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2020 Annual Security Report and Campus Safety Manual

Campus Crime Prevention Policies
Campus Evacuation and Safety Policies
Campus Drug and Alcohol Policies

Paroba College
9930 Evergreen Way
Building Y
Everett, WA 98204
www.paroba.edu

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CRIME PREVENTION POLICIES

Paroba College values the safety of all our students, staff, faculty and guests. To ensure the security of our campus, we comply with all related federal, state and local policies regarding campus safety, including:

- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), 20 U.S.C. § 1092(f)
- The Higher Education Opportunity Act of 2008 (HEOA), (Public Law 110-315), 20 U.S.C. § 1092(i)-(j)
- The Violence Against Women Reauthorization Act of 2013, (Public Law 113-4)
- The Violence Against Women Act of 1994, 42 U.S.C. § 13925(a)

This manual covers the policies and procedures regarding safety and security at Paroba College.

REPORTING OF A CRIME OR INCIDENT ON CAMPUS

Should a crime or emergency incident occur on campus, students, staff and faculty should call 9-1-1 to contact the Everett Police Department or to seek emergency paramedic attention.

Non-emergent incidents should be reported to the School Director or Assistant Director at Paroba College, either in person or by phone at 425-353-8193.

The reporting of a crime or incident, either by a victim or a witness, is

- Voluntary – no one is compelled to report;
- Confidential – the identity of victims and witnesses will not be shared or publicized, except for with law enforcement as necessary;
- Best when prompt and accurate –victims and witnesses should report the crime or incident as soon as possible with as much accurate information as possible;
- While initial reports may be made verbally, written statements may be required.

PERSONNEL

At Paroba College, the Vice President/Director of Operations acts as the Compliance Officer with regard to all safety and security reporting. This position ensures that:

- School policies remain in compliance with all federal regulations, such as the Clery Act and the Violence Against Women Acts (VAWA).
- Annual crime, fire and incident reporting is completed and published.
- Crime prevention education programs are properly implemented.

The Vice President/Director of Operations will receive annual training, in accordance with the law.

Campus Security Authorities (CSA) at Paroba College are the School Director and Assistant Director. Any report of a crime to a Campus Security Authority (CSA) made in good faith will be reported according to the School's reporting structure. CSAs will be trained as required by regulation. School Faculty and other staff members are not considered CSAs.

Persons exempt from reporting crimes under the law are pastoral counselors and professional counselors. Paroba College does not employ anyone who would be considered exempt under the law.

ANNUAL CRIME REPORTING

The Annual Crime and Incident Report for Paroba College's Clery geography is updated on or before October 1 of each year, is available by request and is provided to every student upon enrollment. The report includes data on all of the Clery defined crimes:

- Annual statistics on criminal offenses for murder/non-negligent manslaughter, negligent murder, forcible sex offenses (rape, forcible sodomy, sexual assault with an object, and forcible fondling), non-forcible sex offenses (incest and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- Annual statistics on criminal offenses for domestic violence, dating violence, and stalking incidents;
- Annual statistics on liquor law violations, drug law violations, and illegal weapons violations;
- Annual statistics on hate and bias crimes for larcenies, vandalisms, simple assaults and intimidation, as well as any other crime involving bodily injury to a person in which the victim is intentionally selected because of

the actual or perceived gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability;

- Data from a log of fire related events over the last three years and other campus fire safety information.

Data for the Annual Crime and Incident Report is collected from reports made according to the School's reporting structure and data reported to the school by the local authorities.

In accordance with the law, all crimes *reported to the school* by the means outlined in this manual that meet the Clery reporting standards will be listed in the Annual Crime and Incident Report.

CLERY GEOGRAPHY

Paroba College is located at 9930 Evergreen Way, Building Y, Everett, WA 98204. As defined by federal regulation, Clery geography includes on campus buildings, non-campus buildings controlled by the institution, and public property contiguous with the institution. A color-coded map of Paroba College's Clery geography is included in the addendums.

Paroba College's on campus property: All of Building Y at 9930 Evergreen Way, Everett, WA, the adjacent landscaped areas owned by Paroba College, and the parking area that is owned by Paroba College.

Paroba College's non-campus property: None at this time.

Public Property: Portions of 100th Street SW directly adjacent to Building Y.

CAMPUS CRIME LOG

Paroba College is not required to keep a campus crime log.

CAMPUS SECURITY AND ACCESS TO CAMPUS

Paroba College does not employ a campus security force. Paroba College is in the jurisdiction of the City of Everett Police Department. The closest precinct is at 1121 Everett Mall Way, Everett, WA 98208. Paroba College also falls under the authority of the Snohomish County Sheriff's Department and the State Patrol of Washington State.

Paroba College is open to the public during regular business hours. The exterior of the campus can be accessed from 100th Street SW or from Evergreen Way through a private parking area not controlled by Paroba College. Building Y, which holds the entirety of enclosed portion of the Paroba College campus, can be accessed through doors on the East (public entrance), South (student and staff entrance) and West (student and staff entrance) during normal business hours. At any time other than normal operating business hours, all doors are locked. The campus is secured by a monitored security system.

Paroba does not provide any on campus housing. There are no residential facilities on campus. Campus facilities should only be occupied during normal business hours. Occasional use of campus facilities for educational events during non-operating hours may occur with management approval.

To encourage campus safety, Paroba College has an internal security camera system that records campus activity without sound, as required by law. Recordings are kept for three days, unless they require additional review, at which time the necessary clips may be saved. Recordings may not be shared publicly nor can the system be accessed by anyone outside of Paroba College management or their designee, with the exception of law enforcement, which may have access to video upon request. Cameras are posted in common areas, classrooms, clinic areas, and in some exterior areas. For privacy reasons, there are no cameras in the spa or hair removal rooms, and classroom cameras may be disabled by management if specific curricula requires.

Paroba College has external lighting in the parking lot, a fire alert system, and marked exits for use in emergencies.

MONITORING OF STUDENT ORGANIZATIONS AND ACTIVITIES

Paroba College does not have any officially recognized student organizations or non-campus student organizations. Activities organized by students on or off of campus are not monitored by the school in any capacity. Non-campus activities organized by students are not monitored by the school in any capacity.

EXCLUSION FROM CAMPUS

Paroba College is a privately owned institution. Management reserves the right to exclude anyone from campus who

disrupts the educational process, who commits a criminal act, or who violates school policies. This policy is in place to maintain a safe environment for students, staff, faculty and guests.

If someone who has been excluded from campus returns to campus or refuses to leave campus, the appropriate local authorities may be contacted.

An appeal of the exclusion from campus may be made in writing to the School Director. The appeal will be reviewed by the school management team. The decision of the management team is final.

THREAT ASSESSMENT

Paroba College will take seriously any threat made against individuals, groups or property on our campus. Everyone is responsible for safety, and as such, should report any threat witnessed or received. Anyone who observes threatening behavior, even absent an actual threat, is encouraged to report such behavior.

For threats witnessed or received on campus, or for threats made against the campus or against an individual or group on campus:

- 1) If there is immediate danger, call 9-1-1 to alert local authorities.
- 2) If risk is not immediate, please contact the School Director, Assistant Director, or Operations Director. Please be prepared to share as much information regarding the threat as possible.

Any student, staff or faculty member who receives or witnesses a threat to, from or about another student, staff or faculty member off campus or online is encouraged to report this behavior to the School Director, Assistant Director, or Operations Director. Again, if danger is immediate, call 9-1-1.

If it is determined that a threat was made by a student, staff or faculty member, appropriate actions may be taken, in accordance with school policies. Paroba College will make every effort to maintain confidentiality for any reporting party.

WEAPONS ON CAMPUS

In accordance with State of Washington regulations, the visible carrying of weapons is not permitted on Paroba College campus. While "open carry" is legal in some instances in the State of Washington, it is not permitted on college campuses.

Students are not permitted to carry firearms on campus property. Firearms kept in vehicles may be permitted in accordance with state law.

Brandishing or committing a crime with a weapon on campus may result in immediate disciplinary action, including, but not limited to, suspension or termination.

Threats of violence with a weapon or threats of future use of a weapon on campus may result in disciplinary action, including, but not limited to, suspension or termination.

Weapons include the following:

- Firearms or other devices meant to expel a projectile;
- Explosives, bombs or poison gas;
- Grenades, rockets, missiles or mines;
- Hatchets, throwing stars, daggers or swords;
- Knives with blades larger than 4 inches;
- Any object used to perpetrate a violent act, even if that act does not result in physical harm.

TIMELY WARNING FOR CRIME PREVENTION

If a Clery-defined crime occurs within Paroba College's Clery geography and is reported according to the policies, Paroba College will determine if a timely warning is warranted and will provide the timely warning should it be necessary.

Timely warning may vary depending on the severity of the incident and the threat assessed, and every decision will be made on a case-by-case basis. The decision to issue a timely warning will be made by the School Director, Assistant Director and/or Operations Director. As necessary, guidance from related law enforcement may also play a role in determining how and when to notify students, staff and faculty of a crime or threat.

Timely warnings may be issued when:

- A Clery-defined crime is reported to a CSA or to local law enforcement, and
- The crime was committed within Paroba College's Clery geography, and
- The crime represents a serious or continuing threat to students and/or employees.

Reasons that a timely warning may not be issued include:

- The subject(s) has been apprehended and the threat of danger is relieved;
- A warning would thwart apprehension of the subject(s) and compromise law enforcement efforts;
- A crime was not reported to the college or the police in a manner that would allow the college to warn the campus community in a timely fashion;
- A crime was reported to a pastoral or professional counselor, as is regulated by law.

Timely warning notifications(s) may be issued in one or more of the following ways:

- Oral notification to those present on campus;
- Notices posted on campus;
- An alert or message through the Paroba App (KlassApp/Fame Connect);
- Text notification using text messaging system;
- Mass email;
- On the Paroba College web page;
- Social Media, including on Paroba College's Facebook Page.

Timely warnings may be issued by the Operations Director, the School Director or the Assistant Director, or any staff or faculty member given the authority to do so by the Operations Director, School Director or Assistant Director.

The notification will contain information regarding the type of crime committed or threat made, whether or not campus will be open or closed, and how students, staff and faculty members should proceed. Confidential information, such as information regarding names or conditions of victims, may not be shared.

The notification system will be tested on an annual basis.

When classes resume following an incident, the School Director, Assistant Director or Operations Director will communicate with students, staff and faculty about the incident, as allowed, and discuss the prevention of future similar incidents.

SECURITY ALERTS

For a crime or incident that is reported to a CSA that does not fit the criteria for a timely warning but still may impact student, staff or faculty safety, the Operations Director, School Director or Assistant Director may determine to issue a **security alert**. A security alert may include such information as what kind of incident or crime was reported, the location and time of the crime or incident, and any safety precautions that campus members may want to take.

Security alerts may be distributed orally, by notices posted on campus, through the Paroba App (KlassApp/Fame Connect), by text message, social media or on the Paroba College website.

CRIME PREVENTION AND REPORTING EDUCATION

Upon enrollment in a program at Paroba College, each student receives a copy of the Annual Security Report and Campus Safety Manual (ASR/CSM). At orientation, the details of the manual will be discussed.

Each fall, all enrolled students, staff and faculty members are given a copy of the most recent ASR/CSM for review.

Students may be provided ongoing training and/or materials to further address crime prevention, bystander intervention, personal security, and awareness and prevention of dating violence, sexual assault, domestic violence and stalking. Additional education may be provided in written form, verbally or via an online format.

THE PAROBA APP

Paroba utilizes a mobile app for secure communication with students, staff and faculty. The Paroba App (KlassApp/Fame Connect) is available for any mobile device through the application store associated with their device. A web-based application is also available for use on computers, laptops or tablets.

Paroba will utilize the Paroba App to notify campus members in case of timely warnings, security alerts, or emergency notifications. Students, staff and faculty are required to have the app on their smart phone or similar device and opt-in for notifications. Students will be given additional information on the Paroba App during orientation.

POLICIES REGARDING DATING VIOLENCE, SEXUAL ASSAULT, DOMESTIC VIOLENCE AND STALKING

Paroba College is committed to creating a campus that is free of sex and gender based harassment and violence. To that end, Paroba College will provide information on the prevention of dating and domestic violence, sexual assault, stalking, and sex or gender based harassment. The procedures for the reporting and investigation of said crimes and incidents are reviewed in this section of this manual.

Paroba College will not tolerate any crime of dating violence, sexual assault, domestic violence and stalking against our students, staff or faculty members. Anyone who believes that he or she is a victim of one of these crimes is encouraged to seek assistance as indicated in this manual.

DEFINITIONS

The State of Washington RCW Definitions:

RCW 26.50.010

Domestic Violence

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

(2) "Family or household members" means spouses, domestic partners, former spouses, former domestic partners, persons who have a child in common regardless of whether they have been married or have lived together at any time, adult persons related by blood or marriage, adult persons who are presently residing together or who have resided together in the past, 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, persons sixteen years of age or older with whom a person sixteen years of age or older has or has had a dating relationship, and persons who have a biological or legal parent-child relationship, including stepparents and stepchildren and grandparents and grandchildren.

(3) "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.

RCW 9A.46.020

Harassment

(1) A person is guilty of harassment if:

(a) Without lawful authority, the person knowingly threatens:

(i) To cause bodily injury immediately or in the future to the person threatened or to any other person; or

(ii) To cause physical damage to the property of a person other than the actor; or

(iii) To subject the person threatened or any other person to physical confinement or restraint; or

(iv) Maliciously to do any other act which is intended to substantially harm the person threatened or another with respect to his or her physical or mental health or safety; and

(b) The person by words or conduct places the person threatened in reasonable fear that the threat will be carried out. "Words or conduct" includes, in addition to any other form of communication or conduct, the sending of an electronic communication.

(2)(a) Except as provided in (b) of this subsection, a person who harasses another

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;
- (d) When the perpetrator is a health care provider, the victim is a client or patient, and the sexual intercourse occurs during a treatment session, consultation, interview, or examination. It is an affirmative defense that the defendant must prove by a preponderance of the evidence that the client or patient consented to the sexual intercourse with the knowledge that the sexual intercourse was not for the purpose of treatment;
- (e) When the victim is a resident of a facility for persons with a mental disorder or chemical dependency and the perpetrator is a person who is not married to the victim and has supervisory authority over the victim; or
- (f) When the victim is a frail elder or vulnerable adult and the perpetrator is a person who is not married to the victim and who:
 - (i) Has a significant relationship with 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 and such lack of consent was clearly expressed by the victim's words or conduct, or
- (b) Where there is threat of substantial unlawful harm to property rights of the victim.

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.

Additional Definitions

While not necessarily defined in the laws of Washington state, it is important to have an understanding of these concepts as well.

Sexual Harassment

Harassment on the basis of sex or gender includes, but is not limited to:

- An attempt to coerce an unwilling person into a sexual relationship;
- Unwelcome sexual attention, unwanted comments, or communications or jokes of a sexual nature or about their sexual experiences or orientation;
- Teasing or intimidating someone on the basis of sex or gender including for exhibiting what is perceived as a stereotypical characteristic for their sex or for failing to conform to stereotypical notions of masculinity and femininity, including repeated use of degrading words, gestures, or sounds to describe a person.

- Having intentional physical contact (whether with an object or a body part) with another person without consent.

Sexual Exploitation

Non-consensual or abusive sexual behavior which does not fit within one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Promoting or participating in prostitution;
- Non-consensual recording of any form of a sexual activity;
- Duplication, distribution, or publication of a consensually made recording of a sexual activity without the consent of all parties involved in the recorded sexual act;
- Going beyond the boundaries of consent, including letting someone else watch a consensual sex act while hiding;
- Knowingly viewing, photographing, or filming another person without that person's knowledge and consent, while the person being viewed, photographed, or filmed person is in a place where there is a reasonable expectation of privacy;
- Exposing one's genitals or inducing another to expose their genitals in non-consensual circumstances.

Consent

According to the State of Washington RCW, 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.

Consent is freely given and can be withdrawn at any time. It does not transfer from act to act or from occasion to occasion. Having an existing relationship with someone does not predicate consent. Consent cannot be given by those who are incapacitated by alcohol or illegal or prescription drugs, unconscious, asleep, harassed, coerced, threatened, or otherwise forced into sexual activity. Consent cannot be given by anyone under the age of 16.

Bystander

A bystander is someone who witnesses an incident but is not directly involved. A bystander may be present when the incident occurs or see the aftermath of an incident. A bystander typically understands that an incident may be destructive and is not a victim in the situation nor an accomplice to the situation. An active bystander chooses to influence the situation in a positive way, by calling for help, by assisting someone in trouble, or by otherwise taking a positive, active role during or after an incident.

REPORTING A CRIME OR INCIDENT RELATED TO DATING VIOLENCE, SEXUAL ASSAULT, DOMESTIC VIOLENCE AND STALKING

Victims or witnesses to any of the above crimes perpetrated on the Paroba College campus or against any Paroba College student, staff or faculty member are encouraged to report the crimes or incidents as follows:

- 1) If there is an immediate threat of danger, call 9-1-1;
- 2) If there is not an immediate threat or danger, victims or witness can still elect to call 9-1-1 or the non-emergency phone number for the Everett Police department (425) 257-8400;
- 3) Victims or witnesses may also contact the School Director, Assistant Director, or Operations Director at Paroba College at 425-353-8193 or in person.

Reporting crimes to the authorities is voluntary, both for victims and witnesses.

Any of these crimes relayed to a Campus Security Advisor (CSA) of Paroba College must, in turn, be reported to the Operations Director.

Any of these crimes reported to a staff or faculty member should be reported to the Operations Director. Staff and faculty members are not CSAs, but the timely reporting of crimes or incidents can lead to a safer campus, so reporting is encouraged.

Persons exempt from reporting crimes under the law are pastoral counselors and professional counselors. Paroba College does not employ anyone who would be considered exempt under the law.

In order to help prevent victimization of others, Paroba College may notify the campus community of reported crimes, in accordance with the policies listed in this manual.

It is important to preserve evidence of any offense as it may be helpful to obtain a protection order or to prosecute the offender. Victims are encouraged to seek law enforcement assistance as close to the incident as possible to have the best possible chance of preserving evidence.

Victims of violence are encouraged to seek medical attention even if they do not wish to report a crime to police. If a victim needs immediate paramedic attention, 9-1-1 should be called. If a victim needs emergency medical attention but does not need immediate paramedic attention, the victim should visit the emergency room at a local hospital. Two options close to the Paroba College Campus are:

North Everett
Providence Regional Medical Center
1700 13th St, Everett, WA 98201
(425) 261-2000

South Everett
Swedish Hospital – Mill Creek Emergency Room
13020 Meridian Ave. S.
Everett, WA 98208
Phone 425-357-3900

After reporting and/or getting medical attention, victims are encouraged to seek counseling or other support. Support services are listed in an addendum to this manual.

CRIME VICTIM'S RIGHTS

In the case that a crime of dating violence, sexual assault, domestic violence or stalking is reported to the Operations Director

- The identity of any victims or witnesses will be kept confidential as much as is possible;
- The facts related to the crime will be kept confidential in most instances. Should the facts surrounding the crime impact the safety of the campus community, those facts may be shared. Paroba College staff and faculty will work to secure the privacy of anyone involved, as is possible.
- Victims of a crime stated above may have the opportunity to make changes to their learning situation as available, regardless of whether or not the crime is reported to local law enforcement.
- Victims may have assistance in notifying law enforcement if they choose
- Victims may take a leave of absence, in accordance with school policies.
- Any legal order of protection, no-contact order, or restraining order will be enforced by Paroba College. A copy of the legal document must be provided to the School Director, Assistant Director or Operations Director.
- Victims of a crime stated above may be provided with information on supportive services available to them in the community.
- Victims may have a support person of their choosing present at any meeting regarding the crime.

RIGHTS OF THE ACCUSED

In the case that a crime of dating violence, sexual assault, domestic violence or stalking is reported to the Operations Director

- The identity of the accused will be kept confidential as much as is possible;
- The facts related to the crime will be kept confidential in most instances. Should the facts surrounding the crime impact the safety of the campus community, those facts may be shared. Paroba College staff and faculty will work to secure the privacy of anyone involved, as is possible.
- Those accused of a crime stated above may have the opportunity to make changes to their learning situation as available, regardless of whether or not the crime is reported to local law enforcement.
- Those accused of a crime stated above may take a leave of absence, in accordance with school policies.
- Those accused of a crime stated above may be provided with information on supportive services available to them in the community.
- Those accused of a crime stated above may have a support person of their choosing present at any meeting regarding the crime.

INVESTIGATION AND DISCIPLINE FOLLOWING THE REPORT OF A CRIME OR INCIDENT RELATED TO DATING VIOLENCE, SEXUAL ASSAULT, DOMESTIC VIOLENCE OR STALKING

Any incident related to the above-mentioned crimes reported to the School Director, Assistant Director or Operations Director may be investigated.

Investigation

All investigations of crimes related to dating violence, sexual assault, domestic violence or stalking will be prompt, fair and impartial. Investigations will be completed by the Operations Director, School Director and/or Assistant Director within 30 days of the initial report of the incident. If additional time is necessary, all parties will be notified in writing.

- 1) The victim of the crime, if not self-reporting, will be contacted and informed of his or her rights. The victim will be asked to relay information regarding the crime. The victim will be asked to make a written statement laying out the details of the incident. All reporting is voluntary, and the victim may have the right to remain anonymous with the understanding that this may have a limiting effect on the investigation.
- 2) If necessary, immediate action for the safety of the campus community and the safety of the victim may be taken, as referenced above.
- 3) If the person accused of a crime is a student, staff or faculty member of Paroba College, that person will be contacted as immediately as possible. That person may be asked to provide information regarding the incident. A written statement may be required.
- 4) A person accused of a crime has the right to have a support person present during any meeting regarding the incident. Information related to the accusation may be kept confidential during the investigation, unless it is necessary to release related information for the safety of the campus community.
- 5) Any witnesses of the crime or incident may be asked to give information regarding the crime or incident. Witnesses may be asked to make a written statement.
- 6) Further investigation may be conducted by the Operations Director, School Director or Assistant Director.
- 7) Any parties related to the incident who may be required to attend a meeting may be given at least a 24 hour notice. If the 24 hour notice is not given, the person may have the right to request that the meeting be moved to a later time so that the notice requirement is met.
- 8) Both the victim and the person accused of a crime may have one advisor of their choosing at any meeting. The advisor is present exclusively in a support capacity and may not present information at the meeting.
- 9) All information will be reviewed by the Operations Director, School Director and/or Assistant Director and determination will be made fairly and promptly.
- 10) Once the proceedings are complete, the victim(s) and the accused will be notified of the outcome in writing as simultaneously as possible. Care will be taken to not bring parties in close proximity to each other if it is a concern.
- 11) If, by clear and convincing evidence, the investigation results in a finding of a violation of policy, disciplinary action may result.

Discipline

If it is found that a crime of dating violence, sexual assault, domestic violence or stalking has been committed or a policy related to dating violence, sexual assault, domestic violence or stalking has been violated by a student, staff or faculty member of Paroba College, the perpetrator of the crime of violation may face different levels of sanctions based on the severity of the crime or violation. Discipline may include:

- Additional education on the prevention of sexual harassment, dating violence, sexual assault, domestic violence and/or stalking
- A structured plan for improved behavior or performance
- Probation
- Suspension
- Expulsion
- Exclusion from campus

Refusal to participate in any lower-level disciplinary action may result in a higher level of discipline. For example, if a student, staff or faculty member found to have violated a policy refuses to participate in additional education on a specific topic, that person may be suspended or expelled.

Appeal Process

Students, staff or faculty members referred for disciplinary action have the right to appeal any decision. A written

appeal must be received within one business week of the notification of disciplinary action. Written appeals should be delivered to the School Director or Assistant Director. A decision on the appeal will be made within two business weeks of the receipt of the appeal, and will be delivered in writing. All parties related to the incident will be notified in writing of any change to sanctions due to appeal.

Appeals will be reviewed by school management. All decisions are final.

SEX OR GENDER BASED HARASSMENT

Paroba College will not tolerate sex or gender based harassment. Victims or witnesses of sex or gender based harassment are encouraged to report incidents or behavior to the School Director, Assistant Director, or Operations Director. The privacy of the reporting party will be protected as much as is possible.

The School Director, Assistant Director, and/or Operations Director may investigate any reported act of sex or gender based harassment.

Reported behavior considered sex or gender based harassment may be addressed with the perpetrating party. Discipline will depend on the severity of the incident(s) and may include additional education on the prevention of harassment, a structured plan for improved behavior or performance, probation or suspension, or expulsion.

Any student, staff or faculty member referred for disciplinary action for sex or gender based harassment who continues inappropriate behavior will be referred for additional, more stringent disciplinary action.

STATEMENT OF NON-RETALIATION

No employee, officer or agent of Paroba College may threaten, intimidate, coerce, discriminate against or retaliate against any student, staff or faculty member who reports a crime or incident or exercises any right outlined in this manual.

PUBLIC INFORMATION ON SEX OFFENDERS

The Snohomish County Sheriff's Department maintains a list of all registered sex offenders in the local jurisdiction. To access this information, please visit <http://www.icrimewatch.net/index.php?AgencyID=54487>.

CAMPUS EMERGENCY, EVACUATION AND SAFETY POLICIES

EMERGENCY PLANNING

Paroba College is committed to protecting the safety of all students, staff and faculty members. In the unlikely event of an emergency that would affect the whole of the Paroba College campus community, the following policies will be followed.

WIDESPREAD EMERGENCY EVENTS

Wide spread emergency events include, but are not limited to

- Natural Disasters, such as an earthquake or flood
- Fire
- Extreme weather conditions
- Significant contagious illness or disease
- Terrorist threat or attack
- Threat of significant violence, as referenced earlier in this manual

EVACUATION

If a widespread emergency event occurs while students, staff, faculty members and guests are on campus, the following guidelines should be followed.

Fire

Paroba College is equipped with a campus-wide fire alarm system that can alert campus members of fire or other emergency. Any campus member who suspects fire is encouraged to activate the alarm system using one of the manual pull boxes, located near exterior doors in the clinic area, cosmetology and esthetics classrooms, student lounge, and near the student entrance.

If a fire occurs while campus is occupied:

When alerted, students, staff and faculty in classrooms should proceed to the nearest, safest exit and leave the building. Do not wait to collect property. In a calm and orderly fashion, proceed to the designated meeting point, away from the building, in the grassy area across from the student entrance on 100th, beyond student parking.

Students, staff, faculty members and guests who are in the clinic area should proceed to the nearest, safest exits and leave the building. Students who are working with guests are asked to guide guests to the exit with them. Do not wait to collect property. In a calm and orderly fashion, proceed to the designated meeting point, away from the building, in the grassy area across from the student entrance on 100th, beyond student parking.

Emergency evacuation drills will occur at least once annually.

Natural Disaster

If a natural disaster occurs while campus is occupied:

If there is a natural disaster, such as an earthquake, assess the safety of the surroundings. If it is not safe to move from the classroom or clinic, shelter in place and alert those around you to your presence by whatever means possible. If it is safe to leave the area, proceed to the designated meeting point by the safest exit away from the building, in the grassy area across from the student entrance on 100th, beyond student parking

Information regarding earthquake safety is included as an addendum to this manual.

ACTIVE VIOLENCE ON CAMPUS

In the event of an active shooter or other broad attack on campus, Paroba College follows the Run – Hide – Fight methodology developed by the U.S. Department of Homeland Security.

The initial response to an act of violence on campus should be to get away from the person committing the act of violence. In other words, **Run**. Do not collect belongings. Evacuate by the nearest exit.

If evacuation is not possible, the next best response is to **Hide**. Lock or block entrances as possible. Silence electronics and stay out of view. Stay hidden until notified by law enforcement or other person in a position of authority that it is safe to evacuated.

The last response should be to **Fight**. Be prepared to cause serious injury to a person committing a broad attack.

Students, staff and faculty should review the addendum included with this handbook that describes Run – Hide – Fight in more detail.

ACCOUNTING FOR CAMPUS MEMBERS

In any event of evacuation, an account of all students, staff and faculty members who were recorded as present on campus at the time of the evacuation will be made. The authorities will be notified of anyone who cannot be accounted for.

EMERGENCY ALERT

To maintain the safety of everyone on campus, Paroba College may utilize an emergency alert system without delay should a widespread emergency occur.

An emergency alert may include the following information:

- The type of emergency;
- Where the emergency occurred;
- Who may be impacted;
- What precautions should be taken.

Emergency alerts may be issued in one or more of the following ways:

- Oral notification to those present on campus;
- Notices posted on campus;
- Alert via the Paroba App;
- Text notification;
- Mass email;

- On the Paroba College web page;
- Social Media, including on Paroba College's Facebook Page.

Paroba College may record a phone message on our phone system that will alert callers to an emergency closure status. If there is any question about emergency closure status, students should call the school at 425-353-8193 to confirm.

The sending of an emergency alert will be determined by the Operations Director in concert with the School Director and/or the Assistant Director. The sending of the alert may happen by one of these three or by any staff or faculty member designated by one of these three.

As required by law, Paroba College will test the emergency alert system at least once per year.

INCLEMENT WEATHER CLOSURE

In the case of snow or other instances of inclement weather, Paroba College follows the guidance of the Everett School District, the public school district that surrounds the campus.

If the Everett School District is closed due to snow or other inclement weather events, Paroba College will also be closed. If the Everett School District is on holiday or is otherwise closed on a day when Paroba is open and there is a serious weather event, such as snow, the School Director, Assistant Director and/or Operations Director will determine whether or not is safe for Paroba College to open. In the case that it is not safe to open, an emergency alert will be issued as described in this manual.

POWER OUTAGE

In the case of a wide-spread power outage, Paroba College may have limited means to notify students, staff and faculty of delay or closure of school. Most notification systems rely on electricity and/or internet. If those things are unavailable, notifications could be inhibited. Campus members are asked to use good judgment in the rare case of wide-spread power outage concerning their own safety and the likelihood that school will be open.

DRUG AND ALCOHOL POLICIES

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1988, Paroba College provides the following information to all students and staff members.

This statement is distributed to all new students and employees of Paroba College in accordance with US Department of Education policies. Any updates to the policy are made available to current students, staff and faculty members on an annual basis.

ALCOHOL POLICY

The use or distribution of alcohol is not permitted on the Paroba College campus by students, staff or faculty. Students, staff and faculty may not be under the influence of alcohol during regular course instruction on campus or at any off-campus school-sanctioned educational event.

The consumption of alcohol during regular school hours by students, staff or faculty is prohibited even for those of legal age. The distribution of alcohol to or use of alcohol by minors (those under the legal age of 21) is illegal and is always prohibited.

CONTROLLED SUBSTANCE POLICY AND NOTICE TO EMPLOYEES AND STUDENTS

All students and employees of Paroba College are informed that the unlawful manufacture, distribution, dispersion, possession or use of a controlled substance within the premises of the school is strictly prohibited. Employees and students violating this rule may be subject to disciplinary action, up to and including immediate termination of employment or enrollment and may be referred to the authorities.

Any persons found to be distributing drugs to employees or students within the premises of the school may be referred to the authorities and charges of drug distribution may be pressed by the school.

DRUG DEPENDENCE COUNSELING AND REHABILITATION PROGRAMS

There is help available to staff and students of Paroba College should drug or alcohol use or dependency be an issue. School administration may offer additional information or resources. For additional information regarding drug abuse and treatment, students and employees may contact:

National Drug Abuse Helpline

1-800-662-HELP

Or

<https://www.findtreatment.samhsa.gov/>

WA Recovery Helpline

1-866-789-1511

Catholic Community Services Recovery Center

2610 Wetmore Avenue

Everett, WA 98201

(425) 258-5270

<https://ccsww.org/get-help/addiction-recovery-services/>

Therapeutic Health Services

9930 Evergreen Way, Building Z

Everett, WA 98204

(425) 347-5121

<https://ths-wa.org/get-help/>

Evergreen Recovery

2732 Grand Avenue

Everett, WA 98201

(425) 258-2407

<https://www.evergreenrc.org/>

NOTIFICATION OF CONVICTION

Should a student or employee be convicted for a drug related crime while enrolled at Paroba College, the student or employee must notify administration within five business days.

A copy of any drug-related felony conviction will be submitted to the US Department of Education by the student or employee within ten business days, in accordance with federal regulations.

A student convicted of an offense involving the possession or sale of illegal drugs while receiving federal financial aid may be ineligible to receive Title IV funds (including Pell Grants and federal loans). Loss of eligibility will continue as described below:

Number of Offenses	Possession of Illegal Drugs	Sale of Illegal Drugs
1 st Offense	1 year from date of conviction	2 years from date of conviction
2 nd Offense	2 years from date of conviction	Indefinitely
3 rd Offense	Indefinitely	

SCHOOL ACTIONS FOLLOWING CONVICTION

The school may take the following actions after receiving notification of conviction as indicated above:

- Require employee or student to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by Federal, State or local health, law enforcement, or other appropriate agency.
- Terminate employment of employee or of schooling of student

LEGAL SANCTIONS

The following legal sanctions are applicable for the unlawful possession or distribution of illicit drugs or alcohol:

LOCAL: Penalties vary based on the severity of the offense and the number of offenses.

STATE: Penalties vary based on the nature of the illegal substance and the number of offenses. First time offenders may receive up to 5 years imprisonment and up to \$10,000 in fines; repeat offenders could receive up to life imprisonment and up to \$50,000 in fines. For additional information, please refer to the RCW, Title 69.50 through 69.53.

FEDERAL: Penalties for the unlawful manufacturing, distribution and dispensing of controlled substances are provided under the Federal Controlled Substances Act. The penalties are determined by the nature of the drug or other substance, the amount of drugs or substances involved, and the number of offenses.

As required by federal regulation, examples of Federal Drug Trafficking Penalties are included with this manual (courtesy of the United States Drug Enforcement Agency).

DRUG RELATED HEALTH RISKS

Drug use may cause physical and emotional dependence, may interfere with memory, sensation and perception, and in some cases, may cause permanent brain damage or sudden death. The following is a summary of the various health risks associated with alcohol abuse and use of specific types of drugs. This list is not exhaustive. Other risks may be associated with these drugs or other drugs may exist that are not on this list.

Alcohol

Alcohol consumption has acute effects on the body and causes a number of marked changes in behavior. Even low doses may significantly impair judgment and coordination. Alcohol is an especially dangerous drug for pregnant women. Operating a car when impaired by alcohol is dangerous and illegal.

Marijuana

Marijuana contains THC, a chemical that alters the sensory activities of the brain, including long-term memory capabilities, comprehension, altered sense of time, decreased motivation, and reduced ability to perform tasks requiring concentration and coordination. Marijuana smoke contains more cancer-causing agents than tobacco.

Cocaine/Crack

Cocaine and crack are highly addictive and may lead to heart attacks, strokes, and long-term brain damage. Other physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. Continued use can produce violent behavior and psychosis.

Methamphetamine/Amphetamines

Methamphetamine is a central nervous system stimulant of the amphetamine family. Like cocaine and crack, methamphetamines are highly addictive “uppers” that produce extreme alertness and elation, along with a variety of severe adverse reactions. Users can experience sustained, severe mood and thought disturbances, serious physical effects, including sudden death.

Narcotics

Narcotics such as heroin, methadone, oxycodone, codeine, morphine, and opium initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. An overdose may produce shallow breathing, clammy skin, convulsions, coma, and death. Tolerance to narcotics develops rapidly and dependence is likely.

Ecstasy

“Designer drugs” such as Ecstasy are related to amphetamines in that they have mild stimulant properties but are mostly euphoricants. They can cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause severe neurochemical brain damage. Narcotic designer drugs can cause symptoms such as uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage.

Inhalants

The inhaling of common household solvents in an attempt to get high can irritate breathing passages, provoking severe coughing, painful inflammation, and nosebleeds. Inhalants may result in mental confusion, hallucinations, and paranoia. They may also result in respiratory depression leading to unconsciousness, coma, permanent brain damage, or death. The danger is extremely great if inhalants are used in conjunction with other nervous system depressants, such as alcohol or barbiturates. Even first-time users run the risk of sudden sniffing death (SSD).

SUBSTANCE ABUSE POLICY: MARIJUANA

While the State of Washington has legalized the possession of Marijuana, the possession and use of Marijuana is still not legal on a federal level. Because Paroba College is an accredited institution and our students are eligible for federal financial aid, we must be responsive to federal regulations and laws.

The current Paroba policies state that any use or possession of illicit drugs on campus may result in penalties including suspension or termination, legal action, and the possible loss of federal benefits such as student loans. This policy is in compliance with the federal Drug-Free Schools and Communities Act that went into effect in 1990. The act prohibits colleges from allowing illicit drugs on campus.

Marijuana is still considered an illicit substance. When a student signs a contract here and applies for federal aid, that student signs documents that they will abide by the Drug Free Schools policies.

Marijuana Use FAQ

Q: Marijuana is legal in Washington State. Can I use marijuana at school?

A: No. Students must abide by federal law, and marijuana is still illegal at a federal level. Anyone found to be using marijuana on or around campus may be penalized in accordance with school policies.

Q: Can I use marijuana prior to coming to school?

A: Students are not permitted to be on campus if they are showing the effects of marijuana usage. Coming to school "high" would be considered the same as using marijuana on campus.

Q: I have a "green card" and I am permitted to use marijuana for medical reasons. Can I do so on campus?

A: No. There is no provision for medical marijuana under federal law.

Q: Can I use marijuana in the school's parking lot?

A: According to Washington state law, use of marijuana or marijuana infused products in public or in the view of the general public is not permitted. The parking lot would be considered within public view. Using marijuana in the school parking lot is not permissible.

Q: Can staff members or faculty use marijuana?

A: Paroba College employees must abide by the same policies that are required of our students in reference to the Drug-Free Schools and Communities Act. Staff and faculty are not permitted to use marijuana on campus or be under the effects of marijuana on campus.

Q: Does using or consuming products made with marijuana fall under the same rules as smoking marijuana?

A: Yes. Federal law prohibits students from consuming marijuana in any way, such as smoking or ingesting products with marijuana in them. This includes candy, brownies, gummies or any other products made with marijuana with the intention of users ingesting the products.

Q: How about "vaping"?

A: Vaping marijuana products is also prohibited.

Q: What will happen if I'm found to be using marijuana on campus or am found to be under the effects of marijuana on campus?

A: Please see the attached documentations regarding penalties for drug use on campus.

Q: Does Paroba College administer drug tests?

A: All schools with students who receive federal aid have the right to administer drug tests to students and employees if tests are warranted. Paroba College does not mandate drug testing, but the school reserves the right to do so if necessary.

Please be aware that the laws regarding marijuana possession do not allow for marijuana to be used at the user's discretion, anywhere or at any time that user likes. Like with alcohol use, there is a DUI limit with marijuana (5 nanograms per milliliter of blood). Should someone choose to use marijuana, that person should make sure that they are versed in the laws. To learn more about the laws, please visit the Washington State Liquor and Cannabis Board website at <https://lcb.wa.gov/mj-education/know-the-law>. **Please also be advised that the federal government also has the right to prosecute those who possess or distribute marijuana.**

This School is licensed under chapter 18.16 RCW.
Inquiries, concerns, or complaints regarding this school can be made to the Department of Licensing:

Cosmetology Program
Business and Professions Division
Department of Licensing
405 Black Lake Blvd SW
Olympia, WA 98502
Phone: 360.664.6626
Fax: 360.664.2550
Email: plssunit@dol.wa.gov