

East-West Healing Arts Institute - Milwaukee

2022 Annual Security Report

East-West Healing Arts Institute – NonCampus

Please read this entire document carefully in regards to our school’s campus crime report. This document will also include crime reporting procedures and policies. It’s content and distribution throughout the year is in compliance with the US Department of Education requirements (34 CFR §668.46) by distributing & reviewing this report with new students at Orientation & new Faculty upon hiring, by annually emailing report to students, faculty and staff, and posting to EWHAI’s website.

I. Crime Report 2020 - 2022

Criminal Offenses –NonCampus**

	2020	2021	2022
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Destruction/Damage			
Vandalism of Property	0	0	0
Motor Vehicle theft	0	0	0
Murder / non negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Robbery	0	0	0
Sex offenses - forcible	0	0	0
Sex offenses - nonforcible	0	0	0

Arrests –NonCampus**

	2020	2021	2022
Weapon carrying, possessing etc	0	0	0
Drug Abuse violations	0	0	0
Liquor law violations	0	0	0

Hate Offenses - NonCampus**

	2020	2021	2022
Murder/Non-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 (does not include theft from motor vehicle)	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage			
vandalism of Property	0	0	0

(†race, ††religion, †††sexual orientation, ‡gender, ‡‡gender identity, ‡‡‡disability, §ethnicity, §§national origin)

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*VAWA Offenses - NonCampus***

<i>(Violence Against Women Act)</i>	2020	2021	2022
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

*Disciplinary Actions - NonCampus***

	2020	2021	2022
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

*Unfounded Crimes - NonCampus***

	2020	2021	2022
Total unfounded crimes	0	0	0

If a reported crime is investigated by law enforcement and found to be false or baseless, the crime is "unfounded"

I. Crime Report 2017 – 2019

*Criminal Offenses - Public Property****

	2020	2021	2022
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Destruction/Damage			
Vandalism of Property	0	0	0
Motor Vehicle theft	0	0	0
Murder / non negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Robbery	0	0	0
Sex offenses - forcible	0	0	0
Sex offenses - nonforcible	0	0	0

*Arrests - Public Property****

	2020	2021	2022
Weapon carrying, possessing etc	0	0	0
Drug Abuse violations	0	0	0
Liquor law violations	0	0	0

*Hate Offenses - Public Property****

	2020	2021	2022
Murder/Non-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 (does not include theft			

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from motor vehicle)	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage vandalism of Property	0	0	0
(†race, ††religion, †††sexual orientation, †gender, ††gender identity, †††disability, §ethnicity, §§national origin)			

VAWA Offenses - Public Property***

<i>(Violence Against Women Act)</i>	2020	2021	2022
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

Disciplinary Actions - Public Property***

	2020	2021	2022
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Unfounded Crimes - Public Property***

	2020	2021	2022
Total unfounded crimes	0	0	0

If a reported crime is investigated by law enforcement and found to be false or baseless, the crime is "unfounded"

It is noted that all students should report such occurrences to the first available staff member (i.e. Instructor, clinic supervisor or campus director) who will then call the school's Campus Security Authority (CSA) &/or Title IX Coordinator (TIXC). The CSA or TIXC will then interview all parties involved, determine if a crime may have occurred, and notify the police department accordingly.

Clery Geography

***Campus:** Campus property refers to any building or property that is owned or controlled by EWHAI-Madison for educational purposes. This includes EWHAI-Madison School/Clinic building, yards, and parking lot located at 6425 Normandy Lane, Madison, WI 53719.

****Noncampus:** Noncampus property refers to any building or property that is owned, controlled, or used by an institution in direct support of, or relation to, its educational purposes. EWHAI-Madison does not own, control, or use any noncampus building or property. The Noncampus includes EWHAI- Shorewood School/Clinic building, yards, and parking lot located at 4601 N Oakland Ave, Milwaukee, WI 53211.

*****Public Property:** Public property includes thoroughfares, streets and sidewalks immediately adjacent to or accessible to campus property. The US Department of Education uses a "sidewalk/street/sidewalk" rule to determine the boundary of public property. This includes Normandy Lane and Potomec Lane adjacent to EWHAI, as well as the sidewalks on both sides.

II. Life-Threatening Emergencies*

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In the event of any on-campus life-threatening emergencies, we recommend that students, faculty, staff, and/or clientele call 911 immediately and notify the campus director as quickly as possible afterwards. Most staff is CPR and 1st Aid trained and can assist.

1. What is an Emergency?

An emergency is defined as a sudden, urgent, usually unexpected occurrence requiring immediate intervention to avoid, minimize or contain damage to health (including loss of life), property and/or environment. If you are not sure whether an incident falls into an emergency classification; call 9-1-1. Law enforcement, fire department, or emergency medical personnel will determine the appropriate response. Have someone else alert a member of the administrative staff to ensure Dr. Zhou and the Campus Director is alerted of the situation (see page 5). Dr. Zhou or the Campus Director will assess the situation, confirm there is a significant emergency or dangerous, and begin emergency notification procedures, as described below.

2. When Reporting an Emergency to 911...

- Stay on the line with the Dispatcher
- Provide the address, location, and your phone number
- Provide an accurate and thorough description of the emergency and/or people involved to assure appropriate resources are dispatched

3. Emergency Response and Evacuation Procedures

Notification

In the event of the occurrence of an emergency or dangerous situation involving an immediate threat to the health or safety of students/staff, the Administrative team will, without delay, determine which portions of the campus community to be notified (on campus only, or also include students not on campus) and the content of the notification, then proceed to notify the campus community in a variety of methods, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency. Methods for notification of the campus community include, but are not necessarily limited to, verbal communication / announcements, posting the necessary alerts and accompanying instructions on School entrance doors, text message or phone calls, posting to the school's social media page. When circumstances dictate that information be disseminated to the larger community, notification will be made via local news outlets and public address announcements.

Evacuation Procedures

In case of an emergency or dangerous situation, such as fire, tornado, or gas leak that requires evacuation of the school building, the following evacuation procedures are to be followed. First, faculty and staff are expected to direct the evacuation from their work area to a place of safety. They are responsible for knowing the primary and alternative routes of exit from the School building. When the situation involves a client or disabled student, they will be assisted in exiting the building.

- Remain calm
- Be familiar with building exits and evacuation routes
- Be familiar with distinct fire alarm/tornado siren signals. Fire alarm: intermittent ringing from alarms within the building. Tornado siren: constant high pitch siren from outside the building.
- Treat every alarm like an actual emergency.

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Fire- In the event of a fire or notification via fire alarm or voice alarm, it is important to follow the following evacuation procedures:

- If the fire is in the room that you are located in, exit area immediately, and close the door behind you to contain the fire.
- If the fire alarm has not been activated, notify others in the immediate area and as you exit, knock on office doors and inform as many people as possible.
- If there is smoke, stay low & below the smoke to prevent inhalation.
- Follow the exit signs and exit the building. Move to at least 500 feet away and call 911 and follow the reporting procedure as described above (if not already reported). Leave the driveways and walkways open for arriving emergency personnel.

Tornado- In the event of a tornado or notification by voice or tornado siren, it is important to follow these guidelines:

- Get away from windows and other glass sources
- Go to an interior room or hallway
- Get under a sturdy table or other structure, if possible
- Protect head and face
- Go to Suites 211 or 212 to seek shelter with no windows

Gas Leak- In the event of a gas leak, you will notice a smell of sulfur or rotten egg odor. Evacuate the building, call 911 to report the emergency (as outlined on page 4)

Procedures to test emergency response and evacuation procedures

Each year, after publicizing and reviewing EWHAI's emergency response and evacuation procedures with students and faculty/staff, EWHAI will perform a test of the emergency response and evacuation procedures for each program group by mocking an evacuation procedure exercise as well as a tornado procedure exercise. These tests will be documented in a log, including a description of the exercise, the time, date, and whether it was announced or unannounced.

4. Non-emergency Phone Numbers

The following numbers are provided for **non-emergency situations**. Use of this number will still provide a prompt response from the appropriate agency and yet keep valuable and limited emergency lines free for emergencies.

Shorewood Police Department- 414-847-2610
Milwaukee County Sheriff's Office- 414-223-1873
North Shore Fire Department III- 414-332-4228

III. Crime / Offenses

EWHAI does not have a campus police department or campus security department, or any one on campus with law enforcement authority or jurisdiction to make arrests or investigate alleged criminal offenses. We encourage all students, faculty, staff and others – including clinic clientele – to report any crime which has occurred at our campus to the campus director designated “responsible employees” (they responsible for reporting incidents brought to their attention) as quickly as possible, who are EWHAI Administrators that will notify the local police department as soon as it has been determined a crime may have been committed. “Campus Security Authority” persons are as follows:

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Dr. Xiping Zhou, Owner/President (Chief Administrative Officer, Campus Security Authority)
414-405-1688 drxzhou@gmail.com
Bruce Sun Campus Director
414-312-7929 mkecampdirector@acupressureschool.com

For any of the crimes listed on pages 1-3, it our policy to take such actions as specified below:

- The administrative staff listed above will listen to each case seriously and determine the appropriate action including: notifying local law enforcement agencies, if not already notified.
- If a crime has or is occurring that poses a serious or ongoing threat to the safety of rest of the campus community, a timely warning will be made to the campus community (notification via verbal communication, posting signs at school entrances with appropriate instructions, text, e-mail, social media).
- EWHAI will take administrative action against any student, client, faculty or staff member is the come was committed by one of these parties; whether on campus, adjacent property to campus, or elsewhere (*probation/dismissal depending on the severity of the crime*).
- If the crime was committed by a person outside of this school against one of our students, clients, faculty, or staff members on campus, we recommend that the individual contact the campus director, so that we can notify or encourage the individual to notify the local authorities to take action against the person(s) (as the situation warrants) to keep our campus safe and secure for all.
- If the crime was committed by a person outside of this school against one of our students, clients, faculty, or staff members elsewhere off campus, we recommend that the individual contact the local authorities to take action against the person(s), as well as the campus director, to keep our campus safe and secure for all to enjoy.
- EWHAI will make a report to students, faculty, and staff of any such occurrences no later than 48 hours after we are notified.

We believe our campus is safe and have had only relatively minor past occurrences of crimes, and no crimes on campus or adjacent public properties since we began reporting for the year 2013.

Criminal Activity **

If you observe a crime in progress or behavior that you suspect is criminal, immediately call 911. Be prepared to provide as much of the following information as possible:

- Exact location of incident
- Detailed description of suspect(s) behavior
- Number of people involved
- Detailed physical description and clothing of those involved
- Weapons involved
- Vehicle description and license plate number
- Direction of travel if known
- Any injuries and whether or not EMS may be needed at the scene

DO NOT approach or attempt to apprehend the person(s) involved. Stay on the phone with emergency personnel to provide additional information until First Responders arrive.

REPORT THINGS THAT ARE UNUSUAL OR SUSPICIOUS!

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If you would like to report non-emergency activity anonymously, you are encouraged to contact the Shorewood Police department through their non-emergency line at 414-847-2610. In either case, notify a member of administration as soon as possible to ensure the Campus Director or Dr. Zhou are able to begin emergency notifications or timely warnings as applicable to protect members of the campus community that could potentially be affected.

- **Programs to Inform & Educate**

Twice per year, *during Mandatory Program Orientation* – which occurs a week before the first day of class, the campus director reviews not only the student handbook, but the Campus Crime Report, crime and emergency reporting procedures & policies to each and every student going through Orientation. The Campus Crime Report, crime and emergency reporting procedures & policies will be reviewed with each new Faculty and Staff along with the Faculty Handbook as part of their new hire orientation. Furthermore, the Campus Crime Report, Reporting Procedures & Policies is e-mailed to each student and faculty member annually, and is published on our website.

During the Student or Faculty/Staff new hire Orientation, we review of the Campus Crime Report, Reporting Procedures & Policies, the school will inform and educate students/faculty/staff on the Campus Crime Stats from the most recent several years in all categories which are collected from local police departments and reported to the US Department of Education. To encourage students and faculty/staff to be responsible for their own security and the security of others, EWHAI reviews crime prevention strategies, procedures on how to handle and report crimes and life-threatening emergencies that could occur on campus or against our students, faculty or staff off campus as well.

EWHAI affirms to students at orientation and faculty/staff upon hiring (and again via email on a yearly basis), that it does not tolerate smoking or the possession, usage, and/or sale or alcoholic beverages and illegal drugs or misused/abused prescription medications on its campus, and it will take action against those who are participating in such activities, as outlined on page 5.

IV. Drug/Alcohol Offenses

East-West Healing Arts Institute does not tolerate the possession, usage, and/or sale of alcoholic beverages and illegal drugs or misused/abused prescription medications on its campus, and it will take action against those who are participating in such activities, as outlined on page 5, including contacting law enforcement, as appropriate. Federal and State drug laws and WI state underage drinking laws will be strictly enforced.

“The use of alcohol or illegal substances on East-West Healing Arts Institute campus is strictly prohibited and will not be tolerated. Any student who is found to be using or under the influence of alcohol or any illegal or controlled substance will be immediately dismissed from class. The Campus Director will be informed and meet with the student to discuss the student’s conduct. Any incident of on-campus alcohol or illegal substance use will be grounds for automatic dismissal from the program without the option to reapply.” (*Student Handbook pg. 15*)

For list of **Applicable Legal and Institutional Sanctions**, please see **Appendix A, B, C and D**.

Health Risks- The following information on health risks is from What Works: Schools Without Drugs, U. S. Department of Education (1992): Alcohol consumption causes a number of marked changes in

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behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

As we do not have any drug or alcohol-abuse education programs in place at the current time, we encourage students who are having difficulties in these areas to seek help. Below are resources for your convenience:

Alcoholics Anonymous Impact, Inc.
414-771-9119
414-256-4808 (General)
414-773-0211 (for 24/7 info & referrals)

Marijuana Anonymous
www.marijuana-anonymous.org

Milwaukee County Crisis Line
414-257-7222 (24/7 hotline)

Al-Anon
414-257-2415

Narcotics Anonymous
414-445-5433

Cocaine Anonymous
866-913-3837

Drug Information Hotline/Addiction Treatment Hotlines
<https://local.yip.com/Service/Call-Addiction-Treatment-Hotline/13369627>
(866) 244-4986

V. Sexual Misconduct Policy (in compliance with Violence Against Women Act 2014)

1. Introduction & Scope of Policy

East-West Healing Arts Institute does not tolerate sexual discrimination/harassment, sexual inappropriateness in touch/massage, or sexually-related behavior with the least degree of allowance.

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Students – even with mutual consent – are not to date or participate in intimate relationships with fellow classmates, teachers, staff or clinic clientele; regardless of whether these dual relationships occur on or off campus. Such behavior is not only a dismissible offense, but may very well be illegal activity which will be reported to local authorities. In the event of a school disciplinary proceeding regarding sexual misconduct or offenses, the accuser and the accused are entitled to the same opportunities to have others present during said proceeding(s), and both accuser and the accused will be informed of the outcome of any such proceeding(s).

Anyone experiencing sexual harassment, inappropriateness in touch or massage, should contact a school official (Campus Director) immediately. Those experiencing sexual assault or rape (forcible or otherwise) should contact the local police department first and school officials afterwards (see **Procedures Victims Should Follow**, pg 10). If the student needs assistance notifying the local authorities, they may obtain such assistance from the Campus Director, who will follow the procedures outlined on pages 4-5. All complaints, including requests for confidentiality, will be handled per the policy outlined on pages 12 – 15.

2. Sexual Abuse Education Information/Program

East-West Healing Arts Institute does not have a formal program for education of sexual offenses. However, listed below are terms to help describe, educate, and inform students, staff, and faculty regarding sexual misconduct or offense:

3. What Constitutes Sexual Misconduct, Definitions

Sexual Misconduct***

"Sexual misconduct" is a non-legal term encompassing a variety of different behaviors ranging from the most severe (violent assault) to harassment, and including exploitation. Using this term serves to differentiate campus processes, which are administrative and educational, from the criminal justice system, in which people are charged with crimes that carry criminal penalties.

Sexual misconduct includes attempted or completed surreptitious visual observation or recordation, indecent exposure, knowingly transmitting sexual infection, inducing incapacitation for sexual purposes, sexual assault, sexual harassment, relationship abuse and violence, stalking, and rape. The Institute recognizes both men and women as potential perpetrators or victims of sexual misconduct, and that sexual misconduct can involve 1) two people of the same or different genders; 2) strangers; 3) non-strangers; and/or 4) more than two people.

- Surreptitious visual observation or recordation means watching, gazing at, recording, or attempting to record with any device the intimate acts or parts of others without the knowledge and consent of all parties.
- Indecent exposure means exposing one's genitals under circumstances likely to cause affront or alarm in order to abuse, humiliate, harass, and/or degrade another or others or to arouse or gratify sexual desire.
- Knowingly transmitting sexual infection means without knowledge or consent, to infect another sexually.
- Inducing incapacitation for sexual purposes means using alcohol, drugs, or other means to facilitate sexual contact or assault.

Consent***

Consent is an agreement between equal partners that includes the following elements:

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- Clear, informed, and voluntary communication of intent;
- Equal partners means people with the legal capacity to consent;
- Voluntary means subject to modification or withdrawal at any time; and
- Clear and informed disallows agreement by inference from silence, past consent, or consent to a different form of sexual activity.
- Sexual Assault

Sexual Assault***

Sexual assault is touching without consent the sexual or other human parts of another, directly or through clothing, in order to gratify sexual desire or to cause bodily injury, humiliate, harass, or degrade another. Sexual assault offenses will be handled as outlined above.

Some examples of sexual assault:

- Someone had sex with you while you were incapacitated from alcohol or drugs. You may have been asleep, passed out, too drunk to know what was happening, or too drunk to stop it.
- You agreed through words or actions to do one thing, but were forced to do more.
- You were kissing someone, and the physical intimacy escalated. You said no, but the other person continued. You did not consent and did not willingly participate. The other person had sex with you anyway.
- Your partner forced you to have sex when you did not want it.
- Your partner refused to use a condom even though you asked him to use one.

Sexual Harassment***

Sexual harassment includes the following conduct:

- Making unwelcome sexual advances or requests for sexual favors;
- Threatening an adverse employment or educational consequence for failure to engage in sexual relations;
- Promising positive educational or employment related favors in exchange for sexual favors
- Harassing a person based on gender.

The above conduct constitutes sexual harassment when it is sufficiently severe or pervasive as to disrupt or undermine a person's ability to participate in or to receive the benefits, services, or opportunities of the Institute, including unreasonably interfering with a person's work or educational performance. Whether conduct is sufficiently offensive to constitute sexual harassment is determined from the perspective of an objectively reasonable person of the same gender in the same situation.

Some examples of sexual harassment:

- A colleague makes unwelcome jokes or comments about sex at work or in the classroom.
- Your ex-partner won't stop calling, texting, following you or showing up at your residence or place of work even after you've asked them to stop.
- Your professor makes frequent sexual jokes, stares at you, touches you, or insinuates that you will get a better grade or other reward if you develop a special relationship.
- An acquaintance has been spreading rumors around campus about your sexuality.
- A neighbor in your dorm keeps putting sexually graphic materials on the door to your room.

Stalking***

Stalking is repeated following, harassing, threatening, or intimidating another by telephone, mail, email, text, social networking, or any other method, including third party contact, that purposely or knowingly causes emotional distress or reasonable fear of bodily injury or death.

Relationship Abuse and Violence***

Relationship abuse and violence involves one or more of the following elements:

- Battering that causes bodily injury;

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- Emotional abuse reflecting apprehension of bodily injury or property damage
- Repeated telephonic or other forms of communication -anonymously or directly - using coarse language or threats in order to intimidate, terrify, annoy, harass, threaten, or offend;
- Sexual assault or harassment;
- Forcible denial of use of or access to owned or shared assets, or limiting or controlling access to educational or work opportunities;
- Coercion used to compel another to act as directed; and/or
- Isolation used to deprive another of personal freedom of movement or access to friends, family, or support systems

(<http://www.ncdsv.org/images/PowerControlwheelNOSHADING.pdf>)

Rape

Rape is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes either gender of victim or offender. Sexual penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or by a sex related object.

This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

Procedures Victims Should Follow if an incidence of domestic violence, dating violence, sexual assault or stalking has occurred:

For a victim of sexual assault or domestic violence, the first priority is to get to a place of safety, then to obtain necessary medical attention as soon as possible. Area hospitals have staff members that are authorized to perform medical/legal examinations.

An assault should be reported directly to 911, or the police department who has jurisdiction where the assault occurred. While EWHAIs strongly advocates that a victim of sexual assault or domestic violence, dating violence, or stalking reports the incident to the police in a timely manner, it is the victim's choice to make such a report, and the victim has the right to decline to involve the police. Victims have the option of contacting EWHAIs Victim Advocate/Title IX Coordinator to discuss reporting options (listed on pg 4), receive guidance through the available options, and receive support in their decision.

Evidence

If not collected in a timely manner, evidence may dissipate or become lost or unavailable over time, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining orders of protection related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, they should consider speaking with the Police or other law enforcement agencies to preserve evidence in the event that the victim changes their mind at a later date.

Preserving Evidence for Sexual Assaults- physical evidence is crucial in helping to prosecute assailants in cases of rape or sexual assault, and evidence must be collected by a certified medical facility in a timely manner. So that evidence may be preserved prior to a medical/legal exam, victims of rape or assault should not bathe, change clothes, douche, use the toilet (if possible), smoke, clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours. If victims choose not to have a forensic evidence collection, they can still receive treatment from health care providers for injuries, as well as take steps to address concerns of pregnancy and/or sexually transmitted diseases.

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Preserving Evidence for Victims of Violence- physical evidence may be necessary to prove criminal domestic violence, dating violence, stalking or to obtain a protective order. Therefore, victims of physical violence should not bathe or change clothes prior to documentation of physical evidence. If victims choose not to have a forensic evidence collection, they can still receive treatment from health care providers for injuries.

Preserving Evidence for Victims of Stalking- Victims of stalking should save evidence such as any letters, notes, e-mails, phone calls, videos, photos, texts, social media postings, computer screenshots, voicemails, or any other forms of evidence that would be helpful.

Timely Warning-If an incidence of sexual assault, stalking, domestic or dating violence is reported EWHAI will assess any risk to public safety, and make a timely warning to the campus community, if warranted (as described on page 5). To maintain the confidentiality of the victim, the name of the victim, or identifying information, will not be included in the warning.

4. Harassment/Inappropriate Conduct

The most productive and satisfying academic environment is one in which learning is accomplished in the spirit of mutual trust and respect. The learning environment at East-West is expected to be free from inappropriate conduct and harassment, including sexual harassment. It is the policy of East-West Healing Arts Institute (East-West) to provide students with a learning environment free of harassment and other inappropriate conduct. East-West Healing Arts Institute encourages reporting any perceived incidents of harassment, regardless of the offender's identity or position. It is the policy of East-West Healing Arts Institute to investigate all such reports. East-West Healing Arts Institute prohibits retaliation against any person who reports harassment or inappropriate conduct or who participates in any investigation of such reports.

Students are expected to be familiar and comply with East-West Healing Arts Institute's policy prohibiting harassment, retaliation or other inappropriate conduct.

Sexual harassment may involve individuals of the same or different gender. Sexual harassment includes, but is not limited to:

1. Unwelcome sexual advances or requests for sexual favors.
2. Unwelcome verbal, physical, or visual conduct of a sexual nature.
3. Making submission to (or rejection of) such conduct as a factor in academic decisions involving students.
4. Conduct that interferes with a student's performance or creates a hostile, intimidating, or offensive learning environment or permitting such conduct on the East-West campus or at East-West sponsored Community Outreach Project events.
5. Making sexual jokes and innuendos.
6. Improper commenting about an individual's body, sexual prowess, or sexual deficiencies.
7. Leering, whistling, or inappropriate touching.
8. Making insulting or obscene comments or gestures.
9. Displaying sexually suggestive objects or pictures on campus.

It is the policy of East-West to prohibit other forms of unlawful harassment, including but not limited to: harassment on the basis of race, religion, age, national origin, and sexual orientation. Examples of this type of harassment are name-calling, slurs, or offensive jokes.

East-West Healing Arts Institute encourages individuals who believe they have been or are currently being harassed to immediately demand that the offender stop the harassing. This action alone may resolve the problem.

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If you believe you have been witness to or the subject of harassment or other inappropriate conduct, please report the matter immediately to the Campus Director. If the complaint is against the Campus Director, a written report should be submitted to East-West's Program Supervisor or a member of the East-West Board of Directors. If the complaint is directed toward the East-West's Program Supervisor, a written report should be submitted to the Campus Director or to a member of the Board of Directors.

Each reported incident of harassment will be investigated. The investigation may include individual interviews with the parties involved and, when necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. After appropriate investigation, any employee, instructor or student found to have engaged in harassment, retaliation or other inappropriate conduct will be subject to appropriate responsive action which may include training, referral to counseling, reassignment, and/or disciplinary action, immediate termination of employment or of instructor's independent contractor agreement, or dismissal of a student from the program, as deemed appropriate by East-West administration. Retaliation against an individual for reporting harassment or inappropriate conduct, or for participating in an investigation of a claim of harassment or other inappropriate conduct, is a serious violation of this policy and may result in disciplinary action of the offender including immediate termination of employment, termination of the independent contractor agreement, or dismissal of a student from the academic program. Acts of retaliation should be reported immediately and will be promptly and thoroughly investigated and addressed.

East-West encourages individuals to raise any questions regarding this policy with the Campus Director. The above procedure is an internal procedure for investigating and resolving complaints of harassment and inappropriate conduct. Students may also contact appropriate outside agencies to submit complaints regardless of any decision to proceed with an internal complaint. East-West Healing Arts Institute encourages students to utilize the East-West's internal procedure for filing and resolving complaints, even if the student wishes to also file a formal complaint with an outside agency.

The Wisconsin Educational Approval Board (EAB) oversees all massage therapy schools operating in the state. If you feel that any complaints about any individual connected to the school, or any complaints about the school itself, are not being properly addressed, please contact:

Sharon Johnson, Education Consultant
Wisconsin Educational Approval Board
431 Charmany Drive, Suite 102
Madison, WI 53719
608-226-1996

5. Abusive Situations

Abuse in any form will not be tolerated at the East-West Healing Arts Institute and will be dealt with swiftly and professionally. If a student is the victim of abuse from a fellow student, instructor, staff person or massage therapist, the student is required to inform the Campus director, Educational Coordinator, or instructor within a 24 hour period of the incident. Likewise, if a student becomes aware of any abusive situations regarding a fellow classmate, instructor or anyone else connected to the East-West Healing Arts Institute, we urge the student to report the abuse within 24 hours. Such reports will be handled confidentially, professionally, and with respect to the privacy of all parties.

Any student accused of abuse will be immediately suspended from classes until a thorough investigation has been concluded. If the student has been found to be guilty of such abuse, then the student will be formally expelled from the program and will not be eligible to reapply at any point in the future.

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If the complaint is not resolved to the reporting student's satisfaction, or if the student feels that school authorities will not act upon a complaint, the student may submit a written complaint to the Wisconsin Educational Approval Board.

As a health care practitioner, it is a legal requirement that a massage therapist reports any knowledge of abuse to the proper authorities within 24 hours of gaining such knowledge. Failure to do so can lead to the therapist having his/her massage license revoked.

4. How East-West Weighs a Request for Confidentiality and Responds —

If a victim discloses an incident to Faculty or Staff but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the East-West will weigh that request against its obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If East-West honors the request for confidentiality, a victim must understand that the ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. Although rare, there are times when the school may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students. East-West has designated the following individual(s) to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence (Campus Director).

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Campus Director will consider a range of factors, including the following:

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

The presence of one or more of these factors could lead the school to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the East-West will likely respect the victim's request for confidentiality.

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

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

East-West may not require a victim to participate in any investigation or disciplinary proceeding. Because the school is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the school to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

5. Procedure for Official Complaints

If a student wishes to file an official complaint against another student, a faculty member, or a staff person, the student should follow the official complaint procedure instituted by the school to preserve students' rights and safety. Students should file an official complaint with a faculty member, the Campus Director or one of the Student Massage Clinic Supervisors within 24 hours of the incident of complaint. Filing a complaint means completing the official complaint form and meeting with a member of the East-West administrative staff or a clinic supervisor. The complaint forms are located in Suite 218, the student classroom. The complaint will then be reviewed and investigated. Any necessary action will be determined in accordance with the schools written policies, as well as municipal, state and federal law. A written response to the complaint will be issued within five working days.

The safety, health and well being of our students are concerns of the Campus Director, faculty, and staff of East-West Healing Arts Institute. All complaints will be handled confidentially, professionally, and expediently.

How EWHAI processes complaints –

- a. Ask the person if they have read or have a copy of the Sexual Misconduct Policy, which was reviewed and handed out as part of student orientation. If they do not possess a copy of the policy, print it out for them and take time to review it with them.
 - b. Ask the person if they wish the information to remain “privileged” or “confidential”; explaining differences between the two.
- IF PRIVILEGED, refer them to a licensed professional counselor or non-denominational clergy member if they prefer
 - IF CONFIDENTIAL, refer them to the Victim Advocate (see page 16) for collecting and filling out a Non-Identifying Incident Report. (“All identifying personal information” will be left off the report to make certain the victim remains anonymous – unless the Campus Security Authority determines confidentiality cannot be maintained.
 - IF NO PRIVILEGED communication is requested, they will be referred to the Campus Director who will inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so. An Incident Report will need to be filled out. Before a victim reveals any information to the Campus Director, they will ensure that the victim understands the East-West's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

NOTE: A victim who speaks to a licensed counselor, clergy or advocate must understand that, if the victim wants to maintain confidentiality, the school will be unable to conduct an investigation into the

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particular incident or pursue disciplinary action against the alleged perpetrator. Even so, a victim who at first requests confidentiality may later decide to file a complaint with the school or report the incident to local law enforcement, and thus have the incident fully investigated.

EWHA I encourages pastoral counselors and professional counselors, if and when they deem appropriate, to inform the persons they are counseling to report crimes that occurred on EWHA I Campus on a voluntary, confidential basis to the Campus Director for inclusion in the annual disclosure of crime statistics.

ALSO NOTE: If it is determined that the alleged perpetrator(s) pose a serious and immediate threat to the school and/or local community, they may be called upon to issue a timely warning to said community. Any such warning should not include any information that identifies the victim.

If the victim wants to tell the Campus Director what happened but also maintain confidentiality, the employee should tell both the victim that the school will consider the request, but cannot guarantee that the school will be able to honor it.

ALSO NOTE: Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the school to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

d. When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect that:

- Immediate and appropriate steps will be taken to investigate what happened and to resolve the matter promptly and equitably.
- A responsible employee will report to the Campus Director all relevant details about the alleged sexual violence shared by the victim and that the school will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.
- To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the school's response to the report.
- NOTE: A responsible employee will not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

e. After a complaint has been reported to a designated responsible person or Title IX Coordinator or Campus Security Officer, and an Incident Report as has been filled out and submitted to the Chief of Campus Security, the school administration will notify the victim as expeditiously as possible, may seek further clarification on the matter, and set up an deadline to report back to them. Please, understand some investigations may require several meetings at different levels involving people with different schedules — so a report back may take from several days to a week or more; especially if local law enforcement is involved

6. Student Support Stress Support

East-West Healing Arts Institute is committed to supporting each student to achieve a positive educational experience. Students who are experiencing stress for any reason – personal, family, financial, or academic difficulty are encouraged to contact the Campus Director to schedule a meeting to map out a strategy for addressing the stress so it doesn't negatively impact the student's education. If necessary, the student may also contact a member of the Board of Directors for assistance.

Student Representative

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Each class will elect a Student Representative to occasionally meet with the Campus Director to facilitate cooperative student/administration communication. The Student Representative must be comfortable discussing student concerns with staff and staff concerns with classmates. Student Representatives must be in good academic standing in all classes. It is the Student Representative's responsibility to meet at least once per term with the Campus Director. The meeting will be documented. If resolution of a student issue is not found with the Campus Director, the issue will be forwarded to the Board of Directors for resolution.

Advocates for Students

East-West Healing Arts Institute provides student services that support each student's educational experience. If a student needs assistance in dealing with situations regarding their education and the *Asian Bodywork and Therapeutic Massage Program*, East-West administrative staff and faculty members are available to appropriately and effectively provide assistance. Students are encouraged to contact the Campus Director, Educational Coordinator, or a faculty member, or Clinic Supervisor for assistance. When necessary, the student may be directed to a more appropriate person within East-West or the student may contact someone outside of East-West (see also Resources) to provide assistance.

Some examples of assistance and guidance are:

- Problems with student's progress or school schedule
- Special accommodations regarding testing/learning/health issues
- Problems with student liability insurance
- Problems with a massage table, books or other equipment
- Problems with student clinic, independent massages or community service
- Finances (See also Money Matters)
- Letters of recommendation
- Emotional support and family issues
- Withdraw from the Program/Readmission

¥ (*Student Handbook Pgs 22-23*)

East-West Healing Arts Institute provides a designated staff member known as a **Victim Advocate** (page 4) to assist the student through the process of reporting and/or providing statements involving misconduct of any sort. A Victim Advocate is defined as the following; *Victim advocates are professionals trained to support victims of crime. Advocates offer victims information, emotional support, and help finding resources and filling out paperwork. Sometimes, advocates go to court with victims. Advocates may also contact organizations, such as criminal justice or social service agencies, to get help or information for victims. Some advocates staff crisis hotlines, run support groups, or provide in-person counseling. Victim advocates may also be called victim service providers, victim/witness coordinators, or victim/witness specialists. It may be difficult for you to reach out for help. But you may find that victim advocates can offer you information, support, and access to helpful services you might not know about. Victims are often relieved to know that agencies in their community want to make sure they are safe and have the help they need to recover from the impact of the crime. (<https://www.victimsofcrime.org/help-for-crime-victims/get-help-bulletins-for-crime-victims/what-is-a-victim-advocate>)*

EWHAI: Victim Advocate

Bruce Sun, Campus Director

414-312-7929 / mkecampdirector@acupressureschool.com

7. Sexual Counseling/Assistance

EWHAI encourages students who are having difficulties in the areas dating violence, domestic violence, sexual assault, & stalking, are encouraged to seek help. Below are some listings for various help lines:

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Sexual Assault Treatment Center

945 N 12th St

Milwaukee, WI 53233

T: 414-219-5555

<https://ahc.aurorahealthcare.org/services/sexual-assault/satc.asp>

Wisconsin Coalition Against Sexual Assault

600 Williamson Street, #N-2

Madison, WI 53703-4509

T: (608) 257-1516; F: (608) 257-2150

www.wcasa.org

Sojourner Family Peace Center – Milwaukee, WI

Social Services Organization

Address: 619 W. Walnut St, Milwaukee, WI 53212

Phone: (414) 933-2722

<https://familypeacecenter.org/>

Wisconsin Coalition Against Sexual Assault, Inc. (WCASA)

2801 West Beltline Highway Suite 202

Madison, Wisconsin 53713

Phone (608) 257-1516

wcasa@wcasa.org

Crisis Services- 24-Hour Emergency

Milwaukee County Crisis Services

<http://county.milwaukee.gov/BehavioralHealthDivi7762/CrisisServices.htm>

(414) 257-7222

National Hotlines:

National Domestic Violence Hotline: 1-800-799-SAFE (7233)

National Sexual Assault/RAINN Hotline: 1-800-656-HOPE (4673).

I. Sex Offender Registry

In accordance with the Violent Crime Control and Law Enforcement Act of 1994 (42 USC § 14071(j)), concerning registered sex offenders, East-West Healing Arts Institute is required by the US Department of Education to advise it's campus community (students, faculty, and staff) where this information may be obtained. For those wanting to check on sex offenders in the area, they may go to the internet.

<http://doc.wi.gov/community-resources/wi-sex-offender-registry>

For those wishing to know of their own accord whether crimes have occurred for any address, they may visit: www.crimereports.com

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Appendix A: Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)

Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Second Offense: Not less than 20 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
Substance/Quantity		Penalty		
Any Amount Of Other Schedule I & II Substances		First Offense: Not more that 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
Any Drug Product Containing Gamma Hydroxybutyric Acid		Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV) 1 Gram				
Any Amount Of Other Schedule III Drugs		First Offense: Not more than 10 yrs. If death or serious bodily injury, not more that 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.		
		Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
		Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		

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Any Amount Of All Schedule V Drugs	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>
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Appendix B: Marijuana* Federal Trafficking Penalties

	Quantity	1 st Offense	2 nd Offense
Marijuana			
	1,000 kgs or more mixture or 1,000 or more plants	<ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$4 million individual, \$10 million other than individual 	<ul style="list-style-type: none"> • Not less than 20 years, not more than life • If death or serious injury, then life • Fine not more than \$8 million individual, \$20 million other than individual
Marijuana			
	100 kgs to 999 kgs mixture; or 100-999 plants	<ul style="list-style-type: none"> • Not less than 5 years, not more than 40 years • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$2 million individual, \$5 million other than individual 	<ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, then life • Fine not more than \$4 million individual, \$10 million other than individual
Marijuana	50 – 99 kgs mixture or 50-99 plants	<ul style="list-style-type: none"> • Not more than 20 years • If death or serious injury, not less than 20 years, not more than life • Fine \$1 million individual, \$5 million other than individual 	<ul style="list-style-type: none"> • Not less than 30 years • If death or serious injury, then life • Fine \$2 million individual, \$10 million other than individual
Hashish	More than 10 kgs		
Hashish Oil	More than 1 kg		
Marijuana	Less than 50 kgs mixture 1-49 plants	<ul style="list-style-type: none"> • Not more than 5 years • Fine not more than \$250,000, \$1 million other than individual 	<ul style="list-style-type: none"> • Not more than 10 years • Fine \$500,000 individual, • \$2 million other than individual

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Hashish	10 kgs or less		
Hashish Oil	1 kg or less		

**Includes Hashish or Hashish Oil*

(Marijuana is a Schedule 1 Controlled Substance)

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Appendix C: Alcohol Use Sanctions

Sanctions and Penalties – East-West Healing Arts Institute

Statement Addressing Possession, Use, and Sale of Alcoholic Beverages, Alcohol Use at the Institute

EWHAI is committed to a drug free campus. Alcohol abuse and misuse on campus is a serious infraction of policy. Therefore, EWHAI does not tolerate possession, use, or sale of alcohol on campus.

EWHAI complies with and enforces all federal, state, and local laws concerning alcohol and illegal drugs, and enforcement of underage drinking laws. As an EWHAI student, you are responsible for acquainting yourself with the laws and policies regarding alcohol and illegal drugs. This outlines potential penalties and sanctions for violating federal, state, and local laws and institute policies.

For more information or any questions regarding Drug and Alcohol Abuse Intervention, please contact the Administrative Office at 414-312-7929.

Appendix D: Possible Student Sanctions

As a student, if you are involved in an infraction of the rules, the primary goal will be to help you correct your behavior and become a more responsible member of the community as well as protecting the safety of all students and clients on the campus. Allegations of misconduct will be handled according to the policies and procedures outlined in the Student Handbook. The following are possible sanctions for drug and alcohol violations.

Educational Sanctions: The student may be required to perform a specific number of hours of community service, complete a reflection or research paper, or be involved with the community in a way that brings about a new understanding of the community and how his/her behavior impacted others. This is not an exhaustive list but should serve as a reference for the types of educational sanctions that may be levied.

Warning/Written Reprimand: A written statement that the behavior was inappropriate and subsequent infractions should not occur or more serious conduct action will be taken.

Probation: Probation lasts for a specific period of time. Any violation of the Student Handbook or the conditions of probation committed during the probationary period will subject the student to further action, with a likely result of suspension or expulsion.

Suspension: The student is required to leave the institute for a specific period of time. An indication of suspension appears on the student's record. The student is required to apply for readmission to the institute after his/her suspension period. Suspension from the institute includes and automatic exclusion from campus property during the period of suspension.

Expulsion: The student is required to permanently leave EWHAI. Student will not be eligible to re-apply to the program.