



2020 Annual Security & Fire Safety Report

Sattler College Annual Security and Fire Safety Report 2020

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Welcome to Sattler College

Dear Students, Faculty, Staff, and Guests: Welcome to Sattler College and the City of Boston! Sattler College provides students with unlimited opportunities, and we know that Sattler College allows students to experience the best Boston has to offer. We urge all members of our campus community to keep their safety in mind while living and learning in this world-class city. We work in partnership with the entire community to ensure a safe living and learning environment in which our faculty and staff may best support students in their efforts to achieve academic success. I am pleased to present the 2020 Sattler College Annual Security and Fire Safety Report. This report offers important information about the College, including:

- Crime statistics
- Fire statistics
- Emergency and crime reporting procedures
- Missing persons policies and procedures
- Access to campus facilities
- Drug and alcohol policies
- Sexual assault policies and reporting procedures
- Crime prevention programs
- Fire safety systems and policies

The information provided in this report is designed to inform the Sattler community and to ensure that its members are aware of the safety issues that affect our urban campus. Your safety and well-being are our top priorities and the College takes pride in maintaining an effective public safety program. Please keep in mind, however, that even the best public safety system will fall short without your continued cooperation and commitment to your own safety and the safety of others. You can help us by taking steps to protect yourself and your property, and by reporting suspicious activities and crimes you may observe. Together, we will provide a safe and secure campus environment. Thank you for your support and for taking the time to read this report. As always, we welcome your comments or suggestions.

Kevin Derrivan
Chief Operating/ Chief Financial Officer

THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”) mandates that colleges and universities:

- Publish an annual security and fire safety report by October 1st that includes the past three years of campus crime and fire safety statistics, campus security policies and procedures, and information regarding programs available to educate the College community on safety and crime prevention.
- Report statistics for crimes that occur on campus, in non-campus buildings or property, and on public property that is within the campus or immediately adjacent to and accessible from the campus.
- Report fire statistics for each on-campus student housing facility.
- Provide timely warning notices of Clery crimes that are considered to represent a threat to students and employees.
- Establish and implement emergency notification procedures in the event of emergencies occurring on campus that pose an immediate threat to the health or safety of students or employees.
- Maintain a public, written crime log that records crimes reported to campus police that occur on campus, in non-campus buildings or property, or on public property that is within the campus or immediately adjacent to and accessible from the campus.
- Maintain a public fire log that records any fire that occurred in an on-campus student housing facility.
- Establish policies and procedures relating to campus security and fire safety.

THE OFFICE OF SAFETY & SECURITY DEPARTMENT

Preparation of Annual Crime and Fire Statistics

The Sattler prepares the Annual Security and Fire Safety Report and discloses the annual crime and fire statistics to comply with the Clery Act. The crime, arrest, and disciplinary referral statistics on campus, in non-campus buildings or property, or on public property include those reported to the Sattler security authorities, and/or local law enforcement. We also obtain information from local law enforcement regarding the occurrence of crimes on public property within the campus or immediately adjacent to, and accessible from the campus. The collects statistics are compiled in accordance with the Clery Act. On or before October 1st each year, Sattler Safety & Security Office sends an email notification containing the Web address to access the Annual Security and Fire Safety Report to all employees and enrolled students. Copies of this report may also be obtained at the Operations Department, 100 Cambridge Street, Suite 1701, Boston, MA. All prospective employees may access this report online or obtain a copy from the

Human Resources Office, located at 100 Cambridge Street, Suite 1701, Boston, MA. All prospective students may access this report online or obtain a copy from the Office of Admissions 100 Cambridge Street, Suite 1701, Boston, MA.

Daily Crime Log

The Office of Safety & Security compiles a daily crime log that contains records of all criminal incidents and alleged criminal incidents that are reported to SUPD. The records include the date the crime was reported¹, the date and time the crime occurred, the nature of the crime, the general location of the crime and the disposition of the complaint, if known. The crime log for the most recent 60-day period is open to public inspection, upon request, during normal business hours. The crime log is located in the administrative offices on the 17th floor of the Campus Building, 100 Cambridge Street, Boston, MA. Any portion of the crime log that is older than 60 days will be available within two (2) business days of a request for public inspection.

EMERGENCY, CRIME REPORTING, AND RESPONSE

Reporting Criminal Activity or other Emergencies Occurring on Campus

Reporting Criminal Activity or other Emergencies Occurring on the campus of Sattler students, faculty, staff, and visitors who are victims of, observe, or have knowledge of any criminal act, emergency, or public safety incident should immediately contact the Office of Safety & Security. Crimes and emergencies can be reported by calling 617-404-9992. A person reporting criminal activity or other emergencies to the Sattler Safety & Security Department may also report criminal activity or other emergencies to the Boston Police Department by calling 911. The College will assist the reporting party with contacting local law enforcement if the reporting party wishes and will provide the reporting party with contact information for local law enforcement.

Pastoral and Professional Counselors

When acting in their official capacity, pastoral and professional counselors are not required to report crimes for inclusion in the annual disclosure of crime statistics under 20 U.S.C. Section 1092(f). A pastoral counselor is a person who is associated with a religious order or denomination, recognized by that religious order, or denomination as someone who provides confidential counseling, and functions within the scope of that recognition as a pastoral counselor. A professional counselor is a person whose official responsibilities include providing mental health counseling to members of the Sattler community and who functions within the scope of his or her license or certification.

Timely Warnings

Sattler College will issue a campus-wide “timely warning” or crime alert for any Clery Act crime that occurs in the Sattler College Clery geography, that, in the judgment of the Office of Safety

& Security, constitutes a serious or continuing threat to students and employees. Sattler College will also issue a crime alert for other crimes that occur on or off campus that constitute a serious or continuing threat to students and employees. Depending on the circumstances of the crime, the College will utilize some or all of the following methods to communicate the warning: the College emergency messaging system (Populi), which allows the College to send notifications through text messaging, email, voice message/voicemail, RSS, social media, or any combination of the above. The College may also use postings on College website(s), campus newspaper notices, media announcements, flyers, postings on bulletin boards in residence halls, in lobbies of academic buildings and other College buildings, and/or on-campus televisions to communicate emergency notifications and alerts. The President and Director of Operation and Marketing and Communications Manager will assist with determining the method(s) of communications to be used. We urge anyone with information warranting a timely warning to report the circumstances to Sattler College Safety and Security Office by telephone 617-404-9992, or in person. Timely Warnings shall be provided to students and employees in a manner that is timely, that withholds as confidential the names and other identifying information of victims, and that will aid in the prevention of similar occurrences. Emergency Notification Procedures In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the Sattler College campus, the College will issue an emergency notification and activate its emergency notification procedures. The College uses Populi, which allows the College to send emergency notifications through email, voicemail, text messaging, social media, or any combination of the above. In addition, the College may use the www.sattlercollege.org home page, social media, bulletin boards, and on-campus televisions to communicate emergency notifications. The College makes its Emergency Action Plan available to all employees. In addition, floor evacuation diagrams showing evacuation routes are posted on each floor of all campus facilities.

Emergency Notification Procedures

Once a significant emergency or dangerous situation is confirmed as described above, the Office of Safety & Security in collaboration with the President (or his designee) will determine the appropriate segment or segments of the community to receive a notification, depending on the nature and extent of the threat or danger. Without delay and taking into account the safety of the community, determine the content of the emergency notification and initiate the notification system, unless issuing a notification will, in the professional judgment, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Such reports shall be provided to students and employees in a manner that is timely, that withholds as confidential the names and other identifying information of victims, and that will aid in the prevention of similar occurrences.

Procedures for Significant Emergencies or Dangerous Situations notification

Once a significant emergency or dangerous situation is confirmed as described above, the Notification Team (Sr. Cabinet Members) will determine the appropriate segment or segments of the community to receive a notification, depending on the nature and extent of the threat or danger.

The Notification Team will, without delay and taking into account the safety of the community, determine the content of the emergency notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the Notification Team, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Disseminating Emergency Information to the Larger Community

The Public Relations Office, in consultation with the President and College's Counsel, is responsible for communicating with the larger community, including both internal and external constituencies. The Public Relations Office will provide ongoing communication with media, trustees, all employees, students, alumni, parents, and the public. Public Relations Office may communicate through various channels, including campus-wide emails, the www.Sattler.edu home page, press releases, press conferences, or social media.

Annual Testing of Emergency Response and Evacuation Procedures

The Office of Safety & Security annually tests the emergency response and evacuation procedures in each academic, administrative, and residential building. This includes conducting at least one evacuation and one shelter-in-place drill. All annual shelter in place drills are announced and evacuation drills are generally unannounced. The Office of Safety & Security documents the date and time of each drill, along with a description of the exercise, and whether it was announced or unannounced.

MISSING STUDENTS

Employees, students, or other individuals who have concerns that a student may be missing should report these concerns to the Dean of Students or Office of Safety & Security at 617-404-9992.

A student may be deemed missing if it is reported to appropriate officials that the student has been unreachable via personal contact, telephone, email, or other means of electronic communication for 24 hours or longer. Appropriate College officials include the Office of Safety & Security, Dean of Students, Resident Assistants (RAs) and Housing staff.

RAs are required to inform their supervisors immediately upon receiving a missing student report. Residence Life staff and Student Affairs staff will immediately report notification of a missing student to the Office of Safety & Security.

The Office of Safety & Security will conduct an investigation in conjunction with appropriate College staff members to help determine whether or not the student is missing. In circumstances involving non-resident students, Office of Safety & Security may approach local city and town police about performing a wellbeing check at the student's address of record.

The Office of Safety & Security complies with Public Law 108-21, Title II, Section 204, which is more commonly known as “Suzanne’s Law.” This law amends Section 3701(a) of the Crime Control Act of 1990 (42 U.S.C. 5779(A)), so that there is no waiting period before a law enforcement agency initiates an investigation of a missing person under the age of 21 and reports the missing person to the National Crime Information Center (NCIC) of the Department of Justice.

“Suzanne’s Law” is named after Suzanne Lyall, a State College of New York at Albany student who has been missing since 1998. Previously, police were only mandated to report missing persons under the age of 18. This law, which was signed by President Bush as part of the national “Amber Alert” bill on April 30, 2003, requires police to initiate prompt investigations into missing young people.

If it is determined by the Office of Safety & Security that a student has been missing for longer than 24 hours, then, within the next 24 hours, the Student Affairs Office will notify the individual identified by the student as the designated emergency contact that the student has been reported missing. Students have the option to identify a contact person or persons whom Student Affairs shall notify under such circumstances. This contact information will be registered confidentially and will only be accessible to “appropriate College officials” as described above, except that the contact information will be disclosed to law enforcement personnel in furtherance of a missing person investigation. In addition to notifying any contact person designated by the student, if a student is under 18 years of age and not emancipated, the Student Affairs Office must notify a custodial parent or guardian within 24 hours of the determination that the student is missing.

Once it has been established that a Sattler College student is missing, the Office of Public Relations should be notified immediately. The Office of Public Relations will work with the appropriate College administrator(s) to determine how to communicate with the press, the public, and the internal community about the developing situation.

The Office of Safety & Security will also notify local law enforcement within 24 hours of the determination that a student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

ACCESS TO CAMPUS FACILITIES

Sattler College allows members of the community to move freely among campus facilities. The Office of Safety & Security monitors access to campus facilities through manned security desks, and closed-circuit televisions (CCTVs) at various locations. Sattler College facilities are not open to the general public, unless there is a function or other event on campus that is open to the public, and all buildings are posted with the following notice: “No trespassing. ID cards must be shown upon request.” Certain buildings on campus have additional security measures in place. Sattler College does not maintain or recognize off-campus student organization locations or student organization off-campus housing facilities. All employees and students are required to

carry their Sattler College issued photo ID card at all times for the purposes of maintaining security and gaining access to libraries, computing, and other facilities.

Special Security for Residence Halls

The front lobby of each residence hall, and the building entrances are monitored through CCTVs. Access control is supplemented by a two-key system, requiring building entry and apartment access. Modifications to security is determined by property management.

ALCOHOL AND DRUG POLICIES

Alcohol and Drug Policy for College

Sattler College is dedicated to the academic, professional, social, cultural, spiritual, and intellectual development of its community and is committed to educational and discipleship programs that promote such development. Personal and communal responsibility regarding the College's Alcohol and Drug Policy is essential in ensuring that Sattler's environment is conducive to student learning and development.

General Provisions

Sattler College requires that all faculty, students, staff, and guests comply with all federal and state laws and city ordinances regarding the possession, use, and sale of alcoholic beverages, including those prohibiting drinking by individuals under 21 years of age and forbidding the falsification of age and identification cards.

Sattler College requires that all faculty, students, staff, and guests comply with all federal and state laws, and city ordinances regarding the possession, use, and sale of illicit drugs and drug paraphernalia.

It is the responsibility of all members of the College community to be familiar with and to comply with applicable laws.

Student Alcohol Policy

Sattler College and all College-related functions, events or programs, wherever they may be held, will be alcohol-free. The use, sale, transfer, or possession of alcoholic beverages in any campus building or property controlled by the College (including leased residential properties) by any faculty, students, staff, or guest, regardless of age, is prohibited. Intoxication of person or being in the presence of alcoholic beverages in any campus building or property controlled by

the College (including leased residential properties) by any faculty, students, staff, or guest, regardless of age, is prohibited. No alcoholic beverage containers (empty, full, or decorative), including, but not limited to, shot glasses, drinking game devices, or other items affiliated with the consumption or possession of alcohol are allowed in any campus building or property controlled by the College (including leased residential properties), regardless of the owner's age.

Substance Abuse Education

Using illicit drugs and abusing alcohol have serious health consequences. Some possible effects of illicit drug and alcohol use can include withdrawal, impaired memory, organ damage, depression, and many other psychological and physiological effects. An overview of some of the effects can be found on the Department of Justice Web site at:

<http://www.justice.gov/dea/druginfo/factsheets.shtml>

Sattler College provides help to students and employees dealing with drug and/or alcohol abuse, as well as referrals to outside agencies and programs.

Drug-free Schools & Communities Act - Student Notification

The College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees and students. The College complies with all local, state, and federal regulations pertaining to alcohol and illicit drugs. In addition, the College complies with the regulations of both the Drug-Free Work Place Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

Communications

As required by the Drug Free Schools and Communities Act, the College will provide an annual written statement to students covering: a) standards of conduct concerning drugs and alcohol; b) federal, state, and local legal sanctions governing the unlawful possession or distribution of illicit drugs or alcohol; c) health risks associated with the use of illicit drugs and the abuse of alcohol; d) a description of counseling and treatment programs available for alcohol and drug abuse; and e) College disciplinary sanctions imposed for unlawful possession, use, or distribution of illicit drugs and alcohol.

Standards of Conduct

The College prohibits the possession, use, or distribution of illicit drugs, and the possession, use, or distribution of alcohol on College property or as any part of a College-sponsored activity.

Federal, State, and Local Legal Sanctions Governing the Unlawful Possession or Distribution of Illicit Drugs or Alcohol

Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines, and assigned community service. Courts do not lift prison sentences in order for convicted persons to attend college. A felony conviction for such an offense can prevent students from entering many fields of employment or professions.

The minimum age for the possession, sale or purchase of alcoholic beverages in Massachusetts is 21 years of age. All state laws apply at the College. Cities and towns in Massachusetts, specifically Boston, prohibit public consumption of alcohol and impose fines for violation. Massachusetts has criminal penalties for the use of controlled substances or drugs, with penalties varying with the type of drug. In general, narcotic, addictive, and drugs with potential for abuse carry heavier penalties. Driving while intoxicated in Massachusetts is a serious offense and there are strict penalties for those convicted, including driver's license suspension and imprisonment.

Possession of drugs is illegal without valid authorization. Under federal law, distribution of drugs to persons under age 21 is punishable by twice the normal penalty; with a mandatory one year in prison and a third conviction is punishable by mandatory life imprisonment.

These penalties apply to distribution of drugs in or within 1,000 feet of a college or school. Federal law sets greatly heightened prison sentences for the manufacture and distribution of drugs, if death or serious injury results from the use of the substance. While penalties for possession are generally not as great as for the manufacturing and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws, penalties for possession, manufacture, and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms and the full minimum term must be served. Massachusetts makes it illegal to be in a place where heroin is kept and to be in the company of a person known to possess heroin. Anyone in the presence of heroin at a private party risks a serious drug conviction. Sale and possession of drug paraphernalia is illegal in Massachusetts. Persons convicted of drug possession under state or federal law are ineligible for federal student grants and loans for up to one year after the first conviction, and five years after the second; the penalty for distributing drugs is loss of benefits for five years after the first, 10 years after the second, and permanently after the third conviction.

Students should review the following state laws regarding alcohol and other drugs which are available on the Massachusetts General Court website:

- Chapter 138: Alcoholic Liquors. Online at www.mass.gov/legis/laws/mgl/gl-138-toc.htm
- Chapter 90: Section 24. Driving While Under Influence of Intoxicating Liquor. Online at www.mass.gov/legis/laws/mgl/90-24.htm
- Chapter 94C: Controlled Substances Act. Online at www.mass.gov/legis/laws/mgl/gl-94c-toc.htm

Drugs of Abuse

The term “drugs” broadly includes, without limitation, any stimulant, intoxicant (other than alcohol), nervous system depressant, hallucinogen, or other chemical substance, compound or combination when used to induce an altered state, including any otherwise lawfully available product used for any purpose other than its intended use (i.e., the misuse of prescription drugs, over the counter drugs, or household products).

The College takes the use of illicit drugs, misuse and abuse of prescription drugs, and possession and distribution of drugs very seriously and will respond accordingly.

Biennial Review

Every two years, the University will review its drug and alcohol policy to determine its effectiveness, implement changes, and ensure that disciplinary sanctions are consistently applied and enforced.

POLICIES & PROCEDURES REGARDING SEXUAL MISCONDUCT, RELATIONSHIP VIOLENCE, AND STALKING

Introduction

Sattler College believes that Scripture's command to "love your neighbor as yourself" should govern all interpersonal interactions. In conformity to the teaching of Scripture, Sattler College affirms that all human beings bear the image of God (Gen. 1:26); that in Christ there is neither Jew nor Greek, male nor female, bond nor free (Gal. 3:28); and that God in Christ is calling unto himself people from every nation, kindred, people, and tongue (Rev. 7:9). Sattler further affirms that all Christians and Christian institutions are to be subject to governmental authority (Rom. 13:1), unless those authorities demand acts or omissions that would cause them to violate the clear commands of Scripture (Acts 5:29).

Therefore:

- Sattler will comply with all local, state, and federal laws and regulations regarding equal opportunity, harassment, and non-discrimination, to the extent it can in obedience to the Lord.
- Everyone at Sattler deserves and will be afforded equal respect, dignity, and opportunities.
- Sattler will make available educational and employment opportunities to people from every race, ethnicity, and nationality.
- Sattler will educate the whole person, regardless of any physical or other handicaps that person may have.
- Sattler expects all faculty, staff and students to exemplify these biblical principles in their interactions with others.
- Sattler has implemented this Discrimination and Harassment Policy to guide it in implementing these biblical principles in its operations.

Notice of Non-Discrimination

Sattler College vigorously rejects all forms of discrimination, harassment and disrespect, especially to groups and individuals that have historically been vulnerable to discrimination. The College strives to foster a respectful, welcoming environment for all students, faculty, and staff. Moreover, Sattler College believes that diversity among its student body, faculty, and staff makes an invaluable contribution to a student's education.

Thus it is the policy of Sattler College--while reserving its lawful rights where appropriate to promote the historic Christian faith in accordance with its mission and founding precepts--to comply with state and federal laws prohibiting discrimination in admissions, employment and in its educational programs on the basis of a person's race, color, national and ethnic origin, sex, religion, disability, age, marital or parental status, sexual orientation, genetic information or family medical history, or military status. Sattler College complies with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and all other applicable civil rights laws and regulations. Sattler is an equal opportunity institution that does not discriminate based on race, color, sex, national origin, age, disability, veteran status, or genetic information. This policy applies to all terms and conditions of employment, admission to and enrollment with the College, including, but not limited to, recruitment, selection, hiring, placement, transfer, promotion, training, compensation, benefits, discipline, termination, educational policies, admission policies, financial aid, scholarship and loan programs, housing and other College-administered programs and activities.

Sattler College will not tolerate, condone or permit discrimination, harassment, and/or retaliation, whether engaged in by employees, students, or third parties who conduct business with Sattler.

Sattler College ("College") seeks to foster a campus environment that supports its educational mission and is committed to providing a safe learning, living, and working environment for all members of the College community that is free from all forms of discrimination, harassment, sexual misconduct and related violence. The College does not discriminate on the basis of sex or gender and this policy prohibits specific forms of behavior that violate Title IX of the Educational Amendments of 1972 ("Title IX") and/or all other applicable state and federal laws. The College also complies with all obligations under the Violence Against Women Reauthorization Act of 2013 ("VAWA") and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act").

This policy also reflects the College's commitment to educate, counsel, and train all of the members of the College community about the nature of discrimination, harassment, sexual misconduct, relationship violence and stalking, its impact on individuals and the College community as a whole, and the steps necessary to combat it.

The College prohibits discrimination, sexual and relationship violence of any kind, including sexual assault, sexual harassment, gender-based harassment, sexual exploitation, relationship violence, stalking, and retaliation against a person for the good faith reporting of any of these

forms of conduct or participation in any investigation or proceeding under this policy. Sexual misconduct, relationship violence and stalking are antithetical to the mission of the College and the values it espouses and will be responded to diligently and accordingly. Creating a safe campus environment and a culture of respect is the shared responsibility of all members of the College community, individually and collectively.

The College strongly encourages any person who believes they have been subjected to prohibited conduct by a College student or employee to seek prompt assistance from the resources provide herein.

These procedures outline how the College will proceed once it is made aware that a person believes they have been subjected to prohibited conduct and provides guidelines for providing prompt assistance to the complainant and conducting the investigation and resolution of complaints of violations of the policy in a prompt, fair, equitable, and thorough manner.

Summary of Process and Procedures

The College provides a variety of confidential and non-confidential support resources, reporting options and complaint procedures to those persons who believe they have been subjected to sexual misconduct, relationship violence and stalking. The College will work closely with those persons to provide referrals to on-campus or off-campus law enforcement and support resources. The College prohibits retaliation and provides appropriate interim measures including changes to academic and co-curricular activities, living, transportation, dining, and employment situations as well as no contact orders. In keeping with its obligations under Title IX, the College is committed to promptly, fairly, and equitably investigating complaints, ensuring the safety of the complainant, and providing remedies and resources. Sanctions (students and student organizations) and discipline (employees) for violations of this policy will be administered after an investigation by the College and a finding that an individual or student organization is responsible for violating the policy. The Director of Title IX Compliance will oversee the initial response and assessment of reports, the investigation and resolution process.

The following describes the options and procedures in place to respond to and address complaints of sexual misconduct, relationship violence and stalking.

To Whom This Policy Applies

This policy applies to admitted students, students who are registered or enrolled for credit or non- credit-bearing coursework, or who are on a leave of absence or suspension (“Students”); College employees, including faculty and staff (“Employees”); Student Organizations, and contractors, vendors, visitors, guests or other third parties (“Third Parties”). This policy pertains to acts of Prohibited Conduct committed by or against Students, Employees, Student Organizations and Third Parties when: the conduct occurs on College grounds or other property owned or controlled by the College;

- the conduct occurs in the context of a College employment or education program or activity, including, but not limited to, College sponsored study abroad, research, on-line

or internship programs; or off-campus student activities, such as Alternative Spring Break and athletic events; or

- the conduct occurs outside the context of a College employment or education program or activity, but has continuing adverse effects on or creates a hostile environment for Students, Employees or Third Parties while on College grounds or other property owned or controlled by the College or while participating in off-campus College events or activities.

Prohibited Conduct under This Policy

Conduct under this policy is prohibited regardless of the sex, sexual orientation and/or gender identity/expression of the complainant. Prohibited conduct includes the following specifically defined forms of behavior.

Sexual Harassment

A form of sex discrimination prohibited by Title IX, is defined as any, whether intentional or unintentional, unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature constituting sexual harassment when:

- The submission to or rejection of the conduct is explicitly or implicitly made a term or condition of employment or of evaluation in a course or activity, or is used as a basis for employment decisions or academic evaluations; or
- The conduct has the purpose or effect of limiting or interfering with an individual's work or academic performance at the College by creating an intimidating, hostile, or humiliating environment. (see 3.5 Hostile Environment).

Since sexual harassment may take many forms, determining what constitutes sexual harassment depends on the specific facts and contexts where the conduct occurs. The following are examples of conduct which may constitute sexual harassment:

- Unwelcome sexual advances – whether they are physical touching or not;
- Sexual epithets or jokes, written or oral references to sexual conduct, or gossip regarding one's sex life; comment on one's body, or one's sexual activity, experiences, or performance;
- Displaying sexually suggestive objects, pictures, writings, etc.;
- Unwelcome leering, whistling, brushing against or touching the body, sexual gestures, or suggestive or insulting comments;
- Persistent and unwanted requests for dates; unwelcome and inappropriate letters, telephone calls, emails, texts, graphics, and other communications or gifts; or
- Sexual violence such as domestic violence, sexual assault, sexual battery, sexual coercion, attempted rape, and rape.

Hostile Environment

A Hostile Environment based on race, color, sex, national origin, age, disability, veteran status, or genetic information exists when the harassment:

- Is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from Sattler's programs or activities; or
- When such conduct has the purpose or effect of unreasonably interfering with an individual's employment or learning environment at Sattler.

Mere offensiveness is not enough to create a hostile environment. A serious incident, such as a sexual assault, even if isolated, can create a hostile environment. Stalking, domestic violence or dating violence may also rise to the level of creating a hostile environment.

In determining whether harassment has created a hostile environment, consideration will be made as to whether a reasonable person in a similar situation would have perceived the conduct as objectively offensive. Also, the following factors will be considered:

- The degree to which the conduct affected one or more students' education or individual's employment;
- The nature, scope, frequency, duration, and location of incident or incidents; and
- The identity, number, and relationships of persons involved.

Sexual Exploitation

Sexual exploitation is any act of taking non-consensual, unjust or abusive sexual advantage of another person for one's own advantage or benefit or to benefit or advantage anyone other than the person being exploited. Sexual Exploitation includes, but is not limited to:

- Causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such person;
- Prostituting another person (i.e., personally gaining money, privilege or power from the sexual activities of another);
- Non-Consensual videotaping, photographing, or audio-recording of sexual activity and/or distribution of these materials via media such as, but not limited to, the Internet;
- Exceeding the boundaries of consent (e.g., allowing another person to observe consensual sex without the knowledge of or consent from all participants);
- Voyeurism (i.e., observing a person who is engaged in a private act, for the purpose of obtaining sexual arousal or sexual gratification, without the consent of the person being observed); and
- Knowingly or recklessly transmitting a sexually transmitted disease (including HIV) to another individual.

Relationship Violence

Dating violence is violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

Stalking

Stalking is a course of conduct or pattern of words, whether verbal, written or electronic, directed at a specific person that would cause a reasonable person to fear for her, his, or others safety, or to suffer substantial emotional distress. A course of conduct means two or more acts including but not limited to acts in which the alleged stalker directly or indirectly or through third parties by any action or means, follows, monitors, surveils, threatens, or communicates to or about a person or interferes with a person's property.

Stalking includes, but is not limited to:

- Non-consensual communication that includes: in-person, e-mail, phone, voice message, text messages, social networking postings, instant messages, blogs, pictures on web sites, written letters, gifts, cards or other communication.
- Following, pursuing, waiting, showing up uninvited at a workplace, residence, classroom or other location frequented by victim.
- Surveillance and other types of observation, whether in person or by electronic means.

Massachusetts General Laws Chapter 265, section 43 prohibits stalking in the commonwealth. Stalking is defined as the following behavior:

- Willfully and maliciously engaging in conduct that seriously alarms or annoys a specific person and would cause reasonable person to suffer substantial emotional distress; and
- Making threats with the intent to the place person in fear of death or bodily injury. The threatening conduct may be written or verbal and includes mail, phone calls, email and other internet communications, text messages, and other instant messages.

Retaliation

Retaliation is action taken by an accused individual or an action taken by a third party against any person because that person has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against or harassing an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

Sattler will not retaliate against anyone who reports or provides information concerning discrimination, harassment, sexual misconduct, stalking and/or retaliation, nor permit any other employee or student to do so. Retaliation is a serious violation of this policy. Anyone found to have retaliated against another for reporting such violations will be subject to appropriate

discipline. Individuals who believe they have been subject to any acts of retaliation or threatened with retaliation, should promptly report it using the procedures outlined in Grievance Procedures.

Report of Sexual Misconduct, Relationship Violence and Stalking

All College employees must, within 24 hours of receiving the information, report information they have about alleged or possible sexual discrimination, sexual harassment, and sexual misconduct involving students to the Dean of Students. Failure of an employee to report an incident or incidents of harassment or discrimination of which they become aware is a violation of College policy and can be subject to disciplinary action for failure to comply.

Confidentiality

Sattler will treat all information submitted in connection with such a grievance as confidential. Subject to FERPA and other applicable privacy laws, however, the Sattler official investigating the grievance will inform individuals with a legitimate need to know of the grievance and may provide them related information as necessary to allow the Sattler official to conduct a meaningful and thorough investigation. The Sattler official investigating the grievance will inform all involved parties of the need to maintain the confidentiality of such information.

In addition, information about complaints and reports, absent personally identifiable information, may be reported to Sattler officials and external entities for statistical and analysis purposes pursuant to federal and state law and College policy.

Complainant Request for Anonymity or Inaction

If a reporting party does not wish for his or her name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the reporting party may make such a request to the Dean of Students, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. Note that the College's ability to remedy and respond to a reported incident may be limited if the reporting party does not want the institution to proceed with an investigation.

In cases indicating pattern, predation, threat, weapons and/or violence, the College will likely be unable to honor a such a request. In cases where the circumstances do allow the College to honor that request, the College will offer interim supports and remedies to the reporting party and the community but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have allegations taken seriously by Sattler when formally reported, and to have those incidents investigated and properly resolved through these procedures.

As required by law, all disclosures to any Sattler employee of an incident of a sexual crime must be reported to the Dean for crime statistics record keeping. In making such a report, all

personally identifiable information is kept confidential, but statistical information must be passed along to the Dean regarding the type of incident and its general location (on or off- campus, in the surrounding area, but no addresses are given), for publication in the annual Safety and Security report (i.e., Clery Report). This report helps to provide the community with a clear picture of the extent and nature of campus crime to ensure greater community safety. Local law enforcement agencies and campus security authorities are federally mandated to report crime statistics.

Survivors of a sexual crime should be aware that administrators must also issue timely warnings for incidents reported to them that continue to pose a substantial threat of bodily harm or danger to members of the campus community. Sattler will ensure that a survivor's name and other identifying information is not disclosed, while still providing enough information for members of the Sattler community to make safety decisions considering the danger.

Reporting to College Safety and Security

Complaints and reports should be made as soon as possible after an incident. The Dean of Students coordinates and tracks all complaints and reports under this procedure.

There is no time limitation on the filing of a complaint; however, if the respondent is no longer subject to the College's jurisdiction, the ability to investigate and respond may be limited.

There are several avenues available for submitting a complaint or report:

- Use the online reporting form on Populi;
- Call Mr. Zachary Johnson at the numbers listed above;
- Send an email to Mr. Zachary Johnson;
- Mail a letter to Mr. Zachary Johnson;
- Visit Mr. Zachary Johnson's office; or
- Report to another trusted College official who will provide information to the Dean of Students.

If there is a complaint about the Dean of Students, or if the Dean of Students has a complaint, that complaint should be filed with the Dean of the College. The Dean will appoint another trained individual to take the place of the Dean of Students for purposes of the complaint.

Reporting to the College's Director of Title IX Compliance

The College has designated the Director of Title Compliance as the Title IX Coordinator. A report of sexual misconduct, relationship violence and stalking can be made directly to the Director of Title IX Compliance. All Responsible Employees must inform the Director of Title IX Compliance if they receive a report, and complete the Sexual Misconduct, Relationship Violence and Stalking Report Form. The Colleges Director of Title IX Compliance is:

Director of Title IX and Clery Act Compliance, Zachary Johnson, 17th floor, 100 Cambridge Street, Boston, MA at zjohnson@sattlercollege.org

Reporting to a Responsible Employee

A Responsible Employee is any College employee who is not a Confidential Employee. Except with respect to disclosures at public events and certain research-based disclosures, see Section E, a Responsible Employee is required to report to the Colleges Director of Title IX Compliance and complete the Sexual Misconduct, Relationship Violence and Stalking Report Form with all information (e.g., the names of the reporting individual, the parties, any witnesses, and any other relevant information, including the date, time and specific location of the alleged incident) disclosed to them about an incident of prohibited conduct. Upon receipt of a report of prohibited conduct, and until any investigation into the report has been completed, the College will provide reasonable protective measures and interim support to provide a safe educational and work environment and to prevent additional prohibited conduct, even when there is no specific request for protective action. To the extent possible, information reported to the Director of Title IX Compliance will be shared only with a limited circle of other College employees who “need to know” in order to assist in the assessment, investigation, and resolution of the reported incident. A student may wish to tell a Responsible Employee what happened but also to maintain confidentiality (i.e., may request that the College not share their identity with the alleged perpetrator(s), that no investigation occur, and/or that no disciplinary action be taken). This “Request for Confidentiality” should be indicated on the Report Form. The College will seek to honor the individual’s Request for Confidentiality to the extent it can do so consistent with its obligation to provide a safe and non-discriminatory learning, living, and working environment for all members of the College community.

Due to the Responsible Employee’s obligation to notify the Director of Title IX Compliance of any reports of prohibited conduct received, when possible, the Responsible Employee should inform the complainant of the employee’s reporting obligations before a complainant reveals any information to a Responsible Employee. If the complainant wants to maintain confidentiality, the Responsible Employee should direct the complainant to confidential resources. If the complainant wants to inform the Responsible Employee of what happened but also maintain confidentiality, the Responsible Employee should inform the complainant that the College will consider the request, but cannot guarantee that the College will be able to honor the request. In reporting the details of the incident to the Director of Title IX Compliance, the Responsible Employee will also inform the Director of Title IX Compliance of the complainant’s request for confidentiality.

When a complainant requests that the College investigate a report of prohibited conduct, to the extent possible, information reported to a Responsible Employee will be shared only with those responsible for handling the College’s response to the Report. Additionally, the Responsible Employee will endeavor to report only information relevant to the current Report. A Responsible Employee should not share information with law enforcement without the reporting party’s consent or unless the reporter has also reported the incident to law enforcement.

Off-Campus Counseling and Advocacy Resources

Boston Area Rape Crisis Center (BARCC)

800-841-8371 (24-hour hotline) www.barcc.org

BARCC offers free, confidential services to sexual assault survivors, their friends and families. It also operates a 24-hour confidential hotline that provides survivors of sexual assault with telephone counseling and personal support. The Center also maintains a referral network of survivor support groups (call 617-492-RAPE or 617-492-7273).

Casa Myrna Vasquez

617- 521-0100 info@casamyrna.org

Casa Myrna offers a comprehensive range of services, available in both Spanish and English, for survivors of domestic and dating violence, to assist with the tools to recover from the trauma of abuse and begin to build sustainable self-sufficiency.

Jane Doe Inc. (Massachusetts Coalition Against Sexual Assault and Domestic Violence)

617-248-0922/TTY/TTD: 617-263-2200 info@janedoe.org/find_help/find_help

Jane Doe Inc. is an interactive service locator tool to find sexual assault and domestic violence resources in your area and a map of service providers across Massachusetts.

Victim Rights Law Center (VRLC)

617-399-6720 www.victimrights.org

VRLC is dedicated to serving the legal needs of sexual assault victims. The VRLC provides free

The College's Response to a Report of Sexual Misconduct, Relationship Violence or Stalking

Upon receiving a report, the Dean of Students will evaluate the information received and determine what further actions should be taken following the procedures described in 11.0 Grievance Procedures. The Dean of Students will take steps, either directly with the complainant or through a reporting employee, to provide information about the College's Grievance Procedures, as well as available health and counseling resources and options for criminal reporting.

Violations of this policy will be addressed through the Grievance Procedures, depending upon the totality of the facts and circumstances. If an investigation reveals that a violation has occurred, appropriate responsive action will be implemented.

Employees: Responsive action for employees found to have violated this policy may include, for example, a requirement not to repeat or continue the conduct; training; referral to counseling; no-contact orders; and disciplinary actions such as warnings, reprimands, withholding of a promotion or pay increase, reassignment, loss of oversight or supervisory responsibility, temporary suspension without pay, compensation adjustments, or termination. In addition to or in place of the above responsive actions, the College may assign any other sanctions as deemed appropriate.

Students: Responsive action for students found to have more likely than not violated this policy may include, for example, a requirement not to repeat or continue the discriminatory, harassing, or retaliatory conduct; training; referral to counseling; no-contact orders; removal from residential housing; removal from leadership positions; loss of privileges; withholding of a student's diploma for a specified time and/or denial of student participation in commencement activities; revocation of a previously-awarded degree for serious violations committed by a student prior to graduation; and disciplinary actions such as warnings, reprimands, general disciplinary probation, restrictive disciplinary probation, suspension, or dismissal. In addition to or in place of the above responsive actions, the College may assign any other sanctions as deemed appropriate.

In instances where Sattler is unable to act in response to a violation because a complainant insists on confidentiality or for some other reason, Sattler will nonetheless pursue other responsive steps to limit the effects of the conduct at issue and prevent its recurrence. See *Absence of a Grievance Complaint* below.

In addition to the above, the College may also take appropriate action if it does not find discrimination or harassment that creates a hostile environment or results in a tangible employment or educational action, but

- the College found that the respondent engaged in disruptive behavior or
- to prevent the creation of a hostile environment.

Interim Measures in All Instances

The College may institute interim measures to assist or protect the parties and others during the grievance process, as necessary. Such measures for a student complainant may include arranging for changes in class schedules or living arrangements, issuing a no-contact order, obtaining counseling, and modifying test schedules or other class requirements temporarily. For an employee complainant, the College may temporarily reassign or place on administrative leave an employee alleged to have violated the Sattler Discrimination and Harassment Policy. The College may suspend a student or employee pending the completion of resolution process, particularly when in the judgment of the Dean of Students the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on-campus of the responding party whose behavior is in question. In all cases in which an interim suspension is imposed, the student or employee will be given the option to meet with the Dean of Students prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show

cause why the suspension should not be implemented. The Dean of Students has sole discretion to implement or stay an interim suspension and to determine its conditions and duration.

During an interim suspension, a student or employee may be denied access to College housing and/or the College campus and events. As determined by the Dean of Students, this restriction can include classes and/or all other College activities or privileges for which the student might otherwise be eligible. At the discretion of the Dean of Students, alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding party.

Additionally, the College may enact any other measure which can be tailored to the involved individuals to achieve the goals of this Policy. Such interim measures may be implemented regardless of whether the victim chooses to report a crime to building security services or local law enforcement.

Determining the Investigation Approach

Following the meeting with the complainant, the Dean of Students conducts a preliminary inquiry to determine if there is reasonable cause to believe the policy has been violated. The preliminary inquiry typically takes 1-3 business days. This inquiry may also serve to help the Dean of Students determine whether the allegations show evidence of violence, threat, pattern, predation and/or use of a weapon, if the reporting party has asked for no action to be taken. In any case where violence, threat, pattern, predation, and/or use of a weapon is not evidenced, the Dean of Students may respect a reporting party's request for no action and will investigate only so far as necessary to determine appropriate remedies. As necessary, Sattler reserves the right to initiate resolution proceedings without a formal report or participation by the reporting party.

In cases where the reporting party wishes to proceed, or the College determines it must proceed, and the preliminary inquiry shows that reasonable cause exists, the Dean of Students will direct that the allegation will be resolved through one of the processes discussed briefly here and in greater detail below:

- Informal Resolution – typically used for less serious offenses and only when both parties agree to informal resolution
- Formal Resolution – resolution by an investigator

The process followed considers the preference of the parties but is ultimately determined at the discretion of the Dean of Students. Informal Resolution may only occur if selected by all parties, otherwise the Formal Resolution process applies.

Investigation

In conducting the investigation, the investigator may interview the parties (if available) and any other persons believed to have relevant factual knowledge, as well as review relevant documents as appropriate. The parties will have an equal opportunity to present relevant witnesses and other evidence. Neither party will have the right to directly cross-examine the other; however, the parties may propose relevant questions to the investigator to ask of the other party.

Any evidence the investigators believe is relevant and credible may be considered, including history and pattern evidence. They may exclude irrelevant or immaterial evidence and may choose to disregard evidence lacking in credibility or that is improperly prejudicial. The investigators will not consider incidents not directly related to the possible violation, unless they show a pattern, nor will they meet with or consider character witnesses.

Both parties will receive timely notice of any meetings scheduled with the Dean of Students or Investigator. Both parties will likewise have equal access to any information that will be used during informal or formal resolution processes, including appeals.

At any point during the investigation, if it is determined there is no reasonable cause to believe that the College's discrimination and harassment policy has been violated, the Dean of Students has authority to terminate the investigation and end resolution proceedings.

The investigation will result in a written Report of Investigation determining whether there is a preponderance of the evidence to believe that the respondent engaged in a policy violation. Preponderance of evidence means that the investigator must be convinced based on the information provided that a policy violation was more likely to have occurred than to not have occurred to find the accused responsible for violating the policy.

The Report of Investigation will detail the following:

1. Findings of Fact. The investigator will determine, using the preponderance of the evidence standard, the facts surrounding the alleged conduct.
2. Findings of Policy Violation. The investigator will apply the discrimination and harassment policy to the facts to determine, using the preponderance of the evidence standard, if the conduct found to have occurred was a violation of the policy.

In making the determination of whether harassment has created a hostile environment, the investigator will consider not only whether the conduct was unwelcoming to the complainant, but also whether a reasonable person in the complainant's situation would have perceived the conduct as objectively offensive.

The investigator will provide a preliminary draft of the Report of Investigation to the Dean of Students. If the Dean of Students is satisfied that a prompt, thorough and fair investigation has been completed, the Dean of Students will forward only the Findings of Fact to the parties to review. Both parties may, within 3 business days, submit a written response to the Findings of Fact suggesting alterations, amendments or corrections to the Findings of Fact. The Dean of Students will review any submitted responses with the investigator, who may, at his or her discretion, alter or amend the Report of Investigation based on those responses. The investigator will then provide to the Dean of Students the final Report of Investigation within 3 business days.

If the investigator finds by a preponderance of the evidence of a policy violation does not exist, the Dean of Students will simultaneously provide the investigator's written Report of

Investigation to both the complainant and accused, and the matter is closed. Either party may appeal the finding to the Dean as set forth in Appeals process.

If the investigator finds by a preponderance of the evidence of a policy violation does exist, the investigator's written Report of Investigation will include a rationale for the result, recommendations for steps to take to prevent recurrence of any such violation, and as appropriate, remedies for the complainant. The Dean of Students will immediately provide the Report of Investigation to one of the following discipline authorities for a determination of appropriate sanctions as follows:

1. If the respondent is a student or employee, the Dean of Students will impose sanctions;
2. If the accused is a third party, the Dean of Students will enact appropriate responsive action as appropriate, which may include removal from the campus(es) and termination of any applicable contractual or other arrangements.
3. If the accused is the president, the matter will be referred to the Chair of the Board of Trustees for imposition of sanctions;

Factors considered when determining a sanction may include: the nature, severity of, and circumstances surrounding the violation; the respondent's disciplinary history; previous allegations or allegations involving similar conduct; any other information deemed relevant; the need for sanctions to bring an end to the discrimination, harassment and/or retaliation; the need for sanctions to prevent the future recurrence of discrimination, harassment and retaliation; the need to remedy the effects of the discrimination, harassment and/or retaliation on the complainant and the community.

Written Notification of Sanctions, including the rationale thereof, will be provided to the Dean of Students by the respective discipline authority within 5 business days of receiving the investigator's Report of Investigation. The Dean of Students will provide the Report of Investigation and Notification of Sanctions to the parties simultaneously within 5 business days of the receiving the authority's decision.

The Report or Investigation and Notification of Sanctions may be delivered by one or more of the following methods: in person (preferred); mailed to the local or permanent address of the parties; or emailed to the parties' email address on file with Sattler. Once emailed, mailed, and/or received in person, notice will be presumed to have been delivered

Both parties will be afforded an opportunity to file an appeal of the resolution as set forth below in Appeals process.

Standard of Proof

The standard used in determining the responsibility of the respondent(s) is the "preponderance of the evidence," standard, which is whether the evidence gathered and information provided during the investigation supports a finding that it is more likely than not that the respondent violated the Policy Regarding Sexual Misconduct, Relationship Violence and Stalking.

Amnesty

A complainant who files a report of Sexual Misconduct, Relationship Violence and Stalking, or a Third Party who reports or is a witness to the misconduct will not be subject to sanctions/disciplinary action by the College for their improper use of alcohol or drugs provided that they are acting in good faith as a complainant, reporter or witness to the events. Students, whether as parties to the proceedings or as witnesses, are expected to provide truthful testimony.

Advisers

Both the complainant and respondent are entitled to bring an adviser of their choosing to guide and accompany them to any meeting or interview in connection with an investigation. The adviser may be a friend, mentor, family member, attorney, or any other supporter a party chooses. The role of the adviser during any meeting or interview is non-participatory. In keeping with the College's obligation to promptly resolve complaints, the College reserves the right to proceed with any meeting or interview regardless of the availability of the selected adviser.

Withdrawal of a Student Respondent During the Investigation, Review or Appeal

The College does not permit a student to withdraw if the student has an allegation pending for violation of this policy. Should a student decide to leave and/or not participate in the resolution process, the process will nonetheless proceed in the student's absence to a reasonable resolution and the student will not be permitted to return to College unless all sanctions have been satisfied. The student will not have access to an academic transcript until the allegations have been resolved.

If an employee resigns with unresolved allegations pending, the records of the Dean of Students and the employee's personnel records will reflect that status. Any College responses to future inquiries regarding employment references for that individual will indicate the former employee is ineligible for rehire.

Sanctions (Students or Student Organizations) and Discipline (Employees)

Warning: A notice, either verbal or written, that the student is violating or has violated College regulations, must cease the conduct immediately, and that continuation or repetition of wrongful conduct may be cause for more severe disciplinary action.

Parental Notification: The College may notify parents/guardians when students under the age of 21 have been found responsible for violating the College's alcohol or drug policies, or when there is a serious health or safety issue regarding a student.

Loss of Privileges: Denial of specified College and/or Residence Life & Housing or other privileges for a designated period of time, which may include, but is not limited to, denial of access to any campus facility, activity, event, class, or program. This includes, but is not limited to, orders prohibiting the student from having contact with a member of the Sattler College community. This also includes, but is not limited to, loss of privileges in the residence halls,

including, but not limited to, guest privileges, early arrival/late stay status, vacation period housing, or removal from a floor, room, or building. Should residence hall space not be immediately available, relocation may take place at an arranged time.

Confiscation of Property: Confiscation of items that the College determines are inappropriate for the College setting.

Fines: Financial sanction.

Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary, or material replacement.

Campus Service: Assignment of an appropriate service project that will benefit the College community, responsible student, or others.

Educational Program or Project: Required attendance at the student's expense at an educational workshop or completion of an educational project that will benefit the College community, responsible student, or others.

Referral: A student may be referred to Counseling, Health and Wellness, Student Affairs, Center for Learning & Academic Success, or another appropriate office or local agency for consultation, or assessment.

Unenrollment from a Course and/or Academic Program: A student may be unenrolled from a course and/or an academic program. In such cases, tuition and fees for the course will not be refunded to the student.

Order of No Contact: an order that restricts communication/contact between two or more parties.

Disciplinary Probation: A period of time during which a student's behavior is subject to examination.

Strict Disciplinary Probation: A period of time during which a student's behavior is subject to close examination. In addition, the student may be excluded from participation in some or all social and/or extracurricular activities, including, but not limited to, representing the College, participating in intercollegiate athletics, holding elected or appointed office in the Student Government Association or other student organization, or studying abroad.

Residence Relocation: Required reassignment to another residence area.

Deferred Loss of Housing: Warning that if the student is found responsible for violating the community standards during a specified period of time, the student may be immediately removed from the residence halls for a specific period of time, after which the student may reapply for housing. The student may not participate in the housing lottery for the following year or be on the housing waitlist while on Deferred Loss of Housing. Reapplication for housing does not

guarantee the student will receive on-campus housing. Conditions for returning to the residence halls may be specified.

Loss of Future Housing: The student is prohibited from participating in the returning student housing lottery or from participating in the returning student waitlist until the date specified or indefinitely if no date is specified.

Residence Hall Suspension: Separation of the student from the residence halls for a specific period of time, after which the student may reapply for housing. The student may not participate in the housing lottery for the following year or be on the housing waitlist while on Residence Hall suspension. Reapplication for housing does not guarantee the student will receive on-campus housing. Conditions for returning to the residence halls may be specified.

Residence Hall Dismissal: Permanent separation of the student from the residence halls.

Deferred College Suspension: A warning that if the student is found responsible for violating the community standards during a specific period of time, the student may be immediately suspended from the College for a specific period of time, after which the student may reapply. Conditions for return may be specified.

College Suspension: Suspension of the student from the College for a specific period of time, after which the student may apply to return. Conditions for return may be specified.

Deferred College Dismissal: Warning that if the student is found responsible for violating the community standards during a specific period of time, the student may be immediately dismissed from the College.

College Dismissal: Permanent separation of the student from the College.

Revocation of Admission or Degree: Admission to the College or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of the community standards in obtaining the degree or for other serious violations committed by a student prior to graduation.

Withholding Degree: The College may withhold awarding a degree otherwise earned until the completion of the disciplinary process, including any investigation, set forth in the Student Conduct System, including the completion of all sanctions imposed, if any.

Student Organization Recognition in Jeopardy: A warning that if the student organization is found responsible for violating the community standards during a specified period of time, the student organization's recognition may be revoked immediately.

Loss of Recognition: During a specific period of time, a recognized student organization may not associate itself with the College by using the College name, facilities, or other rights and privileges of recognized student organizations, after which the organization may reapply for

recognition. There is no guarantee re-recognition will be granted. If re-recognition is granted, conditions for re-recognition may be specified.

More than one of the sanctions listed above may be imposed for any single violation. Other sanctions may be imposed instead of or in addition to those specified above. This list is provided by way of example only, and it is not intended to be exhaustive.

In addition to the above sanctions, student conduct that warrants action within the Student Conduct System may result in forfeiture of all Sattler scholarships, financial aid, or monies paid.

Appeals

Both parties have the right to file a request for appeal of the findings and/or sanctions. The party wishing to appeal should submit a written request for appeal within 5 business days of receipt of the investigator's written Report of Investigation. The filing of a request for appeal will not stay any sanctions except in the most unusual circumstances. Within 3 business days, the Dean will determine if a submitted request for appeal adequately pleads one or more of the grounds for appeal set forth below and can move forward, and he will notify the parties of that determination.

If the appeal is not timely or does not adequately plead one of the three grounds set forth in Grounds for Appeal, the original findings and sanction will be affirmed, and the decision is final. Any appeal filed by one party will be shared in writing with the other party. All request-related documents are shared with all parties.

Grounds for Appeal

Mere dissatisfaction with the findings and/or sanction is not a ground for appeal. Appeals requests are limited to the following grounds:

A significant procedural error substantially impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);

1. New evidence is available that was previously unavailable during the original investigation and that could substantially impact the original finding and/or sanction. A summary of this new evidence and its potential impact must be included;
2. The sanction(s) imposed are substantially disproportionate to the severity of the violation.

Procedure

If the Dean determines that the appeal request adequately pleads one or more of the grounds for appeal, the appeals will be decided by the Dean.

Decision based upon the written documentation.

Decision based upon a hearing.

Guidelines for decisions.

The following general guidelines govern the Dean's consideration and disposition of appeals:

The Dean will generally make the decision based only upon the written appeal and any documents from, or related to, the investigation (such documents include, but are not limited to, the written report of the investigator, written statements by parties, transcripts of interviews, and incident reports). Appeals considered on the basis of documentation will generally be decided and the parties notified of the decision in writing within 5 business days.

In some extraordinary circumstances, the Dean may call a hearing of the parties, the Dean of Students and the investigator. If the Dean determines that such a hearing is necessary, he will inform the parties and other relevant persons in writing. The hearing will be held as soon as practicable. Appeals considered on the basis of a hearing will generally be decided and the parties notified of the decision in writing within 5 business days after the appellate hearing.

- Appeals decisions are to be deferential to the original decision-maker, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so. The original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party to show clear reasoning for a reversal or sanction adjustment, and the Dean's review must be limited to the challenges presented.
- Every opportunity to remand of the appeal to the original decision-maker (investigator and/or sanctioning authority) for reconsideration/reinvestigation will be pursued, with clear instructions for reconsideration/reinvestigation only considering the granted appeal grounds.
- Where the original investigator may be unduly biased by a procedural or substantive error, a new investigator will be assigned to reconsider the matter, which can in turn be appealed, once.
- Appeals are not intended to be full re-hearings of the complaint.
- Appeals are not an opportunity for the Dean to substitute his or her judgment for that of the original decision-maker merely because the Dean disagrees with the finding and/or sanctions.
- On reconsideration, the Dean may affirm or change the findings and/or sanctions of the investigator and/or sanctioning authority according to the permissible grounds. Procedural errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student's cumulative conduct record.
- All findings of fact and sanctions imposed by the original investigator and sanctioning authority will be implemented during the appellate process. At the discretion of the Dean, implementation of sanctions may be stayed pending review only when there is an overwhelming likelihood, as determined by the Dean, that the appeal would result in a reversal of the finding and/or substantial modification of the sanctions.

Definitions Relevant to the Policy Regarding Sexual Misconduct, Relationship Violence and Stalking

Affirmative Consent: Consent which must be informed, voluntary, and active, meaning that, through the demonstration of clear words or actions, a person has indicated permission to engage in mutually agreed –upon sexual activity. Whoever initiates sex has the responsibility to ask for and receive permission. Participants are encouraged to talk to one another before engaging in sexual activity to avoid a misunderstanding. (See Section IV, Affirmative Consent of the Policy for a more thorough discussion).

Complaint: A request that the College take action to investigate and resolve an allegation that a student has violated the Policy Regarding Sexual Misconduct, Relationship Violence and Stalking.

Complainant: A person who has made a report of prohibited conduct to a Responsible Employee, College Title IX Coordinator, or College Safety and Security, and submitted a complaint to the College Title IX Coordinator requesting that the College take action to investigate and resolve an allegation that a student has violated the Policy Regarding Sexual Misconduct, Relationship Violence and Stalking.

Investigator: The Investigator is responsible for conducting a prompt Title IX Investigation of a Complaint of Sexual Misconduct, Relationship Violence and Stalking. The Investigator may be a College employee, or may be retained from an outside organization by the College. All Investigators will be trained in investigations pursuant to Title IX requirements.

Investigation (Title IX): A prompt and effective inquiry to determine whether or not a violation of the Policy Regarding Sexual Misconduct, Relationship Violence and Stalking has occurred. An Investigation includes but is not limited to interview(s) with the Complainant, Respondent and relevant witnesses. The Investigation will include the gathering of physical, documentary, or other relevant and available evidence, including law enforcement reports.

Respondent: A student against whom a Title IX Report or complaint of sexual misconduct, relationship violence and stalking has been made.

Responsible Employee: All employees of the College, including faculty, staff, resident assistants and teaching assistants have been identified as Responsible Employees and are

required to report all information regarding possible or alleged misconduct to the Title IX **Coordinator or designated officials**. All employees in Counseling, Health and Wellness and the Interfaith Center are not Responsible Employees.

Standard of Proof: In resolving complaints pursuant to the [Title IX] Policy, the College will use a “preponderance of the evidence,” standard, which is whether the evidence gathered and information provided during the investigation supports a finding that it is more likely than not that the respondent violated the Policy Regarding Sexual Misconduct, Relationship Violence and Stalking.

Title IX: Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. On June 23, 1972, the President signed Title IX of the Education Amendments of 1972, 20 U.S.C. Â§1681 et seq., into law. The principal objective of Title IX is to avoid the use of federal money to support sex discrimination in education programs and to provide individual citizens effective protection against those practices.

Title IX Coordinator: The administrator identified by the College to monitor compliance; ensure and coordinate education and training; coordinate the investigation, response, and resolution of all reports under the Policy Regarding Sexual Misconduct, Relationship Violence and Stalking; and ensure appropriate actions to eliminate, prevent its recurrence, and address its effect on persons and the Community as a whole.

Consent

What is Affirmative Consent?

- When it comes to sex, silence is not consent.
- Flirting is not consent.
- Being in a relationship is not consent.
- Consent for one thing is not consent for everything.
- Dressing in sexy clothing is not consent.
- Having had sex before is not consent now.
- Being too drunk or too high to say no is not consent.
- Being passed out is not consent.
- Being afraid to say no is not consent.
- Making out is not consent.
- Going into a bedroom is not consent.
- “Maybe” is not consent.
- “No” is not consent.

Sexual activity without consent is sexual assault. Consent is voluntary, conscious and mutual agreement to engage in sexual activity. Only “Yes” is consent.

Stop. Ask. Listen. Get consent.

Affirmative Consent

Affirmative consent must be informed, voluntary, and active, meaning that, through the demonstration of clear words or actions, a person has indicated permission to engage in mutually agreed-upon sexual activity. Affirmative consent can be withdrawn at any time, and cannot be obtained by force, expressed or implied, or when physical violence, threats, intimidation and/or coercion is used. Affirmative consent to one form of sexual activity does not, by itself, constitute Affirmative consent to another form of sexual activity. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to the same sexual activity with another person.

Silence, absence of protest, or absence of resistance does not imply affirmative consent. Relying solely on non-verbal communication before or during sexual activity can lead to misunderstanding and may result in violation of the Policy on Sexual Misconduct. In order to avoid confusion or ambiguity, participants are encouraged to talk with one another before

engaging in sexual activity. If confusion or ambiguity arises during sexual activity, participants are encouraged to stop and clarify a mutual willingness to continue the activity.

Affirmative consent cannot be gained by the taking advantage of the incapacitation of another, where the person initiating sexual activity knew or reasonably should have known that the other was incapacitated. Incapacitation means that a person lacks the ability to make informed, rational judgments about whether to engage in sexual activity.

A person who is incapacitated is unable to give affirmative consent because of mental or physical incapacitation or impairment, which may include sleep, unconsciousness, or lack of awareness that sexual activity is taking place. A person may be incapacitated as a result of the consumption of alcohol or other drugs, or due to a temporary or permanent physical or mental health condition. When evaluating whether someone consented to sexual activity after consuming alcohol or drugs, the College will consider whether a reasonable person would have known about the impact of alcohol and other drugs on the other party's ability to give consent.

What to Do if You Experience Sexual Misconduct

The College encourages anyone who experiences or learns about an incident of sexual misconduct to file a report immediately so the College can respond accordingly.

What should I do if I have been sexually assaulted?

Experiencing a sexual assault, sexual violence or another type of sexual misconduct can be confusing and frightening. Individuals who experience a sexual assault are encouraged to read through these guidelines about options for what to do after experiencing a sexual assault. The steps identified below are provided as guidelines only.

Get to a safe place.

If the alleged perpetrator is still in the area and/or their presence on campus is threatening, call, call 911 to contact the Boston police department or 617-404-9992 Office of Safety & Security.

Preserve physical evidence.

Because evidence of a sexual assault and the perpetrator's identity (hair, seminal fluids, bits of skin, etc.) may be left on the victim's/survivor's body, it is important not to bathe, shower, douche, or even use the toilet if avoidable. If the victim/survivor was assaulted orally, drinking or brushing teeth prior to an exam should be avoided. Victims/survivors should not straighten up the scene of the incident and should take a change of clothes to the hospital. If the victim/survivor must change clothes, put the items that were worn at the time of the attack in a paper bag (not plastic) and bring them to the hospital. Having physical evidence collected can strengthen a case if the victim/survivor decides to pursue legal action. Also preserve physical evidence such as photographs, videos, text messages and voicemail messages.

Seek timely medical attention.

Victims/survivors are encouraged to go for a sexual assault exam as soon as possible because injuries should be treated promptly and evidence deteriorates quickly.

If a victim/survivor is on campus, Office of Safety & Security 617-404-9992, can arrange free taxi transportation to Massachusetts General Hospital. Victims/survivors do not have to inform Office of Safety & Security they are the victim/survivor of a sexual assault. If off campus, call 911 or local law enforcement for assistance with emergency transportation (ambulance) to a hospital. Many hospitals, including Massachusetts General Hospital, employ trained sexual assault nurse examiners (SANE) who will help victims/survivors once they arrive to the hospital. These nurses will support victims/survivors throughout their experience at the hospital and are trained to collect forensic evidence, check for injuries, and provide preventative treatment for pregnancy and exposure to sexually transmitted infections. A victim/survivor may bring a friend or family to the hospital for support.

The [Boston Area Rape Crisis Center \(BARCC\)](#) can provide a free medical advocate to meet victims/survivors and their friends or families in hospital emergency departments. In the immediate aftermath of a sexual assault or rape, victims/survivors face a host of emotional, medical, and legal decisions. BARCC medical advocates are certified rape crisis counselors who provide information and support to the victim/survivor and/or friends or family at the hospital. Advocates provide support throughout the entire forensic exam if the victim/survivor wishes. They can also be helpful with safety planning, arranging transportation, paperwork, and with follow-up plans. Research has shown that victims/survivors who have a rape crisis advocate present at the hospital are more likely to feel positive about the experience of going to the hospital. This is an important start to the healing process. BARCC can be reached at its 24-hour hotline at 800.841.8371.

There are a number of hospitals in the Boston area with sexual assault nurse examiners:

Massachusetts General Hospital

55 Fruit Street, Boston, MA 02114 617.726.2000 www.massgeneral.org

Boston Medical Center

One Boston Medical Center Place, Boston, MA 02118 617.638.6800
www.bmc.org or www.bmc.org/patients

Beth Israel Deaconess Center

330 Brookline Avenue, Boston, MA 02215 617.667.7000
www.bidmc.org or www.bidmc.org/ContactUs.aspx

What Can I Do?

Office of Safety & Security provides several options for students, staff, and faculty who believe that they have been subjected to Sexual Misconduct. These include:

Seek information.

There are a number of offices on campus that are available to provide you with information about resources available at the College and elsewhere that provide support.

Resident Housing Staff Member (for students only)

Dean of Students Offices (for Students and Employees Who Are Concerned About Students)

Human Resources (for Employees and Students Concerned About an Employee)

Seek confidential advice.

The College will treat information it receives with appropriate sensitivity. However, the College cannot guarantee absolute confidentiality in all situations.

Different employees on campus have different abilities to maintain an individual's confidentiality. Some are required to maintain confidentiality (see below). Most employees are considered Responsible Employees and are required to report the Sexual Misconduct, including the identities of the complainant and the respondent, to the Director of Title IX Compliance.

This reporting is necessary for several reasons, including the need to ensure that persons subject to the sexual assault and/or misconduct receive appropriate information and services, to track incidents and, where appropriate, to take actions to protect the Sattler community.

ON-CAMPUS CONFIDENTIAL REPORTING OPTIONS - STUDENT-ONLY RESOURCES

If you are a student and you want to speak confidentially, you may speak with the professional counselors. Contact information for these resources as well as non-confidential reporting options are listed below.

ADDITIONAL RESOURCES FOR STUDENTS AND EMPLOYEES

Boston Area Rape Crisis Center (BARCC)

800-841-8371 (24-hour hotline), www.barcc.org

BARCC offers free, confidential services to sexual assault victims/survivors, their friends and families. It also operates a 24-hour confidential hotline that provides victims/survivors of sexual assault with telephone counseling and personal support. The Center also maintains a referral network of victim/survivor support groups (call 617-492-RAPE or 617-492-7273).

Casa Myrna Vasquez

617- 521-0100, info@casamyrna.org

Casa Myrna offers a comprehensive range of services, available in both Spanish and English, for victims/survivors of domestic and dating violence, to assist with the tools to recover from the trauma of abuse and begin to build sustainable self-sufficiency.

Jane Doe Inc. (Massachusetts Coalition Against Sexual Assault and Domestic Violence)

617-248-0922/ TTY/TTD: 617-263-2200

www.janedoe.org, info@janedoe.org/find_help/find_help

Jane Doe Inc. is an interactive service locator tool to find sexual assault and domestic violence resources in your area and a map of service providers across Massachusetts.

Victim Rights Law Center (VRLC)

617-399-6720, www.victimrights.org

VRLC is dedicated to serving the legal needs of sexual assault victims. The VRLC provides free legal services, legal training and technical assistance.

On-Campus Resources

Resident Housing Staff Member (for students only)

Dean of Students Offices (for Students and Employees Who Are Concerned About Students)

Human Resources (for Employees and Students Concerned About an Employee)

RESPONSE PROCEDURES

If a student or employee reports that he or she is the victim of domestic violence, dating violence, sexual assault, or stalking – regardless of where the offense occurred – the College will respond as follows:

Domestic Violence

- The College will assess the immediate safety needs of the complainant.
- The College will provide the complainant with a written explanation of the complainant's rights and options, including the right to decline to notify police or campus authorities.
- The College will provide written information to the complainant on how to apply for an Abuse Prevention Order.
- The College will issue a "Notice of Trespass" to the accused party, if appropriate.
- The College will provide the complainant with a written list of on-campus and off-campus resources.
- The College will assist the complainant with contacting local law enforcement if the complainant wishes and will provide the complainant with contact information for local law enforcement.
- The College will provide written information to the complainant on how to preserve evidence.
- The College will assess the need to implement interim or long term protective measures to protect the complainant, if appropriate.
- The College prohibits retaliation by any student or employee against a person who exercises his or her rights or responsibilities under any provision of the Campus SaVE Act and will take immediate and separate action against any person who retaliates.

Dating Violence

- The College will assess the immediate safety needs of the complainant.
- The College will provide the complainant with a written explanation of the complainant's rights and options, including the right to decline to notify police or campus authorities.
- The College will provide written information to the complainant on how to apply for an Abuse Prevention Order.
- The College will issue a "Notice of Trespass" to the accused party, if appropriate.
- The College will provide the complainant with a written list of on-campus and off-campus resources.
- The College will assist the complainant with contacting local law enforcement if the complainant wishes and will provide the complainant with contact information for local law enforcement.
- The College will provide written information to the complainant on how to preserve evidence.

- The College will assess the need to implement interim or long-term protective measures to protect the complainant, if appropriate.
- The College prohibits retaliation by any student or employee against a person who exercises his or her rights or responsibilities under any provision of the Campus SaVE Act and will take immediate and separate action against any person who retaliates.

Sexual Assault

- Depending on when the sexual assault is reported (immediate report vs. delayed report), the College will provide the complainant with access to medical care.
- The College will assess the immediate safety needs of the complainant.
- The College will assist the complainant with contacting local law enforcement if the complainant wishes and will provide the complainant with contact information for local law enforcement.
- The College will provide the complainant with referrals to on and off campus mental health providers.
- The College will provide the complainant with a written list of on and off campus sexual assault resources.
- The College will provide the complainant with a written explanation of the complainant's rights and options, including the right to decline to notify police or campus authorities.
- The College will provide written information to the complainant on how to preserve evidence.
- The College will provide written information to the complainant on how to apply for an Abuse Prevention Order or a Harassment Prevention Order.
- The College will assess the need to implement interim or long term protective measures, such as housing changes, change in class schedule, and "No Contact" directives to both parties, in order to protect the complainant.
- The College will issue a "Notice of Trespass" to the accused party, if appropriate.
- The College will provide a copy of the Policy Against Sexual Misconduct to the complainant and inform the complainant regarding timeframes for the inquiry, investigation and resolution.
- The College will inform the complainant of the outcome of the investigation, whether the accused will face administrative charges and the outcome of the hearing.
- The College prohibits retaliation by any student or employee against a person who exercises his or her rights or responsibilities under any provision of the Campus SaVE Act and will take immediate and separate action against any person who retaliates.

Stalking

- The College will assess the immediate safety needs of the complainant.
- The College will assist the complainant with contacting local law enforcement if the complainant wishes and will provide the complainant with contact information for local law enforcement.
- The College will provide written information to the complainant on how to preserve evidence.

- The College will provide written information to the complainant on how to apply for an Abuse Prevention Order or a Harassment Prevention Order.
- The College will issue a “Notice of Trespass” to the accused party, if appropriate.
- The College will assess the need to implement interim or long-term protective measures to protect the complainant, if appropriate.

EDUCATION, PREVENTION AND TRAINING PROGRAMS

Risk Reduction

The following are some strategies to reduce one’s risk of sexual assault or harassment (taken from “Rape, Abuse & Incest National Network, www.rainn.org):

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have taxi cab money.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911).
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect that you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly other tests).

15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
- a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

SEX OFFENDER REGISTRY INFORMATION

In connection with the Jacob Wetterling Crimes against Children, the Campus Sex Crimes Prevention Act, and the Sexually Violent Offender Registration Program, the College must advise the campus community that information provided by the Commonwealth of Massachusetts regarding registered sex offenders may be obtained from the SUPD. In addition, information regarding sex offenders can be obtained from the Sex Offender Registry Board, which is a state agency responsible for maintaining a database of convicted sex offenders. The database can be found at www.state.ma.us/sorb. The Sex Offender Registry Board can also be contacted at:

Sex Offenders Registry Board

Commonwealth of Massachusetts

P.O. Box 4547

Salem, Massachusetts 01970 www.mass.gov/eopss/agencies/sorb

CRIME PREVENTION PROGRAMS

Sattler College educates the community on security awareness and crime prevention. In addition to sending out periodic educational pamphlets, videos, articles, and posting crime prevention messages around campus. Sattler offer the following educational programs:

- At the beginning of the fall semester, programs on transit safety, residence life safety, and safe city walks.
- During the fall semester programs on holiday shopping safety and personal safety.
- In January during the semester break, programs for employee safety.
- Safety and crime prevention panels during Orientation for all incoming students.

FIRE SAFETY AND PREVENTION

Sattler has developed policies prohibiting activities and objects considered to be fire hazards or which pose a potential threat to the College community. College employees and resident students receive training related to the policies and are expected to understand and comply with them. Students in the residence halls may find additional policies listed in the Student Handbook.

The Office for Safety & Security maintains a public fire log, which includes all reports of fires on the Boston campus.

Reporting Fires

Persons discovering a fire, smoky condition, or explosion should:

- Pull the nearest fire alarm pull station - this will notify the Boston Fire Department that there is a fire in the building.
- Fire alarm pull stations are located next to the interior stairwell doors.
- Walk to the nearest stairway or exit and leave the building.
- Do not use elevators during a fire.

Students living in the residence halls should also notify a member of the Housing staff of a fire, smoky condition, or explosion. Under federal law, Sattler College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. If you hear of or find evidence of a fire that has already been extinguished or of which you are unsure whether the Office of is already aware, please contact the SUPD at 617-573-8111.

The following activities, items, appliances, and decorations are prohibited at Sattler College, including in the residence halls:

- Possession of items capable of producing an open flame (including all candles, incense, torches, Sterno, etc.)
- The use of items capable of producing an open flame (including all candles, incense, torches, Sterno, etc.) NOTE: The responsible use of matches and/or cigarette lighters is allowed only in designated smoking areas
- The obstruction of any entrance, exit, corridor, or stairwell by placing furniture or other property in these areas
- The storage and use of highly combustible items (including gasoline, charcoal lighter, propane gas, etc.)
- The hanging of tapestries or other large flammable items that cover ceilings, fire detectors, sprinklers, doors, or windows or are near other means of egress
- The alteration of permanent lighting with, but not limited to, black lights, cloth, tapestries, and/or paper
- The use or possession of unauthorized portable electrical appliances, including coffee pots/makers, electric heaters, and hot plates
- The use or possession of heating elements or lighting elements, including sun lamps, halogen lamps (torchieres), and any items with open heating coils (i.e. grills, toasters⁴, electric fry pans, waffle, panini, sandwich, or quesadilla makers, fryers, or auxiliary heaters).

Employees and students must use fire safety equipment properly, and the following conduct is prohibited at Sattler College:

- The act of falsely pulling a fire alarm
- Intentionally, recklessly, or negligently causing the sounding of a fire alarm without evidence of a fire
- Failure to evacuate the building during a fire alarm
- The act of causing the fire alarm to sound by intentionally or recklessly misusing or damaging other fire safety equipment
- Tampering with any fire safety equipment, including, but not limited to, smoke detectors, fire extinguishers, fire safety signs or postings, telephone boxes, exit lights, emergency lighting, sprinklers, fire alarms, and fire doors
- The act of discharging a fire extinguisher without evidence of fire
- Tampering with electric circuit panels
- The Office of Environmental Health and Safety (OEHS) may conduct fire safety

Emergency Evacuation Procedures for Campus Center (100 Cambridge Street, Boston)

While the Fire and Life Safety Systems in the building are engineered to ensure the safety of all occupants in the building in the event of a fire, it is important that all individuals working in the building understand the building's emergency procedures. However, each emergency is unique and sometimes the recommended procedures may not be suitable for all conditions that arise. Therefore, common sense should always be the primary element of any emergency procedure.

Please take the time to familiarize your entire staff with these procedures. If you have any

questions regarding these procedures or any of the Fire & Life Safety Systems in place at 100 Cambridge Street, please contact the Property Management Office at (617) 523-3140.

EMERGENCY PHONE NUMBERS

Emergency:	911
Fire Department:	911
Police Department:	911
Property Management Office:	(617) 523-3140
After-Hours Emergencies:	(617) 523-3140

LIFE SAFETY EMERGENCY RESPONSE TEAM

At the time of move-in, each tenant is asked to complete the **Life Safety Emergency Response** Team Form designating personnel that will be responsible for taking charge in the event of an emergency. It is up to each tenant to assure that this form is updated when designated personnel leave employment of the firm or for other reasons is no longer able to perform the outlined duties of emergency personnel.

While the Property Management Office may periodically host Life Safety Emergency Response Team training, the general responsibilities are outlined here. It is the responsibility of all Life Safety Emergency Response Team personnel to familiarize themselves with these guidelines as well as all of the building's Emergency Procedures.

- **Floor Warden** – Responsible for controlling staff in event of emergency and explaining/overseeing all emergency actions. Each tenant should designate an alternate Floor Warden in case the Floor Warden is out of the office when an emergency occurs.
- **Stairwell Monitor** – At direction of Floor Warden, leads employees to exit stairwells and monitors the safe and efficient evacuation via stairwells.
- **Searcher** – After all personnel have evacuated the suite, the searcher returns to the office suite to ensure that all have in fact evacuated and that there are no injured persons left behind.
- **Assistant to the Physically Impaired** – Assists any handicapped individuals during an emergency and/or building evacuation.

FLOOR WARDEN RESPONSIBILITIES

Each member of the building's Floor Response Team has an extremely important job to perform in the event of an emergency. Each Floor Response Team designee should become familiar with the following duties.

Floor Warden

- Appoints personnel to the emergency team and fills all vacant positions.
- Maintains an updated roster of Floor Response Team personnel.

- Keeps the Property Management Office updated on any changes in Life Safety Emergency Response Team personnel.
- Alerts Floor Response Team designees of potential emergencies.
- Supervises the activities and training of the Life Safety Emergency Response Team.
- Responsible for informing and training the Life Safety Emergency Response Team in emergency procedures.
- Ensures that the Life Safety Emergency Response Team knows its assigned duties and locations in case of an emergency.
- Develops a plan for the handling of physically impaired personnel during evacuation.
- Responsible for the evacuation of Life Safety Emergency Response Team

STAIRWELL MONITOR RESPONSIBILITIES

Duties

- Takes position at assigned exits and assists in the evacuation of all personnel.
- Instructs personnel to form single file lines in stairwell and directs personnel to exit along the right side of the stairwell.
- Supervises and monitors evacuation flow while remaining calm and encouraging others to remain calm and orderly during evacuation.
- Remains at exit until Searchers have cleared all personnel for the floor.

SEARCHER

Duties

- Under the supervision of the Floor Warden, Searchers are responsible for finding and evacuating all personnel from the floor, specifically from remote areas such as storage rooms, file rooms, coffee/break areas, restrooms, etc.
- Check all rooms including restrooms, conference rooms, reception areas, offices and remote areas.
- Close, but do not lock, all doors after determining that the room has been evacuated.
- If possible, place a “searched” sticker or note on doors at knee height to indicate a room has been searched and evacuated. (In the event of an actual fire, the floor may be filled with smoke by the time firemen reach it and the lower the “searched” sticker is placed the easier it will be for them to see it.)
- Advise any remaining personnel on the floor of the emergency and insist on their evacuation.
- Develop and maintain familiarity with the building’s emergency procedures and the location of all stairwells.

ASSISTANT TO THE PHYSICALLY IMPAIRED

Duties

- Under the supervision of the Floor Warden, the Assistant to the Physically Impaired is responsible for the safe evacuation of any physically impaired personnel.
- Maintains an up-to-date list of impaired employees.
- Moves all wheelchair bound personnel to the freight elevator lobby or stairwell area and waits with them until emergency personnel arrive.

- Prevent panic while waiting for the emergency personnel to arrive.

FIRE

IF A FIRE IS DISCOVERED INSIDE YOUR SUITE

1. Activate the 100 Cambridge Street Fire Alarm System by using the Manual Pull Station located at the entrance to the Emergency Egress Stairway.
2. Move everyone away from the fire and start the Evacuation of the floor.
3. Confine the fire by closing all doors in the area.
4. Notify the Property Management Office and provide the following information:
 - a. Type of fire (electrical, paper, etc).
 - b. Location of the fire (electric closet, computer room, etc).
 - c. Number of injuries if any.
5. Do not attempt to extinguish the fire, unless the following conditions exist:
 - If the fire is small and can easily be extinguished.
 - You are familiar with the operation of an extinguisher and can safely operate it.
6. Proceed to the nearest exit and leave the floor. Exit via stairwells; do not use the elevators.
7. Once outside the building, move to your designated meeting area that is away from the building and City of Boston, Fire Department operations.

NOTE: FIRES NEED FUEL, HEAT AND OXYGEN TO SURVIVE. YOU CAN REDUCE OR EXTINGUISH FIRE BY REMOVING ANY ONE OF THESE ELEMENTS. FOR EXAMPLE, CLOSE DOORS AND USE EXTINGUISHERS TO REDUCE OXYGEN, AND ELIMINATE FUEL SOURCES BY REMOVING NEARBY PAPERS, PLASTICS, AND OTHER FLAMMABLES.

IF A FIRE IS DISCOVERED OUTSIDE OF YOUR SUITE:

The sequence of events of a fire emergency at 100 Cambridge Street is as follows:

First notification of an alarm. The City of Boston Fire Department is notified automatically. The fire alarm system will activate the “Signal Tone” throughout the building. The following pre-recorded message will be played throughout the building.

“ATTENTION PLEASE, THE SIGNAL TONE YOU HAVE JUST HEARD INDICATES A REPORT OF AN EMERGENCY IN THIS BUILDING. IF YOUR FLOOR EVACUTATION SIGNAL SOUNDS AFTER THIS MESSAGE, WALK TO THE NEAREST STAIRWAY AND LEAVE THE FLOOR. WHILE THE REPORT IS BEING VERIFIED, OCCUPANTS ON OTHER FLOORS SHOULD AWAIT FURTHER INSTRUCTIONS.”

The Floor Evacuation Signal (three long tones) will be activated on the floor of incidence, the floor above and the floor below. The Floor Evacuation Signal then continuously repeats.

Occupants located on the evacuation floors will need to leave their floor and evacuate the building. Occupants on all other floors are requested to standby until further questions and remain calm. City of Boston Fire Department will investigate the floor of incidence. It can take up to (20) twenty minutes for the City of Boston Fire Department to investigate a false alarm at 100 Cambridge Street. Once the City of Boston Fire Department gives the All Clear the Fire Alarm will be silenced and Security will announce to the entire that the emergency is over and all occupants can return to their floors.

FIRE SAFETY REMINDERS

- Post Emergency Phone Numbers for all employees.
- Make sure all employees are aware of the location of the emergency egress stairways and are familiar with the designated meeting location.
- In a fire or other emergency, follow the instruction of your designated Floor Warden and other Life Safety Emergency Personnel.
- Never use the elevators.
- If you encounter smoke, get down on your hands and knees. Air is cleaner and cooler near the floor. Crawl to the nearest stairwell and exit if it is safe to do so.
- Few people are burned to death in fires. Most fire-related deaths are the result of smoke inhalation, poisonous gas or panic. Panic can be avoided by being well prepared for an emergency. Learn all the emergency procedures until they become second nature.

FIRE PREVENTION TIPS

- Replace any electrical cord that has cracked insulation or a broken connector.
- Do not pinch electrical cords under or behind furniture.
- Do not run or daisy chain electrical extension cords under chair mats or across doorways where they can be stepped on or chaffed.
- Leave space for air to circulate around heaters and other heat-producing equipment such as copiers and computer terminals.
- Turn off or unplug all appliances, including coffee makers and hot plates, at the end of each workday.
- Keep exits, storage areas and stairways free from waste paper, empty boxes, dirty rags and other fire hazards.
- Know the locations of both emergency stairways in the building and how to find them from your work area.
- Remove trash on a regular basis.
- Close all doors after working hours.
- Discard all flammable liquids.
- Observe the building's NO SMOKING policies. Never throw matches or cigarette butts into waste containers (inside or outside of building).

FIRE EXTINGUISHER LOCATION & BASIC OPERATION

Fire extinguishers are located at the entrances to the emergency stairways in the building:

Note: Only operate a fire extinguisher if you have been trained or the incident warrants it use. Leave the job of fighting a fire to the experts, the City of Boston Fire Department. You primary responsibility is to save lives by evacuating the area.

Operating a Fire Extinguisher:

- To open the cabinet, turn the handle and pull open.
- Remember the “P-A-S-S” method for effective fire extinguisher use:

P – Pull the safety pin. This is usually the pin with a string attached.

A – Aim the hose, nozzle or horn at the base of the fire.

S – Squeeze the trigger handle

S – Sweep from side to side and watch for the re-flash of the fire.

NOTE: ALWAYS MAINTAIN A THREE-FOOT CLEARANCE AREA AROUND FIRE EQUIPMENT. ONCE THE EQUIPMENT HAS BEEN USED, DO NOT TRY TO RE-HANG IT, EVEN FOR A FEW SECONDS. USED EXTINGUISHERS SHOULD BE SERVICED IMMEDIATELY!

Emergency Evacuation Procedures for Residence Halls (IGH Beacon Street, Boston)

When the fire alarm is activated, a signal horn will sound. The following pre-recorded message will be heard over the intercom system:

“Attention please, the signal tone you have just heard indicates a report of an emergency in this building. If your floor evacuation signal sounds after this message, walk to the nearest exit stairway and leave the floor. While this report is being verified, occupants on other floors should await further instruction.”

After this message, an evacuation signal will sound on the affected floor, the floor above, and the floor below. Occupants of these three floors must exit the building by stairs.

Do not use the elevators to exit the building.

The stairwells are equipped with fire-rated doors. Individuals should stay to the right when exiting down a stairwell to allow passage by fire department personnel who may be using the stairwell to go to the fire area. If the stairwell contains fire or smoke, or is otherwise obstructed, select another appropriate escape route.

When an alarm sounds:

- Feel the door and the doorknob with the back of your hand. If they are hot, seek an alternate exit.
- Otherwise, when opening the door, brace yourself against it, and slowly open the door only a crack to check for smoke, heat, or flames. If there is too much smoke, heat, or flames, close the door and seek an alternate exit. If there is no alternate exit, proceed as follows:
- Crawl or stay low to the floor where the air is cleaner and cooler. Avoid inhaling the smoke, if you can
- Go back to your room and close the door
- Call the Boston Fire Department at 9-911
- Put wet towels or tape around the cracks in your door, vents, louvers, etc.
- Breathe through a wet towel or handkerchief placed over the mouth and nose
- If windows can be opened, open one window if and only if the fire is not below the window
- Make your presence known by periodically appearing at the window
- If you have a bathtub or sink, fill it with water. Keep a pan or can next to the tub. Use the water and pail to fight the fire should it enter the room.
- Do not jump out of windows or climb on ledges. If you are on the ground or first floor, safe evacuation from a window may be possible. To avoid being cut, try opening windows first before breaking them.
- If your clothing catches on fire, do not run. Stop, drop, and roll and immediately cover your face with your hands. Try to keep fire away from your face and breathing passages.

Please note, safety is a top priority, and the following should only be done if safe to do so:

- Shut off electrical appliances
- Leave your room light on
- Close your doors and windows
- If you lock your door, take your keys with you (do not stop for valuables)
- Alert others around you
- Assist any special needs/disabled persons in evacuating

Student Housing - Fire and Life Safety Systems

All student housing, academic, and administrative buildings contain the following smoke and fire detections systems, fire prevention equipment, and building fire suppression systems:

Smoke Detectors - Smoke detectors provide the initial warning signal of fire in the building. They are installed throughout the building. The activation of a smoke detector will initiate the alarm sequence and will alert the appropriate authorities.

Fire Alarm Pull Stations - Fire alarm pull stations are located near the stairwell doors on each floor, and the building's exits. Pull stations, when activated, will activate the building's fire alarm system and automatically alert the Boston Fire Department. All building occupants should familiarize themselves with the location of the pull stations in their areas that are designated as exits. **Combination Audiovisual Devices** - The audiovisual fire alarm signals for the building are horns and Americans with Disabilities Act (ADA) approved strobe lights. These devices are located throughout each floor in the building to provide complete communication during an emergency situation.

Fire Extinguishers - Fire extinguishers are installed on every floor. The extinguishers are a dry chemical type that is effective on Class A, B, and C fires. There may be several fire extinguisher locations, strategically placed, depending upon the size and design of the floor. Fire extinguishers should be used by trained personnel only. The safe evacuation of the building is the number one priority.

Elevators - Elevators are not to be used during a fire or an emergency situation. The Boston Fire Department must be able to access the elevators in order to transport their personnel to various floors and to evacuate individuals needing physical assistance.

Stairwell Doors - Each building's stairwell doors are self-closing fire-rated doors, and are designed to prevent fire and smoke from spreading from floor to floor. Do not block or hold these doors open as this will allow smoke to enter stairwells during a fire.

Emergency Lighting - Emergency lighting is installed in building stairwells, corridors, and common areas to provide assistance for egress of individuals during an emergency situation.

Fire Protection Equipment and Systems - All campus buildings are equipped with automatic fire detection and alarm systems. The following are fire detection, notification, and suppression systems that can control a fire in campus facilities (please see the Academic and Residence Hall Building sections for building-specific information).

Building Fire Suppression Systems

Sprinkler systems

- Water
- Oxygen displacement system
- Commercial kitchen hood exhaust/suppression systems (ANSUL system) Standpipe systems
- Wet
- Dry

Fire extinguishers

- Multi-purpose dry chemical (Class A, B, and C fires)
- Water (Class A fires)
- Carbon dioxide (Class B and C fires)
- Class D extinguishers
- Class K Guard extinguishers (grease fires)

In addition to the systems just described, the following systems and procedures are specific to each of the residence halls:

Reporting a Fire or Emergency - Persons discovering a fire, smoky condition, or explosion should pull the nearest fire alarm pull station which will notify the Boston Fire Department that there is an alarm in the building. Fire alarm pull stations are located on each floor. The horn/strobe alarms alert building occupants of the need for evacuation.

To report any emergency on campus, notify Office of Safety & Security at xxx-xxx-xxxx,

When the Fire Alarm Sounds:

1. In the event of a fire alarm activation, a signal will sound, followed by a pre-recorded message. Listen to the pre-recorded message and follow the instructions. In most situations only certain floors will be required to evacuate.
2. Occupants should ensure that others nearby are aware of the emergency, and when directed to do so, exit the building by the established evacuation routes.
3. Occupants should assist visitors, students, and others who are not familiar with the building to safely evacuate.
4. All occupants should go to the assembly area and await further instructions from the emergency services personnel.
5. All occupants should know where their primary and alternate exits are located, and be familiar with the various evacuation routes available. Floor plans with escape routes are posted throughout the building.
6. Occupants must not use elevators as an escape route in the event of a fire or emergency evacuation.
7. No individual is permitted to re-enter the building until advised it is safe to do so by the Boston Fire Department.

Sprinkler System - High temperatures will activate the sprinkler system in the building by causing the sprinkler head to open and discharge water to a limited area. Additional sprinklers will activate if the fire is not contained. A fire pump automatically starts when the sprinkler system is activated and maintains water pressure within the system. Any flow of water from a sprinkler head will activate the fire alarm and will alert the Boston Fire Department.

Standpipes - Standpipes – water pipes used specifically for fighting fires – provide water for the sprinkler system, and provide a connection for fire fighters to attach their hoses in both of the exit stairways, the north and south stairs. There are connections located in the stairwells on each floor.

Fire Drills

The Office of Safety & Security conducts fire drills in each of the residence halls two times a year.

Definitions of Reportable Crimes

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

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

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned.

Criminal Homicide:

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

Negligent manslaughter: The killing of another person through gross negligence.

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

Domestic Violence: Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as spouse or intimate partner, by a person similarly situated to a spouse of the victim under Massachusetts law, or by any other person against an adult or youth victim who is protected under the domestic or family violence laws of Massachusetts.

Destruction/Damage/Vandalism of Property (Except Arson): To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Drug Law Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation, and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations

of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Illegal Weapons Possession: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

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

Larceny/Theft (Except Motor Vehicle Theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc. are excluded.

Liquor Law Violations: The violation of state or local laws, or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Motor vehicle theft: The theft or attempted theft of a motor vehicle. Classify as motor vehicle theft all cases in which automobiles are taken by persons not having access even though the vehicles are later abandoned—including joyriding.

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

Sexual Assault: “Sexual assault” means an offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is any sexual contact directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

Rape: Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

Incest: Incest is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Statutory rape is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent.

Simple Assault: An unlawful physical attack by one person upon another in which neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury

involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Stalking: Stalking, which includes cyber stalking, means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress. For the purposes of this definition

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

Fire Safety Definitions

Cause of Fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Drill: A supervised practice of a mandatory evacuation of a building for a fire.

Fire Safety System: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems; fire detection devices; stand-alone smoke alarms; devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

Fire-Related Death: Any instance in which a person:

- Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or
- Dies within one year of injuries sustained as a result of the fire.

Fire-Related Injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term "person" may include students, employees, visitors, firefighters, or any other individuals.

Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include

contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

Sattler College Crime Statistic Data 2018

Campus Crime Statistics, 2018* (Sattler is reporting only 2018 Crime Statistics as it was not yet accepting students for 2017 prior).

<i>Primary Crimes</i>	<i>Year</i>	<i>On-Campus Property</i>	<i>On-Campus Student Housing</i>	<i>Noncampus Property</i>	<i>Public Property</i>	<i>Unfounded</i>
Murder/Non-Negligent Manslaughter	2018	0	0	0	0	0
Negligent Manslaughter	2018	0	0	0	0	0
Rape	2018	0	0	0	0	0
Incest	2018	0	0	0	0	0
Statutory Rape	2018	0	0	0	0	0
Robbery	2018	0	0	0	0	0
Aggravated Assault	2018	0	0	0	5	0
Burglary	2018	0	0	0	0	0
Motor Vehicle Theft	2018	0	0	0	0	0
Arson	2018	0	0	0	0	0

<i>Disciplinary Referrals and Arrests</i>	<i>Year</i>	<i>On-Campus Property</i>	<i>On-Campus Student Housing</i>	<i>Noncampus Property</i>	<i>Public Property</i>	<i>Unfounded</i>
Weapons Law Violations (Arrests)	2018	0	0	0	0	0
Weapons Law Violations (Disciplinary Referrals)	2018	0	0	0	0	0
Drug Law Violations (Arrests)	2018	0	0	0	0	0
Drug Law Violations (Disciplinary Referrals)	2018	0	0	0	0	0
Liquor Law Violations (Arrests)	2018	0	0	0	0	0
Liquor Law Violations (Disciplinary Referrals)	2018	0	0	0	0	0

<i>Crimes Required to be Reported by the Violence Against Women Act</i>	<i>Year</i>	<i>On-Campus Property</i>	<i>On-Campus Student Housing</i>	<i>Non campus Property</i>	<i>Public Property</i>	<i>Unfounded</i>
Dating Violence	2018	0	0	0	0	0
Domestic Violence	2018	0	0	0	0	0
Stalking	2018	0	0	0	0	0

MAP OF CAMPUS GEOGRAPHY