HILLSBORO AERO ACADEMY
An Academic Unit of Northbridge University

Campus Safety and Security Policy

Revised September 22, 2026

INTRODUCTION

This document has been designed to inform all students and employees about the school's safety and security procedures and policies. A copy of the policy is located on the school's website at www.flyhaa.com OR a hard copy can be obtained from the Director of Student Services/School Official. The annual disclosure document is done each year by contacting the local police department and/or the campus management and security to compile the statistics used in the report. All crimes are reported based on the calendar year in which the crime was reported to local police agencies or to the Campus Administration Manager/School Official. The safety of our students and employees is of utmost importance to the school's administration. This document explains this school's policy regarding crime and accident prevention, public safety, criminal and accident reporting procedures, and fire safety. Beginning with calendar year 2025 data, institutions were also required, under the Stop Campus Hazing Act's amendments to the Clery Act, to include statistics on reported hazing incidents.

As of the time of publication, the campuses have not had any substantiated findings of responsibility for hazing violations by student organizations and are therefore not currently required to publish a Campus Hazing Transparency Report. Should a finding of responsibility occur, the applicable campus(es) will publish and update the report at least twice annually as required by the Stop Campus Hazing Act.

Upon acceptance to Hillsboro Aero Academy for new students or employees, as well as by October 1st of each year, each student and employee is informed of the school's campus security report, procedures, and safety practices. In addition, students and employees will receive a written notice that will include: 1) a statement of the report's availability; 2) a statement that a paper copy will be provided upon request and how to obtain one; 3) a brief description of the contents; and 4) the exact electronic address of the report.

Hillsboro Aero Academy, herein referred to as "school" or "institution," uses the following policy and procedures:

CRIME & ACCIDENT PREVENTION

The school does not assume liability for stolen property. Therefore, students and employees should always keep their personal belongings within their control or locked in their vehicles.

The school reserves the right to prosecute any student or employee to the full extent of state and federal law for any criminal violation committed on the school premises. The school will take into consideration the specifics of any student who may be accused of a crime on a case-by-case basis, which may include suspension or termination from school. Criminal violations may include, but may not be limited to the following:

- Murder
- Sex offenses (Forcible or non-forcible)
- Robbery/theft
- Simple or aggravated assault
- Unlawful consumption or possession of alcohol or other controlled or illegal substance
- Hate crime including larceny-theft, simple assault, intimidation, or vandalism
- Burglary — There must be evidence of both trespass and intent to commit a felony or theft.

• Larceny — Larceny is the illegal taking and carrying away of personal property belonging to another with the purpose of depriving the owner of its possession.

Further preventative measures include:

1. Students and/or employees shall not be permitted to have any illegal or otherwise dangerous weapons in their possession or on school property. Such a violation will result in the confiscation of the weapon, possible prosecution, and possible termination from enrollment or employment.
2. Students and/or employees must keep their property secure to prevent theft.
3. Students and/or employees must park in the designated areas and should always keep their cars securely locked.
4. Students and/or employees must never remain alone within the facility after closing without administrative approval. If approval has been given, the outside door must always remain locked, and the student/ employee must not allow any unauthorized individual entrance.
5. All employees should make certain that their office is securely locked before leaving.
6. Students and/or employees working in hazardous conditions (mechanics, line service, etc.) shall comply with all company training and local requirements. Protective equipment shall be worn when required by company or local law. Hazardous conditions (e.g., faulty or broken equipment, water leaks, chemical spills, exposed electrical wires, etc.) shall be reported to the Campus Administration Manager for immediate attention. Once notified of a hazardous condition the Campus Administration Manager will take immediate action to ensure the safety of personnel and environmental protection. This includes ground operations such as fueling, de-icing procedures, hazardous chemical spill containment and disposal.
7. School Management shall handle all such hazards with appropriate caution and expedience. Proper procedures may require the Campus Administration Manager to notify the appropriate agencies (e.g., the poison control center, the fire department, the power company, etc.).
8. Students and/or employees shall not attempt to repair damaged electrical equipment or exposed wires. Instead, such problems should be reported to the administration.
9. Damaged or dangerous structural conditions shall be reported to the Campus Administration Manager immediately.
10. Students and/or employees should handle all equipment within the manufacturer's specifications. The school will not be responsible for accidents caused by the inappropriate or negligent use of any of its equipment.
11. Students and/or employees shall not be permitted to use unauthorized equipment. The school will not accept liability for accidents involving unapproved equipment.

SECURITY AND ACCESS TO CAMPUS FACILITIES

Only authorized individuals are permitted on the school premises, which include students, staff, and service providers. All staff have name badges that clearly identify who they are. All non-staff service providers must check in at the front desk. Hillsboro Aero Academy maintains its campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated. Trees and shrubberies are trimmed away from the walkway and buildings. Facilities management works to promptly address burned out lights, malfunctioning door locks or other physical conditions that are designed to enhance security.

CRIMINAL & ACCIDENT REPORTING PROCEDURES

The school does not have individual campus security. All crimes are reported to the local police department for investigation and action. We encourage all students and employees to timely report all crimes to the Campus Administration Manager or other school officials who will contact the local authorities to address the issue. Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis. If you need to seek professional help after having been a victim of a crime, each campus has local mental health and counseling services to refer you to.

Crime Response Procedures

1. In the event of a burglary or robbery:
    a. Remain calm and agreeable with the culprit(s).
    b. Do not attempt any heroic measures.
    c. Report all burglaries to the local police.
    d. When reporting a burglary or robbery please indicate:
        1. Name of the institution
        2. Your name
        3. Date and time of the incident
        4. Any injuries if known
        5. Number of suspects involved
        6. Any descriptive information

    2. In the event of an accident:
        a. Report the event to the Campus Administration Manager or other school officials.
        b. The school officials will do the following:
            1. Determine if emergency help is needed. If so, he or she will call the appropriate agency.
            2. Complete an accident report. Include the cause, the name(s) of those involved, the date, the time, the circumstances, and the explanation of any witnesses.
            3. Report all information to the management.
            4. If necessary, notify parents and family of the victim(s).

    3. In the event of a general emergency within the school's premises, please notify a school official immediately and remain calm. The school personnel are trained in emergency response and evacuation procedures. The Campus Administration Manager will determine whether a significant emergency exists by evaluating the situation and consulting with local police authorities. If a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus exists, an immediate announcement will be made via our student communication system. Local law enforcement will be contacted for assistance. Do not exit the building unless you have been directly instructed to do so. It may be safer to stay inside the building in a lockdown mode. Please listen to all announcements from the school official and follow the directions given. The staff will direct you where to go in the event of an emergency to ensure your safety. The school will review its evacuation plans and procedures during the orientation on the first day of class or hire, as well as yearly with the student body and staff. The school will also conduct announced emergency response and evacuation tests annually in order for the staff and students to clearly understand the procedures. Students and staff are expected to be present on those days. Each test will be documented in the school's records as to the date, time, and whether it was an announced or unannounced test.

EMERGENCY PROCEDURES

In an emergency, evacuation of the school should proceed as rapidly and safely as possible. The plan accounts for two scenarios of evacuation, which are:

1. In-place evacuation: keeping students and staff members in place but securing the location for the emergency at hand.

2. On-site evacuation: movement of students and staff members out of the building affected and relocation to another area near the school.

FIRE

1. Evacuate the area of the fire. (Always stay low as smoke and heated gasses collect near the ceiling first.)
2. Activate the fire alarm.
3. Call 911, indicating the need for assistance from the fire department and law enforcement.
4. Evaluate the situation; determine quickly, if possible, the size, nature, and location of the fire within the facility.
5. Upon the arrival of the fire department, the Campus Administration Manager shall establish contact with the senior fire department official and coordinate subsequent activities with him or her.
6. Make certain that all students and staff members are accounted for and safe. Each campus has a designated evacuation assembly location. Please gather students and staff at this location.
7. Any of the steps above may be done simultaneously as the number of staff members on duty permits. The decision not to follow any of these steps is justifiable only when there is certainty that there is no imminent danger.
8. If the fire is small, any of the facility's fire extinguishers may be used to extinguish it, if the staff member has received proper training. Although there should be no hesitation regarding the use of fire extinguishers, the fighting of any fire by staff members should be undertaken only if there is no imminent danger.

ILLNESS OR INJURY

A. *MINOR*

1. Treat with medical supplies on hand.
2. Evaluate periodically to see if further medical attention is required.

B. *MAJOR*

1. Employ first aid techniques as trained, if needed.
2. Contact 911 if immediate medical attention is required. If an illness or an injury requires a doctor's care, but emergency services are not required, the staff members should then arrange for transportation to the emergency room, clinic, or hospital.

BOMB THREATS

1. Any bomb threat should be treated as real until proven otherwise.
2. Unidentified or suspicious objects should be reported to the authorities.
3. Evacuation should be to an outdoor area as far from the building as safely possible.
4. Upon arrival of law enforcement authorities, the facility director, or designee, will assist with the search (i.e., unlocking doors, identifying strange or suspicious objects, etc.)5. The appropriate authorities should be consulted prior to reentry into the building.

UTILITIES AND MAINTENANCE EMERGENCIES

A. *GAS LEAK*

1. If any staff member or student smells gas, act quickly.

2. Open windows immediately.
3. Call 911 and report the possible gas leak.
4. Do not turn any electrical switches on OR off. Eliminate all flames.
5. Check all gas taps and turn them off.
6. If necessary, turn off the gas main. The shutoff valve is next to the meter.
7. If the gas odor remains strong, evacuate the area immediately.
8. Do not return to the building until the fire department announces it is safe.

EMERGENCY EVACUATION

In the event of a fire, bomb threat, active shooter, electrical, chemical, or other emergency that would require the evacuation of the building, all staff members should adhere to the following:

1. Call 911, indicating the need for assistance from the local fire department and law enforcement.
2. Make certain all students and staff members are accounted for and are safe.
3. Evacuate all students and staff members to designated campus assembly areas.
4. Notify the Campus Management as soon as possible.
5. Do not approach or reenter the building until consultation with the proper authorities.

THE STUDENT RIGHT TO KNOW POLICY

All criminal activity and accidents that occur on the school premises must be reported to the Campus Administration Manager who must keep a confidential file on the circumstances surrounding each incident. The Campus Administration Manager must make the information available to the employees and students, although he or she will keep personal information, such as names, confidential. The school may withhold information if there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of an individual; cause a suspect to flee or evade detection; or result in the destruction of evidence. The school will disclose any information withheld once the adverse effect described is no longer likely to occur. The Campus Administration Manager shall use the following procedures for informing students and employees of criminal activity and accidents:

1. Each week during weekly announcements, a general account of any criminal activity that may have occurred will be given IF any occurred.
2. A confidential file will be kept that describes each accident and criminal incident in detail. The file must include dates, times, names, extenuating circumstances, agencies notified, etc.
3. During the announcements, emphasis will be placed on accident and crime prevention.
4. Statistics regarding the incidence of rape, burglary, drug violations, motor vehicle theft, murder, and simple or aggravated assaults that occurred within the institution will be available to any and all students and/or employees via the school website.
5. The school will identify where on campus the crime occurred, such as in the school building, in front of the school, or in the parking lot.
6. The crime log for the most recent 60-day period is open to public inspection during normal business hours. Any portion of the log older than sixty days is available within two business days of a request for public inspection.

A school's **campus** is defined as (i) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (ii) any building or property that is within or reasonably contiguous to the

area identified in (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Public Property is defined as "All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus."

Hillsboro Campus
3565 NE Cornell Rd., Hillsboro, OR 97124

Criminal Offenses - On Campus	2023	2024	2025
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	1
Motor vehicle theft	0	0	0
Arson	0	0	0

Criminal Offenses - Public Property	2023	2024	2025
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

HILLSBORO AERO ACADEMY

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2025 Hate Crimes - On Campus	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Total
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

2024 Hate Crimes - On Campus	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Total
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

HILLSBORO AERO ACADEMY

An Academic Unit of Northbridge University

2023 Hate Crimes - On Campus	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Total
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

2025 Hate Crimes - Public Property	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Total
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

HILLSBORO AERO ACADEMY

An Academic Unit of Northbridge University

2024 Hate Crimes - Public Property	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Total
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

2023 Hate Crimes - Public Property	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Total
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

HILLSBORO AERO ACADEMY
An Academic Unit of Northbridge University

VAWA Offenses - On Campus	2023	2024	2025
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

VAWA Offenses - Public Property	2023	2024	2025
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

Arrests - On Campus	2023	2024	2025
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor laws violations	0	0	0

Arrests - Public Property	2023	2024	2025
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor laws violations	0	0	0

Disciplinary Actions - On Campus	2023	2024	2025
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor laws violations	0	0	0

Disciplinary Actions - Public Property	2023	2024	2025
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor laws violations	0	0	0

Unfounded Crimes - On Campus and Public Property	2023	2024	2025
Total unfounded crimes	0	0	0

Hazing	2025
Total	0

HILLSBORO AERO ACADEMY
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Redmond Campus
705 SE Salmon Avenue, Redmond, OR 97756

Criminal Offenses - On Campus	2023	2024	2025
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Criminal Offenses - Public Property	2023	2024	2025
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

HILLSBORO AERO ACADEMY

An Academic Unit of Northbridge University

2025 Hate Crimes - On Campus	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Total
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

2024 Hate Crimes - On Campus	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Total
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

HILLSBORO AERO ACADEMY

An Academic Unit of Northbridge University

2023 Hate Crimes - On Campus	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Total
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

2025 Hate Crimes - Public Property	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Total
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

HILLSBORO AERO ACADEMY

An Academic Unit of Northbridge University

2024 Hate Crimes - Public Property	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Total
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

2023 Hate Crimes - Public Property	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Total
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

HILLSBORO AERO ACADEMY
An Academic Unit of Northbridge University

VAWA Offenses - On Campus	2023	2024	2025
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

VAWA Offenses - Public Property	2023	2024	2025
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

Arrests - On Campus	2023	2024	2025
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor laws violations	0	0	0

Arrests - Public Property	2023	2024	2025
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor laws violations	0	1	0

Disciplinary Actions - On Campus	2023	2024	2025
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor laws violations	0	0	0

Disciplinary Actions - Public Property	2023	2024	2025
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor laws violations	0	0	0

Unfounded Crimes - On Campus and Public Property	2023	2024	2025
Total unfounded crimes	0	0	0

Hazing	2025
Total	0

HILLSBORO AERO ACADEMY
An Academic Unit of Northbridge University

Troutdale Campus
911 NW 257th Ave., Troutdale, OR 97060

Criminal Offenses - On Campus	2023	2024	2025
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Criminal Offenses - Public Property	2023	2024	2025
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

HILLSBORO AERO ACADEMY

An Academic Unit of Northbridge University

2025 Hate Crimes - On Campus	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Total
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

2024 Hate Crimes - On Campus	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Total
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

HILLSBORO AERO ACADEMY

An Academic Unit of Northbridge University

2023 Hate Crimes - On Campus	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Total
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

2025 Hate Crimes - Public Property	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Total
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

HILLSBORO AERO ACADEMY

An Academic Unit of Northbridge University

2024 Hate Crimes - Public Property	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Total
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

2023 Hate Crimes - Public Property	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Total
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

HILLSBORO AERO ACADEMY
An Academic Unit of Northbridge University

VAWA Offenses - On Campus	2023	2024	2025
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

VAWA Offenses - Public Property	2023	2024	2025
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

Arrests - On Campus	2023	2024	2025
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor laws violations	0	0	0

Arrests - Public Property	2023	2024	2025
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor laws violations	0	0	0

Disciplinary Actions - On Campus	2023	2024	2025
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor laws violations	0	0	0

Disciplinary Actions - Public Property	2023	2024	2025
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor laws violations	0	0	0

Unfounded Crimes - On Campus and Public Property	2023	2024	2025
Total unfounded crimes	0	0	0

Hazing	2025
Total	0

HILLSBORO AERO ACADEMY
An Academic Unit of Northbridge University

Clery Act Reporting allows a school not to include (or to remove) a reported crime from its statistics when sworn or commissioned law enforcement personnel have fully investigated the reported crime and have made a formal determination that the crime report is false or baseless and, therefore, "unfounded." In this case a school must report to the Department and disclose in their Annual Security Report statistics that include the total number of crime reports that were "unfounded" and subsequently withheld from its crime statistics during each of the three most recently completed calendar years. When listing crimes committed on the school campus, we will use the FBI's UCR program and the Hierarchy Rule when more than one offense was committed during a single incident. If arson is committed, the school will always record the arson in its statistics, regardless of whether or not it occurs in the same incident as another crime. If rape, fondling, incest, or statutory rape occurs in the same incident as murder, the school will record both the sex offense and the murder in its statistics. The school will also compile the crime statistics for murder and non-negligent manslaughter, negligent manslaughter, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and illegal weapons possession using the definitions of those crimes from the Summary Reporting System User Manual from the FBI's UCR Program.

Drug-Free Workplace

The following Drug-Free Workplace Policy is to notify all employees and students that, pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 100-690), Hillsboro Aero Academy prohibits being under the influence, the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace or on school property. The drug-free workplace consists of all locations where Hillsboro Aero Academy does business. This includes, but is not limited to, all lecture classrooms, parking lots, all administrative offices, corridors, storage rooms, aircraft, student housing, and any space added to the school or school property.

Health Risks:
The abuse of narcotics, depressants, stimulants, hallucinogens, or alcohol can cause serious detriment to a person's health. The health risks associated with the misuse of the previously mentioned drugs vary, but may include, and are not limited to: convulsions, coma, paralysis, irreversible brain damage, tremors, fatigue, paranoia, insomnia, and possible death. Drug and alcohol abuse is extremely harmful to a person's health and interferes with productivity and alertness. Working while under the influence of drugs or alcohol could be a danger to the individual under the influence, coworkers, and students. It is of special note that, while recreational marijuana is legal for adults over 21 in Oregon, it is still classified as a Schedule I substance by the Federal government. As such, it is a substance banned by the FAA. Marijuana use is against FAA (and HAA) regulations, regardless of State law.

Please see Hillsboro Aero Academy's Drug-Free Workplace Policy for full details.

Drug Conviction Notification and Imposed Sanctions:

• Any employee or student must notify Hillsboro Aero Academy of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.
• Within 30 days after receiving notice of an employee or student conviction, the school will impose corrective measures on the employee or student convicted of drug abuse violations in the workplace by:

1. Taking appropriate action against the employee or student up to and including expulsion or termination of employment and referral for prosecution and/or
2. Requiring such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Where can students or staff go for help?

Drug Abuse and Addiction Information and Treatment Centers:

- Harm Reduction Therapy Clinic: 1-800-273-8225
- Substance Abuse and Mental Health Services Administration: 1-800-662-HELP
- National Institute on Alcohol Abuse and Alcoholism: www.niaaa.nih.gov
- Alcoholics Anonymous: www.aa.org
- AL-ANON (Family and Friends of Alcoholics): www.al-anon.org

Hillsboro Aero Academy has additional referrals you can contact. Reach out to a school official (students) or Human Resources (staff) for additional resources.

Policy Distribution Procedures:

The Hillsboro Aero Academy Drug-Free Workplace Policy will be distributed to all employees and students on an annual basis using the following procedure:

- Students will receive a copy of the Drug-Free Workplace Policy at the time of initial enrollment.
- Staff employees will receive a copy of the Drug-Free Workplace Policy with the initial employment agreement. It will be read, and the signature page will be returned with the employment agreement.

Sex Offenders Registry

In accordance with section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921), we are notifying you that you can obtain information concerning registered sex offenders by visiting the Oregon State Police Sex Offender Registry at https://sexoffenders.oregon.gov.

POLICY STATEMENT – ANTI-HAZING

The institution is committed to promoting a safe, respectful, and harassment-free educational environment. Accordingly, the institution's Anti-Hazing Policy aims to prevent, detect, and sanction any conduct related to hazing within our academic communities.

Anti-Hazing Policy

The institution prohibits hazing: any intentional, knowing, or reckless act connected to initiation into or membership in a student organization that risks physical or psychological injury beyond ordinary participation, including forced substance use, physical abuse, or conduct violating law.

Reports are then forwarded to the Chancellor/Executive Director or their designee of the applicable campus/division, the Compliance Department, and the Vice President of Student Affairs for investigation; violations may result in sanctions up to expulsion, organizational deactivation, or referral to law enforcement.

Hazing Prevention and Awareness Programs

The institution provides research-informed campus-wide prevention programs designed to reach students, staff, and faculty to prevent hazing. This programming includes information on the institution's Anti-Hazing Policy; primary prevention strategies

designed to stop hazing before it occurs; workshops for members of student organizations; orientations on ethics, civility, and university responsibility; and awareness campaigns delivered on campus, on social media, and through virtual platforms.

For more information, reference the catalog which is available on the school website.

VIOLENCE AGAINST WOMEN ACT

Hillsboro Aero Academy has a strong commitment to the health and safety of all its students and employees. The school strictly prohibits any student or staff member from engaging in any crime outlined under the Violence Against Women Act, including the crimes of dating violence, domestic violence, sexual assault, and stalking, and is committed to taking the necessary steps to investigate any allegations of wrongdoing. This annual disclosure document is created each year by contacting the local police department and/or the campus management to compile the statistics used in the report. Victims or witnesses to a crime on the school premises may report the crime to the Campus Administration Manager/School Official on a confidential basis for inclusion into the annual disclosure of crime statistics. This document explains the institution's policy regarding crime prevention, public safety, and criminal reporting procedures. This document will be provided to all prospective students and staff, as well as provided to all students prior to orientation and with staff as part of their welcome packet.

The school will provide new statistics annually in October. The school provides awareness and prevention information on rape, acquaintance rape, domestic violence, dating violence, sexual assault, stalking, and the prevention of crime, as well as options for reducing the risk of such offenses occurring, the warning signs of abusive behavior, and how to avoid potential attacks. This document will provide our students and staff with knowledge, information, and resources to prevent violence, promote safety, and reduce risk by showing how to protect yourself against crime, how to be responsible for your own safety, and how to protect yourself against sexual assault. Hillsboro Aero Academy is committed to making your school a safe place.

Some examples of safe and positive options for bystander intervention include:

- Checking in with a friend who looks very intoxicated when leaving a party or event, either alone or with someone else.
- Talking with friends, classmates, teammates, and peers about intimate violence as a serious issue in the community.
- Speaking up to a friend or someone else who says they had sex with someone who was very intoxicated or couldn't consent.
- Expressing discomfort when someone makes a joke about or minimizes sexual or domestic violence or stalking.
- Helping a friend get home safely if they seem very intoxicated.
- Interrupting a conversation when it looks like one person might be making another person feel uncomfortable or unsafe.
- Talking to a friend suspected of being in a relationship that is abusive or harmful to connect them to supportive resources.
- Calling for campus safety and security personnel or law enforcement to intervene in a situation that might be dangerous or unsafe.

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

What is consent?

Federal Definition

Consent is informed, voluntary, and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats, or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, sexual activity must stop immediately.

What is domestic violence?

The definition of "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

National Domestic Violence Hotline: 1-800-799-7233

What is sexual assault?

Sexual assault is defined as an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program. Sexual assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

National Sexual Assault Hotline: 1-800-656-4673

What is dating violence?

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

National Dating Abuse Hotline: 1-866-331-9474

Stalking

Definition: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition, course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person, or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily lead to professional treatment or counseling. For the purpose of complying with the requirements of this regulation, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

If you feel you are being stalked and in immediate danger, call 911 for assistance.

Procedures for Victims of Domestic, Dating or Sexual Violence or Stalking

If a student or staff member is a victim of stalking or domestic, dating or sexual violence, he or she can notify the appropriate law enforcement authorities. This includes police and/or medical attention. The school official and the police will guide the victim through the available options and support the victim in his or her decisions, including, where applicable, restraining orders, orders for protection, no-contact orders or similar lawful orders issued by a criminal or civil court.

The school and police strongly recommend that a victim of stalking or domestic, dating or sexual violence report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that the victim receives the necessary medical treatment and tests, at no expense to the victim.

The student or staff member can file a complaint with the Campus Administration Manager or Human Resources. The complaint should outline all details of the event and a list of any witnesses or documentation to help support the allegations of violence. This complaint should be filed as soon as possible after the incident.

If a student or employee is a victim of stalking or domestic, dating or sexual violence, he or she may request a change in his or her academic or work schedule; the school may also change the schedule of the alleged perpetrator to prevent interaction with the victim until the complaint has been investigated thoroughly. The school will make available to the student a leave of absence or ability to drop and re-enroll at a later date without incurring additional charges or penalties. These, and other options, will be provided by the school to the student in writing, whether or not a police report was filed.

Hearing Process

If a student is alleged to have committed domestic, dating or sexual violence, that student will have the right to a prompt, fair, and impartial investigation and hearing before the Campus Administration Manager/Director of Student Services and two additional employees of the school's administration, who have knowledge on such issues and know how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability and do not have a conflict of interest or bias for or against the accuser or the accused. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them throughout the hearing. The standard of evidence in this case requires clear and convincing evidence that the incident has more than likely occurred.

The school's policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, the school's investigative team may need additional time to properly conduct a review of the alleged incident and to come to a fair conclusion; however, the school will make every effort to expedite the review process. If an extension of time is needed to conduct the investigation and hearing for good cause, the school will send a written notification to the accuser and the accused of the delay and the reason for the delay.

The proceedings will be conducted in a manner that is consistent with the school's policies and transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by school officials

who do not have a conflict of interest or bias for or against the accuser or the accused. Proceeding means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodation or protective measures to be provided to a victim. The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. The appropriate school officials will meet upon the conclusion of the hearing to discuss the facts of the complaint and to render a decision. Both the accuser and the accused will simultaneously be informed in writing of the outcome of any institutional disciplinary proceeding, the opportunity for appeal and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the school regarding any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the school is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld. Result means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

A student found guilty of violating the school's domestic, dating and sexual violence policy could be criminally prosecuted in the state courts and may be reprimanded, sent to counseling, placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the school's records. The school will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the school may need to disclose some information about a victim to a third party to provide necessary accommodation or protective measures. The school will only disclose information that is necessary to provide accommodation or protective measures and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality. The school will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide accommodation or protective measures. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Any student or employee who reports to the school that he or she has been a victim of domestic, dating or sexual violence, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act.

The school encourages victims of sex offenses to seek professional counseling. The school will ensure that the victim has access to confidential counseling from counselors specifically trained in the area of sexual assault, domestic violence, dating violence, stalking, and crisis intervention, as well as health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims both in the school and the community. If you need to seek professional help or pastoral counselors after having been a victim of a rape, sexual assault, domestic violence, or dating violence, you can contact the Campus Administration Manager/School Official. The school educates the student community about sexual assaults and date rape through mandatory orientation. The police department offers sexual assault education and informational programs to students and employees.

Reporting Crime to the School Community

In accordance with the Clery Act, schools must provide timely warnings in response to crimes that pose a continuing threat to the school campus. These warnings must be provided in a manner that is timely and that will aid in the prevention of similar crimes. Under the regulations, schools must not disclose the names and personally identifiable information of victims when issuing a timely warning. However, in some cases to provide an effective timely warning, a school may need to provide information from which an individual might deduce the identity of the victim. The school will take each incident on a case-by-case basis and will take all necessary steps to protect the identity of the victim whenever possible.

Any records of the incident will be maintained by the Director of Student Services. Only staff members who need to know will be apprised of the name(s) of the victim(s). The school is required to publish each year statistics for certain crimes that are reported to the school authorities or local police agencies, including incidents of sexual assault, domestic violence, dating violence, and stalking; however, the report only includes incidents and not the names or identifiable information about the victim(s).

All crimes reported to the school must be reported in this disclosure. If the school has any crimes that were determined to be unfounded, the school must disclose that information. A school may not withhold, or subsequently remove, a reported crime from its crime statistics based on a decision by a court, coroner, jury, prosecutor, or other similar non-campus official. Only a sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report. The school will retain any documentation that would support the “unfound” report of a crime to review by the U.S. Department of Education. Crimes reported must indicate whether the crime was on campus, in a non-campus building or property, or on a public property. The statistics do not require the identification of the victim or the person accused of committing the crime.