

Sterling College

2015

Annual Security & Fire Safety Report



Sterling College
Working Hands. Working Minds.

Table of Contents

SAFETY AND SECURITY	4
EMERGENCY RESPONSE	4
EMERGENCY NOTIFICATION	4
EMERGENCY PROTOCOL	4
REPORTING PROCEDURES	5
Accurate and Prompt Reporting	5
Confidential Reporting	5
Timely Warning	5
Daily Crime and Fire Log	6
GENERAL EMERGENCY AND EVACUATION PROCEDURES	6
Fire Evacuation	6
Active Threat	7
Earthquake Preparedness	8
TESTING PROCEDURES	8
MISSING STUDENT POLICY	8
CRIME PREVENTION	9
Personal Safety	9
Walking or Running or Skiing Safety	9
Residence Halls and Private Residences	10
Safety While Traveling Off Campus	10
Protection of Property	10
Internet Safety	11
Bicycling Safety	12
CRIME STATISTICS	13
Clery Act and VAWA Reporting, 2015	14
RESPONSE TO DISCRIMINATION, HARASSMENT, SEXUAL VIOLENCE, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING	16
Anti-Harassment/Discrimination Policy	16
Sexual Assault	19
Educational Programs to Promote the Awareness and Prevention of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Overview	20
How to Be an Active Bystander	21
Risk-Reduction Tips	22
Services and Accommodations	23
Confidential Reporting	23
Reporting to Law Enforcement	25
Wellness Resources	25

Ongoing Care	26
Procedures for Institutional Disciplinary Action in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking	26
Complaint Investigation and Adjudication Process	27
Sanction and Notification of Outcome	28
How Sterling Will Protect the Confidentiality of Victims and Evaluating Requests for Confidentiality in Sexual Misconduct Cases	29
Written Notice of Rights and Options Provided To Students or Employees Who Report That They Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking	31
Definitions.....	32
Sex Offender Registry Campus Sex Crime Prevention Act	33
COMMUNITY POLICIES.....	34
Community Behavioral Guidelines	34
Drug and Alcohol Policy.....	34
Alcohol	35
Drugs	37
Vermont Law	38
Resources for Vermont Care and Treatment	39
Community Accountability	39
Problem-Solving Procedures	40
Weapons and Firearms	40
Exceptions	40
Storage	40
FIRE SAFETY & FIRE STATISTICS	41
Fire Safety Education and Training Programs	41
Fire-Systems Descriptions	42
Fire Statistics: Definitions and Collection Requirements	42
Emergency Locatable 911 Addresses.....	43

SAFETY AND SECURITY

Sterling has no security officers. Since there are no local off-campus law enforcement services, there is no direct monitoring of off-campus criminal activity. Although a written memorandum of understanding does not exist, police and other first responders will respond to calls for service to our campus community to investigate alleged criminal offenses.

Members of the Sterling community work hard to take care of themselves and each other. Students monitor their residences and shared spaces for cleanliness, safety, appropriate behavior, and uninvited visitors. Weekly community meetings and House Meetings are two forums for discussing security problems and encouraging students to be responsible for the health and safety of their community.

Emergency Phones

There are telephones located in every building on campus. Each phone is equipped with local and long-distance access. Dial 9 + number for all non-digital phones.

EMERGENCY RESPONSE

This section describes the procedures that Sterling will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus or in Craftsbury, the process that Sterling will use to confirm that there is a significant emergency or dangerous situation, to determine the appropriate segment or segments of a campus community to receive a notification, and to determine the content of the notification. In all cases, Sterling will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the applicable notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or otherwise mitigate the emergency.

EMERGENCY NOTIFICATION

In the event of an immediate or ongoing threat to the safety of the students, employees or campus, the community will be notified immediately through e-mail, announcements, and the Sterling College web site. Students should take responsibility for regularly checking their e-mail and attending all community meetings. In order to receive campus-wide email announcements, students must have a College email account, which is obtained prior to registration. Registration is mandatory for all students, employees, and other members of the campus community. If necessary, the College would disseminate information about an on-campus emergency situation to the larger community by contacting local first responder authorities.

EMERGENCY PROTOCOL

In the event of an emergency, treat any injuries with first aid to the extent that you are qualified. All Community Advisors and Student Life staff at Sterling College are CPR / 1st Aid certified, and/or are trained as Wilderness First Responders.

If an injury appears to require immediate medical attention, call 911 to connect to the State Police (Derby), Fire (Craftsbury), or Ambulance (Hardwick); or

- Call the Poison Control Center 1-877-658-3456 (a toll-free number)
- Contact a Community Advisor and the Dean of Community for any emergency (medical, psychological, any situation which you feel requires professional intervention).

Favor Ellis, Dean of Community 587-7711 x127 fellis@sterlingcollege.edu

For contact after hours, call the College Pager: (802) 290-9931

REPORTING PROCEDURES

Accurate and Prompt Reporting

All members of the Sterling community are encouraged to report emergencies and suspicious and criminal activities. Community members are likewise encouraged to report crimes to appropriate law enforcement agencies when the victim of a crime elects to, or is unable to, make such a report. All staff and faculty, and all students with supervisory responsibilities, are considered Campus Safety Authorities, and are required to report emergencies and suspicious and criminal activities to the Dean of Community.

In an emergency, dial 911 and notify the nearest Community Advisor, faculty, or staff member.

- Report incident to the Chief Financial Officer (Chair of Risk Management) directly and through an Incident Report.
- Non-emergency injuries should be reported to the Dean of Community.
- Suspicious activity should be reported to the nearest Community Advisor, faculty, or staff member.

If sexual misconduct (including sexual assault or inappropriate sexual conduct), domestic violence, dating violence or stalking occurs, staff on the scene, including the Dean of Community, will offer the victim a wide variety of services and options for filing a report.

If you are the 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, the Dean of Community 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 institution.

Confidential Reporting

Sterling encourages individuals to report incidents of sexual misconduct, domestic violence, dating violence, stalking and related retaliation so that they can get the support they need, and so that Sterling can respond appropriately. Certain professionals contracted by Sterling may maintain confidentiality, but most cannot. Although strict confidentiality may therefore not be guaranteed for non-confidential employees, in all cases Sterling will handle information in a sensitive manner and will endeavor to protect the privacy of individuals to the extent it can do so consistent with its obligations to respond to reports of sexual misconduct, domestic violence, dating violence, stalking and/or related retaliation.

A student may seek confidential counseling and resources through contracted mental health counselors. Contracted mental health providers, when acting as such, are not considered campus security authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, counselors are expected to inform students of all available resources, and are encouraged to explain that the counselor could inform the Dean of Community of the crime solely for statistical purposes, keeping the victim's name anonymous. If the victim agrees, the counselor would file a report, excluding all identifying information. Contracted mental health counselors are expected to inform the Dean of Community if there is an imminent safety risk to the community.

Timely Warning

Sterling College will issue timely warnings regarding crimes that are reported to Sterling by Campus Safety Authorities, local law enforcement, or others (except for contracted mental health counselors who receive reports of crimes while acting in their capacity as such, unless the person being counseled waives anonymity and authorizes reporting) that are considered by Sterling to represent a threat to students and/or employees. Sterling College will not distribute warnings that could jeop-

ardize criminal investigations. The circumstances of the reported crime will determine how much and what information Sterling College distributes. Sterling College and its designees will withhold as confidential the names and other identifying information of victims.

Criminal incidents that might prompt a timely warning include but are not limited to the Clery crimes listed below (that is, aggravated assault, arson, burglary, negligent manslaughter, motor vehicle theft, murder/non-negligent manslaughter, robbery, sexual offenses, domestic violence, dating violence, stalking, and hate crimes).

The following criteria will determine whether timely warnings will be issued:

- The nature of the crime
- The continuing danger to the campus community
- The possible risk of compromising law enforcement efforts

The Director of Communications (or their designee) is responsible for issuing timely warning notices. The warning will be issued via email and will be posted on the Sterling College website. Depending on the circumstances of the crime or threat, the Dean of Community may post the notices in the residence hall(s) or academic building(s). Sterling College may also issue warnings to the campus community when other situations pose safety concerns or otherwise as deemed appropriate.

Daily Crime and Fire Log

The Dean of Community maintains a combined Daily Crime Log and Fire Log of all incidents reported to have occurred on campus or non-campus property. The log is located in the Dean of Community's office in Kane Hall. This log identifies the type, general locations, time occurred, time the incident was reported, and the disposition of the complaint, if known. Exceptions may be made if such disclosure would jeopardize the confidentiality of the victim. The log is also available on our web page.

GENERAL EMERGENCY AND EVACUATION PROCEDURES

Fire Evacuation

Familiarize yourself with your building's evacuation procedures. Locate the nearest exit and fire extinguisher.

- If you smell smoke or detect a fire, activate the nearest alarm, if possible, and call 911 from a safe location.
- Evacuate as soon as you hear the alarm.
- Before opening any door, use the back of your hand to test its temperature. Also check the door knob's temperature. If either is hot, leave the door closed, stuff towels or clothes in the cracks, and open a window. Look for another exit.
- If the door isn't hot, open it slowly and be prepared to close it quickly if necessary.
- In a smoke-filled area, keep low to the floor to avoid inhaling smoke.
- If you see or smell smoke in a hall or stairway, use another exit.
- Close doors as you leave.
- Exit the building cautiously. Carry a towel or blanket to protect yourself from flames or smoke.
- If the exit is blocked, return to your room; close the door, open a window and call for help.
- Report to your emergency assembly point and check in with your Community Advisor.
- Report anyone who might be missing.
- A Community Advisor will direct you to another safe location to shelter in inclement weather.
- Do not re-enter the building until the administrator on call advises that the Fire Department has indicated that it is safe to re-enter.

Active Threat

The U.S. Department of Homeland Security defines an active shooter as an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, the victims are chosen at random.

Because active-shooter situations are often over within 10 to 15 minutes, and before law enforcement arrives on the scene, individuals must be mentally and physically prepared to survive.

If you are involved in a situation where someone has entered the area, the following is a list of actions that are recommended. These kinds of incidents are unpredictable. The guidelines provided are based on past experiences. Other actions may be necessary. If the individual poses an immediate threat to you, you may need to act using your best judgment.

If you can safely leave the area:

- Exit the building immediately.
- Notify anyone you may encounter to exit the building also.
- Leave the campus if you can safely do so. Attempt to let a supervisor or fellow worker know that you are leaving so that everyone can be accounted for.
- Call 911 and the Sterling College Emergency Pager: 802-290-9931.
- Give the dispatcher the following information:
 1. Your name
 2. Location of the incident (be as specific as possible)
 3. Number of armed people involved (if known)
 4. Identification or description of armed persons
 5. Number of persons who may be at risk
 6. Your contact information and location

If you are at immediate risk and exiting the building is not possible:

- Go to the nearest room or office.
- Close and lock the door.
- Cover the door windows.
- Keep quiet and act as if no one is in the room.
- DO NOT answer the door.
- Be aware that a fire alarm might have been pulled by an intruder.
- Identify/obtain an object in the room that can be used to incapacitate the armed person if she/he enters the room.
- If possible, call 911 and call the Sterling College Emergency Pager: 802-290-9931.
- Give the dispatcher the following information:
 1. Your name
 2. Location of the incident (be as specific as possible)
 3. Number of armed people involved (if known)
 4. Identification or description of armed persons
 5. Number of persons who may be at risk
 6. Your contact information and location
- Wait for local police to assist you out of the building.

If an armed intruder enters the room and you are in immediate danger:

- Commit mentally to incapacitating the intruder
- Strike the intruder with an object and continue to strike until the intruder is incapacitated. Yell as you fight.
- Call 911 when possible.

Earthquake Preparedness

Falling objects cause most injuries during earthquakes, so remove heavy objects from shelves above beds or desks and place them on lower shelves. Secure freestanding cabinets, bookcases, and other tall furniture to the wall. If you can't secure them, place them where they're not likely to fall and cause injury. Desks, chairs, or beds should not be directly next to or under a window. If it's impossible to avoid such an arrangement, sit and sleep with your head away from the windows. Keep plants and other free-swinging objects away from windows so they'll not break the windowpane.

At the first indication of an earthquake, move to a safe area (either under sturdy furniture, an interior door frame, or braced in an interior corner), away from shelves and windows, and keep faces and heads covered for protection from broken glass and falling debris. Remember to duck, cover, and hold.

If you're inside, don't rush outside, as there may be hazards from falling debris.

If you're outdoors, stay there. If possible, move to an open area away from buildings, trees, overhead power lines, brick walls, and falling objects. Stay low to the ground and look for hazards that may require moving to a safer area.

If you're in a car, pull over and stop in a safe area away from trees, power lines, bridges, overpasses, and buildings. Stay inside the car. If live wires should fall across the car, remain still until help arrives. Cars are usually well insulated and will provide protection against electricity.

Develop a personal emergency plan. Doing so will increase your personal safety if there's an earthquake, provide necessary resources and training for handling an earthquake's aftermath, and help put family and friends at ease. Keep on hand a flashlight, too, in case of power outages.

After an earthquake, local telephone lines and cellular service may have reduced capacity. Don't make calls immediately after an emergency unless you're in danger. That way, lines can remain available for emergency services.

To stay in contact with your relatives after an emergency, call an out-of-state friend or family member. Ask this person to call your relatives and friends and tell them you're safe.

TESTING PROCEDURES

The College's emergency response and evacuation procedures are tested on at least an annual basis. Tests may be announced or unannounced. Tests are scheduled, contain drills, contain exercises, contain follow through activities, and are designed for assessment and evaluation of emergency plans and capabilities.

The College publicizes 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 it was announced or unannounced. The documentation is kept for seven years.

MISSING STUDENT POLICY

Sterling College will actively investigate any report of a missing student who is enrolled at the College. If a member of the Sterling community has reason to believe that a student is missing, all possible efforts are made to locate the student to determine their state of health and well-being. This effort is coordinated by the Dean of Community, in collaboration with the Residential Life team and the missing student's family and friends.

If not located within 24 hours, appropriate family members, associates, or a College official will make an official missing person report with local law enforcement, unless the law enforcement agency was the entity that made the determination that the student is missing. Sterling College will cooperate with, aid, and assist the primary investigative agency in all ways

prescribed by law.

If a student has been missing for 24 hours, students, employees, or other individuals should make a report to the Dean of Community. Each student may identify a contact person or persons whom the College will notify within 24 hours of the determination that the student is missing, strictly for missing person purposes. This contact person's information will be registered confidentially, meaning it will be accessible only to authorized campus officials and it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. If students are under 18 years old, 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 any additional contact person designated by the student.

CRIME PREVENTION

All new students, faculty and staff receive training on active threat response through community-wide Incident Response Scenarios, held each semester. During orientation, (A Sense of Place), students receive information on how to contact emergency supports and are, during residence hall meetings, instructed on residential safety, locking their doors, and reporting suspicious people and circumstances. Sterling can offer the following suggestions about personal safety issues. These are, of course, only general observations; you must decide what is most prudent for keeping yourself and your property safe in particular situations.

Personal Safety

Our campus is located in Craftsbury Common, which is a relatively safe location, but in any community there can be crime. Here's how you can do your part:

- Be aware of your vulnerability; follow the measures of self-protection and property protection outlined here.
- Refer or report all unknown or unexpected visitors to a Community Advisor or the Dean of Community.
- Do not disclose the whereabouts of any community member to any unknown or unexpected guest. Instead, refer them to the Dean of Community or administrators in Mager Hall.
- Be alert for suspicious or criminal activity and for conditions that may represent hazards to the community.
- Get involved by becoming more security conscious and by reporting all incidents of suspicious or criminal activity, no matter how insignificant they may appear, immediately to the Dean of Community or a Community Advisor.
- Remember that unreported crimes cannot be solved. This allows the perpetrators to commit additional, and possibly more serious, crimes.

Walking or Running or Skiing Safety

- Avoid traveling alone at night. Instead, travel in pairs.
- Avoid dark, vacant, or deserted areas; use well-lit, regularly traveled pathways. Runners, walkers, or joggers should face traffic. If you're out after dark, use extra precautions: stay in pairs, travel well-lit areas, and wear reflective clothing or tape. Carry a flashlight or wear a headlamp.
- Always let someone know where you're going and when you'll return.
- Be alert and aware of your surroundings at all times. Walk purposefully and confidently. Keep moving.
- Don't hitchhike or accept rides from casual acquaintances.
- If you are threatened by an approaching vehicle, run in the opposite direction. The vehicle will have to turn around to follow you.
- If you think you're being followed or feel threatened: increase your pace and move away from the threat; join any group of people nearby; cross the street, and, if necessary, keep crossing back and forth. If someone pursues you, run to a business, residence, or well-lit area. Call for help, scream, or raise a commotion. Enlist the aid of a passerby. Find a phone and dial 911 or pull a fire alarm. Do anything that will attract attention or summon assistance. If

you're walking alone and someone passes you, check to make sure that person is continuing to walk in the other direction. If you're confronted by an assailant, yell and struggle. Keep your head and assess the situation.

Residence Halls and Private Residences

- Lock your room door and windows when you go to sleep or when you leave, even if only briefly; take your keys with you.
- Immediately report defective locks on your windows and doors to your Community Advisor
- Don't put your name and address on keys or key rings.
- Don't keep your residence and your vehicle keys on the same ring.
- Don't study in poorly lit, secluded areas.
- Require visitors to identify themselves before you open your door.
- Request official identification from all unfamiliar repair or service personnel.
- Get to know your neighbors so you can help one another.
- If you discover someone has entered your room, DON'T GO IN. Go to a neighbor and contact your Community Advisor. If you're already inside, DON'T TOUCH ANYTHING. You may disturb evidence important to a police investigation.
- If you're awakened by an intruder, don't try to apprehend them. They may be armed or may easily arm themselves with something in your room. Attempt to get out of the room if it's possible.
- If you see a suspicious person or vehicle, either on campus or in your neighborhood, IMMEDIATELY contact a Community Advisor. Try to get the license plate number, state, and description of the vehicle, but don't chase the car to do so.
- Don't prop open doors to residence halls or other College buildings.
- People outside the College community are prohibited from soliciting in residence halls. If you see an outside solicitor in the dorms, immediately report this to your Community Advisor or Dean of Community.
- Don't yell or attempt to detain peeping toms, who may panic and react unpredictably. If the offender runs away, and you can safely observe this person, watch to see if this person gets into a car, goes to another dorm, etc. Also observe the person's physical bearing. Then immediately report the incident by contacting your Community Advisor.
- Hang up on obscene, harassing, or annoying phone calls. Don't respond to harassing messages, nor try to find out who the caller is even if you think it's a friend playing a joke. Keep the message or text and then report its contents to the Dean of Community. This will be useful to the police, if there is a police report.

Safety While Traveling Off Campus

- When you park, keep your vehicle locked and the windows rolled up.
- Have your key ready when you approach your car. Check inside and under your car to make sure no one is hiding in either place.
- Never leave your vehicle unattended with the engine running.
- Choose to park in well-lit lots, preferably in heavily traveled areas.
- Lock all packages, luggage, and valuables in the trunk or out of sight.
- Keep spare keys in your wallet, purse, or bag, not inside the vehicle.
- If your car breaks down, open the hood and then stay locked inside the vehicle. If someone stops to help, don't open your window or door, but ask that this person call for assistance.
- If you're unfamiliar with the location you're heading to, ask someone for specific directions before you leave.
- If you get lost, don't pull over until you find a well-lit public area where you can ask for directions.
- If you suspect you're being followed, drive to a well-lit public area and call the police.
- If someone with a weapon confronts you, wanting your vehicle, give the car up. It's not worth potentially being injured or losing your life over it.

Protection of Property

Most crimes committed on college campuses involve the theft of personal property. Larcenies are crimes of opportunity and

occur primarily when property is left in unlocked or unattended areas.

Residential locations

- Avoid bringing large amounts of cash or valuables to campus or your residence.
- Keep valuables items out of sight. If you must keep cash or valuables in your room, don't store them in obvious hiding places like desks or dressers.
- Never lend out the key to your room or residence.
- Keep all prescription medications in a locked storage box.
- When leaving your vehicle at a service station or parking garage, leave only the ignition key. When leaving for vacation, store valuable electronic equipment out of sight, and during summer recess, don't leave valuables in student storage areas. These areas aren't secure and the College isn't responsible for property loss. The college does have a secure storage area.
- Check with your family insurance agent to determine if your property is covered under your parents' homeowner's insurance. If not, consider purchasing your own insurance.

Internet Safety

What is Internet fraud?

Generally, it's any fraud scheme that uses one or more components of the Internet— including chat rooms, email, message boards or websites—to present fraudulent solicitations, to conduct fraudulent transactions, or to transmit the proceeds of fraud to either financial institutions or others involved in the scheme.

What are the major types of Internet fraud?

- Auctions and retail schemes; online auctions are the primary avenue for internet fraud Business-opportunity or work-at-home schemes
- Identity theft and fraud
- Investment schemes
- Credit card offers
- Credit repair
- Vacation prize promotions
- Nigerian money offers: someone claiming to be a Nigerian official promises big profits in exchange for help moving large sums of money out of Nigeria
- Advance-fee loans
- Internet-access services
- Health and diet scams
- Free goods, such as long-distance phone cards, computers, electronics, etc.
- Cable-descrambler kits

Filing complaints about Internet fraud

You can file complaints about specific types of fraud with the following agencies:

Commodities Fraud: Commodity Futures Trading Commission (CFTC)

Securities Fraud: SEC Enforcement Division Complaint Center or your state securities regulators

If you think you've been the victim of an Internet fraud scheme, you can also file a complaint online with the Internet Fraud Complaint Center, a joint project of the FBI and the National White Collar Crime Center. Further Information may be located at these government websites:

- U.S. Department of Justice
- Internet Fraud Complaint Center

- Federal Deposit Insurance Corporation
- Securities and Exchange Commission

And at these non-governmental websites:

- Better Business Bureau
- Internet Fraud Watch
- Internet ScamBusters
- National Cyber Security Alliance

Bicycling Safety

Bike riders are responsible for their own safety and Sterling does not make or enforce rules about bike riding. Nonetheless, it is consistent with good common sense that you should ride responsibly and always wear a helmet, not weave or change lane positions, and make sure that your brakes and other components of your bicycle are in working order.

- Vermont state law requires a white front light and rear red light for night riding. Also, wearing bright, reflective clothing will increase your visibility and help reduce conflicts.
- Generally, bicyclists should ride with the flow of traffic, on the road's right-hand side.
- Don't ride the wrong way on a one-way street.
- Cyclists should obey all traffic laws and always use hand signals when turning.
- Pay attention to your surroundings: keep alert, don't wear headphones, and warn pedestrians or fellow riders when you're passing them. Also warn vehicle drivers if their driving places you in danger.
- Take extra care when passing parking lot exits or biking through a parking lot.
- Walk bicycles across crosswalks to avoid bicycle/vehicle collisions.

CRIME STATISTICS

In an effort to provide members of the campus community with information about campus crime and crime-related problems, Sterling College reports crimes using the definitions as described in the Federal Bureau of Investigation's Uniform Crime Reporting program. Additionally, officials of the College with significant responsibility for students and campus activities are required by federal law to notify the Dean of Community of crimes that are defined under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This section contains reporting information for the Sterling College campus and its non-campus properties, and for crimes reported to law enforcement, occurring in Craftsbury.

- **Criminal Offenses**—Criminal Homicide, including: a) Murder and Non-negligent Manslaughter, and b) Manslaughter by Negligence; Sexual Assault including: Rape, Fondling, Incest, and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
- **Hate Crimes**—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias;
- **VAWA Offenses**—Any incidents of Domestic Violence, Dating Violence, and Stalking; and
- **Arrests and Referrals for Disciplinary Action for Weapons**—Carrying, Possessing, etc., Drug Abuse Violations and Liquor Law Violations.

The President's Cabinet and Risk Management Committee review all crimes for manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, religion, sexual orientation, gender, gender presentation, ethnicity, or disability. Any student, faculty member or employee who is the victim of a bias-motivated incident or hate crime is encouraged to file a report immediately. The College takes all reports seriously and will thoroughly investigate every incident and work with local law enforcement agencies whenever necessary.

The following statistics are provided in accordance with Title II of the Federal Student Right to Know and Campus Security Act. The listed criminal offenses were reported to the Dean of Community, the President of the College, and local police.

Clery Act and VAWA Reporting, 2015

Offense	Year	On-campus Property	On-campus Student Housing Facilities	Non-campus Property	Public Property
Criminal Offenses					
M u r d e r / Non-negligent Manslaughter	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Manslaughter by Negligence	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Rape	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Fondling	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Incest	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Statutory Rape	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Robbery	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Aggravated Assault	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Burglary	2015	0	0	0	0
	2014	0	0	0	0
	2013	1	0	0	0
Motor Vehi- cle Theft	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0

Arson	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Dating Violence	2015	0	N/A	N/A	N/A
VAWA Offenses					
Domestic Violence	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Dating Violence	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Stalking	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Arrests and Disciplinary Referrals					
Arrests: Weapons: Carrying, Possessing, Etc.	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Arrests: Drug Abuse Violations	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Arrests: Liquor Law Violations	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0

RESPONSE TO DISCRIMINATION, HARASSMENT, SEXUAL VIOLENCE, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING

Sterling College prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in the Clery Act, and as described in Sterling policies below. We are committed to creating and maintaining a physically and emotionally safe environment for all students. Sterling College recognizes that harassment, discrimination, and sexual assault are unlawful as well as damaging to individuals and to the community, and therefore, constitute a violation of Sterling College policy. It is also unlawful for College employees to retaliate against persons who bring forward complaints regarding discrimination, harassment, and sexual offenses.

Sterling College is committed to:

- fostering community responsibility, which promotes a safe environment;
- facilitating respectful dialogue about diversity issues and healthy relationships;
- providing education about the importance of consent in sexual relations;
- providing education regarding sex offenses;
- supporting people against whom offenses have been perpetrated, including making all reasonable efforts to provide a safe environment for pursuing complaints regarding offenses;
- responding with swift disciplinary action against offenders.

This policy applies to all administrators, employees, admissions or employment applicants, students, members of the Board of Trustees, agents of the College and volunteers involved in College-related activities. The policy also applies to those who do business with the College in their interactions with members of the College community. Compliance with this policy is a term and condition of student enrollment and employment at the College. An individual who violates this policy may be subject to disciplinary action. Depending on the seriousness, sanctions for involvement in harassment or discriminatory activities could include Social Probation, loss of privileges, suspension, requirement to participate in counseling, or dismissal from the College.

The right to make a complaint is not limited to someone who is the direct target of the harassment. Anyone who has observed discrimination or harassment should report the incident(s) to the Dean of Community (for student to student incidents), to the Academic Dean (for faculty to student incidents), or to the Title IX Coordinators (for sexual discrimination or harassment). All College personnel are obligated by law to report conduct that may be in violation of the College's Discrimination and Harassment Policy. Contracted mental health providers are the only individuals available to provide support and assistance on a fully confidential basis and will not release any information without the individual's permission except in circumstances in which they believe that the safety and welfare of the individual or others may be at risk or otherwise as required by law. Because of laws requiring that action be taken, the College cannot guarantee the confidentiality of information shared with anyone other than contracted mental health counselors.

Anti-Harassment/Discrimination Policy

Sterling College is committed to maintaining a diverse and inclusive campus environment where bigotry and intolerance are unacceptable. Discrimination and harassment, including sexual harassment, and related retaliation, as defined by applicable law and the corresponding terms of this policy, are antithetical to Sterling's mission. Sterling strictly prohibits conduct that constitutes unlawful discrimination and harassment, including sexual harassment, as well as related retaliation, as defined below. Sterling will take reasonable and appropriate remedial action to prevent unlawful discrimination, harassment, and related retaliation, eliminate any hostile environment, prevent its recurrence, and correct its discriminatory effects on the complainant and others, if applicable.

Except as otherwise specified herein, this Anti-Harassment/Discrimination Policy applies to faculty, staff, and students, as well as to others who participate in Sterling programs and activities, including the campus undergraduate program, Global Field Study programs, Continuing Education programs, and the School For the New American Farmstead. Procedures for filing and resolving complaints of unlawful discrimination and harassment, including sexual harassment and related

retaliation in such programs are set forth in the policy which is available at http://www.sterlingcollege.edu/wp-content/uploads/2013/10/Community-guidebook_Feb_12_2016.pdf; however, where applicable law mandates different procedures and/or policies with respect to Sterling programs outside Vermont, those procedures and/or policies will apply.

Sterling does not discriminate on the basis of sex in its education programs and activities, and Title IX of the Education Amendments of 1972 as amended (“Title IX”), as well as applicable state law, requires that it not discriminate in such a manner. Prohibited sex discrimination includes sexual harassment and sexual misconduct (which includes sexual assault and inappropriate sexual conduct) as defined by Sterling’s policies. The two Title IX Coordinators, are responsible for coordinating Sterling’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinators’ responsibilities include overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. Inquiries concerning the application of Title IX may be referred to the Chief Financial Officer (Chair of Risk Management) or to the United States Department of Education Office for Civil Rights.

All members of the Sterling community (faculty, staff, and students) have the right to pursue discrimination and harassment complaints, including sexual harassment and related retaliation, beyond Sterling, utilizing local, state, or federal enforcement agencies, including local and state police agencies, as appropriate, regardless of whether they choose to file a complaint under this policy. These agencies can conduct impartial investigations, and facilitate conciliation, and if an agency finds that there is probable cause or reasonable grounds to believe that unlawful harassment, discrimination, or retaliation has occurred, it may take the case to court.

There are certain time deadlines for the filing of complaints with state and federal agencies and/or state or federal court. Therefore, individuals who choose to pursue harassment, discrimination, or retaliation charges beyond Sterling’s procedures should contact these agencies or their attorney for further assistance.

There are many resources available to individuals who are involved in some way with an incident of discrimination, retaliation, or harassment, including sexual harassment.

Faculty, staff or students found to have violated this Anti-Harassment/Discrimination Policy may be subject to the full range of disciplinary actions, as applicable, up to and including termination of employment, suspension, or expulsion.

Defining Harassment

Harassment constitutes a form of discrimination that is defined as verbal or physical conduct directed at an individual’s race, creed, color, national origin, ancestry, religion, sexual orientation, gender, gender identity, marital or civil union status, veteran status or qualified disability, which has the purpose or effect of substantially interfering with the individual’s employment or educational performance, or creating an intimidating, hostile or offensive environment.

Examples of Harassment: Examples of kinds of conduct that may be harassment are unwelcome verbal, written or physical conduct, including but not limited to:

- Pervasive harassment: Threats of intimidation or contact which is not freely agreed upon by both parties; unwelcome touching, patting, pinching or leering; sexually graphic comments about a person’s body; sexual advances, stalking; persistent, offensive verbal abuses including propositions, insulting or degrading comments or behavior, jokes, slurs, mimicking, gestures, innuendos, vulgar language; obscene posters, notes or graffiti, telephone or e-mail messages; harassment in work assignments.
- Threats that a person’s employment status, conditions of employment, and promotional opportunities will be adversely affected by not submitting to sexual advances.
- Teaching practices or communications that are demeaning, hostile, or alienating (while the College has a policy supporting academic freedom, behavior that focuses attention on discriminatory characteristics in a context that is irrelevant to the course constitutes a serious violation of the College’s Harassment Policy);
- Inappropriate personal attention by an instructor or College official who is in a position to determine a student’s grade or otherwise affect the student’s academic performance or professional future.

Other Specific Types of Harassment

In addition to the forms of harassment listed above, other examples of specific types of harassment might include, but are not limited to:

Disability harassment: Verbal or physical conduct directed at the characteristics of an individual's disabling condition such as manner of speaking, manner of movement or necessary equipment.

National Origin harassment: Verbal or physical conduct directed at an individual's national origin such as negative comments regarding surnames, manner of speaking or customs.

Racial harassment: Verbal or physical conduct directed at an individual's race such as words emphasizing stereotypes, comments on manner of speaking and negative references to racial customs.

Religious harassment: Verbal or physical conduct directed at an individual's religion such as derogatory comments regarding surnames, religious tradition and religious clothing.

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive employment, educational, or living environment.

Sexual Orientation harassment: Verbal or physical conduct directed at an individual's sexual orientation, such as negative name-calling and imitating mannerisms.

Gender harassment: Verbal or physical conduct directed at an individual's gender, gender identity, or perceived gender identity, such as negative name-calling and imitating mannerisms.

The Discrimination & Harassment Policy applies to all administrators, employees, admissions or employment applicants, students, members of the Board of Trustees, agents of the College and volunteers involved in College-related activities. The policy also applies to those who do business with the College in their interactions with members of the College community.

Compliance with this policy is a term and condition of student enrollment and employment at the College. An individual who violates this policy may be subject to disciplinary action. Depending on the seriousness, sanctions for involvement in harassment or discriminatory activities could include verbal or written reprimand, required participation in community projects, loss of privileges, suspension (with or without pay), probation, requirement to participate in counseling, or dismissal from housing, school or employment.

If You Have Experienced Discrimination or Harassment

You can handle the situation in one of several ways. If the situation warrants, be aware that you can always call 9-1-1 to obtain police assistance.

Direct approach: You may make a direct approach to the offender, in person or by letter, describing the offensive behavior and its effect on you.

Consultation: You may consult with your Advisor, the Dean of Community, a Title IX Coordinator, any Community Advisor, or anyone else whom you feel comfortable asking for help in addressing your concerns. The above identified people are trained to provide support, inform you of your options, and help you decide how you want to proceed.

Formal Internal Complaint: Anyone who believes that there has been a violation of the Discrimination and Harassment Policy

may make a formal complaint with the Dean of Community, or in the case of sexual discrimination or harassment, the Title IX Coordinators (Anne Morse and Michael Heffernan).

Formal External Complaint: You also have the right to go beyond the College and discuss harassment and discrimination concerns with your private attorney or to make a formal complaint to the Vermont Attorney General's Office (802-828-3171), the Regional Office of the US Department of Education Office for Civil Rights (1-800-421-3481), or the Equal Employment Opportunity Commission Office (617-565-3200).

To make a report under this policy, please contact a supervisor, dean, or program director. See contact information below.

Chief Financial Officer (Chair of Risk Management)

James (Rocky) Query
jquery@sterlingcollege.edu
(802) 586-7711 x165

Dean of Community

Favor Ellis
fellis@sterlingcollege.edu
(802) 586-7711 x127

Dean of Academics

Carol Dickson
cdickson@sterlingcollege.edu
(802) 586-7711 x110

Title IX Coordinator

Anne Morse
amorse@sterlingcollege.edu
(802) 586-7711 x144

Title IX Coordinator

Michael Heffernan
mheffernan@sterlingcollege.edu
(802) 586-7711 x106

President

Matthew Derr
mderr@sterlingcollege.edu
(802) 586-7711 x132

Sexual Assault

Sexual assault is defined as any sexual act directed against another person, without the consent of the person, including instances where the person is incapable of giving consent. Abuse is a crime, even if it is done by someone you know, such as a friend, teacher, or partner.

If You Have Experienced Sexual Assault

- Find a safe environment away from your attacker (it need only be temporary). When possible, ask a trusted person to stay with you and assist you with getting help.
- To obtain immediate medical care or to contact the police, phone 911 for emergency services. (To provide proof of a criminal offense, evidence must be preserved. Do not use the toilet, bathe, brush your teeth, wash bedding, douche, or change clothing prior to a medical/legal exam.)

- Contact at least one member of the Sterling Emergency Support Team:
 - Favor Ellis, Dean of Community ext. 127
 - Anne Morse, Title IX Coordinator ext. 144
 - Michael Heffernan, Title IX Coordinator ext. 106
 - Community Advisor Emergency Pager: 290-9931

This team will provide immediate assistance with safety issues such as relocation to a safe place, and will support you throughout the emergency situation. They may go with you or meet you at the hospital, stay with you during the interview process, and assist you in contacting other support persons. This team will also provide support beyond the emergency situation, including supporting you in advocating for your needs, assisting you with filing complaints (if desired), and connecting you with health care and counseling resources. Obtaining these services is voluntary, and services are confidential within the limits of the law.

The College will cooperate with reported victims of sex offenses to make reasonable changes in academic, working, transportation or living situations if requested by the individual. If an individual chooses to pursue legal protection, the College will cooperate in the enforcement of civil and criminal protection orders to support victim safety, perpetrator accountability, and educational opportunity.

Educational Programs to Promote the Awareness and Prevention of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Overview

Sterling provides comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- are culturally relevant, inclusive of diverse communities and identities, sustainable, and responsive to community needs;
- are informed by research or assessed for value, effectiveness, or outcome; and
- consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees. Both primary prevention and awareness campaigns deliver and build on bystander intervention and risk reduction content and skills.

Sterling's programs also provide information about its Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking, such as information about the Title IX Coordinators, internal and external reporting procedures and options, the importance of preserving evidence, protection and "no contact" orders, confidentiality issues, resources for victims, interim measures and accommodations, information about Sterling's written notice of rights and options, and information about investigation and adjudication procedures, as described in the Policy and this annual security report. Sterling's educational programs consist of awareness programs, bystander intervention programs, ongoing prevention and awareness campaigns, and primary prevention programs, which may be described in more detail as follows:

Awareness programs: Community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Bystander intervention: Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking, including:

- recognizing situations of potential harm;
- understanding institutional structures and cultural conditions that facilitate violence;
- overcoming barriers to intervening;
- identifying safe and effective intervention options; and

- taking actions to intervene.

Ongoing prevention and awareness campaigns: Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Primary prevention programs: Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in a healthy and safe direction.

How to Be an Active Bystander

The best way to prevent sexual and relationship violence is to commit to the following community values:

- Violence is not tolerated on campus; and
- Everyone is expected to do their part to prevent it.

Everyone must commit to engaging in moments of action, no matter how small. Every moment of action counts when we are working to prevent violence.

Moments of action contribute to a culture of bystander intervention and, research shows, lead to fewer incidences of violence. Moments of action occur when we notice the potential for violence. We might see someone intentionally trying to get someone else intoxicated, or isolating someone at a party. We could recognize power differences like age, or sense that someone seems fearful. When we notice these cues, we must act because even the smallest actions can prevent violence.

No matter who you are or what personal or social barriers you might face, there is always something you can do to help keep our community safe. Options for action include:

Direct: Directly talk to someone or intervene in a situation. You might ask a friend who's been hard to reach if everything is OK. Or you might take an intoxicated friend back to their residence hall. Direct action means getting involved in a situation or following up with a student, coworker, or supervisor who you worry is in an unhealthy relationship.

Delegate: Get others involved. Delegating action when there's danger, or when someone else can act, is often safest. You might call the pager (802-290-9931) or the police (911) for help, ask someone to assist you in finding a ride for a friend, or suggest to a party's host that she ask someone to leave. You might express your concerns over a matter to a student's advisor, community advisor, or a dean.

Distract: Interrupt the precursors to violence so harmful situations can't occur. You might spill a drink, sing loudly, or tell someone their car is getting towed. You might ask someone to accompany you somewhere so you can talk privately with the individual.

Moments of action also occur when we act proactively to send the message to those around us that we take the work of reducing violence seriously and we are committed to doing our part. We might have a conversation with people we care about on campus about what moments of action mean to us, share a great article on Facebook or tweet about an everyday moment of action, or choose to integrate bystander intervention into our academic work. When we create a moment of action on our own, without waiting for warning signs to appear, we make our community inhospitable to violence.

Middlebury College came up with these great tips for bystanders:

Moments of Action for Student Bystanders

- Send a mass email to your contact list with a simple message, "This issue is important to me and I believe in the goal of reducing violence."

- The next time you are walking to class with a friend, have one conversation and tell them that ending violence matters to you.
- Make bystander intervention or sexual violence on campus the topic of a paper or speech you have to do for a class.
- Bring a friend to an awareness event.
- Work to ensure organizations you are involved in collaborate with prevention efforts on campus.
- Find out how Art and Activism works to end violence (Google it!).
- If you suspect that a friend is in an abusive relationship, ask them, and provide information about available resources.
- If you see someone spike another person's drink with alcohol or drugs, stop them, and contact a Community Advisor or 911, distract by spilling the drink, or get someone else to let the person know that their drink is unsafe to consume.
- If you choose to leave an event early, account for the people who were in your group.
- If you see someone at an event who has had too much to drink, ask them if they need to be walked home or assisted in any way.
- If you hear what sounds like yelling or fighting in your residence hall, apartment, or any other location, talk with a Community Advisor, the Dean of Community, a professor, program director or someone else who can help.
- If someone needs your help and you don't have the answer, contact your resources and find someone who does.

Moments of Action for Faculty and Staff Bystanders

- Change your email signature line to include a statement that echoes the principles that violence will not be tolerated at Sterling and everyone is expected to do their part to prevent it.
- Add a line to your syllabus that expresses the prevention principles.
- Request a presentation from your local violence prevention program.
- If you suspect that a student or co-worker is in an abusive relationship, ask them and provide information about available resources.
- If someone appears upset, ask if they are okay.
- Assign a paper, project, or reflection to your students about moments of action, community, and our prevention principles.
- If someone explains that women "say 'no' when they really mean 'yes'," interrupt and make an attempt to educate them.
- If you hear what sounds like yelling or fighting in your neighborhood, classroom, or office, talk with a neighbor, your manager, your students or someone else who can help.
- If someone needs your help and you don't have the answer, contact your resources and find someone who does.

Risk-Reduction Tips

In addition to bystander action, both reactive and proactive, there are ways to reduce risk around sexual and relationship violence. It is important to remember that **experiencing violence is never the victim's fault.**

Ten Rape Prevention Tips

1. Don't put drugs in someone else's drink.
2. When you see someone walking by themselves, don't rape them.
3. If you pull over to help someone whose car has broken down, don't rape them.
4. If you are in an elevator, and someone walks in, don't rape them.
5. When you encounter someone who is asleep, the safest course of action is to not rape them.
6. Never creep into someone's home through an unlocked door or window, or spring out at them from between parked cars, or rape them.
7. Remember people go to the laundry to do their laundry. Do not attempt to molest someone who is alone in the laundry room.
8. Use the Buddy System. If it is inconvenient for you to stop yourself from raping someone, ask a trusted friend to

accompany you at all times.

9. Carry a rape whistle. If you find you are about to rape someone, blow the whistle until someone comes to stop you.
10. Don't rape anyone.

More Resources:

[The Opposite of Rape Culture is Nurturance Culture](#)

[Alcohol and Consent](#)

[Vermont Statutes](#)

Services and Accommodations

Sterling will provide written 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 individuals reportedly subjected to sexual assault, dating violence, domestic violence or stalking, both within the institution and in the community.

Sterling will also provide written notification to individuals about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. Sterling will make such accommodations or provide such protective measures if the reported victim requests them through the Dean of Community's office, and if they are reasonably available, regardless of whether the reported victim chooses to make an official report of the crime to the college or local law enforcement.

It is not necessary to file a complaint with Sterling, participate in a Sterling adjudication process, or file a criminal complaint in order to request services or accommodations from Sterling. These may include but are not limited to:

- No Contact Orders restricting encounters and communications between the parties; academic accommodations, including but not limited to deadline extensions; Incompletes, course changes or late drops, or other arrangements as appropriate;
- residential accommodations, including but not limited to arranging for new housing, or providing temporary housing options, as appropriate;
- changing transportation or working arrangements or providing other employment accommodations, as appropriate;
- assisting the individual in accessing support services, including, as available, victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus, as applicable;
- informing the individual of the right to report a crime to local law enforcement and/or seek orders of protection, restraining orders, or relief from abuse orders from United States courts or courts outside of the United States as applicable and providing assistance if the individual wishes to do so. Sterling will also work with complainants and others as appropriate to respect and implement the requirements of such orders on premises that it owns or controls, as appropriate.

Sterling personnel will identify appropriate options and work with complainants to determine whether these services or accommodations are reasonably available and necessary in a particular case.

Confidential Reporting

Sterling encourages individuals to report incidents of sexual misconduct, domestic violence, dating violence, stalking and related retaliation so that they can get the support they need, and so that Sterling can respond appropriately. Certain professionals contracted by Sterling may maintain confidentiality, but most cannot. Although strict confidentiality may therefore not be guaranteed for non-confidential employees, in all cases Sterling will handle information in a sensitive manner and will endeavor to protect the privacy of individuals to the extent it can do so consistent with its obligations to respond to reports of sexual misconduct, domestic violence, dating violence, stalking and/or related retaliation.

A student may seek confidential counseling and resources through contracted mental health counselors. Contracted mental health providers, when acting as such, are not considered campus security authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, counselors are expected to inform students of all available resources, and are encouraged to explain that the counselor could inform the Dean of Community of the crime solely for statistical purposes, keeping the victim's name anonymous. If the victim agrees, the counselor would file a report, excluding all identifying information. Contracted mental health counselors are expected to inform the Dean of Community if there is an imminent safety risk to the community.

Confidential Resources

A confidential resource is an individual who is legally and ethically bound to keep confidential all information shared with them in the course of providing counsel and support, except under the circumstances noted below. Sterling respects that the decision to come forward may be difficult and that individuals may wish to seek assistance from someone who can offer confidential information and support, and who can provide assurances that what is disclosed will not be acted on except in the circumstances outlined below. In general, the law recognizes and protects the confidentiality of communications between a person seeking care and a medical or mental health professional, religious advisor or trained sexual assault advocate. These professionals may have to breach a confidence, however, when they perceive a serious risk of danger or threat to any person or property. In addition, medical and mental health professionals may be required by law to report certain crimes (e.g., any allegation of sexual and/or physical abuse of a person under 18). These exceptions to confidentiality are governed by the law of the state in which the confidential resource is located.

An individual who speaks to a confidential resource must understand that, if they want to maintain confidentiality, Sterling may be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. However, confidential resources may assist the individual in receiving other forms of protection and support, such as victim advocacy; academic accommodations; disability, health or mental health services; and changes to living, working, or transportation arrangements.. An individual who initially requests confidentiality may later decide to file a complaint with Sterling or report the incident to local law enforcement, and thus have the incident fully investigated. These confidential resources will help to direct the individual to the appropriate resources in the event that the individual wishes to file an internal complaint with Sterling or report to the police.

Non-Confidential Resources

Non-confidential resources are all faculty or staff members, including residential life staff, who are not medical or counseling professionals acting in that capacity, and are therefore not permitted to honor requests for confidentiality. Non-confidential faculty or staff who learn of an incident of sexual misconduct, domestic violence, dating violence, stalking or related retaliation involving a student are required to report that information to the Title IX Coordinators, and they are "responsible employees" to this extent. The Title IX Coordinators are "responsible employees" for the purposes of redressing reports of sexual misconduct, domestic violence, dating violence, stalking and related retaliation in accordance with Sterling's Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking policy (see below for contact information).

Faculty and staff who are Campus Security Authorities are required to report certain sex offenses and other crimes to the Dean of Community for the purpose of reporting to the Department of Public Safety in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

All employees, and students with supervisory responsibility, are expected to report all incidents of sexual misconduct, domestic violence, dating violence, stalking or related retaliation involving employees to a Title IX Coordinator.

General inquiries to Sterling officials about policies or procedures, and conversations in which the alleged perpetrator is not identified by name or by implication from the circumstances, may remain private. Otherwise, individuals who want to maintain confidentiality should seek a confidential resource.

Sterling 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 institution to provide the accommodations or protective measures.

Reporting to Law Enforcement

In addition to (or instead of) Sterling’s processes, any student, employee or covered third party who wishes to report a complaint of sexual misconduct, domestic violence, dating violence, or stalking under this policy may and should also pursue criminal charges with local, state, or federal law enforcement agencies. Sterling will offer and upon request provide assistance to students, employees and covered third parties in contacting law enforcement agencies. These options are available regardless of whether an individual chooses to file a complaint with Sterling. Individuals may choose to notify such agencies with or without assistance from Sterling, or may choose not to notify such authorities personally.

If you choose to make a police report, you will likely meet with police officers, who will work with you to gather information about your experience, and to gather relevant evidence. Again, College representatives can support you in your interactions with law enforcement authorities if you would like them to do that.

In addition to (or instead of) Sterling’s processes, individuals who are being or who may have been subjected to sexual misconduct, domestic violence, dating violence, stalking and/or related retaliation also have the right to pursue orders of protection, restraining orders and/or relief from abuse orders from United States courts or courts outside of the United States as applicable. Sterling must support individuals if they wish to have Sterling’s assistance in making contact with law enforcement authorities and other external resources to seek such orders. Sterling will respect and assist in the implementation of protection orders to the extent applicable. In addition, Sterling can also impose no-contact conditions on students, employees and third parties over whom it has some measure of control.

Wellness Resources

In case of an emergency, call 911. Emergency Pager: 290-9931
Copley Hospital & Emergency Room (Morrisville): 888-4231
Poison Control Center: 800-222-1222

Vermont 211: free statewide referral system available 24/7 for wellness resources.
Referrals are personalized based on information and health insurance. Dial 211.

Physicians:

ExpressCare Berlin 1311 Barre-Montpelier Road Berlin, VT 05602 Phone: 802-371-4239 Hours: Mon-Sun: 9:00 am-7:00 pm	ExpressCare Waterbury 76 McNeil Road Waterbury Center, VT 05677 Phone: 802-241-1532 Hours: Mon-Sun: 9:00 am-7:00 pm	Hardwick Health Center 4 Slapp Hill Road Hardwick, VT 05843 Phone: (802) 472-3300 Hours: Mon-Fri: 7:30 am-5:00pm
--	---	--

Counseling - Pablo Coddou: Craftsbury Common pablocoddou@gmail.com; 802-917-1915

Wellspring Mental Health & Wellness Center
39 Church St, Hardwick (802) 472-6694

Behavioral Health & Wellness Center
65 Northgate Plz Ste 11, Morrisville
(802) 888-8320

Other Area Resources

- **AWARE** (Aid to Women in Abuse and Rape Emergencies): 472-6463 (Hardwick)
- **Clarina Howard Nichols Center:** 888-5256 (Morrisville, which provides support to recent and past victims of sexual assault, and to their family and friends. They have a 24-hour staffed hotline, anonymous reporting, and personal support and advocacy at the hospital, police station or courtroom.)

- **Planned Parenthood:** 888-3077 (Hyde Park, walk-in hours, Wed. 12:30-5 p.m. HIV testing, pregnancy testing and care, STI testing and treatment, comprehensive health care for all genders.)
- **Vermont AIDS Hotline:** 800-882-2437
- **Alcoholic Anonymous:** 802-334-1213, www.aavt.org
- **Narcotics Anonymous:** 802-773-5757
- **OUTRIGHT Vermont:** 802-865-9677 (For LGBTQ support)
- **Northeast Kingdom Human Services:** 802-334-6744 (Newport)
- **Northeast Kingdom Human Services:** 802-748-8997 (St. Johnsbury)
- **Tri-County Substance Abuse Services:** 802-334-5246 (Newport)
- **Tri-County Substance Abuse Services:** 802-748-1682 (St. Johnsbury)
- **North Central Vermont Recovery Center:** (802) 851-8120 (Morrisville)

Ask the Dean of Community or a Community Advisor for more information or if you would like help setting up or getting to an appointment.

Sterling College Title IX Coordinators:

Anne Morse, x144, amorse@sterlingcollege.edu

Michael Heffernan, x106, mheffernan@sterlingcollege.edu

Ongoing Care

There's no one correct way to care for yourself or others who have experienced trauma. Sterling offers a variety of resources and options in the belief that survivors benefit from having many choices available to seek the support and resolution they need. Choose whichever options feel most helpful to you. There are many people on campus and in the greater community who care and can help you to find care for yourself.

- Be patient with yourself. The healing process takes time and includes your physical, emotional, and psychological health.
- Don't neglect your physical health and wellbeing.
- Try not to let others make decisions for you; it's important that you re-establish a sense of control over your choices.
- Seek support from a counselor.
- Don't look for simple answers to explain what happened.
- Know your rights and how to get the support you need.
- Do things you enjoy and give yourself permission to have positive experiences.

Procedures for Institutional Disciplinary Action in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking

Sterling College prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in the Clery Act, and as described in Sterling policies. We are committed to creating and maintaining a physically and emotionally safe environment for all students. Sterling College recognizes that harassment, discrimination, and sexual assault are unlawful as well as damaging to individuals and to the community, and therefore, constitute a violation of Sterling College policy. It is also unlawful for College employees to retaliate against persons who bring forward complaints regarding discrimination, harassment, and sexual offenses.

Sterling College is committed to:

- fostering community responsibility, which promotes a safe environment;
- facilitating respectful dialogue about diversity issues and healthy relationships;
- providing education about the importance of consent in sexual relations;
- providing education regarding sex offenses;
- supporting people against whom offenses have been perpetrated, including making all reasonable efforts to provide a

- safe environment for pursuing complaints regarding offenses;
- responding with swift disciplinary action against offenders.

Sterling will take reasonable, prompt and appropriate action to respond to sexual misconduct, domestic violence, dating violence and stalking where such conduct impacts or has the potential to impact the educational, on-campus residential, or employment environment of any member of the Sterling community. Such action could be disciplinary, involving written reprimands, salary freezes, or termination of employment (employees), or written reprimands, probationary status, official college discipline, suspension or expulsion (students). It could also entail non-disciplinary measures such as No Contact Orders and/or No Trespass Orders, training, and providing safety and support services.

Sterling's process will be completed within reasonably prompt timeframes designated by the institution's policy, including a process that allows for the extension of timeframes for good cause with written notice to the complainant and the respondent of the delay and the reason for the delay; it is conducted in a manner that is consistent with the institution's policies and transparent to the complainant and respondent; it includes timely notice of meetings at which the complainant and respondent may be present; it provides timely and equal access to the complainant, the respondent, and appropriate officials to any information that may be used during the process; and is conducted by officials who do not have a conflict of interest or bias for or against the complainant or the respondent.

Sterling's process of addressing cases of alleged sexual misconduct, dating violence, domestic violence, stalking, and related retaliation is designed to:

- consider the complainant's rights, the respondent's rights, the community's safety, and applicable laws and Sterling policies;
- conduct a timely, fair, impartial, and equitable investigation and adjudication process with thoroughness and respect for all involved parties;
- protect all parties' privacy to the extent practical, while balancing the need to comply with applicable law, maintain campus safety, and provide a safe and nondiscriminatory environment for all students, faculty, staff and covered third parties; and
- hold all individuals found to have violated Sterling's policies accountable for their actions and provide appropriate remedies to address the effects of sexual misconduct, domestic violence, dating violence, stalking and/or related retaliation on the complainant and others.

Sterling's Title IX Coordinators will conduct a prompt, fair and impartial process from the initial investigation to the final result. Individuals conducting investigations and adjudications receive training annually on the issues related to sexual misconduct, domestic violence, dating violence, stalking, and related retaliation and on how to conduct an investigation and/or adjudication process that protects the safety of victims and promotes accountability. The complainant and respondent are entitled to the same opportunities to have an advisor of their choice accompany them during all meetings regarding Sterling's investigation and adjudication process. The College will not limit the choice of advisor or presence for either the complainant or the respondent.

Complaint Investigation and Adjudication Process

Sterling's complaint and adjudication process is summarized below; in the event of any differences between the summary below and the more detailed terms of the online investigation and resolution procedures, the more detailed terms of the online investigation and resolution procedures will prevail.

- If it is determined that an investigation and adjudication should proceed under the 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.
- Sterling'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.
- 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.

- Formal rules of evidence do not apply to the investigation and adjudication process.
- The investigator will submit a final report to the President's Cabinet. The final report will include a recommendation, based on the standard of preponderance of evidence, i.e., whether it is more likely than not that the policy was violated.
- After review of the investigator's report and recommended finding, the President's Cabinet shall issue a determination as to whether sexual misconduct, domestic violence, dating violence, stalking and/or related retaliation (or a violation of other Sterling policies, if applicable) occurred. The Cabinet's determination will be based on a preponderance of the evidence standard.

Sanction and Notification of Outcome

If the President's Cabinet finds that a staff or faculty member has engaged in conduct that violates Sterling policy, the Cabinet will make a recommendation regarding discipline or other appropriate action to the appropriate supervisory authority for the program at issue. (In Sterling College faculty-respondent cases, the faculty member may appeal the Cabinet's determination before the matter is referred to the appropriate supervisory authority for discipline. For Sterling College faculty members the sanctioning process will be held in abeyance until any appeals of the Cabinet's determination are complete). After review of the Cabinet's recommendation, the supervisory authority may impose disciplinary action under existing policies and/or contracts, as applicable. Sanctions for a violation of the policy may include written reprimands, salary freezes, or termination of employment. Non-disciplinary measures (e.g., no contact orders, training, or reassignment of duties or work areas) might also be taken as deemed appropriate under the circumstances.

If the Cabinet finds that a student has engaged in conduct that violates the policy (or other Sterling policies under investigation), the Cabinet will make a recommendation regarding discipline or other appropriate action, to the appropriate supervisory authority for the program in which the student is enrolled at the time of the misconduct and the supervisory authority for any other Sterling program in which the student is or will be enrolled. After a review of the Cabinet's recommendation, the supervisory authority or authorities may impose disciplinary and/or other appropriate action. Prior conduct may be taken into account in the assignment of these actions. Disciplinary sanctions for a violation of the policy could include written reprimands, probationary status, official college discipline, or suspension or expulsion from any or all Sterling program(s) in which the student is enrolled or participating. It may also include other non-disciplinary action as deemed appropriate under the circumstances (e.g., remedies applied 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 the policy can include any form of discipline as stated in this section, students found to have committed sexual assault will most likely receive a sanction of suspension or expulsion.

If the conduct occurred during the course and scope of the student's employment at Sterling, the matter will be referred jointly to the Human Resources Department and the appropriate supervisory authority for the program at issue, as applicable, for disciplinary action such as written reprimands, termination of employment, probationary status, official college discipline, suspension, or expulsion from Sterling.

Additional non-disciplinary outcomes, such as extending and modifying mutual No Contact Orders, may also be imposed regardless of the finding.

To the extent permitted by law, the complainant and respondent will be simultaneously informed, in writing, of (a) the Cabinet's determination and the result of any disciplinary or other action arising out of an allegation of sexual misconduct, domestic violence, dating violence, stalking and/or related retaliation; (b) Sterling's procedures for complainants and respondents to appeal the Cabinet'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.

In cases where the respondent is a student or faculty member, the complainant and the respondent each have the right to an appeal.

Sterling 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 the College 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.

How Sterling Will Protect the Confidentiality of Victims and Evaluating Requests for Confidentiality in Sexual Misconduct Cases

If an individual discloses an incident of sexual misconduct (including sexual assault) but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, Sterling will make every effort to respect this request and will evaluate the request against its responsibility to provide a safe, non-discriminatory environment for all students, faculty and staff, including the individual who reported sexual misconduct. Although rare, there are times when Sterling may not be able to honor the individual's request. Further, if Sterling honors the request for confidentiality, Sterling's ability to appropriately investigate the incident and pursue disciplinary action against the alleged perpetrator(s), if warranted, may be limited.

Sterling has designated its President's Cabinet and its Title IX Coordinators to evaluate requests for confidentiality, as appropriate to the circumstances. In considering an individual's request for confidentiality, members of the President's Cabinet, and/or Title IX Coordinator may consult with other college personnel, as appropriate.

Factors to be considered in determining whether confidentiality should be maintained may include but are not limited to:

(i) The increased risk that the alleged perpetrator will commit additional acts of sexual misconduct or other violence, such as:

- whether there have been other sexual misconduct complaints about the same alleged perpetrator;
- whether the alleged perpetrator has a history of arrests or records from a prior institution indicating a history of violence;
- whether the alleged perpetrator has threatened further sexual misconduct or other violence against the individual or others;
- whether the alleged sexual misconduct was committed by multiple perpetrators;
- circumstances that suggest there is an increased risk of future acts of sexual misconduct or other violence under similar circumstances (e.g., whether the report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group);

(ii) whether the alleged sexual misconduct was perpetrated with a weapon;

(iii) whether the alleged victim is a minor;

(iv) whether Sterling possesses other means to obtain relevant evidence (e.g., security cameras, information known to Sterling personnel, or physical evidence).

The presence of one or more of these factors or other factors as deemed appropriate may prompt an investigation and adjudication under Sterling's policies and, if appropriate, result in disciplinary action. If none of these factors is present, Sterling will likely honor the individual's request for confidentiality.

Evaluating Requests for Confidentiality in Domestic Violence, Dating Violence, Stalking and Related Retaliation Cases

In cases involving domestic violence, dating violence, stalking, and/or related retaliation, if an individual insists that their name or other identifiable information not be revealed, or asks that Sterling not investigate or seek action against the alleged perpetrator, Sterling will evaluate the request in the context of its commitment to provide a safe environment for that individual as well as all students, staff and faculty. Thus, Sterling may weigh the individual's request against a number of factors, including but not limited to:

- the seriousness of the alleged conduct;
- circumstances that suggest there is a risk of repeated conduct;
- whether there have been other reports or complaints about the alleged perpetrator;
- the credibility and significance of existing relevant evidence;
- and the extent of any ongoing threat to the individual, the Sterling community or any of its members.

In considering an individual's request for confidentiality, the President's Cabinet, dean of Community, and/or Title IX Coordinators may consult with other college personnel, as appropriate.

If Confidentiality is Requested but Cannot be Maintained

If Sterling determines that it cannot maintain an individual's confidentiality after it has been requested, Sterling will inform the individual prior to conducting an investigation (unless extenuating circumstances are present) and will, to the extent possible, only share information with those individuals who are responsible for Sterling's response to the incident. Sterling will not require the individual to participate in any investigation or disciplinary proceeding, nor will it require the individual to personally report any information to law enforcement authorities. It will remain up to the individual to choose whether they personally want to participate in notifying law enforcement authorities, or would rather not do so. See *Reporting to Law Enforcement*, above, for more information.

If when responding to reports of sexual misconduct, domestic violence, dating violence, stalking, or related retaliation, Sterling determines it is obligated to take any action that would involve disclosing a reporting individual's identity to the respondent, or an action from which the reporting individual's identity may be easily determined by the respondent, the individual will be informed before the action is taken unless extenuating circumstances are present. If the reporting individual requests that the respondent be informed that they requested that there be no investigation or disciplinary action, Sterling will endeavor to honor this request and inform the respondent that Sterling made the decision to investigate the matter. Sterling will take supportive measures when requested, reasonably available and necessary that are designed to prevent and address retaliation against individuals whose requests for confidentiality have not been honored, and to respond to their needs for support, services and accommodations.

When Confidentiality Can be Maintained

If Sterling determines that it can respect the individual's request for confidentiality, Sterling will take action to assist the individual, to the extent possible, including the services and accommodations outlined in Sterling's Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking, where such measures are requested, reasonably available and necessary. Individuals should be aware that if Sterling honors their request for confidentiality, this may limit Sterling's ability to fully respond to the incident, including pursuing disciplinary action against the alleged perpetrator.

Disclosure During Internal Investigations and Adjudications

Sterling will handle information related to alleged violations of its policy with sensitivity and discretion. However, Sterling may need to disclose information relating to an incident (including the identity of parties, witnesses or others) to the extent

necessary to conduct a thorough, fair, and impartial investigation and adjudication process for all involved parties.

Disclosure Required by Law

Sterling will not include the names of complainants or other identifying information in publicly available reports that are compiled as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and when issuing timely warnings as required by the Clery Act, will withhold as confidential the names of such individuals. Sterling is also part of a larger community and context. If there is an independent investigation, lawsuit, or criminal proceeding related to a sexual misconduct, domestic violence, dating violence, stalking or related retaliation matter, those involved or others may be required by law to provide testimony or documents (e.g., investigation reports, witness statements, and any other information gathered or obtained in the course of a particular matter).

Disclosure to Law Enforcement

In certain circumstances, Sterling may need to report an incident to law enforcement authorities. Such circumstances include but are not limited to incidents that warrant the undertaking of safety and security measures for the protection of the individual and/or the campus community, or situations in which there is clear and imminent danger and/or a weapon may be involved. Complainants may choose to notify authorities directly with or without Sterling's assistance, or may choose not to notify such authorities personally.

Written Notice of Rights and Options Provided To Students or Employees Who Report That They Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking

When a student or employee reports to Sterling that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options, as described in this Annual Security Report and in applicable paragraphs of the Clery Act regulations. Specifically, in sum, students, faculty, staff or covered third parties who report that they have been a victim of domestic violence, dating violence, sexual assault or stalking, whether the offense occurred on or off campus, shall be provided with written notification of:

- Existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for reported victims both on and off campus;
- Options for, available assistance with, and how to request, changes to academic, living, transportation and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the reported victim chooses to report the crime to campus police or local law enforcement;
- Possible sanctions or protective measures that Sterling may impose following a final determination under its Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking;
- The importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault or stalking or in obtaining an order of protection;
- Information about reporting to campus officials;
- Options to notify law enforcement (and the option not to) and to be assisted by Sterling officials in doing so;
- The rights of reported victims, where applicable, and Sterling's responsibilities regarding orders of protection, No Contact Orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court;
- Information about how Sterling will protect the confidentiality of reported victims in reference to publicly available recordkeeping and accommodations or protective measures;
- Information about Sterling's procedures for investigating and adjudicating complaints of Sexual Misconduct, Domestic Violence, Dating Violence and Stalking, including notification to the parties of the outcome.

Definitions

U.S. State Law in VERMONT

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.

Sex Offender Registry Campus Sex Crime Prevention Act

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, became effective on October 28, 2002. Sex offenders, under the Campus Sex Crimes Prevention Act, must register with the state where an institution of higher education is located (even if they do not reside in the state) once they become enrolled or work at an institution of higher education. The state must also learn of changes in enrollment or employment status. This act includes:

- Individuals enrolled on a full-time or part-time basis at a state’s institution of higher education; or
- Individuals who have full-time or part-time employment at a state’s institution of higher education—with or without compensation—for more than 14 days or for an aggregate period exceeding 30 days in a calendar year.

The law requires higher education institutions to issue statements advising campus communities about where they can obtain law-enforcement-agency-based, state-provided information concerning registered sex offenders.

Sterling College in Craftsbury Common, Vermont

In Vermont convicted sex offenders must register with the Vermont Criminal Information Center, which is maintained by the Vermont Department of Public Safety. Any person requesting, in accordance with the law, information on specific offenders may obtain that information.

In 1996, with the passage of 13 VSA, Chapter 167, Subchapter 3, the Vermont Sex Offender Registry was established at the Vermont Crime Information Center (VCIC). You can contact the Vermont Criminal Information Center either at VCIC on the web (<http://vcic.vermont.gov/>) or by calling (802) 241-5400

Local law-enforcement agencies and the Vermont Crime Information Center are authorized to release relevant registry information to the public when requestors can articulate specific concern about their safety or the safety of others. State statute requires that requestors provide the subject’s name as the query’s basis. You may make queries to law enforcement agencies or VCIC by street address, town, or county.

The registry information may also be disclosed to the following agencies, organizations, or people:

- Local, state, and federal law-enforcement agencies exclusively for law-enforcement purposes;
- State and federal governmental agencies exclusively for conducting confidential background checks;
- Any employer, including a school district, who is authorized by law to request records and information from the Vermont Crime Information Center where such disclosure is necessary to protect the public concerning people this subchapter requires to register;
- People registered as a sex offenders for the purpose of reviewing the accuracy of any record relating to them.

The registry is prohibited from releasing lists of offenders in response to general questions regarding sex offenders’ whereabouts in particular communities. Victims’ identities shall not be released.

COMMUNITY POLICIES

Community Behavioral Guidelines

Each student at Sterling deserves to have a positive learning experience. We consider two guidelines to be critical to our functioning as an educational community. Students who do not abide by these guidelines will experience consequences that may include dismissal from the College.

1. Behavior that threatens the physical or mental health, security, privacy, property or learning experience of other members of the community will not be tolerated.
2. Students must abide by the drug and alcohol policy.

Please refer to our [Community Guidebook](#) for more information

Responsibilities of On-Campus Living

Each residence meets at the start of every semester to determine house agreements:

- Quiet Hours
- Respectful Hours
- Cleaning Party Schedule
- Communication
- Problem Solving
- Substance Free Agreement (if applicable)
- Wellness Animal Etiquette (if applicable)

All residents are expected to follow all house agreements at all times. Students who choose not to follow house agreements may be placed on Community Review, may forfeit their housing deposit, and may become ineligible for continued residential status.

Drug and Alcohol Policy

By enrolling in Sterling College, or by accepting employment, individuals agree to abide by college substance abuse standards and certify awareness of this policy.

Possession, use, or distribution of illegal drugs (including alcohol for those less than 21 years of age) is prohibited on the Sterling College campus. This policy includes being under the influence of such substances while on campus or participating in college-sponsored activities (such as classes, meetings, presentations, social events, etc.). Abuse of legal substances (including alcohol for those 21 years and older) which results in destructive behaviors will be addressed by the Dean of Community as a violation of the first guideline for Community Behavior. Supplying underage drinkers with alcohol is considered a serious offense by the State of Vermont and by Sterling College.

Sterling faculty and staff do not consider themselves to be police. It is important for faculty and staff to feel comfortable greeting students anywhere on campus, without fear of being confronted by policy violations. If substance abuse violations are found, we will proceed with the Sterling College Accountability Procedures.

Sterling College faculty and staff reserve the right to excuse students from class or other college-sponsored activities who appear, or may appear, to be under the influence of drugs or alcohol. Further discussion will take place between the student and faculty/staff member and may involve the Dean of Community. When alcohol violations occur, students may face disciplinary action. Serious incidents that put others at risk of harm, as well as repeated offenses, require a more vigorous response, including referral to counseling or a treatment facility, a leave of absence, and/or disciplinary outcomes as appro-

priate.

Therefore, the College will:

- Inform students of federal, Vermont and other applicable local laws; it will also inform them of the policies of other Sterling programs, as applicable, to which they are accountable.
- Encourage an environment of enriching extracurricular and social opportunities that include substance-free events and healthy venues for students of legal age who choose to drink.
- Educate members of the community through academic and student-life programs and policies about the role of alcohol and drugs in our society, safe and responsible decisions around alcohol consumption, and the negative individual and community consequences of abuse.
- Where appropriate, provide educational and health services to students who choose to use alcohol or drugs, who experience negative consequences, or who violate the commitment to individual and community safety.

All students, faculty, staff, and visitors are subject to local, state, and federal laws, as well as College drug and alcohol policy rules and regulations, while on College-owned or leased properties or involved with off-campus activities sponsored by the College or a registered College organization. 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. Law enforcement officers may have the legal right to search individuals, and with consent or proper documentation they may search property—including College residence hall rooms—without prior notice. The College also reserves the right to furnish the police with information regarding alleged illegal activities.

In order to preserve our residents' safety, the State of Vermont and Sterling College both adhere to policies that limit disciplinary consequences when appropriate care is sought for individuals in drug- or alcohol-related distress. Please see the Good Samaritan Policy below for more information. Additionally, if student health and safety concerns resulting from a student's use of alcohol and/or drugs arise, parents or guardians may be notified. See Health and Community Safety below for more information.

Alcohol

The following actions are prohibited:

1. Underage possession or drinking. Only people of legal age (21 or older in the U.S., and as defined by a foreign host country's laws) may possess or consume alcoholic beverages. Legal proof of age, such as a valid driver's license, state-issued liquor identification card, or a passport, may be required.
2. Purchasing, serving, or furnishing alcohol for or to a minor.
3. Selling, manufacturing, or distributing alcohol illegally.
4. Possession, production, or provision of false identification.
5. Operating a motor vehicle while under the influence of alcohol or other drugs. Driving on or off campus under the influence of drugs or alcohol is prohibited: fines are assessed, and driving privileges on campus will be suspended. Students who are charged by law enforcement officers with Driving Under the Influence (DUI) and are awaiting the court outcome shall have their campus driving privileges suspended pending the court disposition. In those incidents where the DUI involves an accident with injuries to others, or other exceptional factors, immediate College disciplinary action may take place.
6. Violating Sterling College Guidelines for Responsible Drinking:
 - a. Small, informal gatherings held in individual rooms, and common rooms occupied by students of legal age, at which alcoholic beverages are consumed, do not have to be registered.
 - b. Residents of the living space will be treated as "party hosts," and held responsible for the actions of individuals in attendance.
 - c. Students are responsible for unregistered gatherings and related activities that occur in their rooms, whether or not they are present.
 - d. Excessive or binge drinking is strongly discouraged, and may result in Community Accountability consequences.

7. Bringing alcohol to a College event, or leaving a College event with alcoholic beverages provided at the event.
8. Possessing alcoholic beverages in unauthorized spaces. Open containers of alcohol are prohibited in public spaces, or outside on the campus grounds, unless the area has been designated for a registered or catered event. Students of legal age may transport open alcohol containers for personal use within residence halls.
9. Possession by students of legal drinking age of kegs or common containers (e.g., punch bowls) in a residential space without advance registration with the Office of the Dean of Community. Unauthorized kegs or common containers will be confiscated along with taps. The College will return confiscated kegs and taps to the vendor.
10. Engaging in drinking games and other behaviors designed for the purpose of becoming intoxicated through the abusive use of alcohol (e.g., funnels, keg stands, “around-the-world” parties, and other alcohol consumption based on speed and/or volume, etc.).

Effects of Alcohol Abuse

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

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

What Happens to Your Body When You Get Alcohol Poisoning?

Alcohol depresses nerves that control involuntary actions such as breathing and the gag reflex (which prevents choking). A fatal dose of alcohol will eventually stop these functions.

It is common for someone who drank excessive alcohol to vomit since alcohol is an irritant to the stomach. There is then the danger of choking on vomit, which could cause death by asphyxiation in a person who is not conscious because of intoxication.

You should also know that a person’s blood alcohol concentration (BAC) can continue to rise even while he or she is passed out. Even after a person stops drinking, alcohol in the stomach and intestine continues to enter the bloodstream and circulate throughout the body. It is dangerous to assume the person will be fine by sleeping it off.

Critical Signs and Symptoms of Alcohol Poisoning

- Mental confusion, stupor, coma, or person cannot be roused.
- Vomiting.
- Seizures.
- Slow breathing (fewer than eight breaths per minute).
- Irregular breathing (10 seconds or more between breaths).
- Hypothermia (low body temperature), bluish skin color, paleness.

What Should I Do If I Suspect Someone Has Alcohol Poisoning?

- Know the danger signals.
- Do not wait for all symptoms to be present.
- Be aware that a person who has passed out may die.

- If there is any suspicion of an alcohol overdose, call 911 for help. Don't try to guess the level of drunkenness.

What Can Happen to Someone With Alcohol Poisoning That Goes Untreated?

- Victim chokes on their own vomit.
- Breathing slows, becomes irregular, or stops.
- Heart beats irregularly or stops.
- Hypothermia (low body temperature).
- Hypoglycemia (too little blood sugar) leads to seizures.
- Untreated severe dehydration from vomiting can cause seizures, permanent brain damage, or death.

Even if the victim lives, an alcohol overdose can lead to irreversible brain damage. Rapid binge drinking (which often happens on a bet or a dare) is especially dangerous because the victim can ingest a fatal dose before becoming unconscious.

Don't be afraid to seek medical help for a friend who has had too much to drink. Don't worry that your friend may become angry or embarrassed—remember, you cared enough to help. Always be safe, not sorry.

<http://www.collegedrinkingprevention.gov/otheralcoholinformation/factsaboutalcoholpoisoning.aspx>

Drugs

The following actions are prohibited:

- a. Using, or possessing illegal drugs.
- b. Using, possessing, selling, distributing, or manufacturing prescription medication without a properly issued prescription.
- c. Distributing, selling, or possessing with the intent to distribute illegal drugs or controlled substances.
- d. Growing and/or manufacturing any illegal substance.
- e. Possession of drug paraphernalia that has been used.
- f. Administering drugs to individuals against their will and/or without their knowledge.

Health Risks Associated with Drugs

According to the United States Drug Enforcement Agency:

Individuals cannot predict the effects that a drug can have—especially if it's the first time trying it, and even if it's a small amount or dose. Everyone's brain and body chemistry are different. Everyone's tolerance for drugs is different. Using drugs can lead to abuse, addiction, serious health problems, and even death. Drugs that are legal—prescription and over-the-counter (OTC) medications—can be just as dangerous as illegal drugs.

- More young Americans die from drugs than suicides, firearms, or school violence;
- The use of illicit drugs, and the non-medical use of prescription drugs, directly led to the death of 38,000 Americans in 2006, nearly as many who died in automobile accidents;
- The only disease that affects more people than substance abuse in America today is heart disease;
- Substance abuse is the single largest contributor to crime in the United States;
- In the latest year measured, the direct cost of drug abuse was estimated at \$52 billion, with indirect costs

For more information about drug abuse, please visit:

National Institute on Drug Abuse

<http://www.drugabuse.gov/>

United States Drug Enforcement Administration <http://www.dea.gov/druginfo/factsheets.shtml>

Sterling will respond to students who engage in prohibited behavior involving drugs and alcohol through its Community Accountability procedures, as well as with health, safety, and educational referrals and requirements, and/or law enforcement, as appropriate.

Health and Community Responsibility

Sterling College believes that alcohol and other drug-related problems affect our entire community and that we're all responsible for helping safeguard the community health by respecting College policy and intervening in situations of abuse. Any member of the College community having knowledge of an individual on campus who is abusing alcohol or in possession of or using illegal drugs is urged to encourage the individual to seek counseling and/or medical assistance. All members of the community are also expected to help protect the community health by informing appropriate College staff members of instances of drug distribution and/or sales.

Involvement with or dependency upon drugs or excessive or illegal use of alcohol is viewed by the College as a health concern, as well as a disciplinary matter. Any time a Commons dean has reasonable concerns that a student's health is being compromised by alcohol or other drug use (even in cases where no concrete evidence or direct witness is involved), a drug and/or alcohol consultation or assessment, on or off campus, may be required. In addition, the dean may notify the student's parents or guardian of concerns about the student's drug or alcohol use.

Good Samaritan Policy

Sterling's Good Samaritan Policy is intended to encourage students to seek swift medical assistance for themselves and others without fear of penalty. Our primary concern is the health and safety of our students. We urge students not only to take care of their own wellbeing, but to behave in an equally responsible way with their peers.

There may be times when safety concerns arise from a student's excessive drinking or drug use, and in these situations, students should not hesitate to seek help from the Dean of Community, Community Advisors, and/or local or state police out of fear of disciplinary action. Under this Good Samaritan policy, neither the student in distress nor the student or organization seeking assistance will ordinarily be subject to disciplinary action for the possession, provision, or consumption of drugs or alcohol.

This policy refers to isolated incidents only, and does not excuse or protect those who flagrantly or repeatedly violate the Drug and Alcohol Policy, nor does it preclude disciplinary action arising from violations of other College policy. However, in cases involving additional policy violations, Sterling will consider the positive impact of reporting an incident as well as the health and safety needs of the involved student(s) when determining the appropriate course of action.

This policy cannot protect students from action by law enforcement personnel, but it is consistent with a law enacted by Vermont in June 2013 that provides limited immunity from prosecution to a witness or victim of a drug or alcohol overdose who seeks medical assistance to save the life of an overdose victim.

Vermont Law

Alcohol

Possession and Sale of Alcohol: See Title 7 (Alcoholic Beverages): <http://legislature.vermont.gov/statutes/title/07>

Limited Immunity from Liability for Reporting a Drug or Alcohol Overdose (See 8 V.S.A. Sec. 4254):
<http://legislature.vermont.gov/statutes/section/18/084/04254>

Driving Under the Influence of Alcohol (23 V.S.A. § 1200, et. seq.): <http://legislature.vermont.gov/statutes/chapter/23/013>

Possession and Control of Regulated Drugs (18 V.S.A. Sec. 4201 et. seq.) <http://legislature.vermont.gov/statutes/chapter/18/084>

Resources for Vermont Care and Treatment

- Brief Alcohol Screening for College Students (BASICS): 802-443-5141
- Alcoholic Anonymous: 802-334-1213, www.aavt.org
- Narcotics Anonymous: 802-773-5757
- Vermont Department of Health: <http://healthvermont.gov/adap/resources.aspx#help>
- Friends of Recovery-Vermont: <http://www.friendsofrecoveryvt.org/>
- OUTRIGHT Vermont: 802-865-9677 (For LGBTQ support)
- Northeast Kingdom Human Services: 802-334-6744 (Newport)
- Northeast Kingdom Human Services: 802-748-8997 (St. Johnsbury)
- Tri-County Substance Abuse Services: 802-334-5246 (Newport)
- Tri-County Substance Abuse Services: 802-748-1682 (St. Johnsbury)
- North Central Vermont Recovery Center: (802) 851-8120 (Morrisville)

Community Accountability

The guiding philosophy and approach to student conduct at Sterling College is one that encourages compassion, care, and reflection, focusing on student development through individual growth and accountability for behavior.

Our goal is to support students as they become the people they want to be in the world. We are committed to providing the tools, resources, and supports for students to make informed decisions about their lives and their interactions within the community.

The processes for addressing violations of Community Behavioral Guidelines are designed to support student accountability and to balance the rights of the individual with that of the health and safety of the community. Community Council and Community Review are practices of accountability based on the values of restorative justice. The Dean of Community will investigate accusations of violations of community behavior guidelines, which may result in a Community Review contract. These individualized plans may include mediation, counseling, and service, and are reflective of the nature of the incident. A student may choose not to honor the conditions of the Community Review, and may be asked to withdraw from the College.

Additionally, a student who chooses to consistently or frequently disregard Community Guidelines may be asked to leave the College. It is the right of students and administrators overseeing processes to request and recommend the use of a Council if there are questions of fact in a particular case, or if the violations present a significant concern within the community as a whole. Interim measures may be taken for community safety following an incident and until a case can be heard.

A Community Council will convene when it is determined that deeper conversations around violations of community behavior guidelines are necessary. The Council will discuss the issue at hand by asking: Where is the harm? Who has been harmed? What are their needs? Whose obligations are these? and What should be done to repair the harm? This process allows all parties to express how they have been affected by the issue, and for the Council to hold itself accountable for the wellbeing, safety, and integrity of our community.

Issues of sexual assault, harassment, discrimination, and violations of Community Review contracts will not be brought to Community Council. (See Complaint Investigation and Adjudication Process, above.)

Problem-Solving Procedures

Sterling recognizes that occasionally a student may feel that they have been treated unfairly or that an error has been made in the interpretation or application of a policy. When this situation occurs, Sterling wants each student to be aware that the problem solving procedure described below is available to assist in reaching an equitable resolution. This procedure should not be followed for complaints of harassment or discrimination, which should be directed immediately to a Title IX Coordinator.

1. A student should bring any concerns or complaints directly to the attention of the person in conflict to try to reach a resolve the situation when appropriate. This should be done in a timely manner relative to the action or incident that is the basis for the complaint. If the student with the complaint would like informal help with this action, they are encouraged to ask their Academic Advisor or Community Advisor for support.
2. Though most problems will be solved by informal discussions, a student who still feels dissatisfied may bring the concern to the attention of one of the Deans. The Dean should respond promptly, usually within three working days.
3. If the student's complaint is with a Dean, then the student should submit a complaint to the President.

Weapons and Firearms

Sterling College Weapons Regulations

A weapon as used in this policy means any firearm, explosive, knife (with a blade six inches or longer in length or with blades less than six inches which, by design, can be used as weapons, such as switchblades or double-edged blades) or other object that has been designed with the intent to harm a person or deface property.

Weapons are prohibited on the Sterling College campus. Replicas of weapons are also prohibited unless they are possessed or stored in accordance to the Storage and Exceptions policies below. Discovery of a weapon in a College building, residence hall, on College grounds, locked in a vehicle on College grounds, or in the possession of a student or employee on campus, or any other violation of the weapons regulations, may result in confiscation of the weapon and disciplinary action against the owner and/or person in possession.

Exceptions

Matriculated students and students enrolled in a Sterling College program and living on campus are permitted, in accordance with Vermont law, to possess weapons for hunting and related activities, such as target practice. A handgun is only allowed to be on campus if it is a duty weapon issued or authorized by the student-owner's employer. All weapons must be registered with the Dean of Community and stored in compliance with this policy.

Due to their realistic likeness to weapons and potential for causing community alarm, possession or use of toy or replica weapons in a College-sanctioned activity or academic program must be approved in advance by the Dean of Community.

Storage

Storage is limited to one firearm per person. All owners will abide by the firearms storage policy concerning storage time limits and penalties.

Firearms and ammunition are permitted only under these conditions:

- Firearms must be registered with the College.
- Students who wish to keep firearms on campus must have proof of attendance at a hunter safety course.

- Firearms and ammunition must be kept in the designated gun room.
- Firearms must be returned immediately after use to the gun room. Firearms will not be allowed in other campus buildings.
- Firearms may not be stored in personal vehicles while parked on the Sterling College campus.
- Careless or threatening use of firearms on campus will lead to termination of the student's firearm privilege and may lead to expulsion.

FIRE SAFETY & FIRE STATISTICS

Report any fire or smoke to your Community Advisor or call 911. The College's procedure for evacuation in the event of smoke, fire or a fire alarm is located in the emergency procedures section of this report. If Sterling determines in the future that improvements in fire safety should be made, it will implement such changes and, to the extent applicable, will reflect such changes in future annual fire safety reports.

Fire Safety inspections will be organized and conducted on an on-going basis as deemed appropriate during the academic year. Students will be reminded that inspections will occur at the beginning of each semester, and will be advised of the conditions following the inspections. Any material in violation of the fire safety guidelines will be confiscated at the time of the inspection, and the student fined.

Fire Safety violations include but are not limited to: possession of new or burned candles, incense, halogen lamps, portable heaters, string lights (with the exception of rope lights), dangerous chemicals, or hazardous materials. Fire safety violations also include blocking the means of egress, or hanging tapestries on more than two non-adjacent walls and/or the ceiling. Discovery of any of these violations will result in confiscation and disposal of the prohibited item, fines, and the possibility of additional disciplinary measures.

Tampering with fire or life-safety equipment is prohibited and subject to fines and disciplinary action. These charges will be borne collectively by the residence hall if the responsible individual(s) cannot be identified. When an individual is identified, the individual is fined, disciplinary action is pursued as appropriate, and the additional cost to repair or replace equipment is assessed. The individual is also subject to disciplinary action. "Fire- and life-safety equipment" includes fire alarms, equipment, pull stations, extinguishers, and hydrants, smoke detectors, smoke detector batteries, carbon monoxide detectors, and sprinklers. Any problems with smoke detectors must be reported to the Dean of Community and Facilities Services immediately, as nonfunctioning detectors endanger the lives of all residents.

Use of fire, or lighting a fire without an authorized fire permit, inside or outside of buildings, other than smoking in authorized outdoor spaces, is prohibited. The use of outdoor grills is limited to authorized locations and must be approved before use. The use of portable fire pits is prohibited.

Smoking is prohibited in all campus buildings. This includes porches, balconies, decks or any part of the building structure. E-cigarette smoking is also prohibited in campus buildings. Failure to observe this policy will be treated as a fire safety violation and subject to College discipline and fines as appropriate. Students must exit a building when a fire alarm sounds; fines may be assessed for failure to do so.

Fire Safety Education and Training Programs

The Director of Facilities conducts trainings for faculty, staff and students. All new employees are trained on fire safety and evacuation procedures. Annual training on fire safety, fire extinguisher and evacuation procedure is required for Facilities Services staff and Dining staff. Community Advisors receive training on fire safety and evacuation from the Director of Facilities at the start of each semester.

To help prevent fires, please observe the following:

- Keep room entries, exits, and hallways free of potential obstructions, such as boxes, bicycles, and mattresses.
- Don't overload outlets.
- Avoid using extension cords whenever possible.
- In dorm rooms, don't use hot plates, toasters, or cooking appliances.
- Don't hang anything from sprinkler pipes or heads.
- Don't build or place anything over the room's radiator that will disrupt the free flow of air around it.
- Always leave magnifying mirrors face down so they won't magnify sunlight.
- You may not use candles, halogen lamps, or portable heaters.
- Avoid hanging lights and paper together. Don't hang lights or streamers on the side of doors facing corridors.
- No smoking indoors or within 25' of doors and windows.
- Student rooms and residence halls may not have Christmas trees.

Fire-Systems Descriptions

You're required to evacuate should the alarm sound in your building. Though rustic, our buildings are equipped with modern life-safety systems to ensure your safety and security. There are a variety of life-safety systems you should be aware of. Each residential building is equipped with two types of alarms: smoke and carbon monoxide. Automated alarm systems are located in the Jefferson, Hamilton, Merlin, North House, and Madison.

- In the event of a carbon-monoxide alarm, the sirens will sound and the blue light on the outside of your house will be flashing. Evacuate immediately and do not reenter the building until instructed to do so.
- In the event of a fire, the sirens will sound. Evacuate immediately and do not reenter the building until instructed to do so. The fire department will respond. These systems automatically notify the alarm monitoring service, which contacts the Craftsbury Volunteer Fire Department and the Sterling College Emergency Pager.
- Once you've safely evacuated, do not enter the building until you're cleared to do so by the Fire Department or the administrator on call.

South House and Houston House are not connected to the alarm monitoring system, but do have a fire panel. Respond as above in the event of an alarm, and contact the Emergency Pager (802-290-9931).

Residence Life conducts two fire drills during the academic year. In each residence hall, one drill takes place during the fall, the other in the spring. Facilities Services regularly tests all of the sprinkler systems in the large dorms, as well as testing and annually cleaning all the fire-alarm systems. College administrators respond to every reported alarm and receive the buildings upon the fire department's satisfactory inspection. The facilities department and alarm technicians respond to system trouble alerts and test or repair systems to make sure they're functional. These technicians annually change smoke detectors, and annually test exit signs, emergency lights, and fire extinguishers. All of our buildings are equipped with sprinkler systems which will activate if there's a fire. Please don't use sprinkler heads and pipes to hang items from. This can cause the sprinkler system to release water, which in turn can cause property damage.

Fire Statistics: Definitions and Collection Requirements

Fire: any instance of open flame or other burning in places not intended to contain burning (or in an uncontrolled manner). Fires can be intentional, unintentional, mechanical, or stem from the natural environment. The cause might be undetermined.

False alarm: a fire-alarm system becomes activated without the presence of fire or danger. It could be a system malfunction—a dirty detector, for instance.

Unwanted alarm: a fire-alarm system becomes activated as it was designed to do, but the cause of the alarm is false, perhaps

stemming from steam, fog, or smoke from cooking.

Fire-related injury: an instance in which a fire injures a person—including injuries sustained from natural or accidental cause while attempting fire control, rescue, or escaping a fire’s dangers.

Fire-related death: an instance in which a fire kills a person, including death from natural or accidental causes while attempting fire control, rescue, or escaping a fire’s dangers. Or an instance in which someone dies of fire-sustained injuries within one year of that fire.

Residential Facility	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Merlin House	2	1	Unintentional/ cooking	0	0	\$
		2	Unintentional/ cooking	0	0	\$
South House	1	1	Unintentional/ cooking	0	0	\$
Houston House	1	1	Unintentional/ undetermined	0	0	\$
Jefferson House	0	0	N/A	N/A	N/A	N/A
North House	0	0	N/A	N/A	N/A	N/A
Hamilton House	0	0	N/A	N/A	N/A	N/A
Madison House	0	0	N/A	N/A	N/A	N/A

Emergency Locatable 911 Addresses

Hamilton House	236 Dustan Road
Houston House	1147 North Craftsbury Road
Jefferson House	230 Dustan Road
Madison House	19 Sterling Drive
Merlin House	1253 North Craftsbury Road
South House	1162 North Craftsbury Road
North House	1346 North Craftsbury Road

Brown Library	1205 North Craftsbury Road
Dunbar Hall	30 Sterling Drive
Farm	1225 North Craftsbury Road
Kane Hall	16 Sterling Drive
Cedar Cottage	1147 North Craftsbury Road
Parsonage	1445 North Craftsbury Road
Paradise	1307 North Craftsbury Road
Simpson	1322 North Craftsbury Road

Sterling College

Working Hands. Working Minds.



Legend

A: Parsenage	M: McCarthy Barn
B: North House	N: Brown Library
C: Simpson	O: Houston House
D: Kane	P: Cedar Cottage
E: Dunbar	Q: South House
F: Madison	R: Climbing Wall & Challenge Course
G: Mager	S: Hamilton
H: Merlin	T: Jefferson
I: Logging Shop	U: Lower Gardens
J: Sugar House	
K: Forge	
L: Barn (forthcoming)	