

2024

Jeanne Clery Disclosure of Campus Security Policies & Campus Crime Statistics Act

Clery Report for Vermont Campus including the 2024
Public Safety Report and Annual Fire Safety Report

SCHOOL FOR INTERNATIONAL TRAINING (SIT)

SIT Graduate Institute

SIT Study Abroad

1 KIPLING ROAD, BRATTLEBORO, VT 05301

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Introduction and Statement of Compliance

The School for International Training (SIT), including SIT Graduate Institute and SIT Study Abroad, is committed to protecting the safety and security of its students, staff, and faculty and providing accurate and complete information regarding crimes committed in the SIT campus community.

The requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act mandates that all post-secondary participating in Title IV student financial assistance programs disclose campus crime statistics and other security information to students and the public. The Violence Against Women Reauthorization Act (VAWA), amendments added requirements that institutions disclose statistics, policies, and programs, related to dating violence, domestic violence, sexual assault, and stalking, among other changes.

This annual report available on the SIT website has therefore been designed to make this information readily available to current and prospective students, faculty, and staff.

The Clery Act requires colleges and universities to:

- Collect, classify, and count crime reports and statistics;
- Publish an Annual Security Report;
- Submit crime and fire statistics to the Department of Education;
- Issue campus alerts and warning notices;
- Disclose missing student notification procedures;
- Disclose procedures for institutional disciplinary actions;
- Keep a daily crime log (when applicable);
- Provide educational programs and campaigns; and
- Disclose fire safety information.

The Dean of Student Health, Safety, and Wellbeing is responsible for preparing and distributing the report for the campus. This report is also available on the SIT Graduate Institute website (<https://graduate.sit.edu/student-services/safety-security/>) and on the SIT Study Abroad website (<https://studyabroad.sit.edu/health-safety-and-well-being/risk-management/>.)

Members of the SIT Graduate Institute campus community and students participating in an SIT Study Abroad program are sent a notice that describes the report and the web address. For a paper copy of the report, contact the Dean of Student Health, Safety, and Wellbeing by calling (802)258-3366 or writing to studentwellbeing@sit.edu.

The responsibility of crime prevention and campus safety is shared jointly by all at SIT. In fact, community awareness and involvement are the most important factors in crime prevention. Successful prevention depends largely on each person following sound security practices, and on people recognizing and immediately reporting suspicious or criminal activity.

In sum, guaranteeing safety and security at SIT requires the personal awareness and active prevention of all students, program participants, faculty, and staff.

Reporting Crimes and Other Incidents

CAMPUS LAW ENFORCEMENT

The SIT campus does not have a campus safety department. We rely on the [Brattleboro, Vermont police department](#) to provide campus law enforcement.

REPORTING PROCEDURES AND PROTOCOLS AT SIT

While SIT does not have a full-time security officer or staff, the Clery Act requires that the following persons: Dean of Student Health, Safety, and Wellbeing and the Director of Facilities Management designated as SIT's Chief Campus Security Authorities (CCSAs) notify the institution about crimes they have learned about from persons believed to be acting in good faith. They do not have authority to arrest individuals, but do have responsibility for the following:

- Implementing, communicating, and reviewing policies and programs designed to enhance the safety awareness of students, staff, and faculty;
- Implementing and communicating procedures for crime reporting;
- Serving as first-responder to crime incidents 24/7;
- As appropriate, investigating, and documenting crimes with the assistance of the Brattleboro police;
- Maintaining a case history of reported crimes;
- Preparing an annual report of crime statistics;
- Conducting a formal, monthly (3rd week of each month) lighting & safety audit;
- Ensuring that all student and employee vehicles are registered with proper vehicle identification; and
- Communicating campus emergency evacuation procedures to students upon arrival (due to students only attending short-term programing) and repeated throughout the year.

The Chief Campus Security Authorities also receive reports from other designated “Campus Security Authorities” (CSA). CSA’s are staff members who have “significant responsibilities for student and campus activities, including but not limited to student housing, discipline, and other student services. These persons are listed as follows:

- Student Health, Safety, and Wellbeing Dean
- Student Health, Safety, and Wellbeing Associate Directors
- Student Health, Safety, and Wellbeing Managers
- Residence Life Staff including Resident Assistants
- Other staff and faculty with significant student interaction

Crime or Emergency

To report a crime contact the Brattleboro Police Department using the numbers listed below. Any suspicious activity or person(s) seen in campus buildings, parking lots, or loitering around vehicles can also be reported to the Student Health Safety, and Wellbeing on-call number listed below.

On campus, blue lights designate public local phones that are accessible 24/7. Locations include: the International center, Boyce House, Undergraduate Building, Student Center, Black Mountain Residence Hall, Dickinson Residence Hall, Bolton Residence Hall, and Janeway Residence Hall.

Emergency	
Dial 911	
Non-Emergencies (dial local support services directly)	
Brattleboro Police Department	(802) 257-7950
Brattleboro Fire Department & Ambulance Service	(802) 254-4831
SIT Student Health, Safety, and Wellbeing On-call	(802) 258-3366
Rescue Inc.	(802) 257-7679
Vermont State Police	(802) 244-8727
Women's Freedom Center	(802) 254-6954
Poison Control Center	(800)-222-1222
National Suicide Prevention Lifeline	988

Fire

In case of a fire take the following steps:

1. Sound the fire alarm;
2. Leave the building;
3. Call 911;
4. Wait at least 25 meters away from the building

Medical

If you have or witness a medical emergency, call 911.

TIMELY WARNINGS

Anytime that a serious situation or emergency arises either on campus or in the immediate area of the campus that in the judgment of either the Dean of Student Health, Safety, and Wellbeing in consultation with the Provost, poses an ongoing or continuing threat to the campus community, a campus "Timely Warning" will be issued. This warning will be posted through the SIT/WL Alert System, voice mail or telephone notification, e-mail, posted on the Institution website, posted notices, public address announcements, and direct contact with individuals.

ACCURATE AND PROMPT REPORTING

Federal law requires colleges and universities to publish reports containing campus security statistics. Amendments made to the Clery Act in 1992, 1998, 2000, 2008, 2013 altered the law's reporting requirements, expanding the list of reportable offenses and creating new reporting categories. All statistics in this Annual Security Report reflect the expanded scope of the 2013 amendments.

The Dean of Student Health, Safety, and Wellbeing is responsible for obtaining, reviewing and reporting all the needed aspects of the annual report. Crime statistics from the required geographical areas to SIT/World Learning from local law enforcement jurisdictions are requested as required.

VOLUNTARY CONFIDENTIAL REPORTING

If you are the victim of a crime and do not want to pursue action through the criminal justice system, you may still want to consider making an anonymous report by calling the Brattleboro Police Crime Tip Hotline at (802) 251-8188. The purpose of an anonymous report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others.

Any member of the campus community may also report violations of the law or other matters of concern to the Student Health, Safety, and Wellbeing office. All reports received will be responded to in the appropriate manner. Anyone with knowledge of a crime or possible crime should contact the Dean of Student Health, Safety, and Wellbeing at (802)258-3570. SIT encourages students, faculty, and staff to report all crimes accurately and promptly to appropriate police agencies and Student Health, Safety, and Wellbeing, when the victim of a crime elects to, or is unable to, make such a report.

Offenses of Discrimination, Harassment, and Sexual Misconduct

POLICY STATEMENT

Sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual exploitation, domestic violence, dating violence, and stalking are prohibited, and will not be tolerated by any program of the School for International Training (SIT), including SIT Graduate Institute, SIT Study Abroad, and the International Honors Program. Any act or attempted act that falls within the definition of sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual exploitation, domestic violence, dating violence, or stalking is a violation of SIT policy.

Disciplinary sanctions for any member of the SIT community engaging in such conduct may include suspension or dismissal from SIT Study Abroad/SIT Graduate Institute, termination of employment and referral for criminal investigation and prosecution by local law enforcement.

Victims of any such conduct are encouraged to reach out to titleix@sit.edu or studentwellbeing@sit.edu to request counseling services for confidential support and assistance (services are available to all regardless of gender identity and expression or sexual orientation). All other SIT staff and faculty are required to report such conduct to SIT's Title IX

coordinator. Victims of sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual exploitation, domestic violence, dating violence, or stalking are also encouraged to notify SIT's Title IX coordinator immediately. SIT is committed to creating and maintaining a community in which its members are free from all forms of harassment, exploitation, intimidation, and violence. SIT recognizes the long-lasting and detrimental effects of sexual misconduct and assault on the individual victim, on the entire community, and on SIT's mission to prepare its students to lead productive, responsible, and creative lives.

Through its orientation programs, SIT provides educational information to promote awareness of dating violence, domestic violence, sexual assault, and stalking. Additionally, SIT's mental health consultants and GeoBlue counselors can provide students with 1:1 support.

This policy applies to all members of the SIT community. Any student who has been sexually assaulted should contact program staff for immediate assistance (or alternatively the SIT on-call staff member from the Office of Student Health, Safety & Wellbeing +1(802)258-3366). These staff will assist the victim in obtaining needed local services such as medical or police assistance, translation services, counseling, and will provide specific information about local/community resources accessible in the specific program location.

SIT does not discriminate on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, military status, veteran status, or other non-merit reasons, in admissions, educational programs, or activities and employment, and complies with all applicable federal and state laws regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, and Title VII of the Civil Rights Act of 1964. Title IX of the Education Amendments of 1972 is a federal law that specifically prohibits sex discrimination in education. Sex discrimination includes sexual harassment and sexual assault.

The Dean of Student Health, Safety & Well-being directly oversees the Title IX coordinator for SIT Study Abroad/SIT Graduate Institute, and is responsible for coordinating SIT's efforts to comply with and carry out its responsibilities under Title IX. The Title IX coordinator's core responsibilities include overseeing SIT Study Abroad/SIT Graduate Institute's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. To accomplish this, subject to the exemption for confidential employees discussed below, the Title IX coordinator must be informed of all reports and complaints raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Title IX coordinator is available to meet with students, employees, or third parties regarding Title IX-related issues, such as issues related to SIT's compliance with Title IX, response to Title IX reports or complaints, related grievance procedures, relevant patterns of conduct, or related education and prevention programs. The contact information for the SIT Title IX coordinator is: Trina Lawrence, Manager of Student Health, Safety & Wellbeing/SIT Title IX Coordinator, (802) 258.3275, TitleIX@sit.edu or Trina.Lawrence@sit.edu. Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities: Office

for Civil Rights Regional Office for Vermont: Office for Civil Rights, Boston Office, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921, Telephone: (617) 289-0111. Email: OCR.Boston@ed.gov. If an incident involves alleged misconduct by the Title IX coordinator, reports should be made directly to the Dean of Student Health Safety & Wellbeing (Andrea Bordeau at Andrea.Bordeau@sit.edu).

DEFINITIONS

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or written communication of an intimidating, hostile, or offensive sexual nature when: 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; 2) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; 3) Such conduct has the purpose or effect of substantially interfering with an individual's academic or job performance or creating an intimidating, hostile, or offensive employment, educational, or living environment for the person as a student and/or employee.

Examples of conduct which may constitute sexual harassment include but are not limited to: conditioning a promotion, pay raise, or course grade upon the receipt of sexual favors, unwelcome hugging, kissing, embracing, patting, pinching, or leering; persistent unwelcome social invitations; use of vulgar language of a sexual nature; graphic comments about a person's body; displaying sexually explicit pictures or other materials; making sexually suggestive comments or telling sexually suggestive or "dirty" jokes or stories; sexually inappropriate electronic communications; asking an employee or student questions about his or her sex life; retaliating against an individual for complaining about the behaviors described above.

Harassment

Harassment is a form of discrimination and is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, gender, sexual orientation, gender identity, national origin, ancestry, age, disability, veteran's status, genetic information or any other characteristic protected by law or that of their relatives, friends or associates, and that: (1) Has the purpose or effect of creating an intimidating, hostile, or offensive work, educational, or living environment; (2) Has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or (3) Otherwise adversely affects an individual's employment or educational opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on SIT Study Abroad/SIT Graduate Institute premises or program sites or property controlled by SIT Study Abroad/SIT Graduate Institute.

Nonconsensual Sexual Contact

Nonconsensual sexual contact is defined as any intentional sexual touching, however slight, with any body part or object by a person upon another person that is without consent and/or by force. Examples of sexual contact include but are not limited to intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts, or any other intentional bodily contact in a sexual manner.

Nonconsensual Sexual Intercourse

Nonconsensual sexual intercourse is defined as any sexual intercourse, however slight, with any body part or object, by a person upon another person that is without consent and/or by force. Examples of sexual intercourse include but are not limited to vaginal or anal penetration by a penis, finger, tongue, or object, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

Sexual Exploitation

Sexual exploitation occurs when one person takes nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy; prostituting another person; nonconsensual digital, video, or audio recording of nudity or sexual activity; unauthorized sharing or distribution of digital, video, or audio recording of nudity or sexual activity; engaging in voyeurism; going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex); knowingly exposing someone to or transmitting an STI, STD, or HIV to another person; intentionally or recklessly exposing one's genitals in nonconsensual circumstances; or inducing another to expose their genitals.

Domestic Violence

Domestic violence may include violent acts by a current or former spouse; by a person with whom the victim shares a child in common; by a person who is or has cohabitated with the victim as a spouse; by a person similarly situated to a spouse; between a parent and child; between members of the same household in an intimate relationship; or by any other person similarly situated. Domestic violence can be physical, sexual, emotional, or economic in nature.

Dating Violence

Dating violence can be violence or abusive behavior used by one partner to gain or maintain control over another partner. It can be violence committed by a person who is or has been in a social, romantic, or intimate relationship with the victim. The existence of such a relationship will be determined by factors such as the length of the relationship, the type of relationship, and the frequency of interaction between the people involved.

Stalking

Stalking is a series of unwanted or obsessive attention, behaviors, or actions toward a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress. Stalking may involve following, lying in wait for, or harassing a person by demonstrating a pattern of conduct composed of two or more acts evidencing a continuity of purpose. Stalking may include the monitoring of an individual online or involve the use of social media, email, or other technology. It may also include unwanted observation or surveillance.

Consent

Consent is defined as willingly giving permission or agreement to a particular sexual activity or behavior, without coercion, fear, or threat of harm, or other unwanted consequences. Consent is an informed, voluntary agreement to participate in a specific act. Consent is communicated either by words or clear, unambiguous actions that are not achieved through manipulation, intimidation, fear, or other acts that a reasonable person would construe as coercion. Consent cannot be given by one who is mentally or physically incapable of giving clear consent at the time of sexual activity. It is the responsibility of any person who wants to engage in a sexual activity with another person to ensure that they have the affirmative, expressed, and unequivocal consent of that other person to engage in the sexual activity. Silence, lack of protest or lack of resistance does not mean consent. The existence of a dating relationship between the persons involved or the fact of a past sexual relationship is not a sufficient basis to assume consent. Consent is present only where an individual is fully conscious and is not incapacitated due to physical challenge and/or helplessness, or incapacitation due to alcohol or other substances.

Complainant

The complainant is a person who alleges that they are the victim of a violation of SIT policy.

Respondent

The respondent is a person who has been accused of an alleged violation of SIT policy.

Safe Bystander Interventions

Observers of a sexual assault or other types of gender- or intimate partner-based misconduct, such as domestic violence, dating violence, or stalking, may be able to help the victim. However, it is important that you do so in a positive manner and in a way that keeps you and the victim safe. Appropriate interventions will depend on the situation. Safe and appropriate options for bystanders may include calling the police to report violent or potentially violent situations, intervening if you believe someone is in a potentially uncomfortable or unsafe situation, and/or encouraging the target of such conduct to report the incident and seek support.

Retaliation

SIT prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Any attempt by a member of the SIT community to intimidate, penalize, or threaten a person who reports or who is otherwise involved or cooperating in, a report of

discrimination, misconduct, or harassment is strictly prohibited. Any person found to have participated in an act of retaliation will be disciplined accordingly.

REPORTING INCIDENTS

SIT's greatest concern is for the safety and physical and mental health of all its students, faculty, staff, and guests. SIT is committed to maintaining a welcoming and supportive educational climate. Therefore, the following procedures are available to all students, staff, and faculty who feel they have experienced or witnessed gender-based misconduct, including sexual harassment and gender discrimination as discussed above.

SIT will promptly and equitably respond to all reported incidents of sexual misconduct. It may be necessary to adjust, on a case-by-case basis, the procedures and time frames discussed in this section due to the nature and complexity of the issues, the parties involved, and SIT's academic calendar. All parties involved will be notified of any procedural or time frame adjustments.

Reporting Misconduct

All members of the SIT community who experience, witness, or hear about an incident of sexual misconduct, including sexual harassment and sexual assault, are encouraged to immediately contact SIT's Title IX coordinator.

In an emergency, please call 911 or contact local law enforcement in the case of overseas programs. There is no time limit on how long after an incident you can make a report of misconduct; however, SIT's ability to respond to a report may be hindered by the length of time between the alleged misconduct and the report itself.

Once SIT is informed of alleged misconduct, the Title IX coordinator or their designee will notify the complainant and any respondents of their rights pursuant to Title IX. The Title IX coordinator will help the parties involved navigate the formal complaint process and access appropriate medical, mental health, or academic services; discuss possible interim arrangements during the investigation and adjudication processes; explain individual rights; and answer questions along the way.

SIT is obligated under Title IX to investigate and resolve all complaints thoroughly, impartially, and promptly, whether made formally or informally. The Title IX coordinator or their designee will therefore respond to every report of alleged sexual misconduct or harassment, facilitate the implementation of measures to stop the behavior, and take steps to prevent its recurrence.

While not required, any person who believes they have been a victim of sexual harassment, sexual misconduct, sexual assault, domestic violence, dating violence, or stalking is strongly encouraged to report the incident to local law enforcement. In certain circumstances, depending on the type of conduct alleged and the parties involved, SIT may be independently obligated to contact the police.

Confidential Reporting

GeoBlue counselors are licensed mental health counselors who respect and protect confidential communications with clients. A person may discuss an incident of sexual harassment, sexual misconduct, sexual assault, domestic violence, dating violence, or stalking with a GeoBlue counselor with the understanding that GeoBlue will not report that incident to SIT. Please be aware that all counselors have the responsibility to disclose otherwise confidential information appropriately when they perceive an immediate and/or serious threat to any person or property. In addition, medical and mental health professionals are required by law to report any allegation of sexual assault of a person under age 18. You can access this resource by writing to studentwellbeing@sit.edu or reaching out directly to GeoBlue at:

- Website: geobluestudents.com
- Phone: +1.610.254.5830 (outside the US) or 1.888.412.6403 (within the US)
- Email: customerservice@geo-blue.com

All other SIT faculty and staff members who are informed or otherwise made aware of possible sexual harassment, sexual misconduct, sexual assault, domestic violence, dating violence, or stalking must report the incident to the Title IX coordinator.

If a complainant reports an incident but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, SIT must weigh that request against its obligation to provide a safe, nondiscriminatory environment for all students, faculty, and staff. The Title IX coordinator will, in most cases, determine whether SIT needs to perform an investigation and/or take some other action in cases where a complainant would prefer complete confidentiality. If for some reason the Title IX coordinator is not able or is not the appropriate person to make such a determination, the determination will be made by another appropriate person designated by the president.

If an individual who makes a report insists that his or her name or other identifiable information not be revealed, and SIT is able to respect that request, the individual must understand that SIT will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Upon receipt of a report, the Title IX Coordinator and those assisting with an investigation and those participating in any disciplinary proceedings, will make all reasonable efforts to maintain confidentiality and respect the privacy of those involved. SIT understands that reports of this nature can be difficult, emotional, and stressful. Therefore, SIT will only share information as is needed to conduct a prompt, thorough and effective investigation. All members of the SIT community should understand that even if the complainant asks that SIT not pursue an investigation, or decides to attempt to resolve the situation informally, SIT may still investigate the allegations and address the conduct as may be warranted under the circumstances.

Reporting Resources

Emergency in Any Location in the U.S.: 911. Students are provided emergency contact details for all non-U.S. program locations.

Respectful (Not Confidential) SIT Resources:

Non Confidential SIT Resources		
Student Health, Safety and Well-being (SHSW)	(802) 258-3366	Studentwellbeing@sit.edu
Dean of SHSW, Andrea Bordeau	(802) 258-3570	Andrea.Bordeau@sit.edu
Title IX Coordinator, Trina Lawrence	(802) 258-3275	TitleIX@sit.edu
Associate Director of Student Life and Staff Training, Lindsay Parise	(802) 258-3270	Lindsay.Parise@sit.edu
Manager of SHSW, Cheryl Williams	(802) 258-3523	Cheryl.Williams@sit.edu
Manager of SHSW, Emilie Shaver	(802) 258-3562	Emilie.Shaver@sit.edu
Human Resources	(802) 258-3192	HR@worldlearning.com
Local Staff (Homestay Coordinators, Student Services Coordinators, Academic Coordinators)	Contact information varies by program, country, and specific staff	
Program Chairs, Academic/Program Directors	Contact information varies by program, country, and specific staff	

Off-Campus Community Resources, Vermont:

Off-Campus Community Resources, Vermont	
Brattleboro Memorial Hospital	(802) 257-0341
Vermont State Police	(802) 244-8727
Women's Freedom Center	(802) 254-6954
Planned Parenthood	(802) 257-0534
Windham County Sherriif	(802) 365-4942

Off-Campus SIT Study Abroad and International Honors Program Resources:

Each program of SIT Graduate Institute (Global Master's Program) and SIT Study Abroad will provide specific information about local/community resources accessible in the specific program location.

TITLE IX PROCEDURES

After the receipt of a report of discrimination, harassment (including sexual harassment), or sexual misconduct, the Title IX coordinator or designee will speak with the complainant to gather as much information as possible. The Title IX coordinator or designee will also speak with any witnesses or individuals who may have information about the alleged misconduct.

If after this initial fact-finding phase SIT determines that a violation of SIT policy may have occurred, it will proceed with a full investigation. The complainant and the respondent will be notified that an

investigation is underway and will be afforded the opportunity to speak independently with the Title IX coordinator or designee to review this procedure and to have their rights explained. The Title IX coordinator or designee will also speak with the respondent to listen to their side of the story and to gather any evidence they may offer to better understand the nature of the alleged misconduct. The complainant and the respondent will have the opportunity to submit names of individuals with knowledge of the situation and SIT will follow up with those individuals. The Title IX coordinator or the designee will counsel the complainant and the respondent on academic and other emotional supports available.

During an investigation, the Title IX coordinator or designee may ask for written statements and other documents or evidence that may aid in the investigation. Therefore, it is important to preserve all evidence associated with the conduct or that you think might help others understand what happened. Such evidence can include, but is not limited to, text messages, Facebook or Instagram posts, photos, voicemails, emails, or items of clothing.

Depending on the type of conduct and the parties involved, SIT may contact local law enforcement. SIT will continue its own investigation into the alleged conduct, regardless of whether the police decide to pursue their own investigation. SIT will cooperate with all police investigations and will honor and enforce any judicial no-contact, restraining, or protective orders the parties may obtain outside the SIT process.

During the investigation process, interim measures will be discussed with the parties and implemented as may be appropriate. Interim measures may include changes in program participation, housing arrangements, no-contact orders, or interim suspensions. All efforts will be made to minimize the impact that these interim measures have on the complainant.

In some cases, mediation may be appropriate. Mediation is a process in which SIT can arrange for the complainant and the respondent to meet to see if they can resolve the situation with the assistance of a third-party mediator who will attempt to help guide the respondent and the complainant to a mutually acceptable outcome. The mediator will likely be an administrator and will be assigned by SIT. Mediation is completely voluntary and will only be pursued with the consent of both the complainant and the respondent. At any time during the mediation process the complainant or the respondent may stop the mediation. In cases involving a potential sexual assault or other forms of sexual violence or intimidation, however, mediation is not an appropriate option.

Both the complainant and the respondent will be updated throughout the investigation process. Typically, an investigation will take 60 days, but that may vary depending on the nature and complexity of a case. At the close of an investigation, the Title IX coordinator or the designee will prepare a brief report detailing the essential content of interviews and the pertinent evidence gathered. Both parties will be provided copies of that report.

Alleged violations of SIT's Sexual Harassment and Misconduct Policy involving a student respondent will be adjudicated in accordance with the SIT student conduct process.

Alleged violations of SIT's Sexual Harassment and Misconduct Policy involving an employee respondent will be adjudicated by Human Resources in accordance with their applicable procedures.

POLICY STATEMENT

[Sexual Misconduct and Harassment Policy](#)

Drug, Alcohol, and Weapons Offences

POLICY STATEMENT

In keeping with its mission, it is the intent of SIT to provide an environment that fosters tolerance, a commitment to learning, personal development, and respect for others.

While there does exist some latitude for individual choice regarding the personal use of alcohol, this freedom of choice exists within certain guidelines. Students are required to obey all applicable local laws regarding the possession, use, and distribution of alcohol, comply with SIT policies, and take full responsibility for their conduct. This includes respect for individual and collective rights and property. Behavior which threatens to create disorder, public disturbance, damage to oneself or to others, or that otherwise interferes with the proper functioning of the institution, or the program will not be tolerated.

Appropriate use of alcohol will be shaped by local laws, cultural norms, individual program regulations, and safety considerations. SIT reserves the right to prohibit alcohol use on any of its programs at any time. SIT staff will not purchase alcoholic beverages for students. Excessive alcohol use and/or alcohol abuse is not permitted and will result in disciplinary action. If moderate consumption of alcohol, within the limits of local law, cultural norms, program standards, and safety considerations is permitted, the following guidelines apply:

- Students must obey local laws and take full responsibility for their conduct.
- Students must behave in a culturally appropriate manner.
- Behavior must not violate the rights of roommates, host families, host community members, other students, program staff, program contacts, or others.
- Inappropriate behavior resulting from alcohol consumption, including but not limited to behavior which is offensive to others; and/or poses unreasonable risk to the student or others; and/or results in damage to property; and/or affects student performance; and/or causes embarrassment or otherwise interferes with the proper functioning of the program, is not permitted and will result in disciplinary action.

SIT expressly prohibits the unlawful manufacture, distribution, possession, or use of any controlled substance by students or staff. Convincing indication of drug use requires immediate dismissal from any SIT program. Medical marijuana use is not permitted on SIT programs. Students who violate the SIT Alcohol and Drug Policy are subject to disciplinary action, including, but not limited to, immediate dismissal from the program, and may face possible criminal or civil liability. Such persons may be

referred to law enforcement authorities for prosecution and/or referred to substance abuse programs for evaluation or treatment. SIT supports the prevention of substance abuse and encourages the rehabilitation of those persons who may be affected by alcohol and other drug problems. Information and counseling availability varies by program, and the academic director is the primary resource informing students of the counseling options in the program area.

SUPPORT SERVICES

SIT supports the prevention of substance abuse and encourages the rehabilitation of those persons who may be affected by alcohol and other drug problems. Information and counseling availability varies by program, and the program director/chair is the primary resource informing students of the counseling options in the program area. Our mental health consultants provide students with consult and situational advising; support for employees is available through the Human Resources Department. Additionally, the following community resources exist to assist students and employees struggling with substance abuse:

- Alcoholics Anonymous (AA): 802-257-5801. Information on AA meetings and support for recovering alcoholics
- Alanon: (757) 563-1600. Support for friends and family members of alcoholics
- Narcotics Anonymous: 800-407-7195. Support for recovering drug use

Missing Student

The purpose of this policy is to establish procedures for the Office of Student Health, Safety & Well-Being to respond to and assist with reports of missing residential students as required under the Higher Education Opportunity Act of 2008. This policy applies to students who reside on campus and are deemed missing or absent from the campus for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior and missing/separated students abroad who have been out of communication with program staff for more than 12 hours. Such circumstances could include but are not limited to reports or suspicions of foul play, suicidal thoughts, drug use, any life-threatening situations, or where a student may be known to be with persons who may endanger the welfare of the student.

All reports of missing resident students shall be directed to the Dean of Student Health, Safety and Wellbeing who will investigate to determine whether the student is missing in accordance with this policy. All students who reside on campus shall have the opportunity to have an individual be contacted (within 24 hours from the time the student is determined to be missing) in any case that the student is determined to be missing. The designation or emergency contact will remain in effect until changed or revoked by the student. If a missing student is under 18 years of age, the SIT is required to notify the parent or guardian no later than 24 hours from the time the student was determined to be missing by SIT. SIT will also notify Brattleboro Police Department and/or the appropriate local authority after the student is determined to be missing.

Procedure:

- All reports of missing students shall be directed to the Dean of Student Health, Safety and Wellbeing.

An investigation will be initiated to determine the validity and credibility of the missing person report. The Office of Student Health, Safety & Well-Being will gather all essential information about the student from the person making the report and from the students' acquaintances. The information to be obtained includes, but is not limited to, personal descriptors, clothing last worn, locations where student may be, persons or witnesses who may have information, vehicle descriptions, information of the physical and mental well-being of the student, up-to-date photographs, class schedule, etc.

- Notification will be made to the individual(s) identified by the missing student as the confidential emergency contact of the determination that the student is missing and their sending school, if applicable.
- In the event the student is under 18 years of age or is not emancipated, SIT shall make notification to the custodial parent or guardian immediately.

If the listed actions are proven to be unsuccessful in locating the missing student, notification will be made to the Brattleboro Police Department and the appropriate local authorities.

- The Dean of Student Health, Safety & Well-Being shall initiate whatever actions deemed appropriate and in the best interests of the missing student.
- Senior SIT Administration will be notified in accordance with this policy.

Campus Security Authorities and Mandatory Reporters

STATEMENT OF COMPLIANCE

SIT encourages all members of the campus and international program participants to contact local police services when they have been the victim of, or have witnessed, criminal actions, and to contact the Office of Student Health, Safety, and Well-being if they have experienced or witnessed acts of discrimination, harassment, or sexual misconduct. SIT, and in some cases federal law, further requires certain employees ("Mandatory Reporters") to make such reports, as outlined herein. The category of "Mandatory Reporters" includes all individuals designated as Campus Security Authorities (CSAs) under the Clery Act.

IDENTIFICATION OF MANDATORY REPORTERS

SIT Mandatory Reporters include all Student Health, Safety, and Wellbeing staff, all Graduate Program Chairs, all Undergraduate Academic and Program Directors, and all SIT local support staff.

MANDATORY REPORTER REPORTING PROTOCOL

Mandatory reporters are required to immediately report all allegations of crime to the SIT Student Health, Safety, and Wellbeing office. Mandatory reporters are required to immediately report all allegations of discrimination, harassment, and sexual misconduct to the appropriate SIT Title IX Officer if it involves a student and to report any allegations involving a faculty or staff to SIT Human Resources.

VICTIM SUPPORT SERVICES

SIT's victim support services are provided by our mental health consultants and are available to all members of the SIT community. Our mental health consultants provide crisis counseling and advocacy for those whose lives have been affected by sexual violence. Victim's support services through SIT mental health consultants are confidential and a victim's name will not be reported without the individual's explicit consent. Our mental health consultants do, however, provide de-identified data to the Dean of Student Health, Safety, and Well-being and Title IX Coordinator in compliance with federal law when incidents are disclosed to them in the scope of their on-campus practice. To contact a counselor, call (802) 258-3366 or write to counseling@sit.edu.

Code of Conduct and Disciplinary Process

CORE VALUES

The School for International Training (SIT) has four core values that are central to our identity. They are a window into our culture and express the norms that guide our organizational behavior. They unite us and inform our internal and external relationships. They drive our decision making and are reflected in how we do our work and fulfill our mission. They provide a framework for understanding the relationship between our principles and expected conduct.

Our core values are:

- **Community:** We value active togetherness, reciprocity, and respect as the essential ingredients for sustainable community-building. With our presence and our programs, we create a global network of learners empowered to become community builders and collaborators.
- **Intercultural Understanding:** With open minds, empathy, & courage, we facilitate understanding of and respect for the commonalities and differences between people. We do this through cultural immersion & experiential learning, which leads us to seek and create a better world.
- **Social Inclusion & Justice:** We champion inclusion in all that we are and all that we do, from ensuring our community & our programs amplify the voices, agency, and dignity of all people to deliberately instilling the principles and practices of inclusion in all our work. We seek a world in which individuals and communities are self-determining, interdependent, and equitable.

- Sustainability: We are committed to human and environmental well-being and contributing to a better world for all living and future generations.

STANDARDS OF BEHAVIORAL INTEGRITY

SIT's Standards of Behavioral Integrity provide a foundation for students of expected behavior as they develop as learners, researchers, practitioners, and members of a global community. We define behavioral integrity as "the perception that another person or group lives by their word, delivers on promises, and enacts the same values they espouse". We know empirically that linking words and deeds help foster positive and harmonious learning environments. Through the following Standards, SIT seeks to foster a living and learning environment that encourages open, productive, and ethical engagement.

- Community Relations: SIT programs are rich in learning opportunities because of their strong relationships with a diverse and inclusive range of organizations, experts from all walks of life, homestay families, health and security professionals, etc. Students are expected to observe, learn, and practice appropriate and respectful communication within their program community, the community at large, and among online and social media communities--for their own benefit, SIT's benefit, and for the benefit of the future of their in-country program. Adherence to local laws is fundamental to each student's contribution to community relations. SIT provides some of its courses in an online environment. Participants are expected to conduct themselves in the same manner as if they were taking the class in-person. To that end, SIT expects participants engaged in online learning environments to embrace the following perspectives:
 - Be respectful of diversity, others' time, opinions, identities, cultures, and privacy;
 - Be professional in your use of language, grammar, clothing and screen backgrounds;
 - Be polite, mindful of tone, not take too much virtual space, and listen to others.
- Homestay Family Relations: The institution that gave rise to SIT in 1932, The Experiment in International Living, instituted homestays as a core component of experiential learning. Today, the homestay experience remains fundamental to SIT's identity and program design. Students consistently report that their homestay experience is an important and life-changing experience. Students are responsible for commencing the homestay experience with an open mind and heart so that both the joys and challenges of homestay living are an integrated part of the learning and growing process. Sensitive, respectful, and proactive communication with homestay families is a core responsibility of each student, and SIT staff and faculty stand ready to support and assist students in this regard.
- Peer Relations: SIT fosters an environment of mutual respect among all program participants. Students are to contribute to an environment of mutual understanding rooted in the respect of difference and the celebration of pluralism. It is incumbent upon each student to try to work out any disagreements with their peers. If a student cannot satisfactorily resolve an issue

with a peer, they are urged to approach the program staff to assist with resolving the disagreement.

- **Program Staff and Faculty Relations:** Student, staff, and faculty relations, when grounded in our core values, are productive and mutually beneficial. SIT staff, faculty and administrators are dedicated to students' holistic experiential learning throughout the program. Staff and faculty have the responsibility to provide program expectations that range from academic standards to safety and security protocols. Students are responsible for fair-minded conduct and goodwill when working with program staff and faculty, including but not limited to: reading the student handbook; reviewing course materials; adhering to program norms and policies; asking questions; seeking help when needed; and following established protocols in the event of an emergency.
- **Stewardship of Resources:** Stewardship of resources is fundamental to achieving sustainability in all aspects of our lives and the lives of others. For SIT, resources are not just for human use but for the common sustenance of our ecological systems. Therefore, the expectation of student stewardship of resources includes but is not limited to: the respect and care for program facilities; homestay family belongings; learning materials; food and water; and to serve as an example of appropriate and fair use of all resources that current and future students, staff, faculty and community members might enjoy.

The entire SIT community shares the responsibility for sustaining a culture of behavioral integrity. Specific roles and responsibilities include:

- Students are responsible for understanding and upholding these standards of behavioral integrity and should seek assistance and clarification from program staff or faculty for questions or concerns. Part of upholding the standards includes adhering to the Code of Student Conduct.
- Faculty are responsible for establishing a climate that encourages honesty and enhances learning. Faculty play a vital role in establishing a learning environment in which practicing our core values is understood and experienced as a common goal. At a minimum, faculty should integrate the standards of behavioral integrity throughout the program, explain their expectations to students, and respond to their questions. By modeling the standards in their own endeavors, Faculty teach and mentor by example. Faculty are required to address violations in a timely and sensitive manner in accordance with the ascribed procedures.
- Staff and Administrators contribute to fostering a culture of behavioral integrity at an institutional level. They share the responsibility with faculty to ensure that the policy and procedures for addressing behavioral integrity violations, as articulated in the Code of Student Conduct, are clear, fair, and effective. They further assist with communication, adjudication, and recordkeeping.

CODE OF STUDENT CONDUCT

Prologue

SIT expects its students to engage in responsible social conduct that models good citizenship and reflects our Core Values and Standards of Behavioral Integrity. Students are held accountable for behaviors that may impact the welfare and rights of others. When students fail to exemplify good conduct by engaging in violation of the following regulations, conduct proceedings are used to assert and uphold the Code of Student Conduct (heretofore referred to as ‘the Code’).

The Code is not intended to punish students; rather, it exists to protect the interests of the learning community and to challenge those whose behavior is not in accordance with SIT’s values, standards and policies. Sanctions are intended to challenge students’ moral and ethical decision-making and to help them bring their behavior into accord with our community expectations.

Overview

The student conduct process is quite different from criminal and civil court proceedings:

- Procedures and rights in the student conduct process are conducted with fairness to all, but do not include the same protections of due process afforded by the courts;
- Due process, as defined within these procedures, assures written notice of a hearing before an objective decision-maker;
- No student will be found in violation of SIT standards or policies without information showing that it is more likely than not that a policy violation occurred;
- Any sanctions issued will be proportionate to the severity of the violation and to the cumulative conduct history of the student;
- Because not all conduct situations are of the same severity or complexity, these procedures are flexible and may not be the same in every situation--though consistency in similar situations is a priority.

SIT is the convener of every action under the code. Within that action, there are several roles:

- The responding student is the person who is alleged to have violated the Code;
- The party bringing the complaint (“complainant”), who may be a student, employee, visitor, or guest, may choose to be present and participate in the process as fully as the responding student;
- There may be witnesses, who may offer information regarding the allegation;
- There may be an investigator(s) whose role is to present the allegations and share the evidence that SIT has obtained regarding the allegations.

Jurisdiction

Who: The Code applies to the conduct of individual students--both undergraduate and graduate. For the purposes of student conduct, SIT considers an individual to be a student when an offer of

admission has been extended and thereafter--if the student has a continuing educational interest in SIT. The Code applies to guests of SIT students, who may be held accountable for the misconduct of their guests. SIT guests may seek resolution of violations of the Code committed against them by SIT students. Although anonymous complaints are permitted, doing so may limit SIT's ability to investigate and respond to a complaint.

What: The Code is available on SIT's website; students are responsible for reading and abiding by the Code's provisions. SIT reserves the right to make changes to this Code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check on the SIT website for the updated versions of all policies and procedures.

Email is SIT's primary means of communication; students are responsible for all communication delivered to the email address they provided to SIT during the admissions process. The Code may be applied to behavior conducted online, as part of online courses, by email or using another electronic medium. Students should be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. SIT does not regularly search for this information but may act when such information is brought to the attention of SIT officials.

Where: The Code applies to behaviors that take place wherever the program is engaged, to include but not limited to learning centers, homestays, and excursions. It may also apply at other locations when the Dean or designee determines that the conduct affects a substantial SIT interest. A substantial SIT interest is defined to include: a) any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; b) any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and c) any situation that is detrimental to the educational mission and/or interests of the SIT.

When: SIT retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. A responding student facing an alleged violation of the Code who withdraws while charges are pending may still face conduct proceedings and discipline post- withdrawal. If sanctioned, a hold may be placed on the student's ability to re-enroll and/or obtain official transcripts; all sanctions or conditions must be satisfied prior to re-enrollment eligibility. There is no time limit on reporting violations of the Code; however, the longer someone waits to report an offense, the harder it becomes for SIT officials to obtain information, witness information, and make determinations regarding alleged violations. Those who are aware of misconduct are encouraged to report it as quickly as possible to SIT staff.

Authority

Roles: The Dean of Student Health, Safety & Wellbeing, who is vested with the authority over student conduct by the SIT President, oversees and manages the student conduct process, assumes responsibility for the investigation of an allegation of misconduct to determine if the complaint has

merit, and may appoint hearing and appeals officers as deemed necessary to efficiently and effectively supervise the student conduct process. Hearing Officers are chosen from a pool of annually trained staff selected by the Dean, or designee. Decisions made, and sanctions imposed, by Hearing Officers will be final and implemented, pending the normal appeal process. At the discretion of the Dean, or designee, implementation of sanctions may be stayed pending review. Appeals Review Officers review appeal requests submitted by the Dean, or designee and are drawn from a pool of annually trained staff selected by the President, or designee, with the only requirement being that they did not serve as Hearing Officers for the initial hearing.

Mediation: The Dean, or designee, has discretion to refer a complaint for mediation or other forms of appropriate conflict resolution. All parties must agree to conflict resolution and to be bound by the decision with no review/appeal. Any unsuccessful conflict resolution can be forwarded for formal processing and hearing; however, at no time will complaints of physical sexual misconduct or violence be mediated as the sole institutional response. The Dean, or designee, may also suggest that complaints that do not involve a violation of the Code be referred for mediation or other appropriate conflict resolution.

Rules: The Dean, or designee, will develop procedural rules for the administration of hearings that are consistent with provisions of the Code. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication.

The Dean, or designee, may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Code.

The Dean, or designee, may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the Code will be referred to the Dean, or designee, whose interpretation is final. The Code will be updated annually under the direction of the Dean, or designee, with a comprehensive review process being conducted every three years.

Conduct Violations and Local Law

Alleged violations of local law may be investigated and addressed under the Code. When an offense occurs over which SIT has jurisdiction, the SIT conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

Interim Suspension: SIT reserves the right to exercise its authority of imposing an interim suspension upon notification that a student is facing criminal investigation and/or complaint (see additional grounds for interim action below). Interim suspensions are imposed until a hearing can be held. The suspended student may request an immediate hearing from the Dean, or designee, to show cause why the interim suspension should be lifted. This hearing may resolve the allegation or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed and SIT may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, SIT

will only delay its hearing until it can conduct an internal investigation or obtain enough information independently or from local law enforcement upon which to proceed. This delay will be no longer than two weeks from notice of the incident unless a longer delay is requested in writing by the complaining victim to allow the criminal investigation to proceed before the SIT process.

Leave of Absence: Students accused of crimes may request to take a leave from SIT until the criminal charges are resolved. In such situations, the SIT procedure for a voluntary leave of absence is subject to the following conditions:

- The responding student must comply with all SIT investigative efforts that will not prejudice their defense in the criminal trial;
- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence;
- The responding student must agree that, to be reinstated to active student status, they must first be subject to, and fully cooperate with, the SIT conduct process and must comply with all sanctions that are imposed.

Investigations

Preliminary: As needed, the Dean, or designee, will conduct a preliminary investigation— which usually takes between 1-7 days to complete. The Dean, or designee, will:

- Initiate any necessary remedial actions on behalf of the victim;
- Determine the identity and contact information of the party bringing the complaint (e.g. whether that person is the initiator of the complaint, the alleged victim, or a SIT proxy or representative);
- Identify an initial list of all policies that may have been violated;
- Review the conduct history of the parties;
- Determine the context of the incident, potential patterns, and the nature of the complaint. If the victim is reluctant to pursue the complaint, the Dean, or designee, will:
- Determine whether enough independent evidence could support the complaint without the participation of the victim;
- Decide whether the complaint should still be pursued;
- Notify the victim of whether SIT intends to pursue the complaint regardless of their involvement;
- Inform the victim of their rights in the process and option to become involved if they so choose.

Comprehensive: If indicated by the preliminary investigation and authorized by the Dean, or designee, a comprehensive investigation—which usually takes between one day and two weeks—will be conducted to determine if there is reasonable cause to believe that the responding student violated SIT policy and to determine what specific policy violations should serve as the basis for the complaint. The steps involved in a comprehensive investigation include:

- Meet with the party bringing the complaint to finalize the party bringing the complaint's statement, which will be drawn up by the investigator because of this meeting;
- Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding student, who may be given notice of the interview prior to or at the time of the interview;
- Prepare the notice of alleged policy violation(s) based on the reasonable cause determination, which may be delivered prior to, during or after the responding student is interviewed, at the discretion of the investigator;
- Interview all relevant witnesses, summarize the information they can share and have each witness sign the summary to verify its accuracy;
- Obtain all documentary evidence and information that is available;
- Obtain all physical evidence that is available;
- Complete the investigation promptly by analyzing all available evidence without unreasonable deviation from the intended timeline;
- Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
- Present the investigation report and findings to the responding student, who may: accept the findings; accept the findings in part and reject them in part; or reject all findings.
- Share the findings and update the party bringing the complaint on the status of the investigation and the outcome.

If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action.

Interim Actions

The Dean, or designee, may impose restrictions and/or separate a student from the community pending the scheduling of a hearing on alleged violation(s) of the Code when a student:

- Represents a threat of serious harm to others;
- Is facing allegations of serious criminal activity;
- To preserve the integrity of an investigation;
- To prevent disruption of, or interference with, the normal operations of SIT.

Interim actions can include separation from SIT or restrictions on participation in the community for no more than ten (10) business days pending the scheduling of a hearing on alleged violation(s) of the Code. A student who receives an interim suspension may request a conference with the Dean, or designee, to demonstrate why an interim suspension is not merited. Regardless of the outcome of this meeting, SIT may still proceed with the scheduling of a campus hearing. During an interim suspension, a student may be denied access to SIT housing/homestays, facilities, and/or events. As determined appropriate by the Dean, or designee, this restriction may include classes and/or all other SIT activities or privileges for which the student might otherwise be eligible. At the discretion of the Dean, or

designee, and with the approval of, and in collaboration with, the Academic Dean, alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student.

Notifications

The outcome of a campus hearing is part of a student's education record and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions.

Crime of Violence: As allowed by FERPA, when a student is accused of a policy violation that would constitute a "crime of violence" (arson; assault/stalking; burglary; criminal homicide/negligent manslaughter; criminal homicide/murder/nonnegligent manslaughter; destruction; destruction/damage/vandalism of property; kidnapping/abduction; robbery; forcible or non-forcible sex offenses; non-forcible sex offenses):

- SIT will inform the alleged victim/party bringing the complaint in writing of the results of a hearing regardless of whether SIT concludes that a violation was committed. Such release of information may only include the alleged student's and responding student's name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).
- SIT may also release the above information publicly and/or to any third party in cases where SIT determines through the student conduct process that a student violated a policy that would constitute a "crime of violence" or nonforcible sex offense.

Sending Institutions & Parents/Guardians: Consistent with FERPA or the consent of the student, SIT reserves the right to notify the student's sending institution and parents/guardians regarding conduct matters.

Notice of Violation

The conduct process commences with notice to SIT of a potential violation of conduct regulations. Any community member, including a victim or third party, may allege a policy violation(s) by any SIT student for misconduct under the Code. Allegations should be submitted as soon as possible after the offending event occurs. SIT has the right to pursue an allegation or notice of misconduct on its own behalf—whether a formal allegation is made or not--and to serve as convener of the subsequent conduct process.

Preliminary Assessment

Once notice is received from any source, a preliminary assessment occurs by the Dean, or designee, to determine whether the allegation violated the Code or if more information is needed to make that determination. The Dean, or designee, then assesses the severity of the allegation and the respondent's conduct history and decides whether to assign a conference, hearing, or an alternative method of resolution.

Informal Conference

An informal conference is assigned when the alleged violation is non-egregious, and the student has no or limited conduct history. Because conferences are informal, they do not necessitate advance written notification of the student. In-country staff share with the student the alleged complaint, solicit the student's perspective, and determine an appropriate outcome/sanction.

Administrative Conference or Hearing

Basis: An administrative conference or a hearing are assigned when there is reasonable cause to believe that a more egregious conduct regulation(s) has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or a victim's statement. A complaint wholly unsupported by any credible information will not be forwarded for a hearing. Note: there are special hearing provisions for cases of sexual misconduct, discrimination and other complaints of a sensitive nature (see section below).

Notification: Once the Dean, or designee, determines that reasonable cause exists to refer a complaint for an administrative conference or hearing, notice will be emailed to the responding student's email account. Once emailed, such notice will be presumptively delivered. The emailed notice will: include the alleged violation and notification of where to locate the Code; direct the responding student to contact the Dean, or designee, within a specified time-period to respond to the complaint; and provide a time-period of generally no less than two business days from the date of delivery of the summons email.

Administrative Conference: A meeting with the Dean, or designee, may be arranged to explain the nature of the complaint and the conduct process. At this meeting, the responding student may indicate, either verbally or in writing, to the Dean, or designee, whether they admit to or deny the allegations of the complaint. Where the responding student admits to violating the Code, the Dean, or designee, may invoke administrative hearing procedures to determine and administer appropriate sanctions without a hearing. This process is also known as an administrative conference. In an administrative conference, complaints will be heard, and determinations will be made by the Dean, or designee.

Hearing Preparation: Where the responding student denies violating the Code, a hearing will be conducted. At the discretion of the Dean, or designee, a request by one or more of the parties to the complaint for an administrative conference may be considered. Students who deny a violation for which a hearing will be held will be given a minimum of three days to prepare unless all parties wish to proceed more quickly. Preparation for a hearing is summarized in the following guidelines:

- Notice of the time, date and location of the hearing will be in writing and may be emailed to the student's email account. Once emailed, such notice will be presumptively delivered.
- If there is an alleged victim of the conduct in question, the alleged victim may serve as the party bringing the complaint or may elect to have the SIT administration serve as the party bringing the complaint forward. Where there is no alleged victim, the SIT administration will serve as the party bringing the complaint forward.

- If a responding student fails to respond to notice from the Dean, or designee, the Dean, or designee, may initiate a complaint against the student for failure to comply with the directives of a SIT official and give notice of this offense. Unless the student responds to this notice within two days by answering the original notice, an administrative conference may be scheduled and held on the student's behalf. As a result, the student may be administratively withdrawn from attending classes or a disciplinary hold may be placed on their SIT account, deeming them ineligible to receive a transcript until the student responds to the initial complaint.
- At least three days before any scheduled hearing:
 - The responding student will deliver to the Dean, or designee, a written response to the complaint;
 - The responding student will deliver to the Dean, or designee, a written list of all witnesses, if any, for SIT to call at the hearing;
 - The responding student will deliver to the Dean, or designee, all physical evidence, if any, that the student intends to use or needs to have present at the hearing and will indicate who has possession or custody of such evidence, if known, so that the Dean, or designee, can arrange for its presence;
 - The party bringing the complaint will deliver to the Dean, or designee, a written list of all witnesses, if any, for SIT to call at the hearing;
 - The party bringing the complaint will deliver to the Dean, or designee, all items of physical evidence needed at the hearing and will indicate who has possession or custody of such evidence, if known, so that the Dean, or designee, can arrange for its presence;
 - The party bringing the complaint and the responding student will notify the Dean, or designee, of the names of any advisors/advocates who may be accompanying the parties at the hearing.

The Dean, or designee, will ensure that the hearing information and any other available written documentation is shared with the parties at least two days before any scheduled hearing. The parties will be given a list of the names of the hearing officer in advance.

Should any party object to the hearing officer, that party must raise all objections, in writing, to the Dean, or designee, immediately. Hearing officers will only be unseated if the Dean, or designee, concludes that their bias precludes an impartial hearing of the complaint. Any hearing officer who feels they cannot make an objective determination must recuse themselves from the proceedings.

Failing to Appear: Except for a complaint involving failure to comply with the summons of the Dean, or designee, no student may be found to have violated the Code solely because of the student's failure to appear for a hearing. In all such instances, conduct hearings will proceed as scheduled and the information in support of the complaint will be presented to, and considered by, the Dean, or designee, or hearing officer presiding over the hearing.

At the Hearing: The hearing officer will hear from the parties and any necessary witnesses, if applicable. The investigator, if applicable, will present their investigative report to the hearing officer. The investigation report will be considered by the hearing officer, who renders an independent and objective finding.

Finding: If the hearing officer finds the responding student “not responsible” for a violation(s), the Dean, or designee, will inform the parties of this determination and the rationale for the decision in writing. The determination is subject to appeal by any party to the complaint (see section below). If the hearing officer finds the responding student “responsible” for a violation(s), the hearing officer will recommend a sanction to the Dean, or designee. The Dean, or designee, will confer with the Title IX Coordinator as necessary. The Dean will render a decision on a sanction within three days of the hearing and notify the parties in writing.

Appeal: The determination is subject to appeal by any party to the complaint. Appeal procedures are outlined below.

Special Hearing Provisions

Special hearing provisions are for sexual misconduct, discrimination, and other complaints of a sensitive nature.

Alternative Testimony: Whether the alleged victim is serving as the party bringing the complaint or as a witness, alternative testimony options may be provided, such as allowing the alleged victim to testify from another location via audio or audio/video technology. While these options are intended to help make the alleged victim more comfortable, they are not intended to work to the disadvantage of the responding student.

Admissibility: The past sexual history or sexual character of a party will not be admissible by the other parties in hearings unless such information is determined to be highly relevant by the hearing officer. All such information sought to be admitted by a party, or SIT, will be presumed irrelevant until a showing of relevance is made, in advance of the hearing, to the Dean, or designee. Demonstration of pattern, repeated, and/or predatory behavior by the responding student, in the form of previous findings in any legal or conduct proceedings, or in the form of previous good faith allegations, will always be relevant to the finding, not just the sanction. The parties will be notified in advance if any such information is deemed relevant and will be introduced in the hearing.

Outcome: The party bringing any complaint alleging sexual misconduct, other behavior falling with the coverage of Title IX and/or a crime of violence will be notified in writing of the outcome of a hearing, any sanctions assigned, and the rationale for the decision.

Amnesty

Amnesty is an official pardon for students who might otherwise be sanctioned. SIT may provide amnesty to:

- Victims who may be hesitant to report to SIT officials because they fear that they themselves may be accused of minor policy violations at the time of the incident.
- Students for minor violations when they offer help and assistance to others in need, and--on a case-by-case basis—will provide amnesty to the person receiving assistance.
- Students who are engaged in minor violations who choose to bring related serious violations by others to SIT's attention.

When amnesty is utilized, educational options will be explored, but no conduct proceedings or conduct record will result. The abuse of amnesty requests can result in a decision by the Dean, or designee, not to extend amnesty to the same person repeatedly.

Safe Harbor

SIT has a Safe Harbor rule for students, believing that students who have a drug and/or addiction problem deserve help. If any SIT student brings their own use, addiction, or dependency to the attention of SIT officials (outside the threat of drug tests or conduct sanctions) and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and conduct processes will be initiated.

Regulations

Integrity :SIT students exemplify honesty, honor, and a respect for the truth in all their dealings.

Behavior that violates this principle includes but is not limited to:

- Academic Dishonesty. Acts of academic dishonesty as outlined in the Academic Integrity Policy;
- Collusion. Action or inaction with another or others to violate the Code of Student Conduct;
- Falsification. Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments;
- Theft. Intentional and unauthorized taking of SIT property or the personal property of another, including goods, services and other valuables, to include knowingly taking or maintaining possession of stolen property;
- Unauthorized Access. Unauthorized access to any SIT facility or unauthorized possession, duplication or use of means of access to any SIT facility.

Community: SIT students build and enhance their community.

Behavior that violates this principle includes but is not limited to:

- Damage and Destruction. Intentional, reckless and/or unauthorized damage to, or destruction of, SIT property or the personal property of another;
- Disruptive Behavior. Substantial disruption of SIT operations including obstruction of teaching, research, administration, and/or other SIT activities;
- Fire Safety. Violation of local or SIT fire policies including, but not limited to: Intentionally or recklessly causing a fire which damages SIT or personal property or which causes injury; Failure

to evacuate a SIT-controlled building during a fire alarm; Improper use of SIT fire safety equipment; Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on SIT property;

- IT and Acceptable Use. Violating the SIT Appropriate Use of Technology Policy and/or online learning norms/standards;
- Rioting. Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property;
- Tobacco or Aerosol. Vaping, smoking, e-cigarette use, or tobacco use in any area where smoking, vaping, or tobacco use are prohibited;
- Trademark. Unauthorized use (including misuse) of SIT names and images;
- Unauthorized Entry. Misuse of access privileges to SIT premises/facilities or unauthorized entry to or use of buildings/classrooms, including trespassing;
- Weapons. Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives.

Social Justice & Inclusion: SIT students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others.

Behavior that violates this principle includes but is not limited to:

- Abuse of Conduct Process. Abuse or interference with, or failure to comply in, SIT conduct processes including, but not limited to: Falsification, distortion, or misrepresentation of information; Failure to provide, destroying or concealing information during an investigation of an alleged policy violation; Attempting to discourage an individual's proper participation in, or use of, the conduct system; Harassment (verbal or physical) and/or intimidation of a member of a SIT conduct body prior to, during, and/or following a conduct proceeding; Failure to comply with the sanction(s) imposed by the conduct system; Influencing, or attempting to influence, another person to commit an abuse of the conduct system;
- "Bystanding". Complicity with or failure of any student to appropriately address known or obvious violations of the Code or law;
- Discrimination. Any act or failure to act that is based upon an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from SIT's educational program or activities;
- Harassment. Any unwelcome conduct based on actual or perceived status including: sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other

protected status. Any unwelcome conduct should be reported to SIT officials, who will act to remedy and resolve reported incidents on behalf of the victim and community;

- Hostile Environment. Sanctions can and will be imposed for the creation of a hostile environment only when unwelcome harassment is sufficiently severe, pervasive or persistent, and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from SIT's educational program or activities;
- Retaliatory Discrimination or Harassment. Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant, or supporter of a participant, in a civil rights grievance proceeding or other protected activity, under this Code.

Respect: SIT students show positive regard for each other and for the community.

Behavior that violates this principle includes but is not limited to:

- Bullying and Cyberbullying. Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally and are not protected by freedom of expression;
- Harm to Persons. Intentionally or recklessly causing physical harm or endangering the health or safety of any person;
- Hazing. Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent and/or failing to discourage and/or failing to report those acts may also violate this policy;
- Intimate Partner/Relationship Violence. Violence or abuse by a person in an intimate relationship with another;
- Public Exposure. Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts;
- Sexual Misconduct. Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation;
- Stalking. Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear;
- Threatening Behaviors: Threat. Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property; Intimidation. Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.

Responsibility

SIT students are given and accept a high level of responsibility to self, to others, and to the community.

Behavior that violates this principle includes but is not limited to:

- Alcohol. Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and SIT's Alcohol Policy.
- Arrest. Failure of any student to accurately report to Program staff/faculty an arrest by any law enforcement agency for any crime within seventy-two (72) hours of release.
- Drugs. Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and SIT's Drug Policy.
- Failure to Comply. Failure to comply with the reasonable directives of SIT staff or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested.
- Financial Responsibilities. Failure to promptly meet financial responsibilities to SIT.
- Health and Safety. Failure to adhere to public health regulations; Creation of health and/or safety hazards.
- Other Policies. Violating other published SIT policies or rules, e.g. homestay regulations, attendance rules.
- Prescription Medications. Abuse, misuse, sale, or distribution of prescription or over-the-counter medications.
- Violations of Law. Evidence of violation of local laws, when substantiated through SIT's conduct process.

Sanctions

All students are expected to comply with conduct sanctions within the timeframe specified by the Dean or designee. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions. A primary sanction is imposed--and one or more additional sanctions may also be imposed--upon any student for violations of the Code.

Primary Sanctions: One of the following primary sanctions is assigned to students for violation of the Code:

- Warning: Notice that the student has violated SIT policies and/or regulations and that stricter sanctions may be applied should the student be involved in further violations.
- Probation: The student is put on official written notice that, should further violations of SIT policies occur during a specified probationary period, the student may face deferred expulsion or expulsion. Regular probationary meetings may also be imposed.
- Deferred Expulsion: The student is allowed a final opportunity to behave responsibly while remaining in the program under strict probationary status. Specific restrictions may also be imposed.
- Suspension: Separation/dismissal from SIT for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. During the suspension period, the student is banned from SIT property and the student's presence at any SIT-sponsored activity or event is prohibited.

- **Expulsion:** Permanent separation/dismissal from SIT. The student is banned from SIT property and the student's presence at any SIT-sponsored activity or event is prohibited.

Optional Sanctions: These additional sanctions may be assigned to student for violation of the Code:

- **Restitution:** Compensation for damage caused to SIT or any person's property;
- **Loss of Privileges:** The student is denied specified privileges for a designated period;
- **Confiscation of Prohibited Property:** Items whose presence is in violation of SIT policy will be confiscated and will become the property of SIT. Prohibited items may be returned to the owner at the discretion of the Dean or designee;
- **Behavioral Requirement:** This includes required activities including, but not limited to seeking academic counseling, mental health assessment, substance abuse screening, writing a letter of apology, etc.;
- **Educational Project:** Requirement to engage in an educational project related to the violation.
- **Housing Reassignment:** Reassignment to another SIT housing location;
- **Other Sanctions:** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Dean, or designee.

Appeal

Who: Any party may request an appeal of the decision of a conference or hearing by filing a written request to the Dean subject to the procedures outlined below.

What: All sanctions imposed by the original body (conference or hearing) remain in effect, and all parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision. The Dean, or designee, will share the appeal by one party with the other party (parties) when appropriate under procedure or law (e.g., if the responding student appeals, the appeal is shared with the complainant, who may also wish to file a response, request an appeal on the same grounds or different grounds).

When: An appeal request must be filed in writing with the Dean, or designee, within three business days of the notice of the outcome to the hearing, barring exigent circumstances. Any exceptions are made at the discretion of the Dean, or designee, and, when appropriate, the Title IX Coordinator.

Appeal Limitations: An appeal request is limited to the following grounds:

- A procedural error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
- To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
- The sanctions imposed are substantially outside the parameters or guidelines set by SIT for this type of offense or the cumulative conduct record of the responding student.

PRELIMINARY APPEAL PROCESS:

- The Dean, or designee, will refer the request(s) to SIT's designated Appeal Review Officer;
- The Dean, or designee, will also draft a response memorandum to the appeal request(s), based on the Appeal Review Officer's determination that the request(s) will be granted or denied, and why. All request-related documents are shared with all parties prior to submission to the Appeal Review Officer;
- The Appeal Review Officer will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. They may consult with the Dean, or designee, and/or Title IX Coordinator on any procedural or substantive questions that arise.

APPEAL PROCESS

- If the appeal is not timely or substantively eligible, the original finding and sanction will stand, and the decision is final;
- If the appeal has standing, the Appeal Officer determines whether to refer the appeal to the Appeal Panel or to remand it to the original decision-maker(s), typically within 3-5 business days;
 - Efforts should be made to use remand whenever possible, with clear instructions for reconsideration only considering the granted appeal grounds;
 - Where the original decision-maker may be unduly biased by a procedural or substantive error, a new panel will be constituted to reconsider the matter, which can in turn be appealed, once;
 - Full re-hearings by the Appeal Panel are very rarely used;
- Where new evidence is presented, or the sanction is challenged, the Appeal Review Officer will determine if the matter should be returned to the original decision-maker for reconsideration or if it should be reviewed by the Appeal Panel with instruction on the parameters regarding institutional consistency and any applicable legal guidelines;
 - In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party(s) to show clear error;
 - The Appeal Panel must limit its review to the challenges presented;
- On reconsideration, the Appeal Review Officer or original decision-maker may affirm or change the findings and/or sanctions of the original hearing body 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 decisions of the Appeal Review Officer are to be made within five days of submission to the Appeal Review Officer and are final, as are any decisions made by the original hearing body, Dean, or designee, or Title IX Coordinator as the result of reconsideration consistent with instructions from the Appeal Review Officer.

Community and Support Resources

ON CAMPUS SUPPORT RESOURCES AND SERVICES

Resource	Phone Number	Email
Emergency	9-1-1	Call in any emergency throughout the United States for police, fire, ambulance, and other emergency services.
Student Health, Safety and Well-being (SHSW)	(802) 258-3366	Studentwellbeing@sit.edu
Title IX Coordinator, Trina Lawrence	(802) 258-3275	TitleIX@sit.edu
Counseling Resources		studentwellbeing@sit.edu
Accessibility Services	(802) 258-3523	accessibility@sit.edu
Dean of Student, Health, Safety, and Wellbeing	(802) 258-3570	Andrea.Bordeau@sit.edu
Student Accounts	(802)258-3197	Student.Accounts@sit.edu
Human Resources	(802) 258-3192	HR@worldlearning.com

OFF CAMPUS SUPPORT RESOURCES AND SERVICES

Emergency		
Dial 9-1-1		
Resource	Phone Number	Description
Brattleboro Police Department	(802) 257-7950	Full municipal police services in Brattleboro, Vermont. Call for assistance or to report non-emergency crimes.
Brattleboro Fire Department & Ambulance Service	(802) 254-4831	Full municipal fire and ambulance services in Brattleboro, Vermont. Call for assistance to report non-emergency reports.
Center for Victim's Services (Vermont)	(802) 863-1236	Provides free support services to victims of crime, regardless of whether the crime is reported or prosecuted and independently of the criminal justice system.
Safe Support Line for LGBTQIA+ Survivors	(802) 863-0003 or toll free 1-866-869-7341	Free and confidential services to LGBTQ survivors of all forms of abuse or violence. Available Monday-Thursday 10AM-6PM & Friday 10AM-2PM.
Statewide Domestic Violence Hotline (Vermont)	1-800-228-7395	Free, 24-hour crisis & support hotline for victims and survivors of domestic violence in Vermont.
Statewide Sexual Violence Hotline (Vermont)	1-800-489-7273	Free, 24-hour crisis & support hotline for victims and survivors of sexual violence in Vermont.

Steps to End Domestic Violence	(802) 658-1996	Free, confidential, 24-hour hotline for victims and survivors of domestic abuse. Steps to End Domestic Violence also offers legal advocacy services. Steps to End Domestic Violence offers services to people of all genders and identities.
Vermont State Police	(802) 244-8727	The Vermont State Police is a full-service law enforcement agency that provides primary law enforcement services to approximately 200 towns, 90 percent of the land mass, and 50 percent of the population in Vermont.
Women's Freedom Center	(802) 254-6954	The Women's Freedom Center is the local domestic and sexual violence organization serving both Windham and Southern Windsor Counties in Vermont.
Planned Parenthood	(802) 257-0534	Planned Parenthood delivers vital reproductive health care, sex education, and information to millions of people worldwide.
Windham County Sheriff	(802) 365-4942	The Windham County Sheriff's Office serves as the county entity that provides service of civil process, transportation of in-custody persons, traffic management solutions, and law enforcement services.
Poison Control Center	(800)-222-1222	Call 911 if the person has collapsed, had a seizure, or is unresponsive. Poison Control is a nonprofit organization that provides free, expert, and confidential information on poisoning and prevention.
National Suicide Prevention Lifeline	988	The 988 Suicide & Crisis Lifeline is a suicide prevention network of over two hundred crisis centers in the United States that provides 24/7 service via a toll-free hotline with the telephone number 9-8-8. It is available to anyone in suicidal crisis or emotional distress.
U.S. State Department	<i>Passport Information</i> 1-877-487-2778 <i>Overseas Citizens Services</i> 1-888-407-4747 (domestic) +1 202-501-4444 (overseas)	For US citizens, the State Department has resources for Americans traveling internationally, including a website with resources for students going abroad for their studies. More information available online at: https://travel.state.gov/content/studentsabroad/en.html
US State Department Bureau of Consular Affairs	<i>Immigrant Visas</i> 1-603-334-0700 Non- <i>Immigrant Visas</i> 1-603-334-0888	For non-US citizens, this Bureau within the US State Department has resources available on Visas and Immigration. This bureau issues visas for entry to the United States. The State Department also has information about immigration to the United States.

		More information available online at: https://travel.state.gov/content/visas/en.html
Vermont Adult Crisis Hotline (Howard Center Mobile Crisis)	(802) 488-6400	Support for adults and their family members or friends who are experiencing a mental health crisis and need immediate assistance, 24/7.
Vermont Bar Association Lawyer Referral Service	1-800-639-7036	Provides a referral to a lawyer at no-cost to you with an attorney who will provide an initial 30-minute consultation for no more than \$25.
Vermont Student Assistance Corporation (VSAC) Resource Center	(802) 655-9602	Offers information about student financial aid and appointments with advisors to help navigate student financial aid and financing options. VSAC is a nonprofit organization that has several student loan programs and options.

Institutional Emergency Response

POLICY STATEMENT

World Learning is a nonprofit organization whose mission is to enhance the capacity and commitment of individuals, institutions, and communities to create a more sustainable, peaceful, and just world. The World Learning Inc. family delivers on this mission through a diverse portfolio of programs across our three divisions—The Experiment in International Living (EIL), School for International Training (SIT), and World Learning (WL)—that support everyday citizens in becoming leaders and driving positive change at home and globally.

Regardless of the location, World Learning/SIT is committed to meeting any crisis head-on and to taking the appropriate actions to resolve crises quickly and effectively while always doing the right thing, ethically and legally, to:

- Ensure the safety, security and wellbeing of personnel and participants;
- Uphold the values and mission of World Learning;
- Protect World Learning/SIT's assets and resources; and
- Maintain normal operations of the organization globally.

To ensure that our crisis response is effective and efficient, World Learning/SIT strongly believes that for every incident:

- The crisis response should be isolated from day-to-day business;
- Different levels within World Learning/SIT will “own” the situation depending on the incident; and
- Clear allocation of roles and responsibilities is essential.

EMERGENCY MANAGEMENT AND READINESS

At the sound of the emergency alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to predetermined assembly points, away from the building.

Faculty and staff are responsible for dismissing their classes and directing students to leave the building by the nearest building exit upon hearing the building alarm or being notified of an emergency.

Designated essential personnel needed to continue or shut down critical operations, while an evacuation is underway, are responsible for recognizing and/or determining when to abandon the operation and evacuate themselves.

Whenever you hear the building alarm or are informed of a building emergency:

- Do not panic and do not ignore the alarm.
- Leave the building immediately, in an orderly fashion.
- Do not use elevators.
- Classes and meetings in session must be dismissed and students directed to leave. Follow quickest evacuation route from where you are (see posted floor evacuation diagram/map).
- Do not go back to your office area for any reason.
- Proceed to the designated emergency assembly point for your area. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to the alternate assembly point.
- Report to your designated personnel at the assembly point to be checked off as having evacuated safely; also report any knowledge you may have of missing persons or those located in an Area of Refuge.
- Return to the building only after emergency officials or building coordinator give the all-clear signal.
- Silencing the Alarm does not mean the emergency is over.

In the event of a loss of power, water leak or flood, elevator failure or other building emergency:

- Call the Facilities Department to notify them of the emergency. Call 911 for emergencies with injuries.
- Notify staff that is located near the emergency so they may take appropriate precautions.
- Follow evacuation instructions if evacuation is necessary.

In the event of notification of severe weather, safely discontinue work and go to the nearest designated safe shelter location.

In the event of active threats, the guidelines below should be considered-but your specific situation may require deviation from these suggestions.

- Run

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.
- Run to a place of refuge, well beyond the norm.
- Hide
 - If running is not possible, hide.
 - Lock and barricade doors; shut off lights.
 - Remain silent, yet vigilant.
 - Avoid huddling together.
- Fight
 - Fighting is a last resort, use only when your life is in imminent danger.
 - Use improvised weapons, i.e., chair, fire extinguisher.
 - Attempt to incapacitate the active threat.
 - There is strength in numbers--work together against the active threat.

Call 9-1-1:

- Call ONLY if safe and with information about the active threat.
- Clarify you are on the SIT campus and where you are.
- Give the location of the active threat(s).
- Provide physical description of active threat(s).
- Describe type of weapons held by the active threat(s).
- Notify the dispatcher of victims and their location.

How to React When Law Enforcement Arrives:

- Remain calm; follow officers' instructions.
- Keep your hands up and out in front of you, assuring your hands are empty.
- Always keep hands visible.
- Avoid making quick movements towards officers such as attempting to hold on to them for safety. Avoid pointing, screaming and/or yelling.
- Move quickly towards the nearest exit or wherever directed to by police.
- Do not stop to ask officers for help or directions when evacuating.

Once you are in a safe place, DO NOT LEAVE. Emergency responders need to account for everyone. As the event unfolds and is better understood, law enforcement will provide additional instructions as to where you should be or when you will be able to leave. Please be patient. Your safety is our most important concern.

The Clery Act requires institutions to immediately notify the campus community of a significant emergency or dangerous situation that poses an imminent threat to the health and safety of campus. SIT's emergency messages will contain concise directives to help keep you safe. Below is a brief explanation of those directives.

- **Run, Hide, Fight:** This directive is used when there is an active threat on campus and members of the campus community should follow the run, hide, fight instructions above.
- **Avoid Area:** This directive is used when there is a dangerous and on-going condition present, contained to a specific area. The SIT community should leave the noted area if able and should avoid the area until the situation has been resolved.
- **Use Caution:** This directive is used when a dangerous condition has been reported, appears to have resolved, but has not been completely mitigated and risk is still present. This directive is generally used when a violent crime recently occurred on or very near campus and the suspects have not been apprehended and their whereabouts and intention to commit additional criminal acts are unknown. The campus community should be aware of the content of the message, particularly of the type and location of the reported incident and use this information to make informed decisions about their ongoing personal safety.

Crime Awareness, Prevention, and Education at SIT

CRIME PREVENTION EDUCATION AND ONGOING MONITORING

SIT provides students and employees with a comprehensive orientation to their respective program or job. Part of these orientation sessions include information about campus security procedures and practices. Sessions also encourage students and employees to be responsible for their own security and the security of others.

SIT encourages its students and employees to maintain awareness and stay informed about crime prevention and provides, as relevant and possible, ongoing information and education to support and advance crime prevention and reporting of incidents.

All members of the campus community have to assist themselves from becoming a victim of crime by following basic crime prevention practices:

- Be alert and walk purposefully. Stay alert to what is going on around you.
- Travel, walk or park in well-lit areas and with a companion whenever possible. Avoid lonely or gloomy places, especially at night. Whenever possible try to walk facing traffic. Ask anyone who gives you a ride to wait until you have safely entered your building.
- Respect your intuition. Don't allow rationality to override your "gut feeling" – it could protect you from danger. Call for help if you feel something is just not right [either the RA on duty ("0" from any SIT campus phone) or 911 if you feel it's an emergency]. On campus, blue lights designate public local phones that are accessible 24/7. Locations include: International Center, Boyce House, Undergraduate Building, Student Center, and Black Mountain, Dickinson, Bolton, and Janeway residence halls.
- Be wary of strangers, on foot or in cars, asking directions – it's better to be rude than to be in trouble.

- If someone follows you, go to a place where there are other people and then call a resident advisor immediately.
- When someone knocks on your door, before opening always ask: "who is it." Ask for identification as appropriate.
- Be careful about giving out information concerning yourself and where you live.
- Be cautious when using elevators. Stand near the buttons and get off immediately if you are suspicious of other occupants.
- Take a self-defense course. Check with your local community health clubs and police department for availability.

PERSONAL SAFETY IN RESIDENTIAL HALLS

Students living on-campus receive information about SIT's campus security procedures and practices from their RAs during the first two weeks of the academic year. Similarly, off-campus students are required to attend a security briefing led by the Assistant Dean of Students for Campus Life at the beginning of the academic year. Participants attending one of SIT's short-term programs who reside on-campus more than one week receive a modified version of the RA's campus security procedures and practices briefing. New faculty and staff receive this same information during an orientation briefing; security reminders are sent as needed, at least annually.

- Lock your door when you are at home ... lock your door when you are away. Please lock your door always!
- Report any suspicious activity immediately, including anyone who makes you feel uncomfortable.
- Pull the shades to your room at night and lock your windows.
- Watch out for each other! Report any sign of forced entry. Do not go in. Instead, go to a safe place and call the RA on duty ("0" from any SIT campus phone), or 911. On campus, **blue lights** designate public local phones that are accessible 24/7. Locations include: International Center, Boyce House, Undergraduate Building, Student Center, Black Mountain Dorm, Dickinson Dorm, Bolton Dorm, and Janeway Dorm.

Annual Crime Statistics 2022-2024

REPORTING AREAS GEOGRAPHIC LOCATION CATEGORIES

The School for International Training (SIT) reports incidents for its "on-campus" and "non-campus" facilities and is also required to report crimes that occur on "public property".

On-Campus

On-campus which are defined as "any building or property owned or controlled by an institution within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls;

and property that is within the same reasonably contiguous geographic area of the institution that is owned by the institution." SIT's Vermont Campus is located at 1 Kipling Road, Brattleboro, VT, 05302.

Non-Campus

SIT's non-campus properties include those portions of facilities controlled by SIT and used for SIT Study Abroad undergraduate and SIT Graduate Institute purposes, but which are not located in the immediate campus area. Currently there are 63 SIT program sites around the world that are non-campus properties.

Public Property

At the SIT Graduate Institute, Vermont Campus, this category includes the exterior areas of the campus property, including housing, lands, public roads and sidewalks surrounding and across from the facility. These reported statistics include the blocks surrounding the property at 1 Kipling Road, Brattleboro, VT include Black Mountain Road, Kipling Road, and Dickinson Road, Brattleboro, VT.

DEFINITIONS

Primary Reportable Clery Crimes (Criminal Offenses)

MURDER/NON-NEGLIGENT MANSLAUGHTER

The willful (non-negligent) killing of one human being by another. Note: deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

MANSLAUGHTER BY NEGLIGENCE

The killing of another person through gross negligence.

RAPE

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. This offense includes the rape of both males and females.

FONDLING

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

INCEST

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

STATUTORY RAPE

Sexual intercourse with a person who is under the statutory age of consent.

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.

AGGRAVATED ASSAULT

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

BURGLARY

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

MOTOR VEHICLE THEFT

The theft or attempted theft of a motor vehicle. Motor vehicle theft includes all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned, including joy riding.

ARSON

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

LARCENY-THEFT

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive Possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

SIMPLE ASSAULT

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

INTIMIDATION

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

DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it. Incidents of burning that willfully or maliciously destroy, damage, or deface property are counted as Arson, not Destruction/Damage/Vandalism of Property.

Violence Against Women Act (VAWA) Offenses

DOMESTIC VIOLENCE

Domestic violence may include violent acts by a current or former spouse; by a person with whom the victim shares a child in common; by a person who is or has cohabitated with the victim as a spouse; by a person similarly situated to a spouse; between a parent and child; between members of the same household in an intimate relationship; or by any other person similarly situated. Domestic violence can be physical, sexual, emotional, or economic in nature.

DATING VIOLENCE

Dating violence can be violence or abusive behavior used by one partner to gain or maintain control over another partner. It can be violence committed by a person who is or has been in a social, romantic, or intimate relationship with the victim. The existence of such a relationship will be determined by factors such as the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

STALKING

Stalking is a series of unwanted or obsessive attention, behaviors, or actions toward a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress. Stalking may involve following, lying in wait for, or harassing a person by demonstrating a pattern of conduct composed of two or more acts evidencing a continuity of purpose. Stalking may include the monitoring of an individual online or involve the use of social media, email, or other technology. It may also include unwanted observation or surveillance.

Weapon, Drug, and Alcohol Violations

ARREST

Persons processed by arrest, criminal citation or summons.

REFERRAL FOR DISCIPLINARY ACTION / DISCIPLINARY REFERRAL

The referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

WEAPON LAW VIOLATION

The violation of state and local laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or

openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

DRUG ABUSE VIOLATION

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include but are not limited to: Opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); dangerous non-narcotic drugs (barbiturates, Benzedrine); bath salts and their derivatives; and illegally obtained prescription drugs.

LIQUOR LAW VIOLATION

The violation of state and local laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation or liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. Drunkenness and driving under the influence are NOT included in this definition, nor is possession of alcohol by an individual 21 years of age or older where such possession is in violation of University policy (i.e. in a residence hall).

Hate Crimes

Hate Crime statistics are presented in a narrative format following the statistical tables. A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. In order for an incident to be classified as a Hate Crime, sufficient objective facts must be present to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias.

Although there are many possible categories of bias, under the Clery Act only Hate Crimes motivated by bias based on Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin, and Disability are reported. These categories of bias are defined by the Department of Education below.

RACE

A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

RELIGION

A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists. Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

GENDER

A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

GENDER IDENTITY

A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

ETHNICITY

A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion), and/or ideology that stresses common ancestry.

NATIONAL ORIGIN

A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

DISABILITY

A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such a disability is temporary or permanent, congenital, or acquired by hereditary, accident, injury, advanced age, or illness.

Hate Crime statistics are reported for the Primary Reportable Crime categories of Aggravated Assault, Arson, Burglary, Motor Vehicle Theft, Murder/Non-Negligent Manslaughter, Robbery, and Sexual Assault (including Fondling, Incest, Rape, and Statutory Rape). In addition, hate crimes are reported for the offenses of Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property, as defined below.

Unfounded Crimes

Beginning with the 2014 crime statistics, the Clery Act has required institutions to report statistics for the total number of crime reports that were “unfounded” and subsequently withheld from crime statistics during each of the three most recent calendar years. The total number of unfounded crimes is reported in a narrative format following the Hate Crime statistics.

For Clery Act purposes, a crime is only considered unfounded if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner. Crime reports can be determined to be baseless only if the allegations reported did not meet the elements of the offense or were improperly classified as crimes in the first place.

ANNUAL CRIME STATISTICS 2022-2024

Pursuant to Clery requirements, SIT prepares and publishes an annual disclosure of crime for which the Dean of Student Health, Safety and Wellbeing is responsible to obtain, review and report all the needed aspects. The Clery Act requires institutions to share crime statistics for the three most recent calendar years for the following crime types that occurred on or within Clery geography that were reported to a local police agency or campus security authority.

Primary Reportable Clery Crimes (Criminal Offenses)

Crimes <i>Key: OC = On-Campus; NC = Non-Campus; PP = Public Property</i>	2022			2023			2024		
	OC	NC	OC	NC	PP	PP	OC	NC	PP
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	1	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	1	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	1	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	1	0	0	0	0	0	1	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0

Violence Against Women Act (VAWA) Offenses

Crimes <i>Key: OC = On-Campus; NC = Non-Campus; PP = Public Property</i>	2022			2023			2024		
	OC	NC	PP	OC	NC	PP	OC	NC	PP
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Weapon, Drug, and Alcohol Violations

Crimes <i>Key: OC = On-Campus; NC = Non-Campus; PP = Public Property</i>	2022			2023			2024		
	OC	NC	PP	OC	NC	PP	OC	NC	PP
Arrests: Weapons – Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Weapons – Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0	0	0	0

Hate Crimes

In 2022, 2023, and 2024 there were no crimes deemed to be bias motivated.

Unfounded Crimes

In 2022, 2023, and 2024 there were no unfounded crimes.

Fire Safety

INTRODUCTION

SIT maintains a written fire log that records any fire that occurs in an on-campus housing facility. To view a hard copy of the current fire log, please contact the Office of Student Health, Safety and Wellbeing (studentwellbeing@sit.edu).

FIRE SAFETY PROCEDURES

Fire safety is a serious consideration. Each year, fire claims the lives of many people and injures many others. It is against the law to use fire safety equipment in a non-emergency situation. Tampering with this equipment may result in immediate suspension from SIT's residence halls and possibly other disciplinary action.

Periodic fire drills are required by law and should be taken seriously. SIT authorities will monitor these drills. In case of fire:

- Sound the building's fire alarm by pulling the lever on an alarm box located near building exits.
- Leave the building. Before opening a door into a hallway, feel the door to make sure it is cool. If it is hot, use another door or window. If the normal exit path is blocked, use an alternate escape route (see drawings in residence halls). If smoke is present, stay low to the floor where the smoke is less dense. Do not underestimate the danger of smoke. Most people killed in fires die of smoke inhalation: smoke kills!
- Call 911.
- Meet others from your residence hall outside the building. Do not return to the building until you are told it is safe to do so.

Portable fire extinguishers are only designed to fight very small fires and keep escape routes open. Fighting fires can be extremely dangerous: never put yourself at risk to fight a fire! Use a fire extinguisher only if all the following are true:

- The building fire alarm has been sounded and the fire has been reported. The fire is small and confined to the immediate area where it started (wastebasket, cushion, small appliance, etc.).
- You can fight the fire with your back to a safe escape route.
- The extinguisher is rated for the type of fire you are fighting and is in good working order.
- You have had training in the use of the extinguisher and are confident that you can operate it effectively.
- If you doubt whether to fight a fire – don't! Instead, get out, closing the door behind you.

Residence hall rooms contain easily combustible materials such as clothing, furniture, paper, and bedding. To minimize the risk of fire, please adhere to the following:

- Beds must be kept away from heating units.
- Extension cords may only be used temporarily, not as a substitute for permanent wiring. They must never be used for appliances with heating elements (irons, hair dryers).
- Fire ignition sources such as irons, high-intensity lamps, etc. must be kept away from all combustible materials. Posters, papers, tapestries, and other wall decorations should be used sparingly. Always keep 70 percent of the wall space uncovered. Do not hang flammable material from the ceiling.

- Candles, oil lamps, or other sources of open flame are not allowed in residence halls. The burning of gasoline, kerosene, or other flammable liquids is not allowed in any area. Fireworks are prohibited.
- Smoking is prohibited inside or within 10 feet of all campus buildings, including residence halls.
- Halls, stairwells, and exits must always be kept clear of obstructions. Storing boxes, equipment, bicycles, etc., in these areas is prohibited. No combustible material may be stored underneath stairs.
- Flammable liquids such as gasoline, kerosene, Coleman fluid, and propane may not be brought into or stored in the residence halls.
- Fires in the fireplaces or outside the buildings are prohibited. Fires in designated areas away from all structures are authorized only when specifically authorized by Maintenance Services.
- Cooking is not allowed in any sleeping rooms. This includes the use of hot plates, hot pots, toaster ovens, and coffee machines.
- Irons, hair dryers, etc. are permitted but must be used with caution. Appliances must be unplugged when not in use.
- All electrical appliances must be Underwriter Laboratories (UL) inspected and in good working order.
- Any appliance or combination of appliances that overloads circuits is not allowed. Tampering with or altering circuit breakers or any part of the electrical system in any building is strictly forbidden.

FIRE SAFETY SYSTEMS

All buildings on campus, including all residence buildings, are protected by a fire and carbon monoxide alarm system that is connected directly to the local emergency services dispatch office, with pull stations at all building exits and where required by local building code. There are two detached exterior call boxes on campus, one on the north side and one on the south side of campus. Our largest dormitory, main classroom building, and main administrative office building are protected by an automatic sprinkler system with an exterior fire department connection on each building. The suppression system's main fire pump is inspected regularly by trained maintenance staff and by a licensed third-party contractor twice per year. The full sprinkler system is function and flow tested annually by a licensed third-party contractor. The campus has five fire hydrants on the main campus connected to the town water supply, and the campus also hosts an auxiliary water tank for the Brattleboro town water system providing a reliable feed to the system at all times.

The commercial kitchen in the main dormitory building is protected by an ANSUL fire suppression system in addition to the main sprinkler system, which is inspected annually by a licensed third-party contractor. Each building has at least one portable fire extinguisher, ABC type, which are inspected each month by specially trained staff and inspected annually by a certified third-party inspector. Extinguishers are recharged when needed and are replaced per NFPA guidelines.

On-Campus Residence Halls

The Higher Education Opportunity Act requires SIT to describe the fire safety systems in each on-campus residential facility in this report. This section contains brief descriptions of the fire safety systems available in each on-campus residence hall on campus. Fire statistics for each of these properties are included later in this report.

Residence Hall and Address	Fire Safety System
Black Mountain Residence Hall <i>509 Black Mountain Rd, Brattleboro, Vermont</i>	Fire and carbon monoxide alarm system connected directly to local emergency services dispatch, pull alarm systems at all building exits, and portable fire extinguishers.
Bolton Residence Hall <i>108 Fleisher Ln, Brattleboro, Vermont</i>	Fire and carbon monoxide alarm system connected directly to local emergency services dispatch, pull alarm systems at all building exits, and portable fire extinguishers.
Dickinson Residence Hall <i>30 Dickinson Rd, Brattleboro, Vermont</i>	Fire and carbon monoxide alarm system connected directly to local emergency services dispatch, pull alarm systems at all building exits, and portable fire extinguishers.
Ellsworth Residence Hall <i>118 Fleisher Ln, Brattleboro, Vermont</i>	Fire and carbon monoxide alarm system connected directly to local emergency services dispatch, pull alarm systems at all building exits, and portable fire extinguishers.
Gamble Residence Hall <i>132 Fleisher Ln, Brattleboro, Vermont</i>	Fire and carbon monoxide alarm system connected directly to local emergency services dispatch, pull alarm systems at all building exits, and portable fire extinguishers.
Oak Residence Hall <i>33 Experiment Way, Brattleboro, Vermont</i>	Fire and carbon monoxide alarm system connected directly to local emergency services dispatch, pull alarm systems at all building exits, and portable fire extinguishers.
Janeway Residence Hall <i>159 Fleisher Ln, Brattleboro, Vermont</i>	Fire and carbon monoxide alarm system connected directly to local emergency services dispatch, pull alarm systems at all building exits, and portable fire extinguishers.

Lowey International Center Residencies <i>24 Fleisher Ln, Brattleboro, Vermont</i>	Fire and carbon monoxide alarm system connected directly to local emergency services dispatch, pull alarm systems at all building exits, automatic sprinkler system with an exterior fire department connection, portable fire extinguishers, and commercial ANSUL fire suppression system.
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FIRE SAFETY EDUCATION AND TRAINING

Annual fire safety education and training is provided for the Resident Advisors (RAs.) Each summer the graduate regional manager of Student Health, Safety, and Well-being trains all incoming RAs and Residential Staff about fire behavior, fire prevention, evacuation procedures, fire watch awareness, and what to do in case of fire emergency.

During their residencies, students are informed about emergency evacuation of residence halls, and alarm systems are tested periodically to ensure proper functioning. Residents are required to evacuate the building immediately when a fire alarm sounds.

ANNUAL FIRE STATISTICS 2022-2024

Year	2022			2023			2024		
Name of Facility	Fires	Injuries	Death	Fires	Injuries	Death	Fires	Injuries	Death
Black Mountain Residence Hall	0	0	0	0	0	0	0	0	0
Bolton Residence Hall	0	0	0	0	0	0	0	0	0
Dickinson Residence Hall	0	0	0	0	0	0	0	0	0
Ellsworth Residence Hall	0	0	0	0	0	0	0	0	0
Gamble Residence Hall	0	0	0	0	0	0	0	0	0
Oak Residence Hall	0	0	0	0	0	0	0	0	0
Janeway Residence Hall	0	0	0	0	0	0	0	0	0
Lowey International Center Residencies	0	0	0	0	0	0	0	0	0

Appendix A: Violence Against Women Reauthorization Act of 2022 Definitions

The SIT's definitions of relationship violence, sexual assault, and stalking capture all offenses defined by the Violence Against Women Reauthorization Act of 2022 (VAWA) as dating violence, domestic violence, sexual assault, and stalking. Below is a listing of these offenses as defined by VAWA:

1. Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - a. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - b. For the purposes of this definition –
 - i. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - ii. Dating violence does not include acts covered under the definition of domestic violence.
2. Domestic Violence: A felony or misdemeanor crime of violence committed –
 - a. By a current or former spouse or intimate partner of the victim;
 - b. By a person with whom the victim shares a child in common;
 - c. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - e. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
3. Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."
4. Stalking:
 - a. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
 - i. Fear for the person's safety or the safety of others; or
 - ii. Suffer substantial emotional distress
 - b. For the purposes of this definition –
 - i. 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 a person's property.

- ii. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- iii. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily, require medical or other professional treatment or counseling.

Appendix B: Vermont Criminal Statute Definitions

The Brattleboro Police department of Police Services has full law enforcement authority in the State of Vermont as enacted by the General Assembly of the State of Vermont: Title 16 VSA § 2283. The State of Vermont Statutes contain jurisdictional criminal definitions of domestic violence, sexual assault, and stalking. In addition to enforcement of policies and compliance with the Violence Against Women Reauthorization Act of 2022, School for International Training, through Brattleboro Police Services, enforces the Vermont Criminal Statutes. This includes enforcement of laws against domestic violence, sexual assault, and stalking. Vermont criminal definitions of these acts are listed below:

Domestic Violence (defined in 15 V.S.A. § 1151) "Domestic violence" means an act of abuse as defined in subdivision 1101(1) of this title and includes a threat of such acts committed against an individual in a domestic situation, regardless of whether these acts or threats have been reported to law enforcement officers.

15 V.S.A. § 1101 Definitions The following words as used in this chapter shall have the following meanings:

1. "Abuse" means the occurrence of one or more of the following acts between family or household members:
 - a. Attempting to cause or causing physical harm.
 - b. Placing another in fear of imminent serious physical harm.
 - c. Abuse to children as defined in subchapter 2 of chapter 49 of Title 33.
 - d. Stalking as defined in 12 V.S.A. § 5131(6).
 - e. Sexual assault as defined in 12 V.S.A. § 5131(5).
2. "Household members" means persons who, for any period of time, are living or have lived together, are sharing or have shared occupancy of a dwelling, are engaged in or have engaged in a sexual relationship, or minors or adults who are dating or who have dated. "Dating" means a social relationship of a romantic nature. Factors that the court may consider when determining whether a dating relationship exists or existed include:
 - a. the nature of the relationship;
 - b. the length of time the relationship has existed;
 - c. the frequency of interaction between the parties;
 - d. the length of time since the relationship was terminated, if applicable.

NOTE: There is no separate definition of "dating violence" in the Vermont Statutes. Notably, the above statutory definition of domestic violence captures all incidents characterized by VAWA as dating violence.

Sexual Assault (defined in 15 V.S.A. § 1151) "Sexual assault" means an act of assault as defined in 13 V.S.A. § 3252(a) or (b) (sexual assault) or 3253(a) (aggravated sexual assault), and includes a threat of such acts, regardless of whether these acts or threats have been reported to law enforcement officers.

Sexual assault (13 V.S.A. § 3252) A.

1. No person shall engage in a sexual act with another person and compel the other person to participate in a sexual act:
 - a. without the consent of the other person; or
 - b. by threatening or coercing the other person;
 - c. by placing the other person in fear that any person will suffer imminent bodily injury; or
 - d. when the person knows or reasonably should know that the other person is asleep, unconscious, or otherwise unaware that the sexual act is occurring.
2. No person shall administer any alcohol, drugs, or other intoxicants to another person without the person's knowledge or against the person's will and, while the person is impaired by the alcohol, drugs, or intoxicants, engage in a sexual act with that person.
3. No person shall engage in a sexual act with another person when the other person is incapable of consenting to the sexual act due to substantial impairment by alcohol, drugs, or other intoxicants and that condition is known or reasonably should be known by the person.
4. No person shall engage in a sexual act with a child who is under the age of 16, except:
 - a. where the persons are married to each other and the sexual act is consensual; or
 - b. where the person is less than 19 years old, the child is at least 15 years old, and the sexual act is consensual.
5. No person shall engage in a sexual act with a child who is under the age of 18 and is entrusted to the actor's care by authority of law or is the actor's child, grandchild, foster child, adopted child, or stepchild.
6. No person shall engage in a sexual act with a child under the age of 16 if:
 - a. the victim is entrusted to the actor's care by authority of law or is the actor's child, grandchild, foster child, adopted child, or stepchild; or
 - b. the actor is at least 18 years of age, resides in the victim's household, and serves in a parental role with respect to the victim.

NOTE: For the purposes of the above, the following definitions should be used (from 13 V.S.A. § 3251):

(1) A "sexual act" means conduct between persons consisting of contact between the penis and the vulva, the penis and the anus, the mouth and the penis, the mouth and the vulva, or any intrusion, however slight, by any part of a person's body or any object into the genital or anal opening of another.. (3) "Consent" means the affirmative, unambiguous, and voluntary agreement to engage in a sexual act, which can be revoked at any time.

Stalking (13 V.S.A. § 1061)

1. (A) "Course of conduct" means two or more acts over a period of time, however short, in which a person follows, monitors, surveils, threatens, or makes threats about another person, or interferes with another person's property. This definition shall apply to acts conducted by the person directly or indirectly, and by any action, method, device, or means. Constitutionally protected activity is not included within the meaning of "course of conduct."

(B) As used in subdivision (A) of this subdivision (1), threaten shall not be construed to require an express or overt threat.

2. "Emotional distress" means significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling.
3. "Reasonable person" means a reasonable person in the victim's circumstances.
4. "Stalk" means to engage purposefully in a course of conduct directed at a specific person that the person engaging in the conduct knows or should know would cause a reasonable person to fear for his or her safety or the safety of another or would cause a reasonable person substantial emotional distress. (Added 1993, No. 95, § 1; amended 1999, No. 124 (Adj. Sess.), § 3; 2005, No. 83, § 4; 2013, No. 150 (Adj. Sess.), § 1; 2015, No. 162 (Adj. Sess.), § 5.)