

*2022 Annual Security Report  
Clery Act Campus Security Report  
&  
Federal Legal Disclosure Document*



*Academy of Natural Therapy*

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## ***PURPOSE***

This document is designed to provide you with information concerning your personal safety, to inform you of Academy of Natural Therapy (ANT) policies which help make the campus a safe place, and to comply with Federal law which requires ANT to:

- Inform students and employees of ANT's policies and programs that promote safety and security
- Disclose campus crime data
- Provide suggestions and information that will help minimize the likelihood of becoming a victim of crime whether on the campus or at your home
- Inform victims of sex offenses of their rights
- Notify individuals who report a crime of violence that they have options involving local law enforcement, help if they would like support in contacting local law enforcement, and that they may decline involving law enforcement
- Publicize ANT's drug and alcohol policies
- Provide information concerning ANT's rate of graduation
- Provide written information about victim services that are available

The Academy of Natural Therapy (ANT) is a remarkable place to work and study. However, ANT is not immune from social problems. ANT's safety programs, though effective, are not a substitute for each of our responsibility to practice good safety and security habits. The school maintains a secure facility to the best of our ability and trains staff, faculty, and students to be aware and report immediately any suspicious activity. ANT has two buildings each with a single public entrance. Visitors are required to check in.

The intention of this publication is to provide members of the ANT community with information that will help minimize the likelihood of becoming a victim of crime whether on the campus or at your home. All students are informed about the following campus security procedures and practices at the New Student Orientation.

### ***Police Department Authority***

ANT is located in Greeley, Colorado and is under the jurisdiction of the Greeley Police Department.

### ***What is Title IX? What is VAWA?***

Title IX of the Education Amendments of 1972 is codified into law in 20 U.S.C. § 1681 and 30 C.F.R. Part 106. This law prohibits Gender Discrimination and provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance." Gender Discrimination includes, but is not limited to, Sexual Harassment and Sexual Assault.

The Violence Against Women Reauthorization Act of 2013 (VAWA) requires the School to provide a prompt and equitable procedure for resolving complaints of dating violence, domestic violence and stalking.

If your concern is not a Title IX, VAWA or Discrimination complaint, please refer to the Student Satisfaction and Complaint Procedure in the Student Policy and Procedures Handbook or the Employee Handbook. To file a Title IX, VAWA, or Discrimination complaint, see below.

- Student grievances or Employee grievances
  - Student/Teacher or Student/Staff or Student/Student misunderstandings -see Student Policy and Procedure Handbook
    - If the student’s concern relates to a potential misunderstanding, it is the hope that both parties commit to immediate communication with the intent of resolution. If the student remains unsatisfied, the student or employee may provide a verbal or written complaint to the Executive Director. The Executive Director will review the complaint, talk to the relevant parties and provide a response. If still unsatisfied, a student may appeal to the CEO James Mongan (director@natural-therapy.com).
  - Employee/Employee or Employee/Administration or Employee/Student misunderstandings.
    - If the employee’s concern relates to a potential misunderstanding, it is the hope that both parties commit to immediate communication with the intent of resolution. If the employee remains unsatisfied, the employee may provide a verbal or written complaint to the Executive Director. The Executive Director will review the complaint, talk to the relevant parties and provide a response.
- Title IX concerns – see reporting procedure below (pg. 9) for:
  - Unwelcome conduct that is pervasive and severe.
  - Quid Pro Quo threats
  - Sexual Assault
- VAWA concerns - see reporting procedure below (pg. 9) for:
  - Sexual violence
  - Dating violence
  - Domestic violence
  - Stalking
- Discrimination/Harassment - see reporting procedure below (pg. 9)

### ***ANT Title IX, Discrimination, Anti-Harassment Policy and Procedures***

It is the policy of the Academy of Natural Therapy (ANT) to maintain a learning environment that is free from discrimination or harassment because of an individual’s race, sex, gender, sexual orientation, gender identity, gender expression, religion, age, color, creed, national or ethnic origin, physical, mental, or sensory disability, marital status, genetic information, and/or status as an honorably discharged veteran or member of the military.

ANT will promptly investigate all complaints, verbal or written, of harassment, sexual harassment or sexual misconduct/violence, take appropriate action to protect individuals from further harassment, and, if it determines that unlawful harassment occurred, appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

ANT is committed to supporting survivors of sexual misconduct, without sacrificing important safeguards to ensure a fair and transparent process and to providing a prompt, effective and unbiased resolution of allegations of discrimination and harassment. The school grievance policies are to be used for complaints of discrimination on the basis of sex as required by Title IX of the Education Amendments of 1972 (34 C.F.R. 106.8(b)). These grievance procedures are also to be used for complaints of discrimination on the basis of disability filed under Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. 104.7(b)), and on the basis of age filed under the Age Discrimination Act of 1975 (C.F.R. 110.25(b)).

As a member of the school community, you have the right to file complaints of discrimination and harassment. Complaint investigations will be conducted in a respectful, transparent and unbiased manner consistent with ANT policies and procedures.

All members of the ANT community are expected to comply with the terms and conditions of this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Disciplinary action, up to and including dismissal from the school with no opportunity for readmission, will be taken against any student who is in violation of this policy.

### ***Forms of Harassment***

Forms of harassment may include but are not limited to:

- Verbal: sexual innuendos, racial or sexual epithets, slurs, off-color jokes, propositions, threats, or suggestive/insulting sounds
- Non-Verbal: derogatory cartoons or drawings, suggestive photos, pictures, objects, or gestures
- Physical: any unwanted physical contact (including touching outside the context of a supervised massage school setting), physical interference, or assault
- Other: making threats or reprisals of any kind for any reason

### ***What to do if you believe you have been a victim of harassment or discrimination***

- Do not remain silent. Tell the harasser that you find their conduct offensive and unwelcome and that you want the conduct to stop immediately.
- You may find it helpful to keep a log of all incidents detailing the date, time, place and all individuals involved including any witnesses to the incident.

Harassment of any type will not be tolerated. If a student or employee becomes aware of any behavior that may constitute harassment, it is the responsibility of that person to report such conduct:

- Students should notify the Executive Director (Jennifer Mongan) or any member of the administration.
- Employees should notify the Executive Director.

### ***Sexual Harassment (Title IX)***

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. Sexual harassment refers to a behavior that is unwelcome, whether those involved are in a subordinate-supervisory relationship, faculty-student relationship, employee-student relationship, student-student relationship, or employee-employee relationship. Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment when they are:

- Unwelcome Conduct: Harassment that is pervasive and severe enough that it has the purpose or effect of interfering with the student/employee's performance or creating an environment which is intimidating, hostile or offensive to the student/employee.
- a Quid Pro Quo: in which an employee threatens or suggests, either directly or indirectly, that a student's refusal to submit to sexual advances will adversely affect the student's grades, progress, evaluations, advancement, or any other aspect of academics.
- Sexual Assault: Sexual violence and Physical assault of a sexual nature. See ANT Sexual Assault Policies and Procedures on page 7.

Examples of conduct which constitute sexual harassment include but are not limited to:

- Sexual advances
- Graffiti or displays of images of a sexual nature
- Sexual gestures
- Sexual or dirty jokes
- Unwanted, offensive, and/or uninvited comments about another's physical appearance
- Persistent attempts to change a professional relationship into an amorous relationship
- Touching one's own self sexually or talking about one's sexual activity in front of others
- Spreading rumors about or rating others as to sexual activity or performance
- Other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational or work status or implied or overt promises of preferential treatment
- Videotaping or photographing someone without their consent
- Any of the above carried out via internet, social media, or other forms of correspondence
- Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex
- Unwelcome, unnecessary, sexually motivated, or inappropriate patting, pinching or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, conduct such as a consoling hug, or demonstration of massage techniques, correction of body mechanics, and massage exchanges.
- Sexual assault: Coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another. See ANT Sexual Assault Policies and Procedures on page 7.
- Acts of voyeurism or deliberate attempts to invade another's privacy.

Note: Students, teachers, faculty, and others should enjoy free speech and academic freedom protections even when speech or expression is accidentally offensive. As a massage school, we understand that creating professional therapeutic relationships, with trust and safety, is a learned skill and intention that requires a larger commitment to caring, gentle, non-offensive speech, interactions, and behaviors.

### ***Hate Crimes***

Hate crimes are defined as a bias, bullying, harassment, verbal abuse, or violent act that occurs when a perpetrator targets a victim because of membership or affiliation in a certain group. Such groups may include, but are not limited to ethnicity, gender identity, gender expression, nationality, physical, mental, or sensory disability, religion, sexual orientation and/or status as a veteran or member of the military. While discrimination

based on these factors may be distinguished from sexual harassment, this type of conduct may contribute to the creation of a hostile work or academic environment.

### ***Gender Identity, Gender Expression, or Sexual Orientation Discrimination***

Harassment that is not sexual in nature but is based on gender, gender identity, gender expression, sex or gender stereotyping, or sexual orientation is also prohibited as part of ANT's nondiscrimination policy when it denies or limits a person's ability to participate or benefit from the school's educational programs, employment or services. While discrimination based on these factors may be distinguished from sexual harassment, this type of discrimination may contribute to the creation of a hostile work or academic environment.

### ***ANT Sexual Assault Policy and Procedures***

In the event of a sexual offense, students should contact 911 immediately and contact either the Executive Director or other available school authority. For proof of a criminal offense, it is extremely important to preserve any evidence.

- Students may request assistance from the Executive Director in calling 911.
- Students may decline to notify 911 and will continue to receive support from ANT.

In the event an individual wishes to find counseling services for victims of sexual assault, they should contact the Executive Director/VAWA coordinator. For a listing of resources, please see the Community Resource Contacts on page 11. If the victim is in need of a change in class or schedule due to the assault, the victim should make a request to the Executive Director. Every effort will be made to accommodate this request. The student will be notified of the options.

In the event of a school disciplinary action in cases of an alleged sexual offense:

- Both the complainant and the respondent are entitled to the same opportunities to have an advisor present during an investigation or hearing and,
- Both the complainant and the respondent must be informed of the outcome of any school investigation or hearing brought alleging a sexual offense.

### ***ANT Violence Against Women Act (VAWA) Policy***

Everyone at the Academy of Natural Therapy has the right to feel respected and safe. The Academy of Natural Therapy wishes to provide a school environment that is safe, conducive to learning, and free from harassment, exploitation, or intimidation.

ANT prohibits sexual harassment and sexual violence. Such behavior violates both the law and the ANT Student and Employee Code of Conduct. The school will respond promptly and efficiently to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, discipline behavior that constitutes sexual harassment and/or sexual violence, or otherwise violates the Violence Against Women Act (herein referred to as the "VAWA Policy").

This policy in its entirety, provides a written explanation of available rights and options, including procedures to follow, when the school receives a report that a student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off the school property or in connection with any school sponsored event.

## *Scope of Policy*

This VAWA policy applies to all ANT employees and students.

Prohibited Acts and Definitions: In compliance with VAWA, the Academy of Natural Therapy prohibits sexual harassment, domestic violence, sexual assault, stalking and other acts as defined below:

- Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, non-verbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment, or education, or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual Harassment may include incidents between any member of the ANT community, including faculty, staff or students. Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same or opposite sex. In order to determine whether the reported conduct constitutes sexual harassment, consideration will be given to the totality of the circumstances, including the context in which the conduct occurred.
- Sexual Violence is defined as physical, sexual acts without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion, domestic violence, dating violence and stalking.
- Domestic Violence is defined as any felony or misdemeanor crime committed by a current or former spouse of the victim; person the victim has a child with; an individual who cohabitates, or has lived with the victim as a spouse, or a person similarly situated to a spouse; and any other person committing an act against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- Dating Violence is defined as violence committed by a person who has been in a social relationship of a romantic or intimate nature with the victim (based on the length and type of relationship and frequency of interaction).
- Stalking is defined as engaging in conduct directed at a specific person that would cause a reasonable person to (a) fear for their safety or the safety of others; or (b) suffer substantial emotional distress.
- Consent is informed. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. Consent is voluntary. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to exercising free will. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous social or sexual relationship, by itself, is not sufficient to constitute consent. Consent must be on going and may be revoked at any time. Once consent is withdrawn, the activity must stop immediately. Consent cannot be given when the person is incapacitated or coming in and out of consciousness, under the threat of violence, bodily injury, or other forms of coercion.
- Incapacitation is defined as the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Where drugs or alcohol are involved, incapacitation is defined with consideration to how the substance consumed affects a person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. Either party being intoxicated by drugs or alcohol does not diminish one's responsibility to obtain consent.

## ***Reporting***

Reports of conduct that may constitute a violation of VAWA, Title IX, Discrimination, Harassment or Hate crimes may be made to Executive Director Jennifer Mongan or any other member of administration. All incidents should be reported even if a significant time has passed. Reports should be brought forward as soon as possible after the alleged conduct occurs. Prompt reporting will better enable the school to respond, determine the issues, and provide an appropriate resolution and/or action. However, delaying a report may impede the school's ability to conduct an investigation and/or to take appropriate remedial actions.

Please be advised that conversations with fellow students, friends or outside confidential sources are not VAWA or Title IX reporting and will additionally require you to speak with the VAWA or Title IX coordinators listed in this policy. See the confidentiality section on page 11.

## ***Filing a Complaint for Title IX, VAWA, Discrimination, Harassment, Hate Crimes***

To file a complaint:

Executive Director Jennifer Mongan – (970) 302-7006, [mongan@natural-therapy.com](mailto:mongan@natural-therapy.com)

## ***Title IX and VAWA formal complaints***

Formal complaint:

- A Title IX formal complaint is a document filed by a complainant or signed by the Title IX Coordinator.
- A VAWA formal complaint is a document filed by a complainant or signed by the VAWA Coordinator.

## ***Title IX, VAWA formal complaint Timeline***

- ANT will acknowledge receipt of the complaint in writing within (3) three business days.
- The investigation/hearing part of the process will be completed within thirty (30) business days from the date of the written acknowledgment of receipt of the complaint unless circumstances demand that an extension be granted by the Executive Director.
- The school will issue a written statement of the findings of the investigation within fourteen (14) business days of the completion of the investigation/hearing. The Findings Statement will be sent to the Complainant and Respondent via certified mail with return receipt through the U.S. Postal System.
- Appeals of investigation/hearing outcomes/decisions may be submitted within five (5) business days after date of written receipt of the decision.

## ***Investigation and Hearing for a formal Title IX or VAWA complaint***

- ANT will provide an equally prompt, transparent and unbiased investigation to both the complainant (individual who is alleged to be the victim of the conduct) and the respondent (an individual who has been reported to be the perpetrator of the conduct).
- During the investigation, the school will objectively gather any and all evidence, review all school policies, speak with faculty, staff and/or students and respond to the initial complainant and the respondent. Any evidence gathered will be available to either party upon request.
- ANT will provide a live (in-person or virtual) hearing with cross-examination that will be recorded and will notify the complainant and respondent in writing of the date of the hearing.

- Both the complainant and respondent have equal opportunities for an advisor of their choice to be present at any meeting or interview and at the hearing. If either the respondent or complainant do not have an advisor for the hearing, the school will provide one free of charge.
- At the hearing, the advisors (only) will have the opportunity to ask (approved) questions for cross-examinations.
- Advisors provided by the school (as needed) and investigation/hearing decision makers will be chosen based on being free of conflict of interest and being unbiased.
- Decisions will be made based on Preponderance of Evidence standard.
- Investigations and hearings will follow the requirements in Title IX and VAWA rule.

### ***Decision (Findings) and Response***

- The school will issue a written statement of the findings of the investigation within fourteen (14) days of the completion of the investigation. The Findings Statement will be sent to the Complainant and Respondent via certified mail with return receipt through the U.S. Postal System.
- The Findings Statement will include a determination as to whether any Title IX or VAWA violations took place and will include any supportive measures for the complainant and any appropriate remedy or disciplinary actions for the respondent up to and including dismissal from the school. Disciplinary actions shall be determined on a case-by-case basis. Disciplinary decisions that affect a student or students shall be made in accordance with the terms of the ANT Student Code of Conduct found in the school's Student Policies and Procedures and Employee handbooks.
  - Supportive Measures: Students/employees have the right to request these protective measures, if they can be reasonably accommodated, whether or not notification to law enforcement has been made or if the investigation/hearing outcome has yet to be determined. Possible supportive measures that may be requested by the respondent: change of schedule, leave of absence (LOA), withdrawal with ability to return without penalties, no contact orders for the respondent.
  - Disciplinary Actions for Students: Possible remedies/disciplinary actions for student respondent include probation, interim measures (suspension, leave of absence, no contact orders, altered schedule, or any measures the school deems necessary to protect the safety of the ANT community), or dismissal with or without ability to reapply.
  - Disciplinary actions for employees: Possible remedies/disciplinary actions for employees for violations of Title IX or VAWA Policy may include, but are not limited to: probation, paid/unpaid suspension from work, altered work schedule, training or counseling specific to the offense, or termination with or without the opportunity to re-apply for future employment.
- The final decision for any disciplinary action taken will be made by the Executive Director.

### ***Appeals of investigation/hearing outcomes/decisions***

- Appeals of investigation/hearing outcomes/decisions may be submitted within five (5) business days after date of written receipt of the decision. Granting an appeal will be based on the ability to demonstrate any procedural irregularities, new evidence, or conflicts of interest

## ***Retaliation***

ANT strictly prohibits, and will not tolerate, reprisals against any individual due to the participation in this process. A claim of retaliation shall be treated as a separate allegation of discrimination. The Academy of Natural Therapy prohibits retaliation against a person who reports any form of discrimination, act of violence or harassment as defined in the school’s Title IX or VAWA Policy. Additionally, retaliation is strictly prohibited against someone who assists another person with a complaint or a person who participates in the investigation and/or resolution of a complaint. Retaliation includes, but is not limited to threats, intimidation, and/or adverse actions related to employment or education.

## ***Confidentiality***

The Academy of Natural Therapy shall protect the privacy of individuals involved in a report of any Title IX or VAWA violations in accordance with the Title IX rules, the VAWA rules, and the Family Educational Rights to Privacy Act (FERPA), Colorado Law, and ANT policies.

A report of violations such as these may result in the gathering of extremely sensitive information about individuals in the school community. While such information is considered confidential, the school’s obligations in accordance with FERPA may require ANT to release personal information to appropriate officials due to a subpoena or judicial order. FERPA also permits disclosure to the complainant the results of a disciplinary proceeding against the respondent, regardless of whether or not the school determined that a violation was committed.

Information regarding disciplinary action taken against the respondent shall not be disclosed except to the complainant without the respondent’s consent, unless permitted by law, or unless it is necessary to ensure compliance with the safety of individuals.

## ***Sex Offense Prevention***

The Academy of Natural Therapy is dedicated to creating a safe environment for all members of the ANT community. To assist in this goal, ANT dedicates a bulletin board outside Deb Todd’s classroom as the Sex Offense Prevention and Safety board with on-going campaigns and information. ANT discusses sexual assault prevention and safety issues specific to the massage therapy community throughout the classes in our Massage Therapy Program. Please also see the resources on the next pages.

## ***Community Resources - Domestic Violence / Sexual Assault 24-Hour Domestic Violence, Crisis Lines, and Shelters***

National Domestic Violence Hotline..... (800) 799-SAFE or TTY (800) 787-3224

<https://www.thehotline.org>

“Operating around the clock, seven days a week, confidential and free of cost, the National Domestic Violence Hotline provides lifesaving tools and immediate support to enable victims to find safety and live lives free of abuse.” Visit [www.loveisrespect.org](http://www.loveisrespect.org) to learn what is considered abuse and how to create a personalized safety plan.

Colorado Crisis Services (Crisis Hotline)..... (844) 493-8255  
928 12<sup>th</sup> St, Greeley

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[www.coloradocrisiservices.org](http://www.coloradocrisiservices.org)

“Also has online support and walk-in locations. For call, text, or walk-in, they provide 24/7 free confidential and immediate support for whatever crisis you may be going through.”

RAINN (Rape, Abuse & Incest National Network)

24/7 National Sexual Assault Hotline (English and Spanish)..... (800) 656-4673

Online hotline: <https://ohl.rainn.org/online>

Anti-sexual assault organization that provides a 24-hour phone or online hotline with programs to prevent sexual violence helps victims.

Sexual Assault Victim Advocate (SAVA) Center

Emergency Hotline..... (970) 472-4200

Greeley location..... (970) 506-4059

[www.savacenter.org](http://www.savacenter.org)

Medical & Legal Advocacy, Therapy, Support Groups

A Woman’s Place

24/7 Crisis Line..... (970) 356-4226

Toll Free..... (866) 356-4226

[www.awpdv.org](http://www.awpdv.org)

Safe Shelter, Safety Planning, Victim Advocacy, Case Management, Legal Advocacy, Counseling

### ***Policy Of Maintaining a Drug and Alcohol-Free Learning Environment***

Performing Massage Therapy under the influence of drugs (over the counter, prescription, illegal, and medical/recreational marijuana) and/or alcohol may impair your judgment, focus, and ability to create a safe and therapeutic environment. Students performing Massage Therapy while under the influence risk Probation/Suspension/Dismissal or the ability to become a Licensed Massage Therapist. The Academy of Natural Therapy Drug and Alcohol policy requires that students refrain from drug and/or alcohol use a **minimum of 12 hours** prior to giving or receiving massage and bodywork (this includes prescription narcotics, illegal drugs, and medical/recreational marijuana).

Regarding the Drug and Alcohol Policy, ANT is required to follow Federal Law. As such, students are not allowed to use, possess, carry, or distribute recreational or medical marijuana on the school property (including in the building, parking lot, or in cars). All members of the ANT community are hereby notified that the unlawful possession or use of illegal drugs, and possession of medical/recreational marijuana and alcohol is prohibited anywhere on school campus.

This institution is in compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226). All students and employees should refer to the Clery Act Campus Security Report for more information concerning the campus policies and individual responsibilities required under this Act.

### ***DRUG AND ALCOHOL PREVENTION PROGRAM***

The Academy of Natural Therapy has established a Drug and Alcohol Prevention Program. The Program encompasses the following four phases:

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## ***PHASE ONE***

### *Warning of the Dangers of Drug and Alcohol Abuse*

Drug and alcohol use impairs memory, alertness, and achievement. It erodes the capacity to perform, think and act responsibly. It may be grounds for termination of your enrollment with the institution or other legal action. SCHEDULE A specifically details the Uses and Effects as it relates to alcohol.

## ***PHASE TWO***

### *The Academy of Natural Therapy Has a Policy of Maintaining a Drug and Alcohol-Free Learning Environment*

All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the institution's learning environment. Any student or employee must notify the institution of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than five days after such conviction. In compliance with the Drug-Free Workplace Act of 1988, the institution's "workplace" consists of the following locations:

Academy of Natural Therapy,  
625 8<sup>th</sup> Ave,  
Greeley, CO 80631

Academy of Natural Therapy Professional Clinic  
631 8<sup>th</sup> Ave  
Greeley CO 80631

and any "off-site" location (i.e. internships, sporting events, field trips, meetings, etc.) where the activities are in any way related to the institution.

## ***PHASE THREE***

### *Listing of the Available Local Drug Counseling, Rehabilitation, and Assistance Programs*

Please refer to SCHEDULE B.

## ***PHASE FOUR***

### *Non-Compliance with the Terms of the Academy of Natural Therapy's Drug-Free Workplace Statement*

Non-compliance will result in the following action being taken by this institution: The student or employee would be required to actively participate in a drug or alcohol abuse assistance or rehabilitation program approved by federal, state or local health, law enforcement, or other appropriate agency. Community service with one of the above stated agencies may also be required, and termination of enrollment is also a possibility, depending on the severity of the infraction. SCHEDULE C below contains a description of the applicable legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.

## ***SCHEDULE A***

### *Effects of Drugs and Alcohol*

Although individuals often use drugs and alcohol to achieve a variety of effects on mind and body that are found to be temporarily useful or pleasurable, drugs can be highly addictive and injurious. A person can pay a price in terms of his or her physical, emotional, and social health. This price can be paid in a number of ways.

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The risk of contracting sexually transmitted diseases, including AIDS, is increased under the influence of drugs or alcohol. Drugs can be the trigger for violent crime. Economic and legal problems usually follow directly when one tries to support a drug habit by resorting to crime. The dependence, illness, loss of job, and loss of family or friends that can result from drug or alcohol use and abuse can be tragic. In keeping with the mission of The Academy of Natural Therapy and the requirements of state and federal law, The Academy of Natural Therapy has adopted this program to ensure a drug-free campus and workplace and to prevent the use of controlled substances and the abuse of alcohol.

### **Health Risks Associated with the Use of Alcohol**

#### **Short Term Risks:**

- Increased risks of accidents and injuries
- Alcohol-related traffic accidents (the leading cause of death for teens)
- Alcohol slows reaction time, decreases muscle coordination, and impairs vision
- Fatal overdose
- Unconsciousness or blackout
- Death by aspiration of vomit
- Nausea
- Gastritis

#### **Long-Term Risks:**

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus, or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and Gastritis
- Pancreatitis
- Birth defects
- In males--testicular atrophy and breast enlargement
- In females--increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by ten to twelve years.

### **Health Risks Associated with the Use of Drugs Amphetamines (Speed, Uppers):**

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

### **Deliriants (Aerosols, Lighter Fluid, Paint Thinner):**

- Permanent damage to lungs, brain, liver, bone marrow
- Loss of coordination, confusion, hallucinations
- Overdose causing convulsions, death

### **Depressants (Barbiturates, Tranquilizers, Methaqualone):**

- Confusion, depression, loss of coordination
- Dependence, physical and psychological

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- Coma, death (caused by overdose)
- Can be lethal when combined with alcohol

Hallucinogens (LSD, PCP, DMT, STP, Mescaline):

- Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents, injuries)
- Tolerance overdose leading to convulsions, coma, death
- Possible birth defects in children of LSD users

Intravenous Drug Use:

- Places one at risk for HIV infection (the virus causing AIDS) when needles are shared

Marijuana and Hashish:

- Chronic bronchitis
- Decreased vital capacity
- Increased risk of lung cancer
- In men, lower levels of testosterone and increase in abnormal sperm count

Stimulants (Cocaine):

- Painful nosebleeds and nasal erosion
- Intense "downs" that result in physical and/or emotional discomfort
- Tolerance and physical dependence can develop

Narcotics (Heroin, Morphine, Codeine, Opium):

- Malnutrition
- Hepatitis
- Loss of judgment and self-control leading to increased risk of accidents, injuries
- Dependence
- Overdose leading to convulsions, coma, or death

**SCHEDULE B**

Drug Counseling, Rehabilitation, and Assistance Programs

For a full list of resources, visit: [www.weldgov.com/go/letstalk](http://www.weldgov.com/go/letstalk)

**North Range Behavioral Health**

Outpatient Support.....	(970) 347-2120
Residential Recovery Services.....	(970) 313-1184
Recovery Communities.....	(970) 313-1184
Wings Intensive Addiction Services (for Mothers).....	(970) 313-1184
Withdrawal Management Support.....	(970) 313-1173

[www.northrange.org](http://www.northrange.org)

**Alcoholics Anonymous (AA)**

Northern Colorado Area Intergroup..... (970) 224-3552

[www.northcoloradoaa.org](http://www.northcoloradoaa.org)

“An open meeting of individuals struggling with alcohol addiction and a desire to stop drinking. There are a variety of meeting locations and times in Greeley and Weld County.”

**Narcotics Anonymous (NA)**

Colorado NE Front Range (call or text)..... (970) 282-8079

[www.otwna.org](http://www.otwna.org)

“An open meeting of individuals struggling with drug and/or substance addiction and a desire to quit. There are a variety of meeting locations and times in Greeley and across northern Colorado.”

**Al-Anon Family Groups/Alateen**..... (888) 425-2666

[www.al-anon.org](http://www.al-anon.org)

“Al-Anon members are people who are worried about someone with a drinking problem. Alateen is for teens affected by someone else's alcoholism. There are a variety of meeting locations and times in Greeley and across northern Colorado. There also are electronic meetings available, as well as a teen chat option: [www.al-anon.org/newcomers/teen-corner-alateen/](http://www.al-anon.org/newcomers/teen-corner-alateen/)”

**LifeStance Health**.....(970) 310-3406

<https://heartcenteredcounselors.com/location/greeley-37th-avenue-court/>

Formerly Heart-Centered Counseling of Greeley

1013 37th Avenue Court, Unit 202, Greeley

Counseling for individuals, couples, groups, teens, and children; psychiatric care & medications

**Creative Counseling**.....(970) 378-8805

1601 25<sup>th</sup> Ave, Greeley

DUI Education and Therapy

**SCHEDULE C**

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

U.S.C. 844(a)

First conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After one prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both

Special sentencing provisions for possession of crack cocaine:

Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both if:

1st conviction and the amount of crack possessed exceeds 5 grams  
2nd crack conviction and the amount of crack possessed exceeds 3 grams  
3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(A)(2) AND 881(A)(7)

Forfeiture of personal and real property used to possess or facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 861(A)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21U.S.C. 844a 31

Civil fine up to \$10,000 (pending adoption of final regulations).

21U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for the first offense, up to 5 years for second and subsequent offenses.

18U.S.C. 922(g)

Ineligible to receive or purchase firearm.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilot's licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies. Note: These are only Federal penalties and sanction. Additional State penalties and sanctions may apply.

### ***Vaccination Policy***

ANT does not require vaccinations. This is subject to change per state and local regulations.

### ***Copyright Infringement***

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal liabilities, including fines. For more detailed information: <http://www.copyright.gov/>

### ***High School Diploma Validation***

Changes to the Federal Register/Vol. 75, No. 117/Friday, June 18, 2010, requires institutions to have procedures to evaluate the validity of a student's high school diploma if the institution has reason to believe that the diploma is not valid or was not obtained from an entity that provides secondary school education. Following are those procedures for ANT:

- Check with the department of education for the state in which the school is located.
- Contact the Better Business Bureau or the State Attorney General's office to make sure the school is operating legally in a state and see if anyone has filed a complaint.

## ***PERSONAL SAFETY/RISK REDUCTION PROCEDURES***

Personal safety and property security at ANT is everyone's responsibility. The school urges all members of the community to participate in making the community as safe as possible. When members of the community develop sensible security habits, our awareness and precaution assists the school in safeguarding persons, personal property and school property. Please check the bulletin board outside Deb Todd's classroom for information on personal safety and Violence Against Women Act (VAWA).

### ***If You Sense a Potential Threat Personally or as a Bystander***

- Assess the situation and then take action. You will have to decide how immediate the threat is and how decisive your action should be.
- Move away from the potential threat.
- Join any group of people nearby.
- Go to a well-lit public place and call 911.
- If you believe the threat is imminent, and you see people nearby to help; yell, scream, or make a commotion any way you can. If your key-fob has a panic button, please use that as well.
- If you see someone else in trouble, call 911.
- After you have avoided a potential threat, call 911.

### ***Possible Situations That Could Indicate a Potential Threat***

- Unusual noises, such as gunshots, screaming and/or anything suggestive of foul play, danger, or illegal activity. Call 911 immediately.
- Open or broken doors/windows, which could signify a possible burglary in progress or the scene of a completed crime. Leave to safety and call 911.
- Person(s) sitting in a parked car for an extended time.
- A vehicle driving slowly in the parking lot at night with its lights off.

### ***Walking Alone to School or on the School Campus/Parking Lot***

- Walk purposefully, briskly, and keep moving.
- Avoid traveling the same route every day.
- Be mindful of your environment; limit phone viewing while walking. • Have keys ready when approaching a locked door.
- If dropped off by a friend or taxi, ask the driver to wait until safely inside.
- Arrange a buddy system with someone you know to walk to and from the building.
- Stay alert to surroundings and trust your personal instincts.

### ***Safety in Your Car***

- Have the car keys ready when approaching a vehicle and check to make sure no one is hiding inside. Lock your doors immediately, once inside the car.
- Park in a well-lit designated parking area.
- Keep all valuables, backpacks and book bags out of sight in the trunk of the vehicle.
- ALWAYS LOCK YOUR CAR!

# ***EMERGENCY RESPONSE, EMERGENCY NOTIFICATION AND EVACUATION PROCEDURES***

## ***Basic Emergency Policy and Procedures and Timely Warning***

- Call 911 and notify Administration
  - Administration notifies Executive Director.
- Take all appropriate actions/notifications to safeguard students and staff.
  - In the event that a situation arises that in the judgment of the Staff/Administration, constitutes a serious, immediate, or ongoing threat to the health or safety of the ANT Community, a campus wide “timely warning” or notification will be issued using the Emergency Protocol Codes detailed below. The warning will be issued by direct contact, by phone, and/or by email. For weather related notices, the warning will be issued by direct contact, by local or social media, and/or the email.
- Emergency Protocol Codes
  - Code L: Lockdown
    - Means the building has been locked down to an outside influence. Classes may continue, but instructors should be aware of the situation and proceed with caution and upon completion immediately check with Administration regarding the situation.
  - Code E: Evacuation
    - Means there is an immediate need to evacuate the building. Instructors should end class immediately and instruct and assist students to the nearest emergency exit.
    - If the school must be evacuated and students are unable to return to campus students will be notified by their instructors of an alternate location where classes will be held.
  - Code S: Stop
    - Means that there is a need to stop class sessions due to a possible impending threat. Students have the opportunity to gather belongings (quickly) while the instructors check with Administration about the situation and where to lead students.
  - Code T: Tornado Protocol
    - Students will be quickly escorted from their classrooms to the student clinic in the Academy basement. Once in the basement, instructors/admin shall make sure that everyone is accounted for and that a phone and radio are present. In the event of a tornado, the safest position is for students to sit with their back against the south (most interior) wall with their head between their knees, and hand clasped over the neck for protection.
  - Cancel Code
    - Means the emergency is over
- Take charge of area/situation until incident is contained or relieved by:
  - Crisis Team Coordinator (CTC):
    - Weekdays
      - 1) Executive Director (Jennifer Mongan) or
      - 2) Financial Aid Director (Tim Gross) or
      - 3) Director of Accounts (Mary Jo Thaxton), depending on who is on campus at the time
    - Evening and Weekends
      - 1) The instructor who first encounters the emergency or
      - 2) The instructor designated by the above.

- Keep all students and non-essential staff away from any unsafe areas if possible.
- Preserve evidence that may assist in proving the alleged offense occurred or be required for other legal documentation that the alleged victim may need.
- Keep detailed notes of incident.
- Refer media to Executive Director.

ANT will test emergency response and evacuation procedures on an annual basis (if possible). This test may or may not be announced.

### ***Timely Warning Notice Policy***

In the event that a situation arises that in the judgment of the Administration, constitutes a serious, an immediate, or ongoing threat to the health or safety of the ANT Community, a campus wide “timely warning” will be issued if at all possible. The warning will be issued by direct contact, by phone, and/or by email. For weather related notices, the warning will be issued by direct contact, by local or social media, and/or by email.

### ***Warning / Notification Basics***

- Call 911
- Inform Executive Director at (970) 302-7006.
- Warn students and staff. If an emergency requires immediate action to protect the safety of students and staff, notify Administration.
- Executive Director may email, text, or post on Facebook to notify off-campus students and staff.

### ***Fire Extinguisher Locations***

Main Floor: Auditorium, East wall  
 Auditorium, West wall  
 Kitchen, North wall (Built-in)  
 Hallway, South wall (outside Mary Jo’s office)  
 Back door outside of hydro room, West wall  
 Near back handwashing sink  
 Classroom #1, South wall  
 Classroom #2, North wall  
 Classroom #3, North wall

### ***Evacuation Basics (Fire or Smoke) (Code E)***

- Use closest fire extinguisher if able, and call 911
- Direct students and staff to follow fire evacuation procedures and route.
- Instructors/Staff keep students/visitors/clients together.
- Follow alternate route if normal route is too dangerous.
  - Note: If door is hot to touch, do not open it.
- Do not attempt to retrieve personal belongings!
- Instructors/Staff should bring class/clinic/lab/visitor/room-rental roster with them if possible.
- Assist those individuals with special needs or that are handicapped.
- Once clear of building, contact the Executive Director.

- Meet at George’s Bike Shop across the parking lot, west of ANT.
- Instructors should take class attendance.
- No one may re-enter the building until determined safe to do so by police or fire authorities.
- Only speak with police/fire authorities if they initiate conversation (Do not distract them).

***Gas Odor (Code E)***

- Call 911
- Direct students and staff to follow fire evacuation procedures and route.

***Upon Receiving a Message That a Bomb Has Been Planted in School (Code E)***

- Receiver notifies police (call 911) and notifies the Executive Director to send email or text message to all active students to say that the school is under a bomb threat.
- Executive Director orders evacuation of all persons inside school building(s) using text and/or email.
- Follow the evacuation procedure in Evacuation Basics Section.
- No one may re-enter the building until determined safe to do so by police or fire authorities.

***Basic Sheltering Procedures- Tornado/Severe Weather (Code T)***

Shelter/Safe areas are hallways or small interior rooms on the lowest floor of the building.

- Executive Director or CTC directs students and staff to assemble in basement.
- Email or text message will be sent.
- Require all students/staff to come inside the building and stay away from windows.
- Close all exterior doors.
- Instructors/Staff should bring class roster with them to the basement.
- Instructors/Staff should stay with and account for all students/clients/visitors after arriving in safe area.
- All persons must remain in safe areas until notified by Executive Director, staff, or emergency responders.
- If a tornado strike is imminent, the safest position is for those sheltered to sit with their back against the south (most interior) wall with their head between their knees, and hand clasped over the neck for protection.

***Tornado/Severe Weather Watch Has Been Issued***

- This indicates that conditions are favorable for tornado/severe weather.
- Monitor Emergency Alert Stations or NOAA Weather Stations (National Weather Service, Weather Channel).
- Bring and keep all school persons inside building.
- Identify shelter areas; be prepared to move to safe areas at a moment’s notice and follow the basic sheltering procedures.

***Tornado Warning Has Been Issued or Tornado Has Been Spotted Near School or Severe Weather Siren Has Sounded (Code T)***

- Move students and staff to safe areas.
- Remind teachers to take class rosters.

- Account for all students.
- Follow all basic sheltering procedures listed above.
- Remain in safe area until warning expires or until emergency personnel/CTC has issued an all-clear signal.

### ***Lock–Down Procedures (Code L)***

- Executive Director or Staff will issue lock-down procedures by sending an email or text and/or sending a messenger to each classroom.
- An email, text message or Facebook post may be issued to warn students that the school is on lock down.
- Main Lobby Door remains unlocked at all times.
- Always lock classroom doors.
- Close blinds on all windows in your area.
- Move all persons away from windows and doors.
- Allow no one outside of classrooms until all-clear signal is given by Executive Director.

### ***Violence (Code L)***

- Ensure the safety of students and staff first.
- Implement Lock-Down or evacuation procedures as necessary.
- Call 911 and then notify the Executive Director.
- School Director may email, post text or Facebook message if needed.
- Notify CPR/First Aid Certified persons in school of medical emergencies, if necessary. All Faculty and Lab personnel are CPR/First Aid certified.
- Keep students and nonessential staff away from the area.

### ***Unidentified Person in the Building***

- Ask another staff person to accompany you before approaching stranger, if warranted.
- Greet stranger and identify yourself.
- Ask person the purpose of his/her visit - without using leading information. (i.e. “May I help you find something?” not “Are you here for the \_\_\_\_\_?”)
- Inform person that all visitors must register at the front office or if after hours at the lab/clinic desk on the first or second floor.
- If person’s purpose is not legitimate, ask him/her to leave. Accompany them to the closest exit.
- If person asks to speak with a student or client, do not identify that the student/client is here. Ask visitor for name and phone number and request that they wait outside the building (as we are a private school). Let them know: “I will attempt to locate the person you are looking for and IF it turns out there is someone in the building by that name, I will give them the message and they may call you”.

### ***If Person Refuses to Leave or Demonstrates Hostility, Consider Them an Intruder (Code S or L)***

- Call 911 and Executive Director/Administration if intruder refuses to leave.
- Give police full description of intruder.

- Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying weapon or package, etc.).
- Administration notifies School Director and may issue evacuation or lockdown procedures.

### ***Weapons (Code S or L)***

- If instructor suspects that a weapon is in classroom, he/she should confidentially notify a neighboring instructor. Instructor should then return and remain in the classroom.
- Neighboring instructor should call 911 and follow their directions; notify the Directors once safety is ensured.
- Evacuation or Lock-down procedures may be issued.
- Email, Facebook or text message may be posted or sent.

### ***Suicidal Person on the School Campus***

- Confirm information.
- Call 911.
- Notify Executive Director and Administration.
- Meet with suicidal person privately if possible.
- Stay with person until suicide intervention arrives.
- Do not leave suicidal person alone.
- Ask the person, you suspect may be suicidal, the following questions:
  - Are you feeling suicidal?
  - What are your plans for suicide?
  - Do you have the means with you to do so?
- Safeguard other students/staff as needed. Lock-down or evacuation may be necessary.

### ***Suicidal person off campus***

- If staff, faculty, or students are contacted (phone, email, text) by a student who is off campus who indicates they are suicidal, we should immediately contact 911 with that person's contact information and ask for a wellness check.
- Directory information (name, address, and phone) is o.k. to give out about a student in an emergency - all information to save someone's life may be shared.
- Contact Executive Director.
- Resume normal class routines as soon as possible.

### ***Serious Injury, Illness, Suicide Attempt***

- Call 911.
- Notify CPR/First Aid Certified persons in school building of medical emergencies. (All faculty and lab personnel are CPR/First Aid certified).
- Contact Executive Director.
- Keep all students and non-essential staff from the area.
- Stay with the injured person until help arrives.
- Cooperate with emergency personnel.

## ***First Aid Supplies***

- First Aid Kits (with band aids) are located
  - Kitchen Supply Room
  - Clinic Front Desk
- Isolation Kit and gloves: For use in cleaning up and disposing spilled blood; located with First Aid kits
- If you use any of the above supplies notify admin in writing so they can be replaced immediately.

## ***What to do in the case of Exhibitionism/Voyeurism***

- Stay calm and exhibit no reaction.
- Contact the School Director, administration or facility personnel immediately.
- Note the time and location of the occurrence.
- Note physical characteristics of the offender.
- Note direction of travel.
- Get a description of the vehicle (make, model, color, and license plate number).
- Get the names and phone numbers of other witnesses.
- Lock all doors and windows.

## ***Harassing and Obscene Phone Calls***

Harassing and obscene phone calls are generally intended to shock or intimidate the victim or to sexually gratify the caller. Use the telephone on your terms—not the terms of the caller.

## ***What to Do in the case of Harassing and Obscene Phone Calls***

- Do not give out your name.
- Note the phone number displayed on your caller ID.
- State- “Do not call this number again,” and quietly hang up once a caller makes obscene remarks or does not respond to your "hello.”
- Always contact ANT administration to report these types of calls.
- Keep logs of calls noting the date, time, content, voice characteristics, background noises, etc.
- Be wary of callers conducting surveys.
- Never give personal information to unknown callers (e.g. credit card or social security numbers, etc.)

## ***Active Shooter***

To survive an active shooter incident one must develop a survival mindset and a course of action. A survival mindset is a protective shield comprised of three components:

- Awareness
- Preparation
- Rehearsal

In the event of an Active Shooter, a course of action may involve any or all of the following:

- Figure out the situation.
- Get out to a safer area if you can.
- Call out to the police.

- Hide out if you are unable to get out.
- Keep out the shooter by blocking doorways, etc.
- Spread out (do not huddle together) and quietly develop a plan of action.
- Take out the shooter. Assume the shooter's intentions are lethal and be prepared to do whatever it takes (survival mindset) to neutralize the threat.

### ***Assault***

To avoid circumstances that may make you vulnerable to assault:

- Never jog alone at night.
- Avoid dense shrubbery where an assailant could hide.
- Know the locations of emergency telephones.
- Stick to well-lighted paths and walkways at night.
- Carry both a cell phone and whistle / personal alarm to summon help.
- Let friends or family know where you are going and when you will return.
- Stay in groups.
- Keep windows and doors locked.
- Keep drapes or blinds closed when dressing

### ***Theft***

Theft is the most frequently reported crime. The best defense against theft is vigilance. Here are a few suggestions:

- Never leave personal belongings unattended, even for a minute.
- Keep doors and windows locked.
- Do not keep large amounts of money in your room or on your person.
- Do not lend your keys or credit cards to anyone.
- Engrave ID numbers on personal property (Do not use your Social Security number).
- Keep records of your property including description, make, model, and serial numbers.
- Always lock your car. Do not leave valuables inside.

### ***Suspicious Packages or Letters and Possible Biological Materials***

If You Receive a Suspicious Package or Envelope:

- Do not shake or empty the contents.
- Place the envelope or package in a plastic bag or container to prevent leakage of contents. If a container is not available, cover the envelope or package with (clothing, paper, trashcan, etc.) and do not remove this cover.
- Leave the room and close the door or section off the area to prevent others from entering.
- Immediately report the incident to the police.

### ***If You Receive a Package or Envelope with a Powdery Substance***

- Do not clean up the powder. Cover the spilled contents with (clothing, paper, trashcan, etc.) and do not remove this cover.
- Leave the room and close the door or section off the area to prevent others from entering.

- Wash hands and exposed skin with soap and water to prevent spreading powder to your face.
- Immediately report the incident to the police.
- Remove contaminated clothing as soon as possible and place in a plastic bag, or other container. Give it to emergency responders.
- Shower with soap and water as soon as possible.
- Make a list of people that were in the area, especially those who had contact with the powder.

Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so the organism must be rubbed into a cut or wound, swallowed, or inhaled as a fine powder or aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.

### ***How to Identify Suspicious Packages and Letters***

Some characteristics of suspicious packages and letters include the following:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as “Personal” or “Confidential”
- A city or state in the postmark that does not match the return address.

### ***Disclosure of Crime Statistics***

A crime is reported when it is brought to the attention of a school authority (any official who has the authority to institute corrective measures) or the local police by a victim, witness, third party or even the offender. Disclosure of crime reports must occur regardless of whether any of the individuals involved either in the crime itself, or in the reporting of the crime are associated with the institution. Alleged criminal incidents will be reported even if no investigation by the police or school authority occurs that could result in a finding of guilt or responsibility. Please refer to the school’s website for the Annual Security Report: [www.natural-therapy.com](http://www.natural-therapy.com)

### ***Clery Act Campus Crime Statistics***

Note: the following statistics include those from the Greeley Police and ANT for the contiguous areas of ANT.

<b>Criminal Offense</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>Criminal Offenses - On-campus</b>			
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
<b>Criminal Offenses - Non-campus</b> <b>ANT does not have any non-campus facilities or campus residences</b>			
<b>Criminal Offenses - Public Property</b> <b>Public property includes thoroughfares, streets, sidewalks, and parking facilities that are immediately adjacent to and accessible from the Campus</b>			
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
<b>Hate offenses - On-campus &amp; Public Property</b>			
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
Larceny-Theft	0	0	0
Intimidation	0	0	0
Simple Assault	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0
<b>Hate offenses - Non-campus</b> <b>ANT does not have any non-campus facilities or campus residences</b>			

Criminal Offense	2019	2020	2021
<b>VAWA Offenses - On-campus*</b>			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
<b>VAWA Offenses – Off-campus*</b>			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
<b>Arrests – On-campus &amp; Public Property</b>			
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0
<b>Arrests - Non-campus</b>			
<b>ANT does not have any non-campus facilities or campus residences</b>			
<b>Disciplinary Actions/Judicial Referrals - On-campus &amp; Public Property</b>			
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0
<b>Disciplinary Actions/Judicial Referrals - Non-campus</b>			
<b>ANT does not have any non-campus facilities or campus residences</b>			
*The Violence Against Women Act (VAWA) data collection began in 2014			

## ***POLICY FOR PREPARING CAMPUS CRIME STATISTICS***

The previously stated statistics reflect offenses and arrests reported to Greeley Police and/or ANT and are compiled in accordance with the definitions used in the Uniform Crime Reporting System of the Department of Justice, and the Federal Bureau of Investigation (FBI), as modified by the Hate Crime Statistics Act.

## ***CRIME DEFINITIONS***

**Murder and Non-Negligent Manslaughter** The willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter** The killing of another person through gross negligence.

**Forcible Sex Offenses** A forcible sex offense is any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will, where the victim is incapable of giving consent. Examples of forcible sex offenses include:

- **Forcible Rape** The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- **Forcible Sodomy** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault with an Object** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- **Forcible fondling** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Non-forcible Sex Offenses** A non-forcible sex offense is "unlawful, non-forcible sexual intercourse." Only two types of offenses are included in this definition:

- **Incest** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Other Sex Offenses** Sex offenses are not limited to rape and sexual assault. Other behaviors may be violations of ANT policy or criminal law. Exhibitionists, voyeurs (peeping toms), and persons who make obscene or harassing phone calls are in violation of ANT's policy and of the law. Although a physical attack may not have been carried out, do not take chances. Promptly report all incidents to the ANT administration or staff.

- **Exhibitionism** The act or practice of exposing one's genitalia to another for the purpose of obtaining sexual gratification or stimulation or to shock or be offensive to another.
- **Voyeurism** The act or practice of obtaining sexual gratification or stimulation by visual means--an example would be a window peeper.

**Robbery** Taking or attempting to take anything of value from the care, custody, or control, of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm." (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

**Burglary** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses.

**Motor Vehicle Theft** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned - including joyriding.)

**Arson** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Hate Crimes** Any of the aforementioned offenses, and any other crime involving bodily injury, larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property that manifests evidence that the victim was intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

**Larceny-theft** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Simple Assault** An unlawful physical attack by one person on another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Intimidation** To unlawfully place another person in reasonable fear of bodily harm with threatening words and/or conduct, but without displaying a weapon or subjecting the victim to actual attack. Includes cyber-intimidation if victim is threatened on Clery geography.

**Destruction, damage or vandalism of property** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of the property.

**Illegal Weapons Possession** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: the manufacture, sale, or possession of deadly weapons; carrying deadly weapons--concealed or openly; using, manufacturing, etc. of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above. The possession on campus of any firearm, wrist rocket or other deadly weapon is prohibited by university policy.

**Drug Law Violations** Violations of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance; and arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Liquor Law Violations** Violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages--not including driving under the influence and drunkenness. Included in this classification is: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession, using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.

**Domestic Violence** Any felony or misdemeanor crime committed by a current or former spouse of the victim; person the victim has a child with; an individual who cohabitates, or has lived with the victim as a spouse, or a person similarly situated to a spouse; and any other person committing an act against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence** Violence committed by a person who has been in a social relationship of a romantic or intimate nature with the victim (based on the length and type of relationship and frequency of interaction). Stalking is defined as engaging in conduct directed at a specific person that would cause a reasonable person to (a) fear for their safety or the safety of others; or (b) suffer substantial emotional distress.

## ***Community Resource Contacts***

### ***EMERGENCY CALLS: DIAL 911***

#### ***POLICE***

Greeley (non-emergency/front desk)..... (970) 350-9605

Greeley (non-emergency/dispatch/animal control) ..... (970) 350-9600

<https://www.greeleypd.com>

#### ***FIRE***

Greeley Fire Department.....(970) 350-9500

[www.greeleygov.com/services/fd/fire](http://www.greeleygov.com/services/fd/fire)

#### ***HOSPITALS/HEALTH CARE***

North Colorado Medical Center..... (970) 810-4121

1801 16th St., Greeley

[www.bannerhealth.com/locations/greeley/north-colorado-medical-center](http://www.bannerhealth.com/locations/greeley/north-colorado-medical-center)

UCHealth Hospital..... (970) 652-2000

6767 W 29<sup>th</sup> St., Greeley

<https://www.uchealth.org/locations/uchealth-greeley-hospital/>

#### ***HAZMAT/POISON CONTROL***

Hazardous Materials/Colorado State Patrol..... (303) 273-1900

[csp.colorado.gov/services-we-provide/hazardous-materials](http://csp.colorado.gov/services-we-provide/hazardous-materials)

Colorado Poison Center- 24/7 Hotline..... (800) 222-1222

<https://www.copoisoncenter.org>

#### ***COUNSELING/SUPPORT***

Colorado Crisis Services..... (844) 493-8255

928 12<sup>th</sup> St, Greeley

[www.coloradocrisisservices.org](http://www.coloradocrisisservices.org)

National Suicide Prevention 24/7 Hotline ..... (800) 273-8255

<https://suicidepreventionlifeline.org>

(chat, Spanish, and Deaf and Hard of Hearing options available)

#### ***VICTIM ASSISTANCE***

Center for Trauma and Resilience 24-hour Hotline ..... (303) 894-8000

<http://traumahealth.org>

Greeley Police Victim Services..... (970) 351-5345

[www.greeleypd.com/victim-assistance](http://www.greeleypd.com/victim-assistance)

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**ALCOHOL AND DRUG ABUSE COUNSELING**

North Range Behavioral Health

Outpatient Support..... (970) 347-2120

Residential Recovery Services..... (970) 313-1184

Recovery Communities..... (970) 313-1184

Wings Intensive Addiction Services (for Mothers)..... (970) 313-1184

Withdrawal Management Support..... (970) 313-1173

[www.northrange.org](http://www.northrange.org)

*For more resources, see Schedule B of the Academy’s Drug and Alcohol Prevention Program on page 15 of this document.*

**DOMESTIC VIOLENCE SHELTERS & COUNSELING**

National Domestic Violence Hotline..... (800) 799-SAFE or TTY (800) 787-3224

<https://www.thehotline.org>

Colorado Crisis Services..... (844) 493-8255

928 12<sup>th</sup> St, Greeley

[www.coloradocrisisservices.org](http://www.coloradocrisisservices.org)

Sexual Assault Victim Advocate (SAVA)

Medical & Legal Advocacy, Therapy, Support Groups

Emergency Hotline..... (970) 472-4200

Greeley location..... (970) 506-4059

[www.savacenter.org](http://www.savacenter.org)

A Woman’s Place

Safe Shelter, Safety Planning, Victim Advocacy, Case Management, Legal Advocacy, Counseling

24/7 Crisis Line..... (970) 356-4226

Toll Free..... (866) 356-4226

[www.awpdv.org](http://www.awpdv.org)

**WELD COUNTY EMERGENCY PREPAREDNESS GUIDE**

<https://www.weldgov.com/Government/Departments/Office-of-Emergency-Management/Community-Preparedness-Information-and-Guides>

**REGISTERED SEX OFFENDER LOOKUP**

<https://www.colorado.gov/apps/cdps/sor/>

**TO REPORT A CRIME**

Emergencies..... 911

Greeley Police (non-emergency/police report)..... (970) 350-9605

For Non-emergencies, also contact ANT Office ..... (970) 352-1181

In addition, please report any 911 calls, suspicious activity, or concerns to the following:\*

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Jennifer Mongan - Executive Director /VAWA Coordinator  
Campus Security Authority  
(970) 302-7006

Tim Gross - Director of Financial Aid  
Campus Security Authority  
(970) 352-1181, Ext. 112

Mary Jo Thaxton - Director of Accounts  
Campus Security Authority  
(970) 352-1181, Ext. 114

If in class and on break, contact your instructor. Phone numbers will be given on the first day of class.

# *Academy of Natural Therapy*



625 8<sup>th</sup> Avenue  
Greeley, Colorado 80631  
Phone: (970) 352-1181 Fax: (970) 353-1906

Clinic: (970) 353-1047  
[www.natural-therapy.com](http://www.natural-therapy.com)

All programs of the Academy of Natural Therapy are approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board

The 750-hour Program is accredited by the  
Commission on Massage Therapy Accreditation (COMTA)

Owned and operated by the Academy of Natural Therapy, Inc.

Jeremiah James Mongan, CEO  
Jennifer Mongan, Executive Officer  
Dorothy Mongan, Founder

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*Annual Security Report, Clery Act Campus Security Report, & Federal Legal Disclosure Document*  
**Acknowledgement Form**

**This letter is to be signed by the student to indicate they have received the *Annual Security Report, Clery Act Campus Security Report, & Federal Legal Disclosure Document*, have read it, have had the opportunity to ask questions, and that they understand the Academy of Natural Therapy's policies and regulations.**

I \_\_\_\_\_ (PRINT NAME), have received my copy of the *Annual Security Report, Clery Act Campus Security Report, & Federal Legal Disclosure Document*. It is my responsibility to read and understand the matters set forth in this Document. It is a guide to Academy policies and procedures.

*I understand and acknowledge that the Academy has the right, without prior notice, to modify, amend or terminate policies, practices, benefit plans, and other institutional programs within the limits and requirements imposed by law.*

---

Student Signature

Date

---

Administration Signature

Date

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