



Safety Handbook for Students, Employees, & Guests

AIE Seattle

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Includes:

***Jeanne Clery Disclosure of Campus Security
and Campus Crime Statistics Act Report***

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AIE Seattle Safety Handbook for Students, Employees, & Guests

Overview:

The Academy of Interactive Entertainment (AIE) is providing the following information to all of its students, employees, and guests as part of its commitment to safety and security of everyone on campus.

This information is also pursuant to the requirements of the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act of 1990.

Questions about any of the information provided in this report should be referred to the Seattle campus Head of School, Seattle Center Armory, Suite 405, 305 Harrison Street, Seattle, WA 98109.

Safety and Security Policies

AIE believes in providing a safe and welcoming environment to enhance the well-being of students, faculty, staff and guests, along with the protection of all school assets.

It is the employees' and the students' responsibility to exercise "common sense" and to know and follow all posted safety and fire regulations and utilize safety equipment properly to protect themselves and fellow students from inconvenience or serious injury.

It is the duty of every employee, student, and visitor to report any accidents, injuries, unsafe conditions, defective equipment to a staff member. **Any and all accidents or crimes, no matter how small, should be immediately reported to the Head of School, instructor, or a staff member.**

AIE Jurisdiction

AIE Seattle comprises the offices and studios on the 4th floor of the Armory building in the Seattle Center, as well as our financial offices at Queen Anne Square. Any property beyond those bounds is the responsibility of the staff of Seattle Center or Queen Anne Square respectively. Nonetheless, students, employees, and visitors are encouraged to report any safety concerns or criminal behavior beyond the bounds of AIE itself to the Head of School as well as to Seattle Center Emergency Services and/or the Seattle Police Department.

Your Right To Know

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

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

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements.

- Provide “timely warning” notices of those crimes that have occurred and “pose an ongoing threat to students and employees.”
- Describe the school’s emergency response and evacuation procedures including how the institution will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to safety of students or employees occurring on the campus.

Timely Warnings

If a situation arises, either on or off campus, that the Head of School or staff members judge to constitute an ongoing or continuing threat, a campus wide “timely warning” will be issued.

The warning will be issued through the AIE e-mail system to students, faculty and staff. Also, the instructors would be notified electronically and physically and would be asked to update the students during class about the warning.

The Head of School, Student Services Coordinator, and any employee would collect and inform guests of any safety concern. When issuing a “Timely Warning”, AIE will keep confidential the names of any victims.

Reporting Safety Issues

Each student, employee, and guest should follow security policies and procedures to ensure the safest possible environment. All are required to report all injuries, accidents, hazards, criminal acts or other emergencies promptly and accurately to any AIE employee, who will relay the information appropriately.

Injuries and accidents from the most minor to the most urgent must be brought to a staff member’s attention immediately. Emergency services are available, and all full time AIE employees have received first aid training. AIE staff members will record the incident and report to the Head of School.

It is the policy of AIE that all criminal acts or other emergencies occurring on the school campus be properly documented and reported to local authorities as required by law. Anyone who is a witness to, informed of, or the victim of a crime (in addition to dialing 9-1-1) can report criminal activity or other emergencies occurring on campus by contacting the Head of School (206-428-6350) or the Seattle Center Emergency Services (206-684-7272).

Criminal activity might include, but is not limited to: Arson, Burglary, Motor Vehicle Theft, Aggravated Assault, Robbery, Sexual Offenses: forcible & nonforcible, Domestic Violence, Dating Violence, Stalking, Criminal Homicide: murder & non-negligent manslaughter and negligent manslaughter.

AIE staff, including the Head of School, will assist as necessary to ensure proper notification is completed. Law enforcement will be notified when appropriate, although some cases may be handled internally with discipline at the discretion of AIE staff.

If a student is a victim of a crime and does not want to pursue action with AIE’s system or the criminal justice system, the student still may want to consider making a confidential report. With the student’s permission, the Head of School can file a report on the details of the incident without revealing the student’s identity, unless there is an endangerment of life or reporting is otherwise required by law.

The purpose of the confidential report is to comply with the student’s wish to keep the matter confidential, while taking steps to ensure the safety of the student and that of others. Reports filed in this manner are counted and disclosed in the annual crime statistics for AIE and are kept in the Head of School’s office.

AIE will, upon written request, disclose to the alleged victim of a crime of violence, or a nonforcible sex offense, the report on the results of any disciplinary proceeding conducted by AIE 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 the victim notification.

Security and Access to Campus Facility

It is the policy of AIE that access to all campus facilities is limited to authorized personnel, students and invited guests. Visitors are, at all times, subject to the Code of Conduct Policy. Responsibility for the lawful and appropriate behavior of visitors should be shared by their student or employee host.

Programs to Inform Students and Employees about Security, Crime Prevention and Crisis Response

New students are given information on security, crime and sexual assault prevention and crisis response during orientation.

Throughout the year, posters are hung up in classrooms, offices and halls to raise awareness about crime prevention, drug and alcohol abuse and sexual assault, harassment, domestic violence, dating violence and stalking prevention. Also, there are postings that explain emergency procedures and crisis response, to make sure students are aware of what they need to do in case of an emergency.

In addition to the annual campus security report, students and staff are notified of specific security concerns if/when they arise throughout the year and appropriate measures are taken to assure continued safety. When warranted, the campus community is notified via AIE email accounts and /or bulletin board notices or notices read by instructors to the students in classrooms. Content includes the specific incident(s) that may be relevant to campus safety concerns and campus and community measures taken to address the safety issues.

Emergency Contact Information

All AIE students fill out their emergency contact information on or before the day of orientation. This is kept with their student records accessible by designated AIE employees.

Information Regarding Registered Sex Offenders

The Seattle Police Department, Sexual Assault Unit, Sex and Kidnapping Offender Details Office maintains records and information on sex and kidnapping offenders. The release of this information is intended to enhance public safety and protection. Information is available to the public by calling 206-684-5332.

Drug and Alcohol Policies

AIE is a drug-free work environment. Substance abuse means the use or possession of any drug in a manner prohibited by law. It also means the use of alcohol or any legal drug in a manner that an individual's performance is impaired beyond normal function. Any infraction of this policy is not tolerated, and any student found in violation of this policy will be brought up before the Disciplinary Committee and could be expelled.

AIE is subject to and follows the requirements of the federal Drug-Free Workplace Act of 1988

and the Drug-Free Schools and Communities Act of 1989. The school strongly supports each act.

AIE expresses its continued commitment:

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

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

Substance Abuse

The administration of AIE desires to promote the health and well-being of students and academy personnel. Specific procedures relating to substance abuse prevention education, identification, constructive intervention, information, assistance, and referral shall be developed by the school, consistent with existing law and the best interests of all concerned.

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

For purposes of this policy the following definitions apply.

“Drug” means any drug which has not been legally obtained, or is not being used for its intended purpose, or as prescribed, or is defined as a controlled substance by the Controlled Substance Act (21 U.S.C. & 812 et se q.) or section 2.1 of subpart “B” of Workplace Drug Testing Programs (53 FR 11980 April 11, 1988), which also includes marijuana.

“Under the Influence of Alcohol” means that the student, employee or visitor manifests symptoms which preclude performing their job or educational exercises in a safe and efficient manner or has a level of alcohol in the blood considered to be impaired under applicable state law. Such symptoms may include, but not be limited to, misbehavior, odor of alcohol and/or impairment of physical or mental ability.

Alcoholic Beverages

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

Any violation of this policy will result in disciplinary action up to and including termination of employment or expulsion for students. Visitors found to be under the influence of alcohol should be referred to the Head of School who will address the situation.

Drug/Alcohol Use

While at AIE, students, faculty and staff have the responsibility to engage in their jobs and educational studies, in a safe, conscientious, and effective manner. In order to do this, AIE students, faculty and staff

must be able to study and work in a drug and alcohol free environment and be free from the effects of drugs and alcohol.

Accordingly:

Drugs:

The manufacture, sale, possession, distribution, dispensing or use by a student, faculty member or staff person while on AIE premises of a controlled substance or drug not medically authorized is strictly prohibited.

The use by a student, faculty member or staff person of a controlled substance or drug not medically authorized which affects their work or poses a hazard to the safety and welfare of the person, or other students, faculty, or staff is strictly prohibited.

Alcohol:

Being under the influence of alcohol or engaging in the sale, transfer or distribution by any student, faculty member or staff person while on AIE premises is strictly prohibited except at functions where a legal permit and advance consent has been obtained.

Violations of the Drug/Alcohol Use Policy may result in disciplinary action up to and including expulsion or termination as described in the Student Handbook or Employee Handbook or in applicable collective bargaining agreement. Such disciplinary action may include a requirement of successful completion of a licensed drug or alcohol rehabilitation program and suspension until such time as AIE determines that the person is able to participate in their job or education in a safe and effective manner. In addition, AIE has the right to refer violations of its Drug/Alcohol Use Policy for criminal prosecution.

Furthermore, each student, faculty member or staff person who observes or has knowledge of other student, faculty member or staff person in a condition which affects their ability to engage in their job or educational studies or poses a hazard to the safety and welfare of others are encouraged to report such condition to their supervisor and Head of School. All reports will be investigated. To the extent possible, confidentiality will be protected, except to the extent necessary to investigate the report.

AIE takes its commitment to provide a drug and alcohol-free environment seriously. All students, faculty members or staff persons who suspect they may have a drug or alcohol abuse problem are encouraged to seek assistance. To comply with the Federal Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act Amendments of 1989, the Head of School maintains a list of agencies which provide rehabilitative and counseling services.

Crisis Emergency Phone Numbers: <http://seattlecrisis.org/phone.html>

Recovery and Support Resources

These are examples of a variety of methods for providing support as people work toward developing healthy lifestyles free of alcohol and/or other drugs:

Al-Anon: 12 step support groups for family members of alcoholics. <http://www.seattle-al-anon.org>, (206) 625-0000

Alcoholics Anonymous: 12 step support groups for people who want to quit drinking. This is the most

available and most well known. The 12 steps of AA have been adapted to suit other issues, such as narcotics, cocaine, gambling, and co-dependency. These steps focus in part on the acceptance of powerlessness over the substance (or behavior), and on the idea of turning to a Higher Power for direction and support. One advantage of AA is that there are numerous meetings throughout the area.

Families Anonymous: 12 step support groups for family members of alcohol or drug users. FA is often attended by parents.

Gamblers Anonymous: 12 step support groups for compulsive gamblers.

<http://www.gamblersanonymous.org/ga/content/seattle/ga>, (855) 222-5542

Marijuana Anonymous: 12 step support groups for people who want to quit use of marijuana

<http://www.madistrict4.org>, (206) 414-9270

Narcotics Anonymous: 12 step support groups for people who want to quit drug use.

<http://www.seattlena.org>, (206) 790-8888

Self- Management and Recovery Training: Secular alternative to 12 step groups that focuses on distinguishing between rational and irrational thoughts and feelings. This might be the best choice for someone who is not spiritually based. rtsavor@gmail.com, (206) 459-2242

Treatment

These sites provide information about how and where to access treatment services.

Addiction Recovery Guide: Sections on treatment options; addiction medications; holistic approaches; residential treatment; and a message board. <http://www.addictionrecoveryguide.org>

Facility Locator: A national search site for finding treatment providers.

<http://samhsa.gov/treatment/index.aspx>

Pride Institute: Treatment resources specific to the gay, lesbian, bisexual and transgender communities.

<http://www.pride-institute.com>

Rapid Detox: Services for detoxing from opiate based drugs (heroin, morphine, Oxycontin) **Substance Abuse**

& Mental Health Services Administration: Full range of help and services for both substance abuse and mental health issues. <http://findtreatment.samhsa.gov>

The Stanton Peele Addiction Website: Non-medical approach to addressing AODA issues.

<http://www.peele.net>

Weapons

The possession or use of firearms, knives (except non-spring pocket knives with blades less than four inches), other weapons, explosives or fireworks of any kind are prohibited on school property and during any school activity. The school reserves the right to inspect all items brought onto the school premises. Possession or use of a firearm, knife (except non-spring pocket knife with a blade less than four inches), other weapon, explosive or firework on school premises or during any school activity will result in the student's immediate termination from the school.

Personal Property

AIE expressly disclaims all liability and responsibility of every kind and nature whatsoever for any loss, theft, damage, destruction, or other casualty to any personal property of any kind owned by any student, visitor or other. Students are advised and warned they must personally take full and complete responsibility for safekeeping of all their property on school premises and during any school activities.

Sexual Assault Programs and Procedures - Violence Against Women Act

On March 7, 2013, President Barack Obama signed a bill that strengthened and reauthorized the Violence Against Women Act. Included in the bill were amendments to the Clery Act that afforded additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking.

Sexual Misconduct Policy

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

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

The school makes this policy readily available to all students and staff of AIE and provides periodic education to students regarding sexual misconduct. AIE staff engages professionals to offer sexual misconduct education and information. Creating a respectful, safe and non-threatening environment is the responsibility of all members of the school and AIE encourages students to take advantage of these educational opportunities and to learn about this policy.

New students are given information on sexual assault, harassment, domestic violence, dating violence and stalking during orientation.

Throughout the year, posters are hung up in classrooms, offices and halls to raise awareness to sexual assault, harassment, domestic violence, dating violence and stalking prevention. Also, there are posters that explain emergency procedures and crisis response, to make sure our students are aware of what they need to do in case of an emergency.

Scope

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

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

Confidentiality

AIE is committed to creating an environment that encourages students to come forward if they have experienced any form of sexual misconduct. The school works to safeguard the identity and privacy of students who seek help or who report sexual misconduct. However, people in different positions have different obligations with regard to confidentiality. Under Washington law, communications with some

individuals are confidential. Students should always confirm whether confidentiality applies to the communication. Generally, confidentiality applies when a student seeks services from the following persons:

- Psychological counselor
- Personal attorney
- Religious/spiritual counselor

Sexual Misconduct

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

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

Consent must be present throughout the sexual activity. At any time, a participant can communicate that he or she no longer consents to continuing the activity. If there is confusion as to whether anyone has consented or continues to consent to sexual activity, it is essential that the participants stop the activity until the confusion can be clearly resolved.

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

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

Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can occur between members of the same or different sex and can also occur while individuals are fully clothed.

Sexual misconduct includes, but is not limited to, the following examples of prohibited conduct:

Sexual Assault

- Sexual Assault is an extreme form of sexual misconduct and represents a continuum of conduct from forcible rape to nonphysical forms of pressure that compel individuals to engage in sexual activity against their will. Examples of sexual assault under this policy include, but are not limited to, the following behaviors when consent is not present:
 - Sexual intercourse (vaginal, anal, oral)
 - Oral sex
 - Rape or attempted rape
 - Penetration of an orifice (anal, vaginal, oral) with the penis, finger, or other object
 - Unwanted touching of the genitals, buttocks, breast, or other body part
 - Coercion or forceful efforts to make someone else touch one's genitals, buttocks, breast or

- other body part
- Inducing consent through drugs or alcohol
- Engaging in sexual activity with a person who is unable to provide consent due to the influence of drugs, alcohol, or other condition
- Domestic Violence.
- Dating Violence.

Sexual Exploitation

- Sexual Exploitation involves taking non-consensual sexual advantage of another person, even though the behavior might not constitute one of the other sexual misconduct offenses. Examples can include, but are not limited to the following behaviors:
 - Invading sexual privacy
 - Prostituting another student
 - Recording a non-consensual video or audio-taping of sexual activity
 - Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex).
 - Knowingly transmitting an STD or HIV to another student
 - Sexually-based stalking and/or bullying may also be forms of sexual exploitation
 - Engaging in voyeurism - Voyeurism involves both secretive observation of another's sexual activity and secretive observation of another for personal sexual pleasure

Sexual Harassment

- Sexual harassment is a form of discrimination. Sexual harassment can include unwelcome behavior (verbal, written, physical) that is directed at someone because of that person's sex, gender, or gender identity and meets either of the following criteria:
 - Submission or consent to the behavior is believed to carry consequences for the student's education or employment
 - *Examples* can include pressure to engage in sexual behavior to further the student's education or employment; real or perceived threat that rejecting the behavior would carry a negative consequence for the student.
 - The behavior creates a hostile, intimidating or demeaning environment that is sufficiently severe, pervasive and objectively offensive to substantially interfere with or deny participation in a student's educational activities and benefits or employment opportunities.
 - *Examples* can include persistent efforts to develop a sexual relationship, bullying/cyber-bullying of a sexual nature or for a sexual purpose, stalking, unwelcome commentary about an individual's body or sexual activities, unwanted sexual attention, repeated and unwelcome sexually oriented teasing, joking or flirting, verbal abuse of a sexual nature.

Comments or communications could be verbal, written or electronic.

If You Have Been Assaulted:

Victims of sexual assault, rape, acquaintance rape, domestic/dating violence, or stalking should follow these recommended steps:

- Go to a safe place following the attack.
 - Do not shower, bathe, or destroy any of the clothing you were wearing at the time of the attack.
 - It is important that evidence be preserved for proof of a criminal offense.
 - Go to a hospital emergency room for care.
-
- Make sure you are evaluated for the risk of pregnancy and venereal disease. (A medical examination is the only way to ensure you are not injured and could provide valuable evidence should you decide to prosecute.)
 - Call someone to be with you. You should not be alone.

Reporting of sexual assaults or rape are the decision of the victim. It is important to understand that reporting a sexual assault or rape is different than prosecuting a rape. Victims are strongly encouraged to immediately contact law officials to report the incident.

The contact for the King County Sexual Assault Resource Center is: 1-888-998-6423

Reporting Sexual Misconduct

In addition to supporting individual students affected by sexual misconduct, the school takes all incidents seriously and has a responsibility to address misconduct. When sexual misconduct involves criminal behavior, students are strongly encouraged to report the situation to law enforcement. The Head of School will assist the student in notifying Seattle Center Emergency Services or local law enforcement if the student so requests. An incident/witness report can be completed even if the student has not decided whether to take legal action. Nonetheless, students are always free to report and are encouraged to share instances of such behavior with the Head of School regardless of whether or not they choose to press formal criminal charges.

Students are strongly encouraged to report incidents of, or share information about, sexual misconduct as soon as possible. This is true even if the student with a complaint or a witness may have concern that his or her own alcohol or drug use, or other prohibited activities were involved. The school will not pursue disciplinary violations against a student with a complaint or a witness for his or her improper use of alcohol or drugs if the student is making a good faith report of sexual misconduct.

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

In all cases, the Head of School strives to respond promptly and effectively by investigating the allegations and addressing the effects of the conduct. Factors that could impair the timing of the investigation include the complexity and severity of the conduct, the number and availability of witnesses, or the need to identify

and acquire physical or other evidence.

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

- For emergencies, contact 911.
- For non-emergencies, or if criminal behavior is involved, student are encouraged to contact Seattle Center Emergency Services by telephone at 206-684-7272 or in person 1st floor, Armory Building, Seattle Center.
- Students, employees, and visitors are equally encouraged to report any issues to AIE staff.

Contacting Seattle Center Emergency Services does not mean you must pursue charges. Seattle Center Emergency Services can advise you of your options and can also preserve evidence while you consider your options.

To seek assistance and support, or to report misconduct, contact the Head of School (206-686-0136, jamesc@aie.edu) or any AIE staff member.

In all situations, the school's goals are to provide a prompt and effective response and to treat the student who reports misconduct with sensitivity and fairness, while also ensuring the accused individual receives due process if any disciplinary action is to be imposed.

Retaliation

The school prohibits retaliation against an individual for making a complaint of sexual misconduct (including sexual assault and sexual harassment), for resisting such behavior, or for otherwise using or participating in the complaint resolution process. Prohibited behavior includes any form of intimidation, threats, or harassment and includes retaliatory behavior by the individual accused of misconduct or her/his friends, family or other persons acting in support of or on behalf of the accused. Acts of retaliation are cause for separate disciplinary action. Concerns of retaliation can be communicated to the Head of School (206-686-0136, jamesc@aie.edu) or to any AIE staff member.

False Complaints

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

Immediate Actions by AIE

The Head of School may take immediate interim actions to protect the safety of the school's community, to enable students with complaints and witnesses to continue studies, and to ensure the integrity of an investigation. These actions may include:

- Suspension of an accused student
- Issuances of a no-contact notice

Resources and Services for Students

School and community services are available to students even in the absence of a school or criminal report. AIE strongly encourages students to seek assistance to care for themselves emotionally and physically through confidential crisis intervention, health care, and counseling.

As students tend to their health, they should keep in mind that medical examinations are time sensitive, and are critical in preserving evidence of sexual assault so that options can be considered later.

Confidential Support

There are no counseling services at AIE, but students are encouraged to talk to the Head of School or Student Services Coordinator, who will help the student contact any counseling/health services they are interested in. Any information will be kept confidential.

Contact information:

Head of School - James Cardo, 206-686-0316, jamesc@aie.edu

Student Services – Charlene Hernandez, 206-428-6350, charlene.hernandez@aie.edu

If a student would like to talk with someone after hours or on a weekend/holiday when the school is not open, students are referred to Lifeline 1-800-273-TALK (24-hour telephone counseling) or the The Crisis Clinic of Seattle (www.crisisclinic.org) at 206-461-3222.

Campus Resources

Seattle Center Emergency Services: Contacting Seattle Center Emergency Services does not mean a student must pursue criminal charges. Seattle Center Security Department can advise students of their options, help preserve evidence while they consider options, and assist students in safety planning.

Contact information: 206-684-7272, 1st floor, Armory Building, Seattle Center.

Head of School: The Head of School can assist a student in filing formal complaints or, if the student is not ready to file a formal complaint, the Head of School will work with him or her to address their concern(s). The Administration Office can also assist the student in notifying Seattle Center Security Department and/or local law enforcement, if the student so requests, or referring the student to resources such as counseling or a confidential advocate.

Contact information: James Cardo, 206-686-0136, jamesc@aie.edu

Community Resources:

Seattle Police Department Emergency phone: 911

Harborview Center for Sexual Assault: Contact information: 206.744.1600

King County Sexual Assault Resource Center 425.282.0330

Domestic Abuse Women's Network 425.656.7867 (www.dawnonline.org)

Northwest Network of LGBT Survivors of Abuse 206.568.7777

Harassment Policy:

AIE affirms that all students, employees, and visitors are entitled to a campus free of harassment and expects that all employees will treat each other and students with courtesy, dignity, and respect. AIE takes its obligation to maintain a workplace free of harassment seriously.

Unlawful Discrimination and Harassment:

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

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

Any student or employee who experiences harassment from a campus visitor should refer immediately to the Head of School or any AIE staff member.

Sexual Harassment:

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

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

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

Sexual Harassment Reporting Procedures:

When an aggrieved person discloses to an employee that an AIE employee, student, or visitor has behaved inappropriately, the employee should:

- Advise the student to contact the Head of School. The employee must follow up with the Head of School to confirm that the student has made the report.

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

Employees will find it useful to review the harassment reporting procedures outlined in the student handbook.

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

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

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

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

Hate Crime Policy and Reporting

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

Criteria for Reporting Hate Motivated Crimes and Incidents

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

A criminal act may include any of the following:

- Burning cross or religious symbol
- Explosives, bomb threats

- Assault, disorderly conduct
- Interrupting or disturbing religious, ethnic, cultural political or other meetings
- Targeting a protected class of people through words or actions

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

Annual Disclosure of Crime Statistics

The Head of School prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with local law enforcement agencies and the Seattle Center Security Department. Each entity provides updated information on their educational efforts and programs to comply with the Act.

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

Each year, an e-mail notification is made to all enrolled students providing access to this report. Faculty and staff receive similar notification via e-mail. Copies of the report may also be obtained at the Administration Office.

How to report a crime

- Emergencies dial 9-1-1.
- Non-emergencies call Seattle Center Emergency Services at 206-684-7272.
- Any suspicious activity or person on the 4th floor, stairwells, in the classrooms, or in AIE offices should be reported to AIE staff and/or Seattle Center Emergency Services.
- For off campus non-emergencies, you may also call the Seattle Police Department West Precinct directly at (206) 625-5011.

Current Crime Statistics for AIE Seattle can be found on its website at:

<https://aie.edu/studentinformation/seattle-safety-handbook-and-clery-act-statistics/>

Emergency Responses and Evacuation Procedures

Fire

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

Small Fire (No Larger Than A Wastebasket)

- Alert people to evacuate area.
- Activate nearest fire alarm.
- Smother fire or use appropriate fire extinguisher.
- Always maintain accessible exit.
- Avoid smoke or fumes.
- Be prepared to evacuate building if fire grows.

Large Fire (Larger Than A Wastebasket)

- Alert people to evacuate area.
- Activate nearest fire alarm.
- Evacuate building using fire evacuation plan.
- Close doors to contain fire.
- Move people to a safe distance.
- If you are unable to safely reach an exit:
- Stay low to avoid breathing in smoke and toxic gases.
- Retreat into a closed space with a window and phone if possible so you can call 911. o Close all doors and other openings.
- Place clothing, paper or other soft materials in gaps around closed doors.
- Hang a sign in window for fire rescue workers to see.

Notes and Precautions

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

Threat of Bodily Harm

Threats should always be taken seriously. Any threat should be immediately reported to the Head of School or any AIE staff member. In case of emergency, call 911.

Active Shooter

- Close and lock all doors

- Barricade the door with furniture
- Move as far from any possible line of fire as is practical
- Call 911
- Call Seattle Center Emergency Services 206-684-7272
- First responders will arrive to engage the shooter. They will not render aid or answer questions until all threats have been nullified.

Threats Made In Person

- Try to remain calm.
- Avoid confrontation when possible.
- Call 911 or Seattle Center Emergency Services 206-684-7272.

Threatening Notes, Phone Calls, Etc.

- Call Seattle Center Emergency Services 206-684-7272
- Call 911 and remember to report the location address.
- Notify Head of School or any AIE staff member.

Bomb Threat

- Take all threats seriously.
- Try to remain calm.
- Call 911.
- Call Seattle Center Emergency Services 206-684-7272
- Head of School will decide whether or not to evacuate the building.
- If told to do so, evacuate the building. To avoid panic, do not announce that the evacuation is due to a bomb threat.
- Leave any search to police, firefighters and other trained people.

Telephoned Threats

- Take all threats seriously.
- Try to remain calm.
- Keep the caller on the line. Obtain as much information as possible.
- Call 911. If possible, have someone else report the call while you keep the caller on the line.
- Call Seattle Center Emergency Services 206-684-7272
- Head of School will decide whether or not to evacuate the building.
- If told to do so, evacuate the building. To avoid panic, do not announce that the evacuation is due to a bomb threat.
- Leave any search to police, firefighters and other trained people.

Suspicious Packages Or Devices

- Do not touch the package or device.
- Evacuate the area immediately.

- Call 911. Indicate that a suspicious package or device has been found.
- Call Seattle Center Emergency Services 206-684-7272
- Wait a safe distance away from the area until advised that the device has been examined and/or disposed of.

Chemical Exposure

- Evacuate the area.
- Call 911.
- Seattle Center Emergency Services 206-684-7272

Medical Emergency, Injury or Illness

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

One Injured or Ill Person

- For serious injury or illness, or if you are unsure of the extent of the injury or illness, call 911.
- Apply First Aid if the situation warrants it and you have appropriate first aid certification.
- Inform AIE staff
- Call Seattle Center Emergency Services 206-684-7272

More Than One Injured Or Ill Person

- For serious injury or illness, or if you are unsure of the extent of the injury or illness call 911.
- Call Seattle Center Emergency Services 206-684-7272.
- Stay at the scene and aid the ill and injured.
- Follow the directions of the emergency response specialists.
- Inform AIE staff.

Psychiatric Emergency

Under no circumstances should anyone transport a student, employee, or visitor to the hospital for a medical or psychiatric emergency.

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

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

If the Situation Is Not Physically Violent or Potentially Dangerous

- Talk calmly with the individual.
- When possible, have two people remain with the person in crisis while a third person makes the appropriate telephone calls for assistance.
- If there is no threat of violence, call the Head of School or any AIE staff member at (206)428-6350 prior to calling 911 or alerting Seattle Center Emergency Services 206-684-7272.

If The Situation Is Physically Violent Or Potentially Dangerous:

- Call 911 immediately.
- Call Seattle Center Emergency Services 206-684-7272
- When emergency help arrives, tell them what you know about the situation and follow their instructions.
- After emergency help has arrived, notify the Head of School at (206)428-6350.

Earthquake

If Inside During an Earthquake

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

After the Shaking Stops

- Do not use open flames (candles, matches or lighters).
- Evacuate the building.
- Remember, additional shocks or tremors may occur.
- Watch for falling debris or electrical wires when leaving the building.

If Outside During an Earthquake

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

After the Shaking Stops

- Do not use open flames (candles, matches or lighters).
- Do not enter buildings until it is determined that they are safe.

If Inside a Vehicle During an Earthquake

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

After the Shaking Stops

- Do not use open flames (candles, matches or lighters).
- Do not enter buildings until it is determined that they are safe.

Volcanic Eruption

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

If Time Permits Dismissal

- You will be notified by a school official.
- Cover mouth and nose with handkerchief or other material to filter the air.
- Depending on the proximity to the eruption, the school may be closed and classes may be dismissed.

If Time Does Not Permit Dismissal

- Seek shelter inside the building.
- Close all windows and doors.
- Cover mouth and nose with handkerchief or other material to filter the air.
- Remain in the building until notified by a school official.

School Closure

Under extraordinary circumstances, the school may experience a full closure.

Full closures affect all AIE campus facilities. Closures can occur either during or prior to normal hours of operation. Students should follow the announcement made for Seattle Public Schools for weather related events.

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

- An announcement will be made.
- Follow the directions being given.

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

Students should follow the announcement made for Seattle Public Schools.

Announcements of closure will also be made via email, Canvas, the AIE website, and social media.

First Aid/CPR

Any injury requiring First Aid that occurs in an AIE classroom or studio should be reported immediately to the Head of School or any AIE staff member.

Medical kits are located in each classroom and at the front desk.

An AED (automatic external defibrillator) is also found at the front desk.