



Annual Campus Safety Report 2017

Including Annual Fire Safety Report 2017

***For the Students, Faculty, and Staff of
Vermont College of Fine Arts***

Vermont College of Fine Arts
www.vcfa.edu/campus-safety
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This report includes campus safety policies, procedures, and statistics concerning campus crime for the calendar years 2016, 2015, and 2014. It is for the information of students, employees, prospective students, and prospective employees.

This report describes how Vermont College of Fine Arts responds to crime and how students, faculty, and staff can work together to maintain a safe community.

This booklet complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

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Campus Safety at VCFA

VCFA Campus Relations and Campus Safety Authorities comprise a diverse team with the common goal of providing a safe and secure environment at Vermont College of Fine Arts. Our team works closely with the Montpelier Police and Fire Department to provide a safe and healthy environment for all of our campus guests.

Campus Relations can be reached by calling (802) 828-8888, Monday through Friday from 6:30 am to 11 pm and 24/7 when students and faculty are on campus. During hours when the x8888 number is not staffed, the number forwards to an answering service which will take down the message and contact the appropriate staff member. VCFA is a primarily low-residency college with most students on campus in 7-10 day increments twice per year, one 30-day residency in the summer, and one small fully residential program. Currently, students and faculty are in residency one-third of the calendar year. Please visit www.vcfa.edu/admissions for a complete VCFA residency calendar.

Campus Safety Personnel

Campus Relations at VCFA is a function of the Facilities & Operations department. The Campus Relations staff is led by the Executive Director of Facilities & Operations. The Campus Relations Leadership Team also includes the Assistant Director of Facilities & Operations, responsible for daytime Campus Relations operations, and two full-time and 2–3 part-time Campus Relations personnel. The department provides services 24 hours a day while VCFA students are on campus, and Monday through Friday from 6:30 am to 11 pm for the remainder of the year.

The Campus Relations team is fully trained upon hire and each member is given regular in-house training relevant to campus procedures. Campus Relations personnel monitor the campus 24 hours a day during residencies using motor vehicles and on foot.

The Campus Relations Office is staffed to answer calls at (802) 828-8888 24/7 during residencies, receiving all calls for emergency and routine service. Campus Relations staff do not have the powers of arrest.

Campus Safety Authorities

A Campus Safety Authority is any individual or individuals who have responsibility for campus safety but are not part of the Campus Relations team. Included are officials of the College who have significant responsibility for student welfare. Campus Safety Authorities include:

- Academic Program Directors
- Academic Dean
- CFO/VP for Administration
- Vice President for Campus Relations
- President

Cooperative Law Enforcement Functions

Campus Relations personnel (CRP) and Campus Safety Authorities (CSA) do not have the powers of arrest and are not armed. CRP and CSAs coordinate with state and local law enforcement agencies when assistance is required. While no written memorandum of understanding exists, Campus Relations leadership staff and the Montpelier Police Department meet on both a formal and informal basis. CRP and CSA works closely with the investigative staff at the Montpelier Police Department when incidents arise that require joint investigative efforts, resources, crime-related reports, and exchange of information as deemed necessary.

The College does not have any officially recognized student organizations with off-campus locations. Therefore, the College does not have a relationship with local police to monitor or document criminal activity by students of Vermont College of Fine Arts at off-campus locations of student organizations.

Building and Grounds Safety

The Vermont College of Fine Arts campus is open to the public as per the “Public Use of VCFA Facilities Policy,” available at www.vcfa.edu/campus-safety.

VCFA is a 33-acre campus with several tenant-occupied buildings in addition to the buildings used by VCFA for its own academic purposes. All tenants and schools are responsible for the safety and welfare of their staff, students, and faculty, as well as for creating policies and procedures as applicable. However, they can call upon the assistance of VCFA Campus Relations when the team is available. Due to their proximity to each other, VCFA and its tenants work together to maintain the safety of the campus and are instructed to notify each other if any crime or notable safety incident occurs. When reporting Crime Statistics for the Clery Act, VCFA’s “campus geography” includes all areas of campus owned by VCFA, whether or not they are leased to other organizations.

Academic and other buildings are available to authorized members of the campus community, to official visitors, and to individuals who have legitimate business needs during hours the buildings are open. All buildings are secured each night and are open only during the schedule of operation of the building. Entry after scheduled hours is only available to faculty, staff, and authorized students as determined by the appropriate academic or administrative offices.

Buildings are currently secured by key-locks and are patrolled by Campus Relations staff that performs regular building checks each evening. Safety and security checks are made in the residence halls to detect damage to facilities and any suspicious activities. Any suspicious activity, suspicious person, or crimes in progress should be reported immediately 911 and Campus Relations.

Grounds maintenance includes the trimming of trees and shrubs that might be a hazard to the safety of students and others walking on campus, especially at night. Defective or inoperable lighting is noted by security patrols at night and is repaired quickly by the Facilities & Operations

Department. Guests are encouraged to report any potential safety hazards to the Facilities & Operations Department.

Reporting Criminal Activities or Emergencies

Community members, students, faculty, staff, tenants, and guests are encouraged to report all crimes and public safety related incidents to Campus Relations and the appropriate police agencies, in a timely manner, including when the victim of a crime elects to, or is unable to, make such a report.

Emergency calls should be made to 911 and (802) 828-8888. Calls to 911 can be made on campus phones by dialing 911. When calling 911, please note that the VCFA Campus Relations department is not automatically notified.

Guests on campus may use campus phones, strategically located around campus, to make emergency calls. Emergency numbers are posted next to each phone, as well as the building location. Guests may use these phones to report a criminal incident, a fire, or other type of emergency or to request assistance from Campus Relations. Campus Relation's non-emergency number is (802) 828-8888.

Persons desiring more confidentiality may also contact any CRP or CSA any time of the day or night to report a crime, or they may proceed directly to the Montpelier Police Department to make their report. Persons may report criminal activity to local law enforcement officials or CRP or CSA.

If you contact CRP or CSA, please provide the following information:

- Your name
- Location and description of the incident you are reporting
- A description of any vehicles or suspects involved in the incident

The most important thing to remember is that suspicion of a crime does not require proof. If you suspect that a crime is being committed or has been committed, call Campus Relations immediately.

When a crime is reported to Campus Relations or other appropriate officials of the college, it will normally be investigated by Campus Relations and/or the police. In addition, if the suspect is a student, there will be an inquiry through the Academic Dean. If the suspect is an employee of the College, an inquiry will be conducted by the CFO/VP for Administration and/or other appropriate College officials. It is the policy of the College to take every report of criminal activity seriously and to take appropriate action consistent with applicable law, public safety, and campus safety.

Crimes reported to Campus Relations, CRP, or CSA may be counted for purposes of inclusion in the annual statistical disclosures and will be considered for the purpose of making timely warning reports. There currently is no policy to encourage counselors to inform the persons that they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual security report.

Anonymous/Confidential Reporting

If you are a victim of a crime and do not want to pursue action within the College or the criminal justice system, you may still want to consider making a confidential report. With your permission, CPR or CSA can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the College.

Preparation and Disclosure of Crime Statistics

The Campus Relations Office is required to keep a log of all incidents on Campus. A “VCFA Incident Report” is filled out for any notable campus incident, ranging from personal injury to serious crime. For a Clery-related crime (see Appendix A: Definitions), a “Crime Report Form” or “Sex Offense Report Form” is filled out. These reports are kept on file in the Campus Relations Office. Campus Relations also collects incidents reported to the Montpelier Police Department. During academic residencies, these reports are provided to the academic program director, as well. Public access to any non-confidential Campus Relations incidents is available at www.vcfa.edu/campus-safety by viewing the “Daily Crime Log.”

Campus Services Department prepares the Annual Campus Safety Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the Montpelier Police Department and the Montpelier Fire Department.

Crime Statistics Report – The Clery Act

VCFA Clery Crime Statistics 2017

This chart includes offenses that were reported to the VCFA Campus Safety, the Montpelier Police Dept, and other College officials who have significant responsibilities for student and campus activities. The statistics in this brochure are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and the relevant federal law (the Clery Act).

Crimes on Campus and/or in Residential Halls						Non-Campus Buildings or Property			Adjacent Public Property			Hate Crimes			
	2014		2015		2016		2014	2015	2016	2014	2015	2016	2014	2015	2016
	Total Campus	Residential Facilities	Total Campus	Residential Facilities	Total Campus	Residential Facilities	2014	2015	2016	2014	2015	2016	2014	2015	2016
MURDER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES	RAPE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	FONDLING	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	INCEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	STATUTORY RAPE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VANA OFFENSES	DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	DATING VIOLENCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	STALKING	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	LIQUOR LAW ARREST	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DRUG OFFENSES	LIQUOR LAW DISCIPLINARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	DRUG ABUSE ARREST	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	DRUG ABUSE DISCIPLINARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	WEAPONS (CARRYING, POSSESSING, ETC.) ARREST	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WEAPONS (CARRYING, POSSESSING, ETC.) DISCIPLINARY	WEAPONS (CARRYING, POSSESSING, ETC.) DISCIPLINARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0

If you have any questions about the crime statistics or safety issues on campus, please don't hesitate to contact the Campus Relations staff at (802) 828-8888.

VCFA Fire Statistics 2017

There were no fires on Campus in Residence Halls in 2014, 2015, 2016

RESIDENCE HALL	Total Fires	Fire Number	Cause of Fire	Number of Injuries	Number of Deaths	Cause of Fire
Crowley Center	0	0		0	0	
Glover-Hadley Hall	0	0		0	0	
Bishop Hatch Hall	0	0	N/A	0	0	N/A
Noble Hall	0	0		0	0	
Dewey Hall	0	0		0	0	

The VCFA Crime Statistics Report for calendar years 2013, 2014, and 2015 is also published at www.vcfa.edu/campus-safety.

Prevention and Education Programs

Within the first two days of each on-campus residency, students and faculty are oriented to basic security procedures and campus safety. Similar information is presented to new employees annually. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on an as-needed basis and general information is offered below.

The following is a listing of the resources offered by the Campus Services Department that inform students and employees about campus security procedures and practices, and encourage students and employees to be responsible for their own security and the security of others:

New Student Orientations: An introduction to campus safety and personal safety on campus.

New Employee Orientations: New employees are provided with campus safety and security information.

Event Security: Campus Relations works with on-campus event organizers to ensure that the event being held is safe for participants.

Printed Crime Prevention Materials: Brochures and posters carrying crime prevention and awareness information related to residence hall safety, security, and sexual assault are displayed on the 4th floor of College Hall. There are no other programs specifically designed to inform students and employees about the prevention of crimes.

Appropriate Conduct Policy (*from the STUDENT HANDBOOK*)

Vermont College of Fine Arts will take appropriate action regarding students who violate the College's campus and conduct regulations or disrupt the learning and campus environment. The officer responsible for handling disciplinary actions at VCFA is the Academic Dean, or his/her designee.

Students are expected to cooperate with and be respectful of all VCFA personnel as they carry out their duties.

Students will not engage in behavior that is threatening, dangerous, or harmful to self or others, that disrupts the learning and campus environment, or that damages college property.

Students may not possess firearms, other weapons, or fireworks while on VCFA campus.

Students may not tamper with smoke detectors, sprinkler systems, fire extinguishers, fire alarms, wiring, or electrical equipment. Vermont State law also prohibits such tampering.

DISCIPLINARY PROCEDURES:

Emergencies:

In an emergency/Immediate situation, VCFA may suspend its normal disciplinary procedures and temporarily dismiss and remove from campus a student whose conduct is determined to be sufficiently disruptive or dangerous. Such conduct includes but is not limited to behavior that is threatening to self or others, behavior that disrupts the campus and learning environment, public impairment from alcohol or other substances, and other offenses included in the Student Handbook. VCFA Executive Director of Campus Facilities & Operations or his/her designate may act, in concert with the relevant Program Director, to enforce the College's disciplinary procedures and determinations. Should a student refuse cooperation or become disruptive enough that VCFA staff needs assistance, the Montpelier police may be contacted. If the student requests it, VCFA will then follow the non-emergency disciplinary procedures to determine non-temporary discipline.

Non-Emergencies:

In non-emergency cases where there is indication that student behavior violates campus policy, the following sequence of actions will occur:

- Fact Finding: The offending behavior will be reported to the Program Director or his/her designate. The Program Director, and any other appropriate individuals involved in the incident, will investigate the allegations and determine the facts of the case, which will be reported, in writing, to the Academic Dean.
- Interview with Student (s)/Others: The Program Director and Faculty Chairs(s) will meet with the student(s) and any other individuals involved, in person or by phone, together and/or separately, as appropriate, to review the facts of the case, to allow the student(s) to respond to the allegations and to present his/her version of the alleged events. They may meet, separately, with any witnesses to the incident. The Program Director and Faculty Chair(s) will consult with the Academic Dean, as needed.
- Disciplinary Action: Following the meeting with the student, the Academic Dean, Program Director and Campus Relations, as appropriate, will determine if disciplinary action is warranted. If so, such action may include making continued enrollment conditional upon cessation of the offending behavior. The decision will be communicated in writing to the student, who will be required to sign a statement agreeing to comply with the conditions for continued enrollment.

Noncompliance by the Student:

If the student violates the conditions for continued enrollment, as determined by fact finding and the Academic Dean, the student will be dismissed.

Appeal:

Decisions made and actions taken pursuant to these disciplinary procedures may be appealed to the President of Vermont College of Fine Arts who shall make a final determination.

Dating Violence, Domestic Violence, Sexual Assault, Stalking, and Sexual Misconduct Policy

Vermont College of Fine Arts complies with Title IX of the Higher Education Amendments of 1972, which states:

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 education program or activity receiving Federal financial assistance.

In accordance with Title IX requirements, VCFA prohibits discrimination on the basis of sex in all educational programs, activities or employment practices. This includes but is not limited to: admissions, academic programs, recruiting, financial aid, recreation, housing, and employment. Prohibited sex discrimination includes sex-based discrimination, sexual violence, and sexual misconduct as described in this policy. Title IX protects all people regardless of their gender from sex discrimination.

More information on Title IX and VCFA compliance and standards is available at <http://vcfa.edu/legal-compliance>.

The College expects all members of the VCFA community to conduct themselves in a manner that does not infringe upon the rights of other members of the VCFA community in ways addressed by Title IX and the amendments to the federal Clery Act made by the Violence Against Women Reauthorization Act of 2013.

The College prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking as those terms are defined for purposes of the Clery Act.

General Definitions**Complainant**

For purposes of this policy, a complainant is usually a student, employee, or third party involved in some way in an academic, extracurricular or residential program of the College ("covered third party") who has allegedly been subjected to conduct in violation of this policy by a student or employee respondent. In some cases (such as, for example, cases in which a student, employee, or covered third party involved in an alleged incident of sexual misconduct, domestic violence, dating violence or stalking does not wish to participate in the process but the College decides that the alleged misconduct needs to be investigated and addressed), the College may move forward with an investigation and/or related disciplinary proceedings. In such cases, the College may extend the full rights of a complainant as defined in this policy to affected parties as deemed appropriate by the College. For ease of reference and consistency, the term "complainant" is used hereafter in this policy to refer to a person who believes that he or she has been subjected to sexual misconduct, domestic violence, dating violence or stalking, or who is believed by another to have been subjected to such conduct.

Respondent

For purposes of this policy, a respondent is an individual (student, faculty, staff, or third party over whom the College has some form of jurisdiction) who is reported to have violated the College's Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy.

Retaliation

Prohibited retaliation includes any attempt by a member of the College community to penalize, intimidate, or retaliate in any way against a person because he or she makes a report or complaint, in good faith, of unwelcome conduct of a sexual nature, sexual misconduct, domestic violence, dating violence or stalking, or for cooperating in the investigation of a complaint of such conduct. Such retaliation violates this policy and may be unlawful. Retaliation includes, but is not limited to, adverse actions that have a substantial adverse effect on the working or educational environment of any individual involved in the complaint or an investigation that is motivated by such involvement, such as:

- intimidation;
- reprisal;
- ostracism;
- actions altering the person's assignments, assessment of his or her work, or his/her academic environment;
- threats;
- coercion; or
- otherwise discriminating against any individual for exercising his or her rights or responsibilities under this policy.

Any person who believes that he or she has been subjected to such retaliation should immediately contact the Title IX Coordinator. Any person who takes such retaliatory actions will be subject to disciplinary action.

Sexual Harassment

Sexual harassment is contrary to the educational mission of Vermont College of Fine Arts and threatens the well-being of students, faculty, and staff. It is a form of sex discrimination, which is illegal under state and federal law, including Title IX of the Education Amendments of 1972, as amended. Conduct, whether intentional or unintentional, that results in sexual harassment is prohibited and will not be tolerated. This policy applies to the entire College and to the conduct of students, faculty, administration, and staff alike, as well as any third parties participating in the College's programs or activities, regardless of sexual orientation or gender identification.

As outlined in the school's Discrimination & Harassment Policy, The Vice President of Administration/CFO has primary responsibility for resolving sexual harassment complaints.

Vermont College of Fine Arts encourages members of the College community and covered third parties to report unwelcome conduct of a sexual nature so that the College may investigate reports appropriately. If the College determines a respondent's conduct is sufficiently serious—that is, sufficiently severe or pervasive—to deny or limit a student's ability to participate in or benefit from the College's program based on sex and thereby creates a hostile environment, it will take prompt, appropriate and effective action to eliminate the hostile environment, prevent its recurrence, and address its effects. In the employment context, the College will take prompt, appropriate remedial action if it determines that a sexually hostile environment has been created. The College may also choose to take remedial action in cases where conduct is deemed inappropriate, even if it does not rise to the level of sexual harassment as defined in the policy. For more information, refer to VCFA's Discrimination & Harassment Policy, which can be found at www.vcfa.edu/policies.

Sexual Misconduct Policy

The College is committed to take action, and may be required to take action, if it learns of potential sexual misconduct, even, in some instances, if the person subjected to such misconduct does not wish to formally file a complaint. Sexual misconduct is a broad term that encompasses sexual assault and other unwelcome behavior of a sexual nature as explained within this policy. The College prohibits a broad range of inappropriate sexualized activity through this sexual misconduct policy. The prohibitions of this policy apply regardless of the sex, sexual orientation or gender identity of any involved individual.

Sexual Exploitation

Sexual misconduct includes sexual exploitation. "Sexual exploitation" occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Examples of behavior that could rise to the level of sexual exploitation include but are not limited to: prostituting another person; recording images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent; distributing images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and/or objects to such disclosure; and, viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire. Sexual exploitation may occur regardless of whether sexual activity takes place.

Sexual Violence

Sexual violence is one type of prohibited sexual misconduct. Committing sexual violence upon another person, either male or female, is against the law and violates College policies. Sexual violence occurs when a person engages in a sexual act with another person:

- Without his or her consent. (see definition below); or
- By threatening, intimidating or coercing the other person; or

- By placing the other person in fear that any person will suffer imminent bodily injury; or
- When the person knows, or reasonably should know based on an objective standard (that is, what a reasonable, unimpaired person reasonably would have known under the circumstances), that the other person's ability to give or withhold consent is impaired: 1) by the consumption of drugs, alcohol or other intoxicants; or 2) because the other person is subject to a physical or mental incapacity such as sleep or unconsciousness;
- Engaging in a sexual act with a person who is under the age of 16 also constitutes sexual violence.

The College defines a **sexual act** as conduct between persons consisting of:

- Contact between the penis and the vulva.
- Contact between the penis and the anus.
- Contact between the mouth and the penis.
- Contact between the mouth and the vulva.
- Any intrusion, however slight, by any part of a person's body or any object into the genital or anal opening of another.
- Fondling may also be sexual assault prohibited by this policy. Fondling is defined as the touching of private body parts of another person without their consent, but which does not constitute a "sexual act" as defined above.

Consent

Under College policy, there must be clear, knowing and voluntary consent prior to and during sexual activity. Under Vermont law, "consent" to sexual activity is defined to mean "words or actions by a person indicating a voluntary agreement to engage in a sexual act." For purposes of the College's Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy, the following is true of consent:

- Consent is informed, active, and freely given and is grounded in rational and reasonable judgment. It requires clear communication between all persons involved in the sexual encounter.
- Consent can be communicated verbally or by action(s). Consent must be mutually understandable by all parties involved in the sexual experience, which a reasonable person would interpret as a willingness to participate in agreed-upon sexual conduct.
- The person initiating the sexual contact is always responsible for obtaining consent from their partner(s). It is not the responsibility of one party to resist or communicate "no" to the sexual advances of another.
- Consent is not the absence of resistance. Silence is an inactive behavior and does not constitute consent. If a partner is inactive (for example, silent or physically still) sexual activity must stop until both partners have communicated clearly with each other about what, if any, sexual activity is mutually desired.
- Consent to one form of sexual activity does not imply consent to another form of sexual activity. Each new sexual act requires new consent. Consent can be rescinded at any time.
- Consent at one time and to one sexual act does not imply consent at any other time to that or any other sexual act at a later date and regardless of previous relations.

- Consent to engage in sexual activity with one person does not imply to consent to engage in sexual activity with another;
- Consent cannot be given by minors, mentally disabled individuals, or by incapacitated persons. A person may be incapacitated as a result of alcohol or other drug use. A person who is unconscious, unaware, or otherwise physically helpless cannot give consent to sexual activity.
- A person will be considered unable to give valid consent, for example, if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing.

The College will use an objective standard when determining incapacitation-related questions; that is, the College will determine whether from the standpoint of a reasonable, unimpaired person, the respondent knew or should have known that the complainant could not effectively consent because he or she was incapacitated.

It should be noted that ignorance of the policy noted above, or the intoxication of the respondent, will not (particularly given the College's objective standard) be considered an excuse for violating this policy.

Domestic Violence, Dating Violence and Stalking Policy

Vermont College of Fine Arts prohibits conduct by students, faculty or staff that affects other students, faculty, staff or covered third parties, and that constitutes domestic violence, dating violence or stalking, as defined below. While this policy incorporates by reference definitions of domestic violence, dating violence and stalking used in the criminal law, the College determines responsibility for such conduct through its own procedures and standard of proof (a preponderance of the evidence standard), not through the procedures or standards of proof employed in the criminal justice system.

The College encourages individuals who believe they are being or have been subjected to such conduct, and others with knowledge of such conduct, to report the conduct to the College through the procedures described below, and to seek the support of the College and/or external resources identified in this policy. The College also encourages individuals affected by such conduct to seek support from the College and the resources identified here, even if they choose not to pursue a formal complaint with the College. Consistent with the above definitions of "Complainant" and "Respondent," the following policy only applies where a reported policy violation involves a complainant who is a student, employee or third party involved in some way in an academic, extracurricular or residential program of the College ("covered third party") and a respondent who is a student, faculty, staff or third party over whom the College has some form of jurisdiction.

Domestic Violence

The term "domestic violence" includes violence committed (1) by a current or former spouse or

intimate partner of the complainant,¹ (2) by a person with whom the complainant shares a child in common, (3) by a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner, (4) by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of Vermont, or (5) by any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of Vermont.

Under Vermont law, it is unlawful to attempt to cause or to willfully or recklessly cause bodily injury to a family or household member, or to willfully cause a family or household member to fear imminent serious bodily injury. "Household members" are defined as those persons who, for any period of time, are living or have lived together, are sharing or have shared occupancy of a dwelling, are engaged in or have engaged in a sexual relationship, or minors or adults who are dating or have dated.

As a matter of Vermont College of Fine Arts policy, the College prohibits domestic violence as defined here.

Dating Violence

"Dating violence" that is prohibited as a matter of Vermont College of Fine Arts policy is defined as violence by a person who is or has been in a social relationship of a romantic, intimate or sexual nature with the complainant. The factors that will be considered in determining whether such a relationship exists or existed, include: the reporting party's statement of whether such a relationship exists or existed and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Under Vermont law, it is unlawful to attempt to cause or to willfully or recklessly cause bodily injury to a person one is dating or has dated, or to willfully cause such person to fear imminent serious bodily injury, and such conduct is prohibited by College policy. Factors considered under Vermont law when determining the existence of a dating relationship include: (a) the nature of the relationship; (b) the length of time the relationship has existed; (c) the frequency of the interaction between the parties; and (d) the length of time since the relationship ended, if applicable.

As a matter of Vermont College of Fine Arts policy, the College prohibits dating violence as defined here.

Stalking

As defined by federal law, "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

¹ Vermont law refers to such individuals as "victims", but for the sake of consistency, the term "complainant" is substituted for that term throughout this policy.

- a. fear for his or her safety or the safety of others; or
- b. suffer substantial emotional distress.

For purposes of this definition, “course of conduct” means two or more acts, including, but not limited to, acts in which the alleged stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Under Vermont law, “stalking” is defined to mean engaging in a course of conduct which consists of one of the following, when such conduct serves no legitimate purpose and would cause a reasonable person to fear for his or her physical safety or health or would cause a reasonable person to suffer emotional distress.

- a. **Following** - defined as maintaining over a period of time a visual or physical proximity to another person in such a manner as would cause a reasonable person to have a fear of unlawful sexual conduct, unlawful restraint, bodily injury or death; or
- b. **Lying in wait for** – defined as hiding or being concealed for the purpose of attacking or harming another person; or
- c. **Harassing** - defined as actions directed at a specific person, or a member of the person’s family, which would cause a reasonable person to fear unlawful sexual conduct, unlawful restraint, bodily injury, or death, including but not limited to verbal threats, written, telephonic, or other electronically communicated threats, vandalism, or physical contact without consent.

As a matter of Vermont College of Fine Arts policy, the College prohibits stalking as defined here. When part of a pattern of behavior that falls within the definition of stalking described above, examples of stalking behaviors or activities may include, but are not limited to:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts, or any other communications that are unwelcome;
- Use of online, electronic or digital technologies in connection with such communication, including but not limited to:
 - Posting of pictures or text in chat rooms or on websites;
 - Sending unwanted/unsolicited e-mail or talk requests;
 - Posting private or public messages on Internet sites, social networks, and/or school bulletin boards;
 - Installing spyware on a person’s computer;
 - Using Global Positioning Systems (GPS) or similar technology to monitor a person.
- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the person;
- Surveillance or other types of observation including staring or “peeping”;

- Trespassing;
- Vandalism;
- Non-consensual touching;
- Direct verbal or physical threats;
- Gathering information about an individual from friends, family, or co-workers;
- Accessing private information through unauthorized means;
- Threats to harm self or others;
- Using a third party or parties to accomplish any of the above.

Options for Reporting and Confidential Disclosures

The College encourages individuals who experience an incident of sexual misconduct, domestic violence, dating violence or stalking to talk to someone about what happened – so they can get the support they need, and so the College can respond appropriately. There is no such thing as an “unofficial” complaint of sexual misconduct, domestic violence, dating violence or stalking. The College takes all reports seriously and to that end feels it is important, and our legal obligation, to address all such complaints appropriately and as practicable given and/or while balancing the circumstances of each case, the complainant’s wishes regarding the handling of the report, and the College’s obligation to maintain a safe campus community.

Confidential Resources | Off Campus

However, the College also recognizes that individuals who have concerns about sexual misconduct, domestic violence, dating violence or stalking may wish to speak to someone without making a report to the College. The College does not employ or have contractual relationships with confidential resources, and while it handles reports with sensitivity and discretion, it cannot promise complete confidentiality. However, health care providers, mental health providers, and sexual assault and domestic/dating violence support organizations such as the Vermont Network Against Domestic and Sexual Violence (see <http://www.vtnetwork.org/> or call 802-479-5577) usually can receive reports and provide support on a confidential basis (at least where the abuse of a minor is not involved.) Anonymous inquiries may also be made to such organizations in order to understand any limitations on their ability to maintain confidentiality. The College encourages individuals to seek support from confidential resources if they wish, and also to contact the College for discreet, but not necessarily completely confidential, support and investigation when and if they are ready to do so.

Non-Confidential Resources (also called ‘Responsible Employees’) | On Campus

A responsible employee is a College employee who has the authority to address incidents of sexual violence, domestic violence, dating violence, or stalking and is obligated to report such incidents, or whom an individual could reasonably believe has this authority or duty. Responsible employees are respectful of a complainant’s wishes to the extent appropriate and are discreet, but they are not able to maintain confidentiality. Responsible employees at the college include Program Directors, Assistant Directors, and staff members at the Director level or above.

General inquiries or questions about the Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy and procedures do not have to be reported, and the College will strive to

protect the privacy interests of individuals to the extent it can while maintaining its obligations to uphold relevant policies and regulations and/or to take reasonable steps to promote the safety of members of the College community. Otherwise, once any employee learns of an incident of sexual misconduct, dating violence, domestic violence, or stalking, written or unwritten, the employee must immediately notify the Title IX Coordinator of such complaint. The employee must report all relevant details about the incident (such as the name of the complainant and respondent, any witnesses, and other relevant facts, such as the date, time and specific location of the alleged incident). Such notice to the College generally obligates the College to investigate the incident and take appropriate steps to address the situation. Within the requirements of applicable laws and policy, confidentiality will be observed as practicable.

If a complainant discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College will weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all individuals, including the complainant. If the College honors the request for confidentiality, a complainant must understand that the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Although rare, there are times when the College may not be able to honor a complainant's request in order to provide a safe, non-discriminatory environment for all individuals.

The College will protect the confidentiality of individuals allegedly subjected to sexual misconduct, domestic violence, dating violence and/or stalking to the extent practicable in light of the need to do investigations and conduct disciplinary proceedings. Campus relations employees who become aware of Clery crimes will report them to a member of the Executive Director of Facilities (see <http://vcfa.edu/campus-safety>) so that they may be included in the College's compilation of campus crime statistics. The College will not include the names of complainants or other identifying information in publicly-available reports that are compiled as required by the Clery Act.

Additional Resources | Off Campus

There are a number of local and national agencies available to provide support to individuals who have experienced sexual misconduct, dating violence, domestic violence, or stalking. The College can assist an individual with accessing these, and other, resources.

- National Sexual Assault Hotline 800-656-HOPE
 - National Domestic Violence Hotline 800-799-7233
 - Vermont Network Against Domestic and Sexual Violence (victim advocacy and legal assistance) 802-479-5577
 - Central Vermont Medical Center 802-371-4100

Note that an individual is not obligated to notify or utilize any of these resources.

Additional Resources | On Campus

- | | |
|---|-------------------|
| ○ Director of Enrollment Management Financial Aid (for advice regarding, e.g., how an incident-related leave of absence may impact financial aid eligibility) | 802-828-8535 |
| ○ Registrar (for visa and immigration assistance) | 802-828-8724 |
| ○ Title IX Coordinators | 802-828-8821/8535 |

External Reporting Options

In addition to the off-campus resources noted above, complainants may also seek assistance through other external organizations. Making a complaint pursuant to the College's Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking policy does not foreclose either civil or criminal legal action by the complainant, and a complainant who wishes to consider pursuing such action should seek legal advice. A complainant may simultaneously pursue a criminal and/or civil complaint under these procedures.

A complainant may also file a complaint by writing or calling the following state or federal agencies, as applicable:

- Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, phone: 802-828-3171 (voice/TDD).
- Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA 02114, phone: 617-565-4000 (voice), 617-565-3204 (TDD).
- Vermont Human Rights Commission, 133 State Street, Montpelier, VT 05633-6301, phone: 802-828-2480 (voice/TDD).
- Office for Civil Rights (OCR), U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109, phone: 617-289-0111 (voice), 800-877-8339 (TDD).

These agencies can conduct impartial investigations, facilitate conciliation, and, if it is found that there is probable cause or reasonable grounds to believe sexual misconduct occurred, they may file a charge or a complaint. The Title IX Coordinator and/or the Vice President of Administration/CFO will offer to, and will upon request, assist students or employees in contacting law enforcement agencies. This action may be taken regardless of whether an individual chooses to file a complaint with the College. For their own part, a complainant may choose to notify such agencies with or without assistance from the College, or may choose not to notify such authorities. The College must comply with a student's request for assistance in notifying the authorities.

Individuals who are being or who may have been subjected to domestic violence, dating violence, sexual assault or stalking may have the right to obtain orders of protection, restraining orders and/or relief from abuse orders from Vermont courts. The College must support complainants if they wish to have the College's assistance in making contact with law enforcement authorities and other external resources to seek such orders. The College will respect such orders to the extent applicable. In addition, the College can also impose no-contact conditions on students, employees and third parties over which it has some measure of control. The College will inform complainants of their options in this regard.

Leniency

Sometimes, individuals are reluctant to come forward to report perceived violations of this policy out of fear that they may be charged with violations of Student Conduct standards (for example, illegal drug use at the time of the incident). It is of paramount importance to the College that all perceived violations of this policy be reported, so that those affected can receive the support and resources needed. Therefore, in order to facilitate reporting, the College may choose to not charge students who report violations of this policy with violations of conduct standards.

Medical Care

Whether or not a person decides to pursue criminal charges or a complaint at the College, individuals are encouraged to immediately seek any necessary medical care after an incident of sexual misconduct, domestic violence or dating violence, and to seek help from appropriate law enforcement, medical or College personnel.

Preservation of Evidence

Even if a person is unsure initially whether they will want to pursue criminal charges or seek a protection order, it is important to preserve all possible evidence in case an individual later decides to do so. Therefore, a person should refrain from changing clothes, showering or otherwise changing his or her physical state after an incident, until after he or she has consulted with medical personnel about how to best preserve evidence. Any such individual should also consult with College officials, law enforcement officers or health care professionals regarding his or her ability to have evidence collected by a Sexual Assault Nurse Examiner ("SANE"). Individuals should also endeavor to preserve other evidence that may be relevant to a case of sexual misconduct, domestic violence or dating violence or stalking, such as text messages, email messages, other electronically stored information, and other physical evidence. Anyone with questions about how to do this should consult with College officials, medical professionals, or law enforcement officials.

Interim Accommodations

Pending the final outcome of an investigation, the College may, in its sole discretion, and if requested and reasonably available, take interim measures to promote the safety and general well-being of the parties involved and/or the broader College community regardless of whether they have been reported to campus police or local law enforcement. Such interim measures may include one or more of the following or additional accommodations as determined by the College:

- academic accommodations (i.e., alter academic schedules, withdraw from/retake a class without penalty, access academic support such as tutoring);
- change in housing;
- changing in dining facilities;
- change in work schedules;
- issuance of no contact orders;
- change in transportation and/or working situations.

The College will complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about individuals, and will maintain as confidential any accommodations or protective measures provided to individuals, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures.

VCFA Procedures for Investigating and Adjudicating Complaints

The information in the sections below, except as noted, applies to VCFA students, staff, faculty and covered third parties who wish to report a complaint of sexual misconduct, dating violence, domestic violence, stalking or related retaliation, as defined above, against a VCFA student, staff or faculty member, through VCFA's processes. The College may decide to pursue an investigation and adjudication under this policy and procedure even if the person allegedly subject to the misconduct does not wish to act as a complainant or participate in the process. For ease of reference, this policy will use the term "complainant" to refer to such individuals, even if they do not wish to participate in the process.

If conduct that does not appear to be sexual misconduct, domestic violence, dating violence or stalking as defined in this policy, but that may be in violation of other VCFA policies, is reported as occurring in connection with or arising out of an incident or incidents that fall(s) within the scope of this policy, all such conduct will be investigated and adjudicated through the procedures outlined here.

All VCFA students, faculty members, staff members and covered third parties have the right to pursue sexual misconduct, domestic violence, dating violence and stalking complaints beyond VCFA, and are encouraged to use local, state, or federal enforcement agencies, including local police, as applicable, regardless of whether they choose to file a complaint with the College.

VCFA will not wait for the conclusion of a criminal investigation or proceeding to begin its own investigation and resolve complaints under this policy. VCFA will, however, comply with valid requests by law enforcement for cooperation in a criminal investigation. As such, VCFA may need to delay temporarily an investigation under this policy while law enforcement is in the process of gathering evidence. Once law enforcement has completed its initial gathering of evidence, VCFA will promptly resume and complete its investigation. VCFA may also take interim measures to promote the safety and well-being of the complainant and the College community while law enforcement is gathering evidence.

The officials conducting this process receive, at a minimum, annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and no how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability.

Making a Complaint

Any VCFA student, faculty member, staff member or covered third party who has reasonable cause to believe that sexual misconduct, domestic violence, dating violence, stalking and/or related retaliation has occurred or is occurring should report this information to the immediate attention of a Title IX Coordinator.

A complaint may be made verbally or in writing² and will ultimately need to be recorded in written form by the complainant, reporting person, or a member of the staff involved with the investigation. If a Title IX Coordinator is unavailable, or if both have a conflict of interest, the report should be made to the Vice President of Administration/CFO, who will report one or more individuals to receive and/or handle the report and related matters.

Rights of Complainants

Individuals whose complaints of sexual misconduct, domestic violence, dating violence, stalking or related retaliation are being investigated and adjudicated by VCFA can anticipate that:

- They will be treated with sensitivity, dignity, respect and in an unbiased manner by all involved administrators, investigators and adjudicators.
- They will be informed in writing that their complaint is being investigated, and of any other related policy violations being explored through this investigation.
- They will be provided with a written explanation of their rights and options, including written notification of VCFA's Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy and procedures, which include notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for complainants, both on campus and in the community, and which also include notification of options for, available assistance in, and how to request changes to academic, living, transportation, and working situations if so requested by the complainant and if such accommodations are reasonably available, regardless of whether the complainant chooses to report a crime to campus public safety or law enforcement.
- They will be provided with a written explanation of the procedures for VCFA disciplinary action in cases of alleged domestic violence, dating violence, sexual assault or stalking.
- Such notification of procedures, rights and options will be provided whether the alleged conduct occurred either on or off campus.
- They will be afforded the same rights and opportunities as the respondent throughout the investigation and adjudication process.
- They will be given periodic status updates throughout the investigation and adjudication process.
- They may access external resources for medical and counseling services at any time.
- They may choose to pursue a formal complaint with or notify external law enforcement authorities or other federal or state agencies at any time, and be assisted by VCFA

² For the purposes of this entire policy, "in writing" means "via email."

personnel in notifying law enforcement authorities if they so choose, or they may decline to do so.

- They may invite an advisor of their choice to accompany them at all meetings regarding the investigation and adjudication process.
- In the event of a finding of a policy violation, they may submit a Sanction Statement.³
- They will be informed in writing, simultaneously with the respondent, of the adjudication outcome, as well as the outcome of any appeal, to the extent permitted by law.
- They will have the right to appeal the outcome in cases where a student is a respondent based on the grounds designated in this policy, provided they have participated in the investigation process. Complainants wishing to appeal in cases involving faculty or staff respondents should consult a Title IX Coordinator for more information; a Title IX Coordinator will also provide written notification to a complainant of any applicable appeal procedures at the time the complainant receives notice of the outcome decision.
- They may retain legal counsel at any time. Attorneys who wish to communicate with VCFA about a case may contact VCFA's legal counsel, Jeff Nolan, directly. Attorneys who are asked to serve as advisors during this process are subject to the same restrictions applicable to all advisors (see below).

Rights of Respondents

Individuals responding to complaints of sexual misconduct, domestic violence, dating violence, stalking or related retaliation that are being investigated and adjudicated by VCFA can anticipate that:

- They will be treated with sensitivity, dignity, respect and in an unbiased manner by all involved administrators, investigators and adjudicators.
- They will be informed in writing that a complaint of sexual misconduct, domestic violence, dating violence, stalking or related retaliation against them is being investigated, and of any other related policy violations are being explored through this investigation.
- They will be advised of VCFA's Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy and procedures.
- They will be given periodic status updates throughout the investigation and adjudication process.
- They may access external resources for medical and counseling services at any time.
- They may invite an advisor of their choice to accompany them at all meetings regarding the investigation and adjudication process.
- In the event of a finding of a policy violation, they may submit a Sanction Statement.
- They will be informed in writing, simultaneously with the complainant, of the adjudication outcome, as well as the outcome of any appeal, to the extent permitted by law.
- If they are a student, they will have the right to appeal the outcome based on the grounds designated in this policy, provided that they have participated in the investigation process. Faculty or staff respondents wishing to appeal should contact a Title IX Coordinator for more information; a Title IX Coordinator will also provide written notification to a

³ A Sanction Statement is a document sharing any thoughts the individual would like the decision-maker to consider when assigning a sanction.

respondent of any applicable appeal procedures at the time the respondent receives notice of the outcome decision.

- They may retain legal counsel at any time. Attorneys who wish to communicate about a case with VCFA may contact VCFA's legal counsel directly. Attorneys who are asked to serve as advisors during this process are subject to the same restrictions applicable to all advisors (see below).

Complaint Receipt and Review

When the Title IX Coordinator or designee (hereinafter referred to as the "Title IX Coordinator") receives actual notice – i.e., a written or oral complaint or report directed to the Title IX Coordinator – of conduct that may constitute sexual misconduct, domestic violence, dating violence, stalking, or related retaliation as defined by this policy, VCFA will initiate the following process, except as otherwise provided in subsection I, below:

1. The Title IX Coordinator will promptly determine whether the report or complaint alleges conduct that may be prohibited by this policy.
2. Prior to an investigation or adjudication, the Title IX Coordinator and/or designee will consider and make a determination regarding any request by the complainant for confidentiality.
3. If it is determined that the complaint will be investigated and adjudicated, the Title IX Coordinator will decide whether the Title IX Coordinator or a designee will facilitate this process.
4. Upon receiving the complaint, and at any point during the investigation and adjudication process, the Title IX Coordinator may determine if a complaint of sexual misconduct, domestic violence, dating violence, stalking or related retaliation also contains allegations that, if proven, could constitute violations of other VCFA policies, the other alleged policy violations will be investigated and adjudicated in accordance with the procedures set forth herein.
5. In cases where the Title IX Coordinator believes that the allegations, if proven, would not constitute a violation of this policy, the complainant will be advised of other judicial and support options as appropriate, and no further investigation will be pursued under this policy. Alleged violations of other policies may be pursued separately. If new information is subsequently provided to the Title IX Coordinator, this decision may be reevaluated.

Investigation Overview

1. The Title IX Coordinator will provide a copy of this policy to the complainant and respondent, and will inform both parties in writing that VCFA is investigating and adjudicating the possibility that the respondent may have committed sexual misconduct, domestic violence, dating violence, stalking and/or related retaliation. This will include notification of any additional possible policy violations being investigated and adjudicated in relation to the incident.

2. If a respondent who has been notified of an investigation/adjudication fails to cooperate with the investigator, the investigation may proceed, a finding may be reached, and a sanction may be imposed based on the information available.
3. A No Contact Order is normally issued to restrict contact and communication between the complainant and respondent for at least the duration of the investigation. In particularly serious cases, temporary removal of a student or employee from campus may be initiated by VCFA at any time. The No Contact Order would be issued from the Academic Dean in cases involving faculty or students, or from VP/CFO for cases involving staff.
4. While not condoning infractions of any kind, VCFA considers reporting incidents of sexual misconduct, domestic violence, dating violence, stalking and related retaliation to be of paramount importance. Therefore, to encourage reporting, VCFA may, where appropriate, offer leniency with respect to other policy violations that may be revealed as a result of a report. The nature and scope of the leniency will depend on the particular circumstances involved. The Academic Dean and/or Vice President of Administration/CFO and/or other supervisory authority, as appropriate (in the case of faculty or staff), will have sole discretion in determining the appropriate course of action.
5. VCFA may choose to discontinue an investigation at any time. The complainant may request that an investigation be discontinued at any time. VCFA will attempt to honor the wishes of the complainant. However, to accommodate cases where compelling evidence suggests significant individual or community safety concerns, the decision to discontinue an investigation is within the sole discretion of VCFA.
6. To the extent permitted by law, the complainant and respondent will be afforded the same rights and opportunities throughout the investigation and adjudication process, including the opportunity to recommend witnesses and submit evidence. However, the decision to interview particular witnesses or consider evidence offered by the parties is within the sole discretion of VCFA.
7. Complainants and respondents are entitled to the same opportunities to have an advisor of their choice present at any interviews or meetings related to the investigation and adjudication process under this policy. Such advisors may advise the complainant or respondent privately, but cannot act as speaking advocates at a meeting. An investigator or other VCFA representative may terminate meetings and proceed with the investigation or adjudication based on otherwise-available information if advisors refuse to comply with these requirements.
8. If a complainant or respondent is concerned that another person involved in the investigation or adjudication (such as, for example, an investigator or the Title IX Coordinator) may be biased or have a conflict of interest, the person should inform the Title IX Coordinator, Deputy Title IX Coordinator, or Vice President of Administration/CFO (if the concern is about the Title IX Coordinator) of that concern immediately. The Title IX Coordinator or alternate person, as applicable, will consider the concern and inform the parties of a decision as to whether an alternate will be named.

Investigation

1. If it is determined that an investigation and adjudication should proceed under this policy, an investigator will be appointed to conduct an investigation that is appropriate under the circumstances, and is prompt, thorough, fair, equitable, objective and impartial.
2. VCFA's investigation and adjudication process does not require or permit the complainant and respondent to interact or communicate directly or indirectly with each other at any time. The parties are therefore not permitted to question or cross-examine each other during the course of the investigation.
3. The investigator is authorized to contact any and all individuals with potentially relevant information. VCFA recognizes, however, that individuals who are bound by legal privileges may not be able to disclose privileged information, unless an exception applies. The investigator is authorized to access relevant records, except those legally protected as confidential or privileged, and may collect any additional evidence relevant to the complaint. The nature and scope of the investigation is within the sole discretion of the investigator and/or VCFA.
4. The College may also at any time take appropriate steps, including by way of example only, issuance of No Contact Orders and/or No Trespass Orders, temporary changes in assignment of duties or housing, changes in schedules or program requirements, transportation or working accommodations, or other accommodations, if requested and reasonably available, to protect complaining parties on an interim basis. These measures can be taken if requested and reasonably available, regardless of whether a complainant pursues a complaint under this policy.
5. The complainant and respondent will be asked to identify all relevant evidence they would like the investigator to review, as well as witnesses they would like the investigator to interview. Both parties may provide, if they wish, a list of questions they would like the investigator to ask of particular witnesses or of each other. The investigator is not required to consider the evidence submitted or interview any particular witness, even if identified by one of the parties, nor to ask questions provided by either party. However, in determining whether to interview witnesses or review evidence, the investigator should consider such factors as equity, fairness, thoroughness, and impartial treatment of both parties.
6. All participants in the investigation are expected to cooperate fully by providing complete, accurate, and truthful information. They may also be expected to sign statements or other documents memorializing the information they provided, and may be asked to keep the substance of the interview confidential. Failure to cooperate fully with the investigator may subject the individual to the full range of disciplinary actions, as applicable.
7. Formal rules of evidence do not apply in the process described herein. In cases where an evidentiary or procedural question arises in connection with the investigation or adjudication process, VCFA will make a decision on such questions.

8. At the conclusion of the investigation, the complainant and respondent may review the witness statements and other relevant materials. Both will have an opportunity to respond to this information in writing within seven days.

9. If at any stage following the submission of these responses new relevant evidence is gathered, it will be shared with the complainant and respondent, who will have an opportunity to submit a written response within a time frame determined by the Title IX Coordinator.

10. The complainant and respondent may request to see the other party's written statement once it has been submitted.

Determination and Sanction

1. The investigator will submit a final report to the Title IX Coordinator. The final report will include all investigation materials deemed permissible, the complainant's and respondent's written responses, both parties' character references, the investigator's recommended finding of whether this policy and any additional policies being explored through this investigation have been violated, and the investigator's rationale. This recommendation will be based on the standard of preponderance of evidence, i.e., whether it is more likely than not that a policy was violated.

2. The Title IX Coordinator will review the investigator's report and recommendation and determine whether any further investigation needs to be done. If so, the Title IX Coordinator will direct the investigator to perform additional investigation as deemed necessary.

3. Once the Title IX Coordinator is satisfied that the investigation is complete, they will provide the report and recommendation to the College official who is responsible for making disciplinary decisions about individuals in the respondent's status. The Academic Dean will be the decision-maker as to student respondents, the Vice President of Administration/CFO will be the decision-maker as to staff respondents, and the Academic Dean and Vice President of Administration/CFO will be the decision-makers as to faculty respondents. The Vice President of Administration/CFO will be the decision-maker as to any other respondents over whom the College has some sort of jurisdiction.

4. The responsible decision-maker will consider the investigator's report and recommendation. The decision-maker is not bound by the investigator's report; rather, it is advisory to the decision-maker. The decision-maker may accept or reject the investigator's recommended finding in whole or in part, and may request additional relevant information or investigation before making a determination. The decision-maker may consult with other persons as deemed appropriate.

5. Either party may choose to (but does not have to) meet individually with the decision-maker prior to the decision-maker's determination. The decision-maker may also request an individual meeting with either party or any other person(s) as deemed appropriate.

6. After review of the investigator's report and recommended finding, the decision-maker shall issue a determination as to whether sexual misconduct, domestic violence, dating violence,

stalking and/or related retaliation (or a violation of other VCFA policies, if applicable) occurred. The decision-maker's determination will be based on a preponderance of the evidence standard.

7. If the decision-maker finds that the respondent has engaged in conduct that violates this policy or other College policies investigated under this policy and procedure, the decision-maker will invite each party to submit a Sanction Statement sharing any thoughts they would like the decision-maker to consider when assigning a sanction. After consideration of any such statements and any relevant prior misconduct (information about which may be received from College offices or officials with knowledge, once a finding of responsibility has been made), the decision-maker will make and implement a decision regarding discipline or other appropriate action.
8. Sanctions for sexual misconduct, domestic violence, dating violence, sexual assault or stalking could include written reprimands, probationary status and/or educational requirements (in addition to other sanctions listed here), dismissal from employment, or suspension or expulsion from any or all VCFA program(s) in which a student is enrolled or participating. A resolution may also include other non-disciplinary actions as deemed appropriate under the circumstances (e.g., actions taken with respect to the respondent to address the needs of the complainant, including but not limited to room changes, class changes, building restrictions, extracurricular activity restrictions, modification of No Contact Orders to favor the complainant, and other actions to preserve the rights of the complainant to a safe environment.) Although sanctions for violation(s) of this policy can include any form of discipline as stated in this section, respondents found to have committed sexual assault will most likely receive a sanction of suspension or expulsion.
9. To the extent permitted by law, the complainant and respondent will be simultaneously informed, in writing, of (a) the decision-maker's determination and the outcome of any disciplinary or other action arising out of an allegation of sexual misconduct, domestic violence, dating violence, stalking and/or related retaliation; (b) VCFA's procedures for complainants and respondents to appeal the decision-maker's decision and/or discipline and/or actions imposed, if applicable; (c) any change to the results of a disciplinary process that occurs prior to the time that such results become final; and (d) when such results become final.
10. In cases where the respondent is a student, the complainant and the respondent each has the right to an appeal in accordance with the procedures in Section H, "Appeals," below.

Time Frames for the Investigation and Adjudication

Absent extenuating circumstances, the investigation of a report or complaint under this policy will ordinarily be completed within 45 days from the time a report or complaint is made to the Title IX Coordinator. This time period may be shorter or longer depending on the circumstances, including but not limited to the complexity of the case, the intervention of College breaks, the VCFA schedule, and the availability of witnesses. If either the complainant or respondent would like to request an extension of this time frame, a request with a description of the reasons for the request should be directed to the Title IX Coordinator. The Title IX Coordinator will notify the other party, make a decision, and inform the parties and any other individual who needs to know of that decision. If extenuating circumstances are present, the Title IX Coordinator may also

decide independently to extend this general 45-day time frame, and will inform the parties, and any other individual who needs to know, of any such decision.

Absent extenuating circumstances, the decision-maker will issue a finding regarding whether this policy and/or other VCFA policies have been violated within 15 days after receipt of the investigator's complete report. The 15-day period may be extended if the Title IX Coordinator or decision-maker determines that further information or investigation is needed.

Appeals

In cases where the respondent is a student, the complainant and respondent each has the right to appeal the outcome under the circumstances described below. To learn more about appeal options for cases involving staff or faculty respondents, please contact the Title IX Coordinator; the Title IX Coordinator will provide written notification to the complainant and the respondent of any applicable appeal procedures at the time the complainant and respondent receive notice of the outcome decision. The purpose of an appeal is to review the adjudication process.

Grounds

Appeals are accepted on the basis of one or more of the following:

- discovery of significant new factual material not available to the investigator that could have affected the original outcome; however, prior omission of factual information by the appealing party is not a ground for an appeal;
- procedural error where the error prevented fundamental fairness;
- abuse of discretion in the issuance of a sanction, meaning that the decision-maker imposed a sanction significantly disproportionate to the offense.

The right of appeal is only available to a respondent or complainant who participated in the investigative process.

Procedures

An appeal must be made in writing to the President. Appeals must be made within 5 days of receipt of the decision-maker's determination or within 5 days of receipt of the decision regarding sanctions and/or other actions, if applicable, and must include the grounds for appeal and an outline of any supporting evidence. Parties may have access to the investigator's report following the determination of a finding and sanction, if applicable, and prior to the deadline for submission of the appeal. Appeals transmitted via e-mail will be considered to be "in writing" for the purposes of this section.

The President will invite an informational response to the appeal from the decision-maker and the other party (to the extent permitted by law), who may respond within 5 business days of the request. The President may request assistance and/or information from the original investigator, or from a new investigator, or any other relevant individual, as necessary.

The President may deny the appeal, or if one or more of the appeal grounds have been met, may:

- return the case to the Title IX Coordinator or the decision-maker, as appropriate, for reconsideration; or
- appoint an Alternate Title IX Coordinator and/or decision-maker, as applicable, to review the case, which will ordinarily occur when the original outcome was deemed to be based on an abuse of discretion.

It is the responsibility of the President to determine which aspects of the case merit a new review, and to direct the Title IX Coordinator and/or decision-maker, as appropriate, accordingly.

Absent extenuating circumstances, the President will notify the complainant and respondent of the appeal decision simultaneously in writing within fifteen days, to the extent permitted by law, and will notify the Title IX Coordinator and/or decision-maker, as applicable, in writing of instructions for any further action.

All decisions by the President are final.

Disposition Without Adjudication

If at any point a respondent chooses to accept responsibility for violating all policies under investigation, the Title IX Coordinator will issue a determination and refer the matter to the decision-maker. The decision-maker may invited Sanction Statements from the parties and may consider prior conduct as described above, and will issue a sanction and/or take other action that is reasonably calculated to address the prohibited conduct and prevent its recurrence.

The College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Educational Programs and Campaigns Regarding Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Primary prevention and awareness programs for all incoming students and new employees, as well as ongoing prevention and awareness programs, regarding dating violence, domestic violence, sexual assault, and stalking are in place including Title IX webinars and in-person trainings for faculty and staff. They will include a description of safe and positive options for bystander intervention and information on risk reductions (and other elements).

Sex Offender Registry

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where the sex offender registry is located. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteer services, or is a student.

In Montpelier, convicted sex offenders must register with the State of Vermont. You can link to this information, which appears on the State of Vermont's website, at the following address: http://www.communitynotification.com/cap_main.php?office=55275.

Hate-Bias Incident/Crimes Procedure

Under the Federal statutes of the United States, a hate crime is defined as a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The categories of reportable hate crimes defined by the Clery Act are: religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.

A bias incident is any event of intolerance or prejudice, not involving violence or other criminal conduct, intended to threaten, offend or intimidate another because of the other's race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, or physical or mental disability. Examples of bias incidents include hate speech, gay bashing, racist epithets, religious slurs, sexist jokes or cartoons, hate mail, offensive graffiti, or disparaging remarks on social media sites. Such incidents create a socially divisive atmosphere for targeted members of the community and negatively affect the campus climate.

Discovery of a possible hate/bias incident or crime should be reported to Campus Relations or Campus Safety Authority immediately.

- Campus Safety Authorities will initiate an appropriate investigation with the assistance of appropriate emergency team members to interview witnesses and secure/preserve the evidence.
- The Academic Dean's office will be notified immediately.
- The Montpelier Police Department will be notified immediately.
- The Montpelier Police Department will come on scene and make an initial determination as to whether a hate bias incident/crime has taken place.
- No hateful writing and or symbols will be removed until authorized by appropriate authority.
- VCFA Campus Safety Authorities initial report will be provided by fax to the Vermont Attorney General's office.

There were no reported hate crimes at VCFA for the years 2014, 2015, and 2016.

College Alcohol and Drug Policy

On the VCFA campus, consumption of alcoholic beverages and the use of drugs are governed by the laws of the State of Vermont and federal drug laws. Possession, use, or distribution of illegal drugs (including alcohol for those less than 21 years of age) is prohibited on the College campus. This policy includes being under the influence of such substances while on campus or participating in College-sponsored activities. The College does not protect students from prosecution for drug or alcohol offenses under local, state, or federal laws, and it does not interfere with legitimate law enforcement activities.

Furthermore, the following campus regulations are in effect for VCFA students, faculty, and other participants in VCFA-sponsored events, and infractions are subject to disciplinary action:

At official College and program functions where alcohol will be sold, only alcoholic beverages catered by an individual or business with a liquor license and contracted by VCFA or an individual program may be consumed.

Public drunkenness and disruptive behavior in public places, including lounges, hallways, and stairwells, is not permitted.

The consumption of alcoholic beverages out-of-doors on the VCFA campus is permitted on the condition that those involved conduct themselves in a discreet and responsible way. This policy applies to individuals and small groups only. Those wishing to organize parties involving the use of alcohol, indoors or outdoors, must contact the appropriate Program Director for permission.

Students, Faculty or Staff found in violation of the College's Alcohol and Drug policy will be subject to disciplinary sanctions up to and including expulsion or termination of employment and referral for prosecution. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both Vermont and federal laws. The College prohibits conduct that violates these laws. Vermont and federal criminal sanctions for violation of these laws range from fines to imprisonment. The severity of the penalty depends upon factors such as the nature and amount of the controlled substance and may be compounded for repeat offenses.

Health Risks Associated with Alcohol and Drugs

In Vermont, alcohol is a legal drug. Nonetheless, it is a depressant and is the most abused drug in America. Use of alcohol may affect judgment and decision-making abilities, slow down the central nervous system and brain function, and reduce coordination and reflex actions. Alcohol use (even in low doses) may increase the incidence of a variety of aggressive acts, including physical altercations, threats, and domestic abuse. Higher doses may cause marked impairments in mental functions, severely altering a person's ability to learn and remember information. Very high doses may cause respiratory depression and death. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, also can lead to permanent damage to vital organs such as the brain and the liver.

Marijuana is a derivative of the cannabis sativa plant and is illegally used for its intoxicating effects and dreamy state of relaxation and euphoria. All forms of marijuana have negative physical and mental effects. Long-term users of marijuana may develop tolerance levels requiring more and more marijuana to achieve the same “high.” Prolonged use leads to dependence, and the drug can become the center of users’ lives. The active ingredient in marijuana is Delta-9-Tetrahydrocannabinol, or THC.

Inhalants are mood-altering substances that are voluntarily inhaled. Most substances used are commercial and household products, such as solvents and aerosols, which are easily obtained and are not harmful if used for the purpose intended and as directed. Because they are common products, inhalants often are a young person’s first attempt at “getting high.” Inhalants can severely impair judgment and driving ability. They also cause severe disorientation, visual distortion, and confusion. There is evidence that tolerance to the effects of inhalants develops with continued use, so users need to increase use to obtain the same high. Studies have shown that dependence on inhalants continues even when the user goes on to use other drugs. Inhalants include nitrous oxide (laughing gas), propellant aerosol cans, Amyl Nitrite, poppers, snappers in ampules, Butyl Nitrite, rush, bullet, climax, aerosol sprays, aerosol paint cans, containers of cleaning fluid, gasoline, glue, and paint thinner. Long-term effects include irreversible brain and nervous system damage.

Cocaine is the most potent stimulant of organic origin and the most widely used of the stimulants. Although cocaine has been used in the past as a topical anesthetic, its therapeutic uses have almost entirely been eliminated due to the development of safer anesthetics. Cocaine is a powerfully addictive drug leading to physical and psychological dependence. Cocaine powder is sniffed or snorted. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Severe health risks can include cardiac arrest and respiratory failure.

Stimulants are drugs that stimulate the central nervous system and excite bodily activity. Methamphetamine is one of the fastest growing drugs of abuse. These drugs create less intense and less expensive cocaine-like effects in the body. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug use ceases. Amphetamines can be swallowed in pills or capsules, smoked as “crank” and “ice,” or injected. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure.

A depressant is a drug that depresses the central nervous system, resulting in sedation and a decrease in bodily activity. Depressants, taken as prescribed by physicians, can be beneficial for the relief of anxiety, irritability, stress, and tension. The main classes of medical depressants are barbiturates and benzodiazepines. When regular users suddenly stop taking large doses, they can develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result. Depressants include barbiturates, downers, and tranquilizers such as Valium, Librium, Equanil, Serax, Tranxene, and Xanax.

Hallucinogenic drugs distort the senses and often produce hallucinations—experiences that depart from reality. Some negative health effects may last six months to a year following prolonged daily use. Phencyclidine (PCP) interrupts the function of the cerebral cortex, the section of the brain that controls the intellect and keeps instincts in check, because the drug blocks pain receptors. Violent PCP episodes may result in self-inflicted injuries. Lysergic acid (LSD), mescaline, and psilocybin also are hallucinogens that cause illusions and hallucinations. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects or flashbacks can occur even after use has ceased.

Narcotic analgesics are the most effective compounds used for pain relief. Narcotic analgesics include opium, opiates (morphine, codeine, Percodan, heroin and Dilaudid), and opioids (synthetic substitutes such as Vicodin, Darvon, Demerol, and methadone). Narcotics can be smoked or eaten (opium), injected, taken orally or smoked (morphine), inhaled, injected, or smoked (heroin). Opiates also are known as heroin, smack, horse, brown sugar, and black tar.

Many of the so-called designer drugs are related to amphetamines and have mild stimulant properties but are mostly euphorants. They can produce severe neurochemical damage. The narcotic analogs can cause symptoms such as those seen in Parkinson's disease, including uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage, and the designer drugs still cause illusions, hallucinations, and impaired perception. Some designer drugs are Synthetic Heroin White, MPTP (New Heroin), analogs of MDMA (Ecstasy, XTC, Essence), hallucinogens (STP, PMA, EVE), and analogs of PCP.

Preventative Services

VCFA staff covered by college health insurance have access to drug and alcohol preventative services by way of a referral through customer service. Other VCFA constituents have access to preventative programs and can contact them directly. (See Appendix E: Access to Substance Abuse Services in Washington County.)

Campus Emergency Response & Evacuation Procedures

Emergency Response

VCFA is responsible for developing emergency response and evacuation plans for all students, faculty, staff, and guests to campus. The College conducts at least one exercise each year, which has included tabletop exercises, field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the College. The College will publicize its emergency response and evacuation procedures in conjunction with at least one test per calendar year. Each test is documented, including a description of the exercise, the date, the time, and whether the test was announced or unannounced. This documentation will be kept for seven years.

If a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually Campus Relations, the Montpelier Police Department, and the Montpelier Fire Department. They typically respond and work together to manage the incident. Depending on the nature of the incident, other VCFA staff and other city, federal, and private agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for VCFA is publicized each year as part of the institution's Clery compliance efforts and that information is available on the Campus Safety website: www.vcfa/campus-safety.

Emergency Notification to the VCFA Community

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), VCFA Campus Safety Authorities will provide immediate notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, or employees on campus. Confirmation means that an institution official has verified that a legitimate emergency or dangerous situation exists. Community members should follow emergency notification procedures that are recommended.

All members of the VCFA community are notified on an annual basis that they are required to notify the VCFA Campus Relations Office of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. VCFA Campus Relations and Campus Safety Authorities have the responsibility of responding to and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, Campus Relations and Campus Safety Authorities have a responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the community.

If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

In the event of a confirmed serious incident which poses an immediate threat to members of the VCFA community, the Campus Relations Office will immediately notify the Senior Emergency Response Group (SERG).

The SERG team includes the following individuals:

- President
- CFO/VP for Administration
- Academic Dean
- Vice President for Campus Planning
- Vice President for Enrollment Management

If the SERG team confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the VCFA community, the SERG team will issue an official “timely warning” or another form of notification. The SERG team will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to, Campus Safety, the Montpelier Police Department, the Montpelier Fire Department, and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The SERG team will determine the content of the message and will use some or all of the systems described below to communicate the threat to the VCFA community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. If necessary, the College would disseminate information about an on-campus emergency situation to the larger community by contacting local first responder authorities.

The decision to issue a timely warning or emergency notification shall be decided on a case-by-case basis in compliance with the Clery Act. The decision is made by the SERG team in coordination with the Campus Relations leadership team, considering all available facts, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

The Campus Relations and SERG team issue timely warnings or emergency notification, when appropriate, for the following incidents:

- Criminal Homicide
- Sex Offenses
- Aggravated assault
- Robbery
- Burglary
- Motor Vehicle Theft
- Major incidents of Arson
- Weather-related emergencies
- Other crimes as determined necessary by the Campus Safety leadership team or designee

Campus Relations does not issue a timely warning or emergency notification for the above listed crimes if:

- The suspect(s) are apprehended
- The threat of imminent danger to the campus community has been mitigated by the suspect’s apprehension
- If a report was not filed with Campus Relations in a manner that would allow the department to post a “timely” warning to the community

Unless there are extenuating circumstances, a report that is filed more than five days after the date of the alleged incident may not allow Campus Relations to post a timely warning to the community. This type of situation will be evaluated on a case-by case basis.

A timely warning or an immediate emergency notification and updates may be distributed to the campus through any one or more of the flowing mechanisms:

- **All-Campus Communication:** A secure emergency notification service that allows the college to send information and instructions simultaneously to individuals through cell phones and text messaging. Staff information is collected and updated regularly. Student and faculty provide their information to Campus Services upon their arrival on campus.
- **E-mail Communications:** A group e-mail alerting students, faculty, and staff
- **VCFA Campus Safety Website:** www.vcfa/campus-safety
- **VCFA Website:** www.vcfa.edu
- **On-Campus Outreach:** During some larger residencies, VCFA requests the help of graduate assistant and faculty volunteers to be available to distribute information to surrounding and available students and faculty.
- **Face-to-Face Communication:** Campus Safety and Campus Safety Authorities proceed “door to door” on campus to make notification, either verbally or in writing.

VCFA also makes every effort to notify all campus tenants in case of a major campus emergency.

A copy of each timely warning or emergency notification is filed in the incident report case file in the Campus Services Office.

The VCFA Campus Relations Office also maintains a daily crime and fire log that contains all crimes and fires reported to the department. These can be viewed on the Campus Safety website at www.vcfa.edu/campus-safety.

Missing Student Notification Policy

If any member of the VCFA community has reason to believe that a student involved in a current residency is missing, he or she should immediately notify Campus Relations or a Campus Safety Authority. CRP or CSA will work with the Program Director to generate a missing person report and initiate an investigation.

After investigating the missing person report, should CRP/CSA determine that the student is missing and has been missing for more than 24 hours, CRP/CSA will notify the Montpelier Police Department and the student’s emergency contact no later than 24 hours after the student is determined to be missing.

A student’s “emergency contact information” will only be used by designated Campus Safety Authorities and will not be disclosed except to law enforcement during a missing person investigation. However, if a student is under 18 years of age and not emancipated, the College must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying and contact person designated by the student.

APPENDICES

APPENDIX A: Definition of Clery Act Statistics

The following is a list of location definitions provided for better understanding of how statistics are counted and categorized.

On Campus – Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution and controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendors).

Residential Facilities – “Dormitories or other residential facilities for students on campus” is a subset of the on-campus category.

A Non-Campus Building or Property – Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonable contiguous geographic area of the institution.

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

APPENDIX B: Definition of Clery Act Crimes

In addition to the statistical profile presented at the web address and in this document, a list of definitions is included and provides basic information about each crime category.

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.

Aggravated Assault – The unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

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

Burglary – The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Criminal Mischief/Vandalism – 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 over it.

Sexual Assault – Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent including:

Rape is 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, without the consent of the victim.

Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

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

Manslaughter by negligence – The killing of another person through gross negligence.

Robbery – The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear.

Weapon Law Violations – 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.

Liquor Law Violations – The 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.

Drug/Narcotic Violations – The violation 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. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Larceny/Theft Offenses – The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession of another person.

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle.

Intimidation – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/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 it.

For purposes of reporting under the Clery Act, a hate crime is defined as including the offenses of murder and non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The categories of bias for purposes of reporting are: race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability.

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of the interaction between the persons involved in the relationship. For purposes of this definition, dating violence includes, but is not

limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence – A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Sexual Assault – An offense that meets the definition of rape, fondling, or statutory rape.

APPENDIX C: Definition of Sexual Harassment and Sexual Assault***Sexual Harassment***

Sexual harassment is contrary to the educational mission of Vermont College of Fine Arts and threatens the well-being of students, faculty, and staff. It is a form of sex discrimination, which is illegal under state and federal law, including Title IX of the Education Amendments of 1972, as amended. Conduct, whether intentional or unintentional, that results in sexual harassment is prohibited and will not be tolerated. This policy applies to the entire College and to the conduct of students, faculty, administration, and staff alike, as well as any third parties participating in the College's programs or activities, regardless of sexual orientation or gender identification.

As outlined in the school's Discrimination & Harassment Policy, The Vice President of Administration/CFO has primary responsibility for resolving sexual harassment complaints. Vermont College of Fine Arts encourages members of the College community and covered third parties to report unwelcome conduct of a sexual nature so that the College may investigate reports appropriately. If the College determines a respondent's conduct is sufficiently serious—that is, sufficiently severe or pervasive—to deny or limit a student's ability to participate in or benefit from the College's program based on sex and thereby creates a hostile environment, it will take prompt, appropriate and effective action to eliminate the hostile environment, prevent its recurrence, and address its effects. In the employment context, the College will take prompt, appropriate remedial action if it determines that a sexually hostile environment has been created. The College may also choose to take remedial action in cases where conduct is deemed inappropriate, even if it does not rise to the level of sexual harassment as defined in the policy.

For more information, refer to VCFA's Discrimination & Harassment Policy, which can be found at www.vcfa.edu/policies

Appendix D: Pertinent Vermont Law Definitions

Consent is defined to mean “words or actions by a person indicating a voluntary agreement to engage in a sexual act.” 13 V.S.A. § 3251(3).

Sexual Assault: Sexual assault is engaging in a sexual act with another person and compelling the other person to participate in a sexual act:

- (1) without the consent of the other person; or
- (2) by threatening or coercing the other person; or
- (3) by placing the other person in fear of imminent bodily injury.

No person shall engage in a sexual act with another person and substantially impair the ability of the other person by administering or employing drugs or intoxicants without the knowledge of or against the will of the other person. 13 V.S.A. § 3252.

A “sexual act” means conduct between persons consisting of contact between the penis and the vulva, the penis and the anus, the mouth and the penis, the mouth and the vulva, or any intrusion, however slight, by any part of a person’s body or object into the genital or anal opening of another. 13 V.S.A. § 3251(1)

Domestic Violence: Domestic assault is attempting to cause or to willfully or recklessly cause bodily injury to a family or household member or to willfully cause a family or household member to fear imminent serious bodily injury. 13 V.S.A. § 1042. “Household members” are those persons who, for any period of time, are living or have lived together, are sharing or have shared occupancy of a dwelling, are engaged in or have engaged in a sexual relationship, or minors or adults who are dating or have dated. 15 V.S.A. § 1101(2)

Dating Violence: Domestic assault includes attempting to cause or to willfully or recklessly cause bodily injury to a person one is dating or has dated or to willfully cause such person to fear imminent serious bodily injury. 13 V.S.A. § 1042. “Dating” is defined as a social relationship of a romantic nature. Factors to consider in determining whether a dating relationship exists or existed, include:

- (a) the nature of the relationship;
- (b) the length of time the relationship has existed;
- (c) the frequency of the interaction between the parties; and
- (d) the length of time since the relationship ended, if applicable. 15 V.S.A. § 1101(2).

Stalking: “Stalk” means to purposefully engage in a course of conduct directed at a specific person that the person engaging in the conduct knows or should know would cause a reasonable person to fear for his or her safety or the safety of another or would cause a reasonable person substantial emotional distress.

“Course of conduct” means two or more acts over a period of time, however short, in which a person follows, monitors, surveils, threatens, or makes threats about another person, or

interferes with another person's property. This definition shall apply to acts conducted by the person directly or indirectly, and by any action, method, device, or means. Constitutionally protected activity is not included within the meaning of "course of conduct." As used here "threaten" shall not be construed to require an express or overt threat.

"Emotional distress" means significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling.

"Reasonable person" means a reasonable person in the victim's circumstances.

13 V.S.A. § 1061.

Appendix E: Substance Abuse Services in Washington County

For substance abuse treatment related questions, or to receive a **2014 Vermont Substance Abuse Treatment/ Recovery Directory**, contact Agency of Human Services, Vermont Dept of Health ADAP by mail at 108 Cherry Street, PO Box 70, Burlington, VT 05402-0070 or by telephone at (802) 651-1550, by fax at (802) 651-1573, or online at <http://healthvermont.gov>.

WASHINGTON COUNTY SUBSTANCE ABUSE PROGRAMS

Central VT Substance Abuse Services Tel: (802) 223-4156	100 Hospitality Drive Berlin, VT 05601	Outpatient, Intensive Outpatient, Project CRASH, MAT
Central VT Addiction Medicine (802) 223-2003	300 Granger Rd. Berlin, VT	Hub and Spoke Medicated Assisted Therapy
Washington County Youth Service Bureau Tel: (802) 229-9151	P.O. Box 627 38 Elm St. Montpelier, VT	Adolescents, Outpatient, Homeless 7 Challenges,
Central VT Medical Center Tel: (802) 371-4100	130 Fisher Rd Berlin VT 05602	Hospital
Clara Martin Tel: (802) 446-2640	PO Box G, Randolph VT 728-4197	Adolescent, Outpatient, CRASH
Treatment Associates Tel: (802) 225-8355	73 Main St – Suite 27 Montpelier, VT 05602	Medicated Assisted Treatment, Adult Outpatient

PRIVATE ALCOHOL & DRUG COUNSELORS

<i>Michelle Clark</i> Tel: (802) 229-9608 SA & MH Adults	25 Court St. Montpelier, VT 05602	<i>Louise Coates (Wit's End as well)</i> Tel: (802) 479-1086	6 Platinum Plain Barre, VT 05641
<i>Josie Kokarev</i> Tel: (802) 229-4150 x 1 SA & MH & Sexuality	1954 Cross Town Rd. Berlin, VT 05602 Dk1954@comcast.net	<i>Dr. Dennis Leisenring PSYD</i> Tel: (802) 253-7337 SA & MH issues	<i>Stowe Mental Health</i> Box 849 Stowe, VT 05672
<i>James Nelson</i> Tel: 802-318-5456 jrnelson@gmavt.net	250 Main St, Suite 101 Montpelier, VT 05602 www.jamesnelsonvt.com	<i>Eastman, Linda</i> Tel: (802) 295-9363	
<i>Dr. Stone, Kerrie Tayler</i> <i>Maggie Frampton</i> <i>Angeline Shultzta</i> Tel: (802) 225-8355	<i>Treatment Associates</i> 73 Main St. –Suite 27 Montpelier, VT 05602	<i>Bert Klavens</i> Tel: 279-4645 SA issues	133 Elm St Montpelier, VT 05602
<i>Village Counseling Service</i> <i>Debby Haskins</i> Tel: (802) 244-7700	65 So. Main St. Waterbury, VT 05675	<i>Don Rhoades</i> Tel: (802) 223-8642 SA & Dual Issues	138 Main St, Suite 4 Montpelier, VT 05602
<i>Steppingstone Counseling</i> <i>Julie Bradshaw</i> Tel: (802) 479-0050	12 Cottage St Suite F Barre, VT	<i>Carl Yalicki</i> Tel: (802) 244-6123 1moremile@comcast.net	One More Mile 46 S. Main St. Waterbury, VT 05676
<i>Dwell llc.</i> <i>Evelyn A. Zeecklein MA</i> <i>LCMHC LADC</i> Tel: (802) 272-4164	28 East State St Montpelier, VT	<i>Jennifer Kegan</i> Tel: 522-6067	
<i>Dawn Poitras</i> Tel: (802) 224-6015	74 Meadow Lane Duxbury, VT	<i>Gail Mears</i> Tel: (802) 793-8426	103 S. Main, Suite 2 Barre, VT 05641

WASHINGTON COUNTY SUPPORT GROUPS

Alcoholics Anonymous (AA)	www.aavt.org	Tel: Call 211 or (800) 253-0191
Narcotics Anonymous (NA)	www.gmana.org	Tel: Call 211 or (802) 773-5575
Al-Anon/Al-Lateen	www.vermontalanonlateen.org	Tel: Call 211 or (866) 972-5266
Families Anonymous	www.familiesanonymous.org	Tel: (802) 229-6219

RESIDENTIAL TREATMENT CENTERS/ HALFWAY HOUSES/ DETOX

Brattleboro Retreat Tel: (802) 738-7328	Anna Marsh Lane Brattleboro, VT 05301	Adolescent, Adult, Inpatient & Residential
Grace House Tel: (802) 775-3476	35 Washington St. Rutland, VT 05701	Detoxification Program. Public Inebriate Program
Maple Leaf Farm Tel: (802) 899-2911	10 Maple Leaf Road Underhill, VT 05489	Residential, Detoxification, 17 or Older, 7 to 21 day stay
McGee House Tel: (802) 773-5124	30 Washington St. Rutland, VT 05701	Halfway House
Valley Vista Tel: (802) 222-5201	23 Upper Plain Bradford, VT 05033	Women, Adolescents, Co-Occurring Disorders

OPIATE ADDICTION RESOURCES

Central VT New Directions Coalition Tel: (802) 223-4949	Ann Gilbert	
Turning Point Center of Central VT Tel: (802) 479-7373	489 N. Main St Barre, VT 05641 www.tpcvbarre.org	
Circle Services & Shelter Tel: (877) 543-9498	PO Box 828 Montpelier, VT 05601	24-hour crisis line
Medicated Assisted Therapy Team Tel: (802) 371-4875	at CVMC	
Central VT Community Response Team Tel: (802) 371-4478 or 476-0155		For pregnant and parenting women in treatment and recovery
Washington County Court Diversion & Teen Alcohol Safety Program (TASP) Tel: (802) 828-0600	73 N. Main Street Montpelier, VT 05601	
Washington County Treatment Tel: (802) 223-4156		Court case manager at CVSAS
Rockinghorse Circle of Support Tel: (802) 479-1086	Louise Coates 6 Platinum Plain, Barre	Helping pregnant and parenting women reduce risks of substance abuse
Hub & Spoke Medical Assisted Therapy Tel: (802) 223-2003	CVAM, 300 Granger Road Berlin, VT	

VCFA Annual Fire Safety Report 2016

If fire occurs in a VCFA building, community members should immediately call 911 and notify Campus Relations at (802) 828-8888. Please note that VCFA fire alarms do not immediately notify the Montpelier Police Department OR Campus Relations. Both numbers should be called.

If a member of the VCFA community finds evidence of a fire that has been extinguished and the person is not sure whether Campus Relations has already responded, the community member should immediately notify Campus Relations to investigate and document the incident.

The fire alarms alert community members of a potential hazard, and community members are required to heed their warning and evacuate a building immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building.

The College publishes this fire safety report in its annual Clery Compliance document, which contains information with respect to the fire safety practices and standards for VCFA. This report includes statistics concerning:

- The number of fires
- The cause of each fire
- The number of injuries and death related to a fire
- The value of the property damage caused by a fire

VCFA's annual statistics are located at www.vcfa.edu/campus-safety. There were no reported fires in any on-campus student housing facility for the reporting years of 2014, 2015, and 2016.

Fire Protection Equipment/Systems

All College buildings are equipped with automatic fire detection and alarm systems. Refer to the chart below for detection, notification, and suppression systems in each residential facility.

Facility	Fire Alarm Monitoring Done On-Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation Drills Each Year
Dewey Hall	Independent Fire Panel	x		x	x	x	0
Glover-Hadley	Independent Fire Panel			x	x	x	0
Bishop-Hatch	Independent Fire Panel			x	x	x	0
Crowley Center	Independent Fire Panel		x	x	x		0
Noble Hall	Independent Fire Panel			x	x	x	0

Below is a description of each fire detection system.

Bishop-Hatch – Fire panel is a Simplex 2001-8001. There are 50 Simplex smoke detectors and seven Simplex high-rise heat detectors. Building is not equipped with a sprinkler system.

Glover-Hadley – Fire panel is a Simplex 4001-9403. There are 57 Simplex smoke detectors and 10 Simplex high-rise heat detectors. Building is not equipped with a sprinkler system.

Noble Hall – Fire panel is a Simplex 4002-8001. There are 34 Simplex smoke detectors and 35 Simplex high-rise heat detectors. Building is not equipped with a sprinkler system.

Dewey Hall – Fire panel is a Simplex 2001-8001. There are 110 Simplex smoke detectors and 26 Simplex high-rise heat detectors. Building is not equipped with a sprinkler system.

Crowley Center – Fire panels are Mammoth fire alarm panels. There are 6 smoke detectors, 7 strobe lights, 2 fire extinguishers, 3 pull stations, 13 combination smoke/carbon monoxide detectors, and 24 high-rise heat detectors. The center is equipped with a full sprinkler system.

VCFA has drafted future plans to upgrade fire panels and fire protection systems and will prioritize those purchases through the capital budgeting process.

Fire Evacuation Testing Procedures

Fire evacuation procedures are reviewed with all students and faculty during the “Campus Services-Safety Briefing” at the beginning of each residency. Students and faculty learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term evacuation. Residents are not advised in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, students and faculty are advised to be prepared to follow instructions. Campus Relations staff on the scene will communicate information to students and faculty regarding the developing situation or any evacuation status changes.

The purpose of this briefing is to prepare building occupants for an organized evacuation in case of fire or other emergency. Evacuation drills are also used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of the buildings about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of fire alarm system components.

Fire Reporting Procedures

The following procedures should be followed if you discover a fire:

1. Proceed to the nearest pull box.
2. Evacuate the building.
3. Call 911 and inform the dispatch officer with your name, the building name and number (located next to each campus phone), the fire location, and if there are any injuries.
4. Call x8888 or (802) 828-8888 to notify Campus Relations of the alarm.

Fires reported in this manner may be included in the statistics for the annual fire safety report.

Fire Safety Inspections

Facilities & Operations conducts Fire Safety inspections annually. The inspections are primarily designed to find and eliminate safety violations. The inspection will include, but not be limited to, a visual examination of electrical cords, sprinklers heads, smoke detectors, and other life safety systems.

In addition, dorm rooms can be examined for the presence of prohibited items (e.g., sources of open flames such as candles, non-surge protected extension cords, halogen lamps, portable cooking appliances in non-cooking areas, etc.) or prohibited activity (e.g., smoking in the room, tampering with fire safety equipment, possession of pets, etc.).

Housing Policy Regarding Fire Safety

Cooking

Cooking is among the most frequent causes of residential fires. Cooking is not permitted in student rooms. Cooking may only be done in designated kitchen areas and must not be left unattended. Appliances with exposed burners (e.g., hotplates) are not permitted. Items with enclosed heating elements may be used in kitchen area. This includes, but is not limited to, use of appliances such as microwaves, toasters, toaster ovens, grilling machines, waffle irons, and slow cookers. Students or faculty found to be cooking in unauthorized locations are subject to fines.

Flammable Materials

Candles, incense, or any source of open flame or ignition are prohibited in residences. Flammable materials such as gasoline, camp stove fuel, paint solvents, propane, butane, charcoal lighter fluid, or other highly flammable material may not be stored or used in student or faculty residences and will be removed if found.

Electrical Appliances

Electric line load limitations prohibit the use of heavy-demand appliances in student and faculty rooms. One small refrigerator per resident is permitted in student and faculty rooms or in common areas. In no case may a refrigerator exceed 3.0 cu. ft. or operate at more than 350 kWh. Larger sized refrigerators, keg refrigerators, coolers, air conditioners, and space heaters are prohibited and will be removed if found.

Light-demand electrical items such as radios, stereos, alarm clocks, and televisions may be used within the limitations of safe operating conditions. If in doubt about multiple appliance usage, please contact the Facilities & Operations electrical staff for guidance. All electrical items should be unplugged if the room will not be occupied for an extended period of time. Ironing is only permitted in designated safety areas with advance permission of Campus Services.

Electrical Safety

Any electrical device which is modified after purchase is prohibited and will be removed. Students and faculty may not add wiring, remove or alter existing wiring, or use unsafe wiring devices. Outlet expanders are prohibited and will be confiscated. Thin wire extension cords used for any purpose other than extending a single, low-wattage item will be removed. Overloading thin wire extension cords can lead to overheating and fire. Do not plug power strips into thin wire extension cords. In no case should power strips be plugged into other power strips.

In no case may current-carrying wire be run under carpets or be taped across walking paths, door thresholds, or through doorways where pinching or other damage can result. Fines may be issued for unsafe wiring practices.

Fire Protection and Combustible Materials

A fire in a College residence is a disaster that can be avoided by the mutual effort of residents and staff. The misuse of fire safety equipment (e.g., fire escapes, fire extinguishers, smoke detectors, sprinkler systems, and fire alarms) is not permitted and is a violation of public safety laws in the State of Vermont. Smoke detectors, sprinkler heads, and fire alarms may not be covered with tapestries or other materials. Nothing may be attached to or hung from sprinkler pipes or sprinkler heads. A \$200 fine will be assessed along with the repair/replacement cost if any life safety items are tampered with. Additional state fines may also be imposed. All students and faculty should become familiar with policies regarding fire and life safety, administered by the College.

Smoking

Smoking or the burning of any type of pipe, cigar, cigarette, or similar product is prohibited in all campus buildings including residence halls and houses and their stairwells, porches, or garages. Smoking is also prohibited within 25 feet (approximately 20 paces) of all campus buildings, including residences.

The presence of ash-filled ash trays and/or hookahs and water pipes will be considered proof of smoking in rooms and will be reported to Campus Safety and the Academic Dean.

Fire Safety Tips

1. Fire Drills/Evacuation
 - a. Never assume it's a false alarm
 - b. Know the safest and quickest route out of your building
 - c. Always move as quickly and safely as you can
 - d. Showers are not safe places during a fire

- e. Know where to gather to get a head count
- 2. Fire Safety Equipment
 - a. Never hang items from or cover sprinkler piping or heads
 - b. Know locations of the nearest alarm pull station
 - c. Never tamper with or cover smoke detectors
- 3. Prevention
 - a. Maintain a clear path through your room to door
 - b. Never cook in rooms
 - c. Never use candles
 - d. Do not place extension cords under carpeting
 - e. Always plug personal items into power strips
 - f. Avoid using thin wire extension cords
 - g. Outlet adapters are prohibited
 - h. Flammable materials and combustion source devices are prohibited in residence halls
 - i. Always keep hallways free of personal items and trash

Fire Safety Log

A daily fire log is available for review 24 hours a day on the Campus Safety website at www.vcfa.edu/campus-safety.