respond
If a complainant discloses an incident to the Title IX Coordinator but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the School must weigh that request against the School's obligation to provide a safe, non-discriminatory environment for all students, including the complainant.

If the School honors the request for confidentiality, a complainant must understand that the School's ability to investigate the incident and pursue disciplinary action against the respondent will be limited. A complainant may provide the Title IX Coordinator with confidential knowledge of alleged sexual harassment

and receive supportive measures from the School without the complainant filing a formal complaint and initiating an investigation. Although rare, there are times when the School may not be able to honor a complainant's request in order to provide a safe, non-discriminatory environment for all students.

The Title IX Coordinator will evaluate requests for confidentiality. When weighing a complainant's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the respondent will commit additional acts of sexual harassment or other violence, such as:
    - whether there have been other sexual harassment complaints about the same respondent;
    - whether the respondent has a history of arrests or records from a prior school indicating a history of violence;
    - whether the respondent threatened further sexual harassment or other violence against the complainant or others;
    - whether the sexual harassment was committed by multiple respondents;
- Whether the sexual harassment was perpetrated with a weapon;
- Whether the complainant is a minor;
- Whether the School possesses other means to obtain relevant evidence of the sexual harassment (e.g., security cameras or personnel, physical evidence); and
- Whether the complainant's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the Title IX Coordinator to file a formal complaint to investigate and, if appropriate, pursue disciplinary action. If none of these factors are present, the School will likely respect the complainant's request for confidentiality.

If the School determines that it cannot maintain a complainant's confidentiality, the School will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the School's response. The School will remain ever mindful of the complainant's well-being, and will take ongoing steps to protect the complainant from retaliation or harm and work with the complainant to create a safety plan. Retaliation against the complainant, whether by students or school employees, will not be tolerated. The School will also:

- Assist the complainant in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance;
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of course schedules (including for the respondent pending the outcome of an investigation), or adjustments for assignments or tests; and
- Inform the complainant of the right to report a crime to local law enforcement – and provide the complainant with assistance if the complainant wishes to do so.

The School may not require a complainant to participate in any investigation or disciplinary proceeding.

Because the School is under a continuing obligation to address the issue of sexual harassment campus-wide, reports of sexual harassment (including non-identifying reports) will also prompt the School to consider broader remedial action – such as increased monitoring, supervision, or security at locations where the reported sexual harassment occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/ victimization surveys; and/or revisiting its policies and practices.

If the School determines that it can respect a complainant's request for confidentiality, the School will also take prompt action as necessary to protect and assist the complainant. This includes the Title IX Coordinator promptly contacting the complainant to discuss the availability of supportive measures. A complainant's request for confidentiality will limit the School's ability to investigate a particular matter. The School may take steps to limit the effects of the alleged sexual harassment and prevent its recurrence without initiating formal action against the respondent or revealing the identity of the student complainant. Examples include providing increased monitoring, supervision, or security at locations or activities where the harassment occurred; providing training and education materials for students and employees; revising and publicizing the School's policies on sexual harassment; and conducting climate surveys regarding sexual harassment.

Off-campus Counselors and Advocates
Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the School unless the complainant requests the disclosure and signs a consent or waiver form. Contact information for these off-campus resources can be found in Section 4 of this Policy.

8. Formal Complaint Investigation Procedures and Protocols

The School will investigate all formal complaints of sexual harassment. A formal complaint must be in writing filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the School investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. The School's Title IX Coordinator oversees the School's investigation, response to, and resolution of all reports of prohibited sexual harassment, and of related retaliation, involving students, faculty, and staff.

As soon as practicable after receiving a formal complaint, the Title IX Coordinator will make an initial assessment of the formal complaint to determine whether the formal complaint, on its face, alleges an act prohibited by this Policy. If the Title IX Coordinator determines the formal complaint states facts which, if true, could constitute sexual harassment in violation of this Policy, the Title IX Coordinator will proceed through the formal investigation process (see below). If the Title IX Coordinator determines the complainant's report does not state facts that, if true, could constitute a violation of this Policy, the Title IX Coordinator will communicate this determination in writing to the complainant. In such circumstances the complainant may still file a report with the federal Office for Civil Rights, the police, or seek available civil remedies through the judicial system. The complainant may also re-file the report with the School upon discovery of additional facts.

The School will dismiss a formal complaint if the conduct alleged in the formal complaint would not constitute sexual harassment under Title IX even if proved, did not occur in the School's education program or activity, or did not occur against a person in the United States. ***Such dismissal does not preclude action under another provision of the School's code of conduct***. The School may dismiss the formal complaint if a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint; the respondent is no longer enrolled or employed by the School; or specific circumstances prevent the School from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. The School will promptly send written notice of the dismissal and reasons therefor simultaneously to the parties.

Notice

Upon receipt of a formal complaint, the School will provide written notice of the School's grievance process to the parties who are known. The School will also provide the parties with notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known; the conduct allegedly constituting sexual harassment; and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence that is submitted to and/or collected by the School in connection with the investigation. The written notice will also inform the parties of any provision in the School's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the School decides to investigate allegations about the complainant or respondent that are not included in a prior notice provided to the parties, the School will provide notice of the additional allegations to the parties whose identities are known.

Voluntary Resolution

Voluntary resolution, when selected by all parties and deemed appropriate by the Title IX Coordinator, is a path designed to eliminate the conduct at issue, prevent its recurrence, and remedy its effects in a manner that meets the safety and welfare needs of the School community. If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint, and if the School determines that the particular formal complaint is appropriate for such a process, the School will facilitate an informal resolution to assist the parties in reaching a voluntary resolution. The School retains the discretion to determine which cases are appropriate for voluntary resolution.

Voluntary resolution may include: conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the harassment occurred; facilitating a meeting with the respondent and the complainant present; and any other remedy that can be tailored to the involved individuals to achieve the goals of the Policy.

Voluntary resolution may also include restorative principles that are designed to allow a respondent to accept responsibility for harassment and acknowledge harm to the complainant or to the School community. Restorative models will be used only with the consent of both parties and following a determination by the Title IX Coordinator that the matter is appropriate for a restorative approach.

The School will not compel parties to engage in mediation or to participate in any particular form of informal resolution. As the title implies, participation in voluntary resolution is a choice, and either party can request to end this manner of resolution and pursue an investigation and adjudication at any time, including if voluntary resolution is unsuccessful at resolving the complaint.

In connection with any informal resolution process, the School will provide written notice to the parties disclosing the allegations and the requirements of the informal resolution process. The School will notify the parties that any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint. The School must

obtain the parties' voluntary, written consent to the informal resolution process. The informal resolution process may not be utilized to resolve allegations that a School employee sexually harassed a student.

The time frame for completion of voluntary resolution may vary, but the School will seek to complete the process within 15 days of all the parties' request for voluntary resolution.

Formal Investigation Process

The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the School and not on the parties. The Title IX Coordinator is responsible for the investigation of a formal complaint. The Title IX Coordinator may designate a specially trained investigator (or team of investigators) to conduct the investigation.

The School's process for responding to, investigating, and adjudicating sexual harassment reports will continue during any law enforcement proceeding. The investigator may need to temporarily delay an investigation while the police are gathering evidence but will resume the investigation after learning that the police department has completed its evidence-gathering and will generally not wait for the conclusion of any related criminal proceeding.

The investigator will interview the complainant, respondent, and any witnesses. They will also gather pertinent documentary materials (if any) and other information. The School will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate. Each party shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The School will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

Time Frame for Investigation

Consistent with the goal to maximize educational opportunities and minimize the disruptive nature of the investigation and resolution, the Title IX Coordinator seeks to resolve all reports in a timely manner. In general, an investigation may last up to 30 days, from receipt of a formal complaint from the complainant or the Title IX Coordinator of the request to proceed with an investigation. Adjudication will generally take up to 30 days from the date the investigative report is provided to both the complainant and the respondent. The Title IX Coordinator may set reasonable time frames for required actions under the Policy. Those time frames may be extended for good cause as necessary to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, accommodate absences or delays by the parties, the need for language assistance or accommodation of disabilities, account for School breaks or vacations, or address other legitimate reasons, including the complexity of the investigation (including the number of witnesses and volume of information provided by the parties) and the severity and extent of the alleged conduct. Any extension of the timeframes, and the reason for the extension, will be shared simultaneously with the parties in writing. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

Where necessary, the School will take prompt steps to protect complainants pending the final outcome of an investigation, including the provision of supportive measures to the complainant and/or the respondent. The School may remove a respondent from the School's education programs or activities on an emergency basis, provided that the School undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual

harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. The School may place a non-student employee respondent on administrative leave during the pendency of a grievance process.

The School will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the School does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the School will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. The School will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination

Investigation Report

The investigator will prepare an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a hearing, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. Such report will include a statement of the allegations and issues, the positions of the complainant and respondent, a summary of the evidence (including from interviews and documentation gathered), an explanation why any proffered evidence was not investigated, assessment of individual credibility, findings of fact, and an analysis of whether a violation of the Policy has occurred. The investigator will use "preponderance of the evidence" as the standard of proof to determine whether a violation of the Policy occurred. Preponderance of the evidence means that the investigator must be convinced based on the information it considers that the respondent was more likely than not to have engaged in the conduct at issue in order to find the respondent responsible for violating the Policy. The complainant and respondent will be simultaneously notified of the completion of the investigation and provided with the investigator's report.

9. Grievance/Adjudication Procedures

Hearing Panel

The School will convene a hearing panel following the end of the investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy.

The hearing panel will consist of one to three members, as determined by the Title IX Coordinator. The Title IX Coordinator will designate the members of the hearing panel but will not serve as a panel member. The investigator responsible for the School's investigation of the formal complaint may not serve as a panel member. The hearing panel members may include administrators, officers, lawyers, or other individuals with relevant experience and special training. Panel members may participate remotely so long as the School utilizes technology enabling the panel members and parties to simultaneously see and hear the party or witness answering questions. All panelists will receive training from experts in the field at least once a year. In addition to training on how the adjudicatory process works, the training will include specific instruction about how to approach students about sensitive issues that may arise in the context of sexual harassment. The complainant and respondent will be informed of the panel's membership before the hearing process begins. A complainant and/or respondent may challenge the participation of a panel member because of perceived conflict of interest, bias, or prejudice. Such challenges, including rationale, must be made to the Title IX Coordinator at least three days prior to the commencement of the hearing. At its discretion, the Title

IX Coordinator will determine whether such a conflict of interest exists and whether a panel member should be replaced. Postponement of a hearing may occur if a replacement panelist cannot be immediately identified.

Advisors
Both the complainant and the respondent are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual harassment by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled.

Written Submissions
Both the complainant and respondent will have the opportunity to submit written responses to the investigation report and other relevant information to the hearing panel. Each of the complainant and respondent will have the opportunity to review any written submissions by the other. The hearing panel may set reasonable parameters for these written submissions. The hearing panel will review the investigation report and written submissions.

Hearing Procedures
The Title IX Coordinator will give the complainant and respondent at least 10 calendar days' advance notice of the hearing. The Title IX Coordinator may arrange to hold the hearing at an off-campus location. The hearing is a closed proceeding, meaning that no one other than the panel members, the complainant and respondent, their respective advisors, witnesses (when called), and necessary School personnel may be present during the proceeding. The School executive director will work with School staff so that any student whose presence is required may participate in the hearing.

In general, hearings will proceed as follows:

- The Title IX Coordinator may set reasonable time limits for any part of the hearing. Each of the complainant and respondent will have the opportunity to present witnesses and other information consistent with the Policy and these Procedures. The panel may determine the relevance of, place restrictions on, or exclude any witnesses or information. When the complainant and respondent are not able to be present for the hearing panel, arrangements will be made for participation virtually, with technology enabling the participants to see and hear each other simultaneously.
- In cases where either the complainant or respondent opts not to participate in the hearing, the panel may still hear from the other.
- Additional hearing rules include:
    - Cross Examination. At the hearing, the hearing panel shall permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.
    - At the request of either party, the School will provide for the hearing to occur with the parties located in separate rooms with technology enabling the hearing panel members and parties to simultaneously see and hear the party or the witness answering questions.
    - Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the hearing panel must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

- If a party does not have an advisor present at the live hearing, the School will provide without fee or charge to that party, an advisor of the School's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.
- Information Regarding Romantic or Sexual History. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The existence of a prior consensual dating or sexual relationship between the complainant and respondent by itself does not support an inference of consent to alleged sexual harassment.
- Prior Conduct Violations. The hearing panel will not consider the respondent's prior conduct violations, unless the investigator provided that information to the hearing panel because the respondent was previously found to be responsible, and the previous incident was substantially similar to the present allegation(s) and/or the information indicates a pattern of behavior by the respondent.
- If a party or witness does not submit to cross-examination at live hearing, the hearing panel will not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the hearing panel will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.
- The School will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- Live hearings may be conducted with all parties physically present in the same geographic location or, at the School's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants to see and hear each other simultaneously.

The School will create an audio or audiovisual recording, or transcript, of any hearing and make it available to the parties for inspection and review. The panelists may request a copy or transcript of the recording. Cell phones and recording devices may not be used in the hearing room(s) unless approved by the panel in advance.

Panel Determinations/Standard of Proof

The hearing panel will issue a written determination regarding responsibility. The panel will use "preponderance of the evidence" as the standard of proof to determine whether a violation of the Policy occurred. Preponderance of the evidence means that a panel must be convinced based on the information it considers that the respondent was more likely than not to have engaged in the conduct at issue in order to find the respondent responsible for violating the Policy. The panel will find a student responsible, or not responsible, based on a majority vote. The panel will generally render a written determination within 10 calendar days after the conclusion of a hearing.

The panel's written determination will include:

a) Identification of the allegations potentially constituting sexual harassment;
b) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
c) Findings of fact supporting the determination;

d) Conclusions regarding the application of the School's code of conduct to the facts;
e) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the School imposes on the respondent, and whether remedies designed to restore or preserve equal access to the School's education program or activity will be provided by the School to the complainant; and
f) The School's procedures and permissible bases for the complainant and respondent to appeal.

If the panel finds the respondent responsible, the matter will proceed to the sanctions stage.
The parties will be informed of the results of the adjudication hearing by simultaneous written notice to both parties of the outcome of the formal complaint. The determination regarding responsibility becomes final either on the date that the School provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

10. Sanctions and Other Remedies

The hearing panel shall be responsible for imposing sanctions that are:

- Fair and appropriate given the facts of the particular case;
- Consistent with the School's handling of similar cases;
- Adequate to protect the safety of the campus community; and
- Reflective of the seriousness of sexual harassment.

No disciplinary sanctions or other actions that are not supportive measures will be imposed against a respondent until the completion of the School's grievance procedures, including any applicable appeal.

The hearing panel will consider relevant factors, including if applicable: (1) the specific sexual harassment at issue (such as penetration, touching under clothing, touching over clothing, unauthorized recording, etc.); (2) the circumstances accompanying the lack of consent (such as force, threat, coercion, intentional incapacitation, etc.); (3) the respondent's state of mind (intentional, knowing, bias-motivated, reckless, negligent, etc.); (4) the impact of the offense on the complainant; (5) the respondent's prior disciplinary history; (6) the safety of the School community; and (7) the respondent's conduct during the disciplinary process. The sanctioning decision will be communicated in writing to the complainant and the respondent as part of the hearing panel's written determination.

The School may impose any one or more of the following sanctions on a student determined to have violated the Policy:

- Reprimand/warning;
- Changing the respondent's academic schedule;
- Disciplinary probation;
- Restricting access to School facilities or activities;
- Community service;
- Issuing a "no contact" order to the respondent or requiring that such an order remain in place;
- Dismissal or restriction from School employment;
- Suspension (limited time or indefinite); and
- Expulsion.

In addition to any other sanction (except where the sanction is expulsion), the School may require any student determined to be responsible for a violation of the Policy to receive appropriate education and/or training related to the sexual harassment violation at issue. The School may also recommend counseling or other support services for the student.

Whatever the outcome of the hearing process, a complainant may request ongoing or additional supportive measures, and the Title IX Coordinator will determine whether such supportive measures are appropriate. Potential ongoing supportive measures include:

- Providing an escort for the complainant;
- Changing the complainant's academic schedule;
- Allowing the complainant to withdraw from or retake a class without penalty; and
- Providing access to tutoring or other academic support, such as extra time to complete or re-take a class.

The School may also determine that additional measures are appropriate to respond to the effects of the incident on the School community. Additional responses for the benefit of the School community may include:

- Increased monitoring, supervision, or security at locations or activities where the harassment occurred;
- Additional training and educational materials for students and employees;
- Revision of the School's policies relating to sexual harassment; and
- Climate surveys regarding sexual harassment.

11. Appeals

Either the respondent or the complainant or both may appeal from a determination regarding responsibility, and from a recipient's dismissal of a formal complaint or any allegations therein, on the following bases:

1. A procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal, that could affect the outcome of the matter; and
3. The Title IX Coordinator, investigator(s), or hearing panel member(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Disagreement with the finding or sanctions is not, by itself, grounds for appeals.

The decision maker(s) for the appeal may not be the same person as the hearing panel members, the investigator(s), or the Title IX Coordinator. The appealing party must submit the appeal in writing to the School within seven calendar days after receiving the written determination regarding responsibility. If either the complainant or respondent submits an appeal, the Title IX Coordinator will notify the other that an appeal has been filed and the grounds of the appeal. The non-appealing party may submit a written response within seven days after notice of an appeal.

If the decision-maker concludes that a change in the hearing panel's determination is warranted, the School may enter a revised determination, reconvene the panel to reconsider the determination, or return the matter for additional investigation. If both the complainant and respondent appeal, the appeals will be considered concurrently.

The decision maker will issue a written decision describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties. Appeals decisions will be rendered within 15 calendar days after the receipt of the written appeal. All appeal decisions are final.

12. Records Disclosure & Recordkeeping

Disciplinary proceedings conducted by the School are subject to the Family Educational Records and Privacy Act (FERPA), a federal law governing the privacy of student information. FERPA generally limits disclosure of student information outside the School without the student's consent, but it does provide for release of student disciplinary information without a student's consent in certain circumstances.

Any information gathered in the course of an investigation may be subpoenaed by law enforcement authorities as part of a parallel investigation into the same conduct or required to be produced through other compulsory legal process.

Additional information about FERPA can be found at https://studentprivacy.ed.gov/faq/what-ferpa.

The School will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, a report on the results of any disciplinary proceeding conducted by the School against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

The School will maintain for a period of not less than seven years records of:

a) Each sexual harassment investigation including any determination regarding responsibility; any audio, audiovisual recording, or transcript from a hearing conducted in response to a formal complaint; any disciplinary sanctions imposed on the respondent; and any remedies provided to the complainant designed to restore or preserve equal access to the School's education programs or activities;
b) Any appeal and the result therefrom;
c) Any informal resolution and the result therefrom; and
d) All materials used to train Title IX Coordinators, investigators, hearing panel members, decision-makers, and any person who facilitates an informal resolution process. The School will make these training materials publicly available on its website.

The School will create and maintain for a period of not less than seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the School will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the School's education program or activity. If a School does not provide a complainant with supportive measures, then the School will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the School in the future from providing additional explanations or detailing additional measures taken.

13. Education and Prevention Programs

As set forth in Section 3 of this Policy statement, sexual assault, sexual harassment, dating violence, domestic violence, and stalking are all forms of prohibited conduct.

The School is committed to offering educational programs to promote awareness and prevention of prohibited conduct. Educational programs include an overview of the School's policies and procedures; relevant definitions, including prohibited conduct; discussion of the impact of alcohol and illegal drug use; consent; safe and positive options for bystander intervention; review of resources and reporting options available for students, faculty, and staff; and information about risk reduction. Incoming students and new

employees will receive primary prevention and awareness programming as part of their orientation.

As part of the School's commitment to provide an educational and work environment free from prohibited conduct, this Policy will be disseminated widely to the School community through e-mail communication, publications, websites, new employee orientations, student orientations, and other appropriate channels of communication.

The Title IX Coordinator, investigators, hearing panel members, and anyone else who is involved in responding to, investigating, or adjudicating sexual harassment will receive annual training from experts in the field. In addition to training on how the adjudicatory process works, the training will include specific instruction about how to approach students about sensitive issues that may arise in the context of sexual harassment.

Definitions of Sexual Harassment under Washington Law

The Revised Code of Washington ("RCW") provides the following definitions with respect to crimes of sexual assault and consent:

(1) "Sexual intercourse" (a) has its ordinary meaning and occurs upon any penetration, however slight, and (b) Also means any penetration of the vagina or anus however slight, by an object, when committed on one person by another, whether such persons are of the same or opposite sex, except when such penetration is accomplished for medically recognized treatment or diagnostic purposes, and (c) Also means any act of sexual contact between persons involving the sex organs of one person and the mouth or anus of another whether such persons are of the same or opposite sex.

(2) "Sexual contact" means any touching of the sexual or other intimate parts of a person done for the purpose of gratifying sexual desire of either party or a third party.

***

(6) "Forcible compulsion" means physical force which overcomes resistance, or a threat, express or implied, that places a person in fear of death or physical injury to herself or himself or another person, or in fear that she or he or another person will be kidnapped.

(7) "Consent" means that at the time of the act of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

RCW 9A.44.040 – Rape in the first degree.
(1) A person is guilty of rape in the first degree when such person engages in sexual intercourse with another person by forcible compulsion where the perpetrator or an accessory:

(a) Uses or threatens to use a deadly weapon or what appears to be a deadly weapon; or

(b) Kidnaps the victim; or

(c) Inflicts serious physical injury, including but not limited to physical injury which renders the victim unconscious; or

(d) Feloniously enters into the building or vehicle where the victim is situated.

RCW 9A.44.050 – Rape in the second degree.
(1) A person is guilty of rape in the second degree when, under circumstances not constituting rape in the first degree, the person engages in sexual intercourse with another person:

(a) By forcible compulsion;

(b) When the victim is incapable of consent by reason of being physically helpless or mentally incapacitated;

(c) When the victim is a person with a developmental disability and the perpetrator is a person who is not married to the victim and who:

(i) Has supervisory authority over the victim; or

(ii) Was providing transportation, within the course of his or her employment, to the victim at the time of the offense.

RCW 9A.44.060 – Rape in the third degree.
(1) A person is guilty of rape in the third degree when, under circumstances not constituting rape in the first or second degrees, such person engages in sexual intercourse with another person:

(a) Where the victim did not consent as defined in RCW 9A.44.010(7), to sexual intercourse with the perpetrator; or

(b) Where there is threat of substantial unlawful harm to property rights of the victim.

RCW 9A.44.100 – Indecent liberties.
(1) A person is guilty of indecent liberties when he or she knowingly causes another person to have sexual contact with him or her or another:

(a) By forcible compulsion;

(b) When the other person is incapable of consent by reason of being mentally defective, mentally incapacitated, or physically helpless;

(c) When the victim is a person with a developmental disability and the perpetrator is a person who is not married to the victim and who:

(i) Has supervisory authority over the victim; or

(ii) Was providing transportation, within the course of his or her employment, to the victim at the time of the offense;

The Revised Code of Washington defines Stalking as follows:

RCW 9A.46.110 – Stalking.
(1) A person commits the crime of stalking if, without lawful authority and under circumstances not amounting to a felony attempt of another crime:

(a) He or she intentionally and repeatedly harasses or repeatedly follows another person; and

(b) The person being harassed or followed is placed in fear that the stalker intends to injure the person, another person, or property of the person or of another person. The feeling of fear must be one that a reasonable person in the same situation would experience under all the circumstances; and

(c) The stalker either:

(i) Intends to frighten, intimidate, or harass the person; or

(ii) Knows or reasonably should know that the person is afraid, intimidated, or harassed even if the stalker did not intend to place the person in fear or intimidate or harass the person.

***

(4) ***. Contact" includes, in addition to any other form of contact or communication, the sending of an electronic communication to the person.

***

(6) As used in this section:

(b) "Follows" means deliberately maintaining visual or physical proximity to a specific person over a period of time. A finding that the alleged stalker repeatedly and deliberately appears at the person's home, school, place of employment, business, or any other location to maintain visual or physical proximity to the person is sufficient to find that the alleged stalker follows the person. It is not necessary to establish that the alleged stalker follows the person while in transit from one location to another.

***

(e) "Repeatedly" means on two or more separate occasions.

RCW 9.61.260 – Cyberstalking.
(1) A person is guilty of cyberstalking if he or she, with intent to harass, intimidate, torment, or embarrass any other person, and under circumstances not constituting telephone harassment, makes an electronic communication to such other person or a third party:

(a) Using any lewd, lascivious, indecent, or obscene words, images, or language, or suggesting the commission of any lewd or lascivious act;

(b) Anonymously or repeatedly whether or not conversation occurs; or

(c) Threatening to inflict injury on the person or property of the person called or any member of his or her family or household.

***

(4) Any offense committed under this section may be deemed to have been committed either at the place from which the communication was made or at the place where the communication was received.

(5) For purposes of this section, "electronic communication" means the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic communication" includes, but is not limited to, electronic mail, internet-based communications, pager service, and electronic text messaging.

The Revised Code of Washington provides the following definitions with respect to Domestic Violence and Dating Violence:

RCW 26.50.010 – Definitions.
As used in this chapter, the following terms shall have the meanings given them:

***

(2) "Dating relationship" means a social relationship of a romantic nature. Factors that the court may consider in making this determination include: (a) The length of time the relationship has existed; (b) the nature of the relationship; and (c) the frequency of interaction between the parties.

(3) "Domestic violence" means: (a) Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, sexual assault, or stalking as defined in RCW 9A.46.110 of one intimate partner by another intimate partner; or (b) physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, sexual assault, or stalking as defined in RCW 9A.46.110 of one family or household member by another family or household member.
***

(6) "Family or household members" means: (a) Adult persons related by blood or marriage; (b) adult persons who are presently residing together or who have resided together in the past; and (c) persons who have a biological or legal parent-child relationship, including stepparents and stepchildren and grandparents and grandchildren.

(7) "Intimate partner" means: (a) Spouses, or domestic partners; (b) former spouses, or former domestic partners; (c) persons who have a child in common regardless of whether they have been married or have lived together at any time; (d) adult persons presently or previously residing together who have or have had a dating relationship; (e) persons sixteen years of age or older who are presently residing together or who have resided together in the past and who have or have had a dating relationship; and (f) persons sixteen years of age or older with whom a person sixteen years of age or older has or has had a dating relationship.

Bystander Intervention

The School's primary prevention and awareness program includes a description of safe and positive options for bystander intervention. Active bystanders take the initiative to help someone who may be targeted for a sexual assault. They do this in ways that are intended to avoid verbal or physical conflict. Active bystanders also take the initiative to help friends, who are not thinking clearly, from becoming offenders of crime. Intervention does not mean that you directly intervene to stop a crime in progress; rather, these steps are "early intervention" – before a crime begins to occur. There are three important components to consider before taking action that we refer to as the ABCs:

- **A**ssess for safety. Ensure that all parties are safe, and whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help.
- **B**e with others. If it is safe to intervene, you are likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends that you know well.
- **C**are for the person. Ask if the target of the unwanted sexual advance/attention/behavior is okay – does he or she need medical care? Ask if someone they trust can help them get safely home.

Risk Reduction

The School's primary prevention and awareness program includes information on risk reduction. This includes:

Avoiding Dangerous Situations. While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted.

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have money for transportation.
- Do not allow yourself to be isolated with someone you do not trust or someone you do not know.
- Avoid putting headphones in or on both ears so that you can be more aware of your surroundings, especially if you are walking alone.

Safety Planning. Things to think about:

- How to get away if there is an emergency? Be conscious of exits or other escape routes. Think about options for transportation (car, bus, subway, etc.).
- Who can help? Friends and/or family, or support centers in your area. Please see Section 4 of this Policy for a list of support organizations.
- Where to go? Options may include a friend's or relative's house, or you may consider going to a domestic violence or homeless shelter. You may also go to the police. **Important Safety Note:** If the dangerous situation involves a partner, go to the police or a shelter first.
- What to bring? This may include important papers and documents such as a birth certificate, social security card, license, passport, medical records, lease, bills, etc. This will also include house keys, car keys, cash, credit cards, medicine, important numbers, and your cell phone. If you are

bringing children with you, remember to bring their important papers and legal documents. You can keep all of these things in an emergency bag. You should hide the bag—it is best if it is not in your house or car. If the bag is discovered, you can call it a "tornado" or "fire" bag.

Protecting Your Friends. You have a crucial role to play in keeping your friends safe. No matter what the setting, if you see something that doesn't feel quite right or see someone who might be in trouble, there are some simple things you can do to help out a friend.

- Distract. If you see a friend in a situation that does not feel quite right, create a distraction to get your friend to safety. This can be as simple as joining or redirecting the conversation: suggest to your friend that you leave the party, or ask them to walk you home. Try asking questions like: "Do you want to head to the bathroom with me?" or "Do you want to head to another party – or grab pizza?"
- Step in. If you see someone who looks uncomfortable or is at risk, step in. If you feel safe, find a way to de-escalate the situation and separate all parties involved. Do not be shy about directly asking the person if they need help or if they feel uncomfortable.
- Enlist others. You do not have to go it alone. Call in friends or other people in the area as reinforcements to help defuse a dangerous situation and get the at-risk person home safely. There is safety in numbers.
- Keep an eye out. Use your eyes and ears to observe your surroundings. If you see someone who has had too much to drink or could be vulnerable, try to get them to a safe place. Enlist friends to help you. Even if you were not around when the assault occurred, you can still support a friend in the aftermath.

Social Situations. While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted in social situations.

- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately.
- Do not leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you have left your drink alone, just get a new one.
- Do not accept drinks from people you do not know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, do not drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they have had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others). *Information on Risk Reduction was provided by RAINN: Rape, Abuse & Incest National Network: www.rainn.org.*

14. Amendments

The School may amend the Policy or the Procedures from time to time. Nothing in the Policy or Procedures shall affect the inherent authority of the School to take such actions as it deems appropriate to further the educational mission or to protect the safety and security of the School community.

Definitions of Key Terms

- Sexual Harassment - means conduct on the basis of sex that satisfies one or more of the following:
  1) An employee of the School conditioning the provision of an aid, benefit, or service of the School on an individual's participation in unwelcome sexual conduct;
  2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School's education programs or activities; or
  3) "Sexual assault," "dating violence," "domestic violence," or "stalking" as defined herein.[1]

- Sexual Assault - An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Unified Crime Reporting ("UCR") program.[2]
  - Rape - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
  - Sex Offenses - Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
    - Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the 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 incapacity.
    - Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
    - Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.

- Domestic Violence - A felony or misdemeanor crime of violence committed (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (iv) 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 (v) 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.[3]

- 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 interaction between the persons involved in the relationship. For the purpose of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.[4]

- "Education program or activity" includes locations, events, or circumstances over which the School exercises substantial control over both the respondent and the context in which the sexual harassment occurs. It includes all of the academic, educational, extra-curricular, and other

[1] Definition of sexual harassment as set forth in Federal regulations 34 CFR 106.30(a).
[2] Definition of sexual assault as set forth in Federal regulations 34 CFR 668.46(a)
[3] Definition of domestic violence as set forth in Federal regulations 34 CFR 668.46(a)
[4] Definition of dating violence as set forth in Federal regulations 34 CFR 668.46(a)

programs of the School, whether they take place in the facilities of the School, at a class or training program sponsored by the School at another location, or elsewhere. An instructor's alleged sexual harassment of a student would likely constitute sexual harassment in the School's education programs or activities even if the alleged harassment occurs off campus. The School's education programs and activities may also include computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of, the School.

- Prohibited Conduct – The School prohibits Sexual Assault, Sexual Harassment, Dating Violence, Domestic Violence, and Stalking as defined in these Definitions of Key Terms.

- 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 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. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.[5]

- Retaliation – The School shall not, and no individual shall, intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX and/or this Policy. The exercise of rights protected under the First Amendment does not constitute retaliation. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation; provided, however, that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

- Consent is a voluntary agreement to engage in sexual activity.
    - Past consent does not imply future consent.
    - Silence or an absence of resistance does not imply consent.
    - Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
    - Consent can be withdrawn at any time.
    - Coercion, force, or threat of either invalidates consent.

  Someone who is incapacitated cannot consent. Incapacitation refers to a situation in which a person is not capable of providing consent because the person lacks the ability to understand her or his decision. This situation may occur due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the student from having the capacity to give consent.

- Complainant – means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

- Respondent – means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

[5] Definition of stalking as set forth in Federal regulations 34 CFR 668.46(a)

Registered Sex Offenders

Information about registered sex offenders in Jefferson County can be obtained by contacting the Jefferson County Sheriff's Office at 360-385-3831 or click the "Sex Offender Information" link on their website at: https://co.jefferson.wa.us/172/Sheriff. Information about registered sex offenders in the State of Washington can be obtained from the Washington Association of Sheriffs and Police Chiefs on their website at www.waspc.org/sex-offender-information.

Crime Statistics

NWSWB discloses campus crime statistics gathered from CSAs and local law enforcement officials. The statistics are broken down geographically into on campus, non-campus, or public property such as streets and sidewalks adjacent to the school. The report also indicates if any of the reported incidents, or any other crime involving bodily injury, was a hate crime. See Appendix B: 2017 – 2019 Campus Crime Statistics.

In some cases, an incident that is reported as a crime may not be included in the Annual Security Report. All of the following standards must be met for an incident to be included in the annual report.

1. **Reported to the Proper Authorities:** Incidents must be reported to law enforcement or a Campus Security Authority (CSA).
2. **Listed Crimes:** The crime must be one of those listed in the Clery Act as a reportable crime. (See list below.)
3. **Reportable Area:** The crime must have occurred in one of the reportable areas.
   - **On Campus:** Building/Property that is owned/operated by the institution or school, including any paths necessary to travel to get to building/property.
   - **Non-Campus:** Building/Property that is owned/controlled by the institution, but not within the same contiguous geographical region (i.e., on campus).
   - **Public Property:** Thoroughfares, streets, sidewalks and city-owned parking facilities within the campus or immediately adjacent to/and accessible from the campus.

   See Appendix C: NWSWB Campus Map.
4. **Made in Good Faith:** For an incident to be included there must be a determination that the report is made in good faith. Supporting evidence makes this determination easy, but such evidence is not always available. In such a case the creditability of the person making the report is considered. When the incident is reported to us through a law enforcement agency, we assume that this determination has already been made.

Note: If law enforcement determines that a particular reported incident could not have occurred or did not occur, i.e., a false report, the crime is not included in the Annual Security Report. Only law enforcement can rule a case "unfounded."

Crimes are reported in the following seven major categories, with significant sub-categories and conditions:

1. Criminal Homicide
   a. Murder and Non-negligent Manslaughter
   b. Manslaughter by Negligence
2. Sexual Assault (Sex Offenses)
   a. Rape
   b. Fondling
   c. Incest
   d. Statutory Rape

3. Robbery
4. Aggravated Assault
5. Burglary, where:
    a. There is evidence of unlawful entry (trespass), which may be either forcible or not involve force.
    b. Unlawful entry must be of a structure - having four walls, a roof, and a door.
    c. There is evidence that the entry was made in order to commit a felony or theft.
6. Motor Vehicle Theft
7. Arson

Schools are also required to report statistics for the following categories of arrests or referrals for campus disciplinary action (if an arrest was not made):

1. Liquor Law Violations
2. Drug Law Violations
3. Weapons: Carrying, Possessing, Etc. Violations

Schools are also required to report statistics for crimes added to the Clery Act by the Violence Against Women Act:

1. Domestic Violence
2. Dating Violence
3. Stalking

Hate crimes must be reported by category of prejudice, including race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, and disability. Statistics are also required for the additional crime categories if the crime committed is classified as a hate crime:

1. Larceny/theft
2. Simple assault
3. Intimidation
4. Destruction/damage/vandalism of property

Fire Safety Report

The Higher Education act of 2008 requires disclosure of fire safety standards and measured for on-campus student housing facilities. This report includes fire statistics for the same calendar years as the crime statistics. NWSWB is committed to ensure the safety, comfort and well-being of all students and fire safety is part of that commitment.

In emergency situations, a person reporting a fire should call 9-1-1 for an immediate response from the local law enforcement agency. Thereafter, the fire should be reported to the Facilities Manager at 360-385-4948 ext. 302.

A fire log for student housing facilities is maintained by the Facilities Manager. The log records information concerning fires inside campus housing. It may be viewed anytime during business hours by contacting the Facilities Manager.

Fire Drills, Evacuation and Fire Safety Education

All-campus fire drills are held on at least an annual basis. When a fire alert is triggered, all students and personnel must immediately evacuate the facility. Upon being notified about a fire emergency, occupants must leave the building using designated escape evacuation routes and assemble and remain in the designated staging areas until Emergency Personnel have announced that it is safe to reenter the building. Each resident receives a copy of the Student Handbook which contains information concerning fire safety and prohibited items.

Smoking, the use of open-flame or the burning of any substance is not permitted in or around any housing unit. This includes candles, incense or any type of flame cooking devices. The use of high-heat halogen lamps is also a fire safety violation. “Black lights” are not permitted in student housing. Starting open fires, the use of personal barbecues, the use of decorative lights and tampering with fire safety equipment are all violations. The Facilities Manager is available to clarify these policies. NWSWB provides a microwave, refrigerator and a 4-burner electric range/oven in each room. Any items determined to be in violation of the rules and policies, including the fire safety code, may be subject to confiscation and disposal.

Fire Safety Inspections

Fire protection systems are inspected and tested, at a minimum, on an annual basis. Notify the Facilities Manager of possible damage to or problem with any fire protection equipment including alarms and fire extinguishers.

Specific Fire Safety Procedures

- Familiarize yourself with evacuation routes provided on the campus map.
- If a fire alarm is activated, immediately leave the building.
- Assemble and remain at designated assembly area.
- Non-emergency personnel may fight the fire ONLY if the fire is small and not spreading to other areas and there is a working fire extinguisher and this personnel is trained to use it.
- Provide Emergency Personnel with information you may have about the fire alarm, any persons who are unaccounted for or anyone who is injured.
- Re-enter the building only after Emergency Personnel have announced that it is safe to do so.

Fire Safety Report Definitions

FIRE: any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

CAUSE OF FIRE: the factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

FIRE DRILL: a supervised practice of a mandatory evacuation of a building for a fire.

FIRE-RELATED INJURY: any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters or any other individuals.

FIRE-RELATED DEATH: any instance in which a person (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) dies within one year of injuries sustained as a result of the fire.

FIRE SAFETY SYSTEM: any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

VALUE OF PROPERTY DAMAGE: the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

Appendices

Appendix A – Clery Act Crime Definitions

Note: Please see the Definitions of Key Terms under the NWSWB's Sexual Misconduct Policy & Procedures for the Clery Act Crime Definitions regarding conduct that falls within the scope of that policy.

AGGRAVATED ASSAULT: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

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 of another, etc.

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

DESTRUCTION / DAMAGE / VANDALISM OF PROPERTY: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

DRUG LAW VIOLATIONS: The violation of laws prohibiting the production, distribution, and/or use of controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrest for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

HATE CRIMES: A criminal offense committed against a person, property, or society which is motivated, in whole or in part, by the offender's bias against a gender, gender identity, race, religion, disability, sexual orientation, ethnicity, or national origin; also known as a *bias crime*.

WEAPONS - CARRYING, POSSESSING, ETC. VIOLATIONS: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. Include possession of deadly weapons; carrying deadly weapons, concealed or open; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

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.

LARCENY-THEFT: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

LIQUOR LAW VIOLATIONS: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, furnishing, transportation, possession, or use of alcoholic beverages or intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the above. Not including driving under the influence and drunkenness.

MOTOR VEHICLE THEFT: The theft or attempted theft of a motor vehicle (SUV's, automobiles, trucks, buses, motorcycles, motor scooters, golf carts, motorized wheelchairs, ATV's, and snowmobiles).

MURDER/NON-NEGLIGENT MANSLAUGHTER: The willful (non-negligent) killing of one human being by another.

MANSLAUGHTER BY NEGLIGENCE: The killing of another person through gross negligence.

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 or violence and/or by putting the victim in fear.

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.

Appendix B – Campus Crime and Fire Statistics 2023-2025

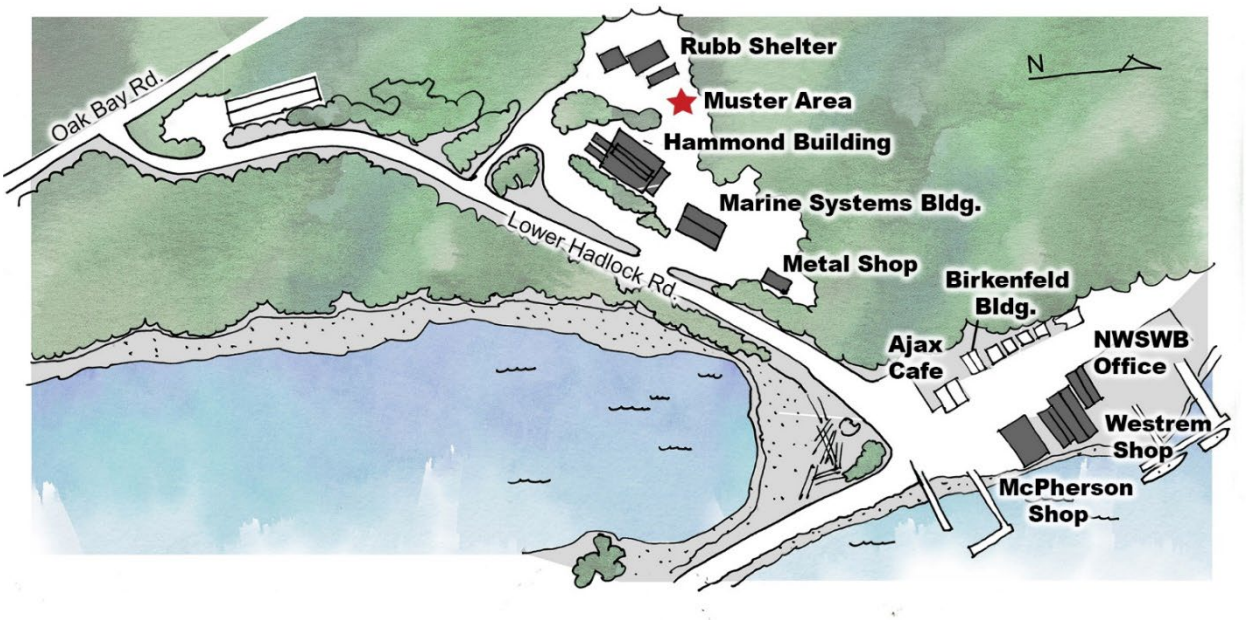
Following are Crime and Fire Statistics reported and submitted to the U.S. Department of Education in accordance with the 1998 Jeanne Clerey Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and 2013 Violence Against Women Reauthorization Act (VAWA).

Criminal Offense	On Campus			Student Housing			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	1	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrests & Disciplinary Referrals									
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Weapons: Carrying, Possessing, Etc. Arrests	0	0	0	0	0	0	1	0	0
Weapons: Carrying, Possessing, Etc. Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Fires Summary	**2023**			**2024**			**2025**		
On-campus Student Housing: Fires	0			0			0		
On-campus Student Housing: Injuries	0			0			0		
On-campus Student Housing: Deaths	0			0			0		

No hate crimes were reported at any of the locations in 2023, 2024 or 2025.

Public crime statistics for the 2023, 2024 and 2025 calendar years were provided to the Northwest School of Wooden Boatbuilding by the Jefferson County Sheriff's Office.

Appendix C – Campus Map

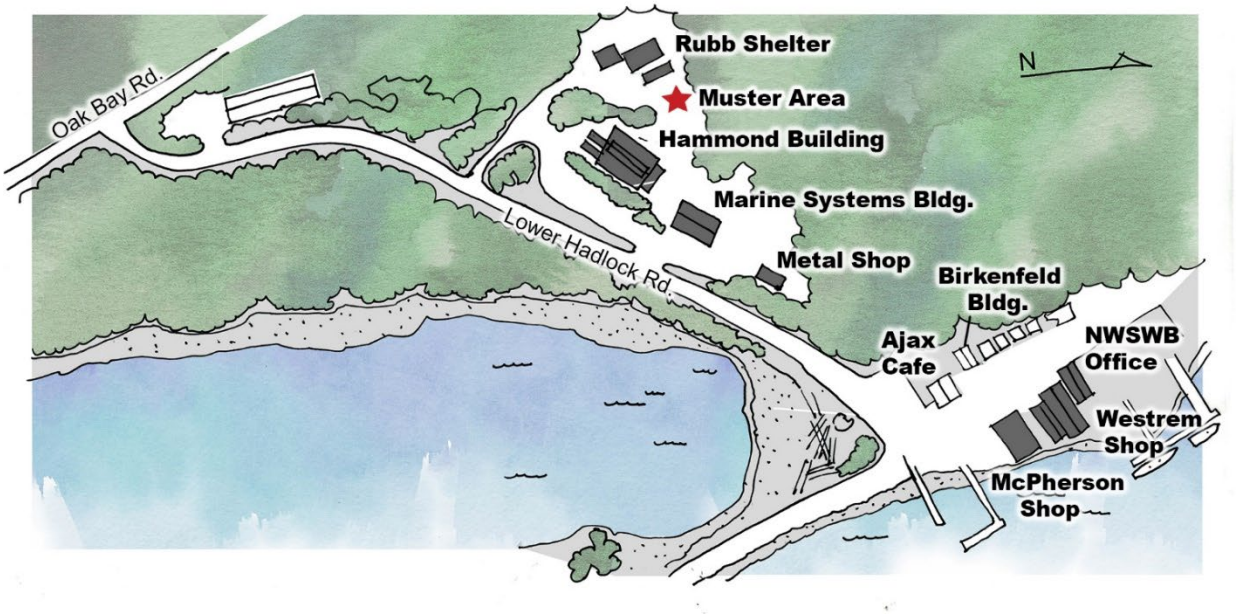


These definitions are for the areas described in the crime statistics reported in Appendix B.

ON CAMPUS: Includes the areas within the property boundaries: NWSWB Office, Westrem Shop, McPherson Shop, Hammond Building, Marine Systems Building, Rubb Shelter, Metal Shop, Birkenfeld Building, Cottages (student housing), the student parking lot next to Hammond Building, the gravel lane leading to student parking lot on the upper campus, school property extending to the west of the upper campus, and any school-owned boats.

PUBLIC PROPERTY: Includes Water Street (sidewalk-street-sidewalk) in front of the Westrem and McPherson buildings, Ajax Café building, the dock, beach, and public parking adjacent to NWSWB buildings.

Appendix D – Emergency Notification and Evacuation



Emergency Notification

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, NWSWB will immediately, without delay, notify the campus community. NWSWB's Facilities Manager will confirm the severity of the situation through observation and by seeking information from the Jefferson County Department of Emergency Management. The Facilities Manager will determine the amount of information that should be disseminated and when. See pages 5-6 for additional information about the Emergency Notification and Response Procedures.

Evacuation

In the event of evacuation at the Port Hadlock Heritage Campus, all students and staff will congregate in the uppermost part of the property (see map). Either the Facilities Manager or the Student Services Manager will activate the Text Alert System, notifying all staff and students to congregate in the muster area. Each shop instructor will immediately turn on their shop's 2-Way radio to monitor communications on channel 1 and will verify that everyone is out of their building, clear the exit, and close all doors. In the Westrem administrative office, the Student Services Manager will immediately turn on their shop's 2-Way radio to monitor communications on channel 1 and verify that everyone is out of the building, clear exits, and close all doors. For the Birkenfeld administrative office, the Education Director will verify that everyone is out of the building, clear exits, and close all doors. Once in the designated muster area, each instructor will account for their students and report to their program's Lead Instructor (or Education Director). Then the Lead Instructor or Education Director will take roll with the day's attendance form. For administrative staff, the Executive Director or Deputy Director will contact all administrative staff and ensure all are accounted for. This is to ensure everyone is present and safe, or if someone is missing and/or in need of help. Every building has multiple exit doors (marked in red) that people will use to exit the buildings.

Tsunami – 25 – 30 minutes. Up to 100 ft of water rise.

In the event of a Tsunami warning being issued locally all NWSWB employees, guests and students are to evacuate the lower campus immediately. The muster area for a tsunami is located on the upper campus near the Rubb Shelter. If necessary, students/staff can go to higher ground where the school's garden is. Tsunamis caused by shifts within the Cascadia subduction zone offshore can reach Port Hadlock as quickly as 25 – 30 minutes and though most predications place the rise of tide at no more than 20 feet, tsunamis have been known to reach 100 feet in tidal height. Once all employees, guests and students have been accounted for, they will remain in the muster area until directed by the school official in charge of the scene, or the Executive Director.

This concludes the 2026 Annual Security Report and Annual Fire Safety Report.

Northwest School of Wooden Boatbuilding
42 North Water Street
Port Hadlock, WA 98339
(360) 385-4948
www.nwswb.edu