ANNUAL SECURITY and FIRE SAFETY REPORT

October 1, 2012

Prepared by:
Elizabeth Bonneau
Dean of Students

Report available at:

http://www.annamaria.edu/images/Public%20Documents/PublicSafety/Annual_Security_Report.pdf

50 Sunset Lane
Paxton, Massachusetts 01612
www.annamaria.edu

Contents

I. Forward from the Dean of Students 3
II. Introduction/Preparation of Disclosure of Crime Statistics 3
III. HEOA Fire Safety Reporting 4
IV. Law Enforcement Authority and Interagency Relationships 4
V. Reporting Criminal Incidents and Other Emergencies 5
A. General Reporting Procedure 5
B. Confidential Reporting Process & Exclusions 5
C. Missing Student Notification Policy 6
VI. Emergency Response and Evacuation Procedures 6
VII. Monitoring of and Notification of Criminal Activity 6
VIII. Access to and Maintenance of Campus Facilities 7
A. Access to Residence Halls 7
B. Maintenance and Security of Campus Facilities 7
IX. Crime Prevention and Awareness Programs 7
X. Emergency Medical Resources 8
XI. Weapons Policy 8
XII. Hate Crimes 8
XIII. Hazing 8
XIV. Alcohol and Drug Policy 9
Policy 9
Alcohol and Drug Education 10
Possible Sanctions 10
XV. Sexual Assault Awareness Programs and Policies 12
A. General Information 12
B. Steps to take when you are sexually assaulted: 13
XVI. Sex Discrimination, Sexual Harassment, Sexual Assault & Sexual Violence TITLE IX POLICY 13
XVII. Campus Sex Crimes Prevention Act/Sex Offenders Registry Information 21
XVIII. Campus Crime Statistics 22
XIX. Fire Safety 23
A. General Fire Safety 23
B. In Case of Fire 23
C. To Report a Past Fire: 23
D. Public Fire Log: 24
E. Residence Hall Fire Safety 24

I. Forward from the Dean of Students

The information in this report is being provided as part of Anna Maria College's commitment to safety and security on campus. Providing this information is a requirement of the Crime Awareness and Campus Security Act of 1990 and the Higher Education Opportunity Act's Campus Fire Safety Right to Know provision. This report will outline Anna Maria College's programs and policies relating to community safety. Students, faculty, staff and prospective community members are encouraged to read the report in its entirety. Questions or comments about this report may be addressed to Elizabeth Bonneau, ebonneau@annamaria.edu, 508-849-3459. Lieutenant Mark Savasta, Paxton Police Department, is available to answer any questions or address concerns about safety at AMC. Lieutenant Savasta is available at msavasta@annamaria.edu, 508-793-3133.

The mission of the Paxton Police at Anna Maria College is to enhance the safety and security of the AMC community. The Paxton Police Department strives to achieve this mission through preventive foot patrols, 24-hour accessibility, proactive problem-solving, positive conflict resolution, educational programs, and community engagement. All members of the Paxton Police Department shall show respect and compassion towards others and shall preserve the dignity and rights of each individual. Officers and staff shall model their interactions with others on *compassion, respect and civility*.

Public safety efforts and community safety programs are run by the Paxton Police Department. The AMC direct liaison to the Paxton Police Department is Vice President for Student Success and Retention, Andrew Klein. The Paxton Police Department operations at AMC are supervised directly by Lieutenant Mark Savasta.

Elizabeth Bonneau
Dean of Students
508-849-3459
Fax 508-849-3328
ebonneau@annamaria.edu

II. Introduction/Preparation of Disclosure of Crime Statistics

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" was signed into law in November 1990. At the time it was known as the "Student's Right to Know and Campus Security Act." The law requires educational institutions participating in student financial aid programs under Title IV of the Higher Education Act of 1965 to disclose information about campus safety policies and procedures and to provide statistics concerning certain crimes that occurred on or near campus. On Aug. 14, 2008, the *Higher Education Opportunity Act* or *HEOA* (Public Law 110-315) reauthorized and expanded the *Higher Education Act of 1965*, as amended. *HEOA* amended the *Clery Act* and created additional safety- and security-related requirements for institutions. In compliance with the each of these Acts, the AMC Campus Life Office along with the Paxton Public Safety Office publishes and distributes this information each year as the "AMC Annual Security and Fire Safety Report". This fall, the "AMC Annual Security and Fire Safety Report" shall be posted on the Anna Maria College web site at **http://www.annamaria.edu/images/Public%20Documents/PublicSafety/Annual_Security_Report.pdf** and shall be available in printed format in the Paxton Police Office at AMC and the Human Resource Office or by calling Paxton Police Officer at AMC at 508-494-9010.

This report covers the Anna Maria College campus at 50 Sunset Lane, Paxton, Massachusetts. Anna Maria College leases a classroom at 261 Arcade Avenue, Seekonk, MA. The College maintains no security at the Seekonk site. Persons wishing to report a crime at the Seekonk site are to contact the Seekonk Police by dialing 911 or their business line, 508-336-8123 or to call the Paxton campus Paxton Public Safety Office at 508-494-9010. Added in August 2008, a single building off campus location was established at 88 Prescott Street, Worcester, Massachusetts. Anna Maria College maintains an designated supervisor at the satellite building for the duration of night and Saturday classes only and he/she does not conduct investigations of incidents occurring on the property.

The AMC Annual Security and Fire Safety Report is compiled by the Dean of Students with the cooperation of the Paxton Police Department, Residence Life Office, the Conduct Code Administrator and the Vice President for Student Success and Retention. Campus crime, arrest and referral statistics include those reported to the Paxton Police Department, Worcester Police Department, and designated campus officials.

Each year, an e-mail notification is made to all faculty members, staff and enrolled students that provides the web site to access this report. Copies of the report may be obtained at the Paxton Police Office at AMC, south end of Foundress Hall, or by calling 508-494-9010. Employees and prospective employees may obtain a copy in the Human Resources Office, first floor of the Socquet House, or by calling the Paxton Police Office at AMC, 508-494-9010. Notification of the availability of this report is made within the application process for both students and employees.

III. HEOA Fire Safety Reporting

The Higher Education Opportunity Act provisions regarding fire safety reporting requires institutions with on-campus student housing to publish an annual fire safety report. This report must include for on campus housing the number of the following: fires, deaths due to fire, injuries due to fire, fire drills and fire-related property damage. The type of fire detection systems in each on campus housing building must be described. Policies regarding portable electrical appliances, smoking and open flames (such as candles), procedures for evacuation and policies regarding fire safety education and training programs are also included in this report. Anna Maria College combines the HEOA Fire Safety Report with the Security Report.

IV. Law Enforcement Authority and Interagency Relationships

The Paxton Police Office at AMC is located on the south end of Foundress Hall on the Paxton Campus of Anna Maria College. Paxton Police Officers are available 24 hours a day, 7 days a week, 365 days a year on the Paxton campus. They may be reached by calling 911 (emergency), 508-791-6600 (dispatch, recorded line), 508-849-3456 (campus office) or 508-494-9010 (on duty Officer cell). The Paxton Officers are combination of an armed and unarmed, warranted and non-warranted, patrol force. All Paxton Officers have authority to ask persons for identification and to determine whether individuals have lawful business at Anna Maria College. All Paxton Officers enforce Anna Maria College policy including motor vehicle regulations. Motor Vehicle Policy violations, such as tickets, are paid to the Anna Maria College Business Office and are not reported to any state agency. Paxton Police Officers can enforce Massachusetts General Law and any other rights under Chapter 41 Section 98. Paxton Police Officers are trained at the full time Massachusetts Police Academy sponsored by the Municipal Police Training Committee. Paxton Public Safety Officers are trained in emergency response, CPR and first aid.

The Paxton Police at Anna Maria College is part of the Paxton Police Department. The Paxton Police and Fire Departments work together to provide safety and security for the AMC community on the Paxton Campus. All criminal incidents are referred to the Paxton Police Department as they have primary jurisdiction on the Campus. When appropriate, Paxton Police Department works in conjunction with the State Police in Brookfield. All crime victims and witnesses are strongly encouraged to immediately report the crime to the on duty Paxton Police Officer. Prompt reporting will assure timely action, timely warning notices on-campus and accurate crime statistics.

Paxton Police Officers do not patrol the Worcester Prescott Street site except when assigned during classes which occur outside of regular business hours. Utilizing mutual aid with the City of Worcester, the Paxton Police Officers have the same authority at 88 Prescott Street as they do on the Paxton Campus. Paxton Police Officers do not conduct investigations into incidents or crimes that are reported to have occurred in that jurisdiction. For assistance in reporting an incident, crime, or suspicious activity occurring at the off campus location, contact the Paxton Police Officer at the Worcester campus (if on duty), the satellite facility coordinator or immediately/directly call the Worcester Police Department, 911, or the business line, 508-799-8600. To aid in the ongoing safety of the Anna Maria College Worcester site, the Paxton Police Office at AMC reports promptly criminal activity occurring there to the Worcester Police Department. All crime victims and witnesses are strongly encouraged to immediately report the crime occurring at 88 Prescott Street to the on duty Paxton Police Officer and to the Worcester Police Department.

The Paxton Police Office operating at Anna Maria College is within the Paxton Police Department which is located in Paxton, Massachusetts. Today, the Paxton Police Office located at AMC is made up of a full time Lieutenant, three full time Sergeants, one full time Detective, seven full time Police Officers, three full time Paxton Public Safety Officers, six part time Paxton Public Safety Officers and student support staff (for parking enforcement). The Paxton Police Office at AMC, as a part of the Paxton Police Department, may utilize all of the Paxton Police Department personnel and resources.

The direct liaison for Anna Maria College to the Paxton Police Department is Vice President for Student Success and Retention, Andrew Klein. The VPSSR's office is located on the second floor of East Trinity Hall. The VPSSR may be reached at 508-849-3387. The Paxton Police Office at AMC is directly supervised by Lieutenant Mark Savasta. Lieutenant Savasta's office is located on the south end of Foundress Hall, 508-793-3133, or at the Paxton Public Safety Complex located at 576 Pleasant Street in Paxton, Massachusetts.

V. Reporting Criminal Incidents and Other Emergencies

A. General Reporting Procedure

Anyone with information regarding a possible crime or other emergency situation that poses a threat to the Campus community should call 911 immediately! To provide the safest campus environment possible, the College requires that employees and students promptly report all emergencies and criminal activities. Prompt (within 24 hours of becoming aware of the situation or immediately if life-threatening) reporting is vital in maintaining a secure community. This is vital on the Paxton Campus and all off campus locations where classes are held.

Emergency house phones are located at the entrances to each residence hall, the front of the Bishop Flanagan Campus Center and on the left side of the Fuller Activities Center. "911" may be dialed on these phones as well as the Paxton Police Officer on Duty at AMC number, 8-508-494-9010. Emergency number dialing instructions are posted by each phone. Calls to Paxton Police on Duty at AMC are received on the duty Officer's cell phone.

Upon receiving a report of a suspected crime or other emergency situation, the Paxton Police Officer shall investigate, or cause to be investigated, the incident in a timely manner. Should it appear that criminal activity is or did occur; the Paxton Police Officer shall take appropriate action. If the matter concerns a campus disciplinary matter, the incident will be referred to the Dean of Students, Conduct Code Administrator, for action.

While any member of the College community may assist another in the reporting of suspected criminal activity, the following are designated as persons on campus to whom to report suspected criminal activity:

Resource People for Reporting Suspected Criminal Activity &/or Possible Missing Student

Paxton Police Officer publicsafety@annamaria.edu	South Foundress Hall	508-494-9010
Paxton Police Lt. Savasta msavasta@annamaria.edu	South Foundress Hall	508-793-3133
Paxton Police Chief Desrosiers PoliceChief@townofpaxton.net	Public Safety Complex, Town of Paxton	508-755-1104, x3131
Director of Human Resources, Lisa Driscoll (Title IX Coordinator) ldriscoll@annamaria.edu	Human Resources Office, Socquet House first floor	508-849-3398
Vice President for Student Success and Retention, Andrew Klein (Title IX Deputy) dklein@annamaria.edu	East Trinity Hall, second floor	508-849-3387
Conduct Code Administrator & Dean of Students, Elizabeth Bonneau ebonneau@annamaria.edu	Student Affairs Office, upper level, Bishop Flanagan Campus Center	508-849-3459
Director of Residence Life, Michelle Chapman mchapman@annamaria.edu	111 St. Anne Hall, off front vestibule	508-849-3271
Any Residence Life staff member, including RAs		

B. Confidential Reporting Process & Exclusions

A victim of a crime may wish to report that crime without pursuing action within the College disciplinary system or the criminal justice system. The victim may report the crime to any of the designated crime report collectors in the above table and ask that the report be kept confidential. However, the College reserves the right to investigate and pursue

resolution when it is deemed necessary to protect the interests of the College community. The purpose of the confidential report is to make every effort to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the entire campus. With such confidential reports, the College can keep a more accurate record of the number of incidents, the type and frequency of incidents and alert the community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the College.

When the personnel of the Counseling Center, Health Center or Campus Ministries (including Campus Priest and/or Deacon), acting in the counseling role of their respective offices, receive a report of a crime, they are not required to report that crime for inclusion into the annual disclosure of crime statistics. They are encouraged to, if and when they deem it appropriate, inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

C. Missing Student Notification Policy

If a person feels that an AMC student is missing, he/she should report the concern to Paxton Police directly or to any of the staff listed in the chart above in section A. The designated person from the chart above to whom this information is reported shall contact Paxton Police who will conduct an immediate investigation.

AMC students may complete the "missing student notification information" form in the Student Affairs Office to register the name and contact information of a contact person to be notified within 24 hours of the report being received by Paxton Police. If a student is reported missing and is under the age of eighteen and not an emancipated minor, his/her parent or guardian will be notified and law enforcement will be notified within 24 hours if it is determined that the student is missing.

VI. Emergency Response and Evacuation Procedures

When a situation arises that, in the judgment of the Paxton Police Lieutenant in Charge or designee, constitutes a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, there will be a campus wide "timely warning" issued (unless the notification will compromise efforts to contain the emergency). In such emergencies, the campus uses an electronic messaging system (voice mail, text message and/or email messaging notification system) which reaches all AMC community members who have provided their contact information and are signed on for Connect-Ed. This mass notification system is tested each fall and spring semesters. The community is reminded of the system and its functions prior to each test. Follow up information is provided as needed on the AMC web page and/or by regular email distribution method.

Also used to communicate in emergencies are other appropriate method(s) which can include any of the following: posting on the campus web site, campus wide email, voice mail and/or flyers placed in student and employee mailboxes. Notices may also be posted in visible locations in residence halls, the Bishop Flanagan Campus Center and key classroom locations. In some situations, door to door notification may be done.

All AMC community members are expected to heed all emergency warnings and to follow the instructions of Paxton Police and responding emergency personnel. Emergency response and evacuation procedures are currently being revised and will be posted on the AMC web site when complete. The assessment and evaluation of the current emergency plan and capability is done through regularly scheduled drills, exercises and appropriate follow-through activities. Residence hall evacuation procedures are posted in the residence halls and are drilled at least once each semester.

VII. Monitoring of and Notification of Criminal Activity

The Paxton Police Officers maintain a daily log of activity on the Paxton Campus. The daily log is available for public viewing during regular College office hours. This log may be housed at the Paxton Public Safety Complex located at 576 Pleasant Street in Paxton, Massachusetts. Copies are available within two business days of the written request. The Paxton Public Safety Office records and maintains crime statistics for publication in the Annual Safety/Security Report each year.

The Paxton Police Office at AMC is part of the Paxton Police Department. When a crime is committed on campus, the Paxton Police Department conducts an investigation and takes the appropriate action.

VIII. Access to and Maintenance of Campus Facilities

Most campus facilities, other than student residence halls, are accessible to members of the campus community, their guests and visitors during the day, at night and on weekends depending on scheduled events and time of the year. Buildings are secured at night. The campus grounds and buildings, including the residence halls, are patrolled on foot and by vehicle by the Paxton Police Officer(s) on duty.

A. Access to Residence Halls

All exterior doors to student residence halls are locked at all times. An electronic computerized card access system monitors all entrance doors. Emergency exit doors are alarmed to indicate unauthorized use. The computerized identification card (ID) at Anna Maria College is maintained by the Student Affairs Office, Residence Life Office, and/or the Dean of Students. Each card may be programmed to allow access to a specific hall or group of halls. Resident students are encouraged to report the loss/theft of an ID card immediately to Paxton Police, Residence Life Office, Student Affairs Office, or Dean of Students so the card may be deactivated and a temporary or new card may be issued.

Resident students hosting guest(s) must sign in the guest at the Residence Life Office. Guests must have and present when asked valid state or federally issued picture identification. All guests in the residence halls must be visiting a specific resident. Guests must obtain a temporary vehicle pass from Residence Life or Paxton Police if staying overnight.

B. Maintenance and Security of Campus Facilities

The Lieutenant of the Paxton Police Office at AMC with the Director of the Physical Plant reviews the campus regularly to identify and correct safety and security hazards. Paxton Police Officers maintain vigilance while on patrol to ensure hazards are reported and, if needed, contained until corrected. Community members are encouraged to report any hazards or on-the-job injuries immediately to Paxton Police, the Dean of Students, the Director of Residence Life, the Director of the Physical Plant, and/or the Director of Human Resources. The Physical Plant maintains on-call personnel that may be contacted to respond to any maintenance emergency. They are contacted through Paxton Police.

IX. Crime Prevention and Awareness Programs

Paxton Police works to prevent crime on campus by engaging in community policing, visible foot patrol, education and collaboration with other offices. Crime awareness information and safety recommendations are located in the AMC Student Handbook and New Employee Handbook. Other crime prevention actions include:

- **Fire Alarm Systems** are available campus wide and monitored by Houston Monitoring Company. Drills are conducted on a regular basis to familiarize students with proper fire alarm procedure.
- **Safe Return Program** allows students to contact Paxton Police for a taxi to be called for their safe return to campus. The cab fare is charged to the student's account if he/she does not have the money available at that time.
- **Walking Escort** (on-campus) is provided seven days a week, 24 hours a day.
- **Rape Aggression Self Defense (RAD)** training class.
- **Prevention Presentations** are provided for the campus through collaboration with the Residence Life Office, Health Services Office and Counseling Center**.**
- **Emergency Campus Telephones** are located throughout the campus.
- **Parking Lot Security** is maintained with well-lit parking lots and frequent patrol. Some lots have enhanced security with recording (not monitored) camera system.
- **Patrol Officers** periodically conduct a security check of the area where students are working, studying or residing.
- **Summer Orientation and Registration (SOAR) Program** presentations are done for parents and students on safety on campus.
- **New Student Orientation** presentations on fire safety and campus safety are done.
- **New Employee Orientation** written material is made available which contains safety information.

- **Facilities Survey** is done regularly to identify safety and security issues on the campus. A comprehensive fire alarm survey including a test of existing sprinkler systems is conducted yearly by an outside vendor.

X. Emergency Medical Resources

All Paxton Police Officers are trained and certified in basic First Aid, CPR and AED. Police Officers are certified first responders. Automatic External Defibrillators (AEDs) are available in the Fuller Activities Center and the Bishop Flanagan Campus Center in publically accessible boxes. First Aid Kits are mounted in publically accessible locations in most classroom buildings.

During a medical emergency, it is standard procedure to transport sick or injured persons to Worcester hospitals by Paxton's ambulance services, if such transport is deemed necessary. During office hours, the Director of Health Services will respond to campus emergencies in addition to Paxton Police Officers. For non-emergency injuries or illnesses, Student Health Services is available. The Health Services Office is located at the end of the Trinity Hall complex adjacent to East Trinity Hall. The Student Health Center is staffed during posted office hours. The staff consists of the Director of Health Services who is a nurse practitioner, a consulting physician and support staff. The Director of Health Services is available to Paxton Police Officers for after-hours consultation and can report to campus (if deemed appropriate) when available.

Mental health emergencies may be addressed by Paxton Public Safety Officers. The Director of Health Services and the Director of Counseling Services will respond to campus mental health emergencies during office hours in addition to Paxton Public Safety Officers and are available to Paxton Public Safety Officers for after-hours consultations. When needed, the Paxton emergency services will be called to assist in transporting the person to the appropriate facility.

XI. Weapons Policy

The possession or concealment of any type of firearm or other dangerous weapon, including but not limited to, stiletto, dagger, dirk knife, any knife having a double-edged blade or a switch blade, or any knife having an automatic spring release device by which the blade is released from handle, having a blade of over one and one-half inches, or a sling shot, blackjack, metallic buckles or knuckles or any substance which could be put to the same use, is strictly prohibited on the Anna Maria College campus and at any Anna Maria College sponsored event(s). Violators of the above will be subject to legal and/or disciplinary action.

Toy guns, other toy weapons such as swords, axes and knives, paint ball guns, BB guns, cap pistols, laser targeting devices, martial arts weapons, pepper spray and explosives are also not permitted on the campus or at any AMC sponsored event(s). Violators of the above will be subject to disciplinary action.

XII. Hate Crimes

Hate crime will not be tolerated at Anna Maria College. Hate crimes adversely affect all aspects of campus life. All community members are expected to report possible hate crimes to the Paxton Police Department.

The Office of Multicultural Affairs helps to provide education about preventing and responding to hate crimes. Programming throughout the academic year occurs in conjunction with the Residence Life Office, Activities Office and academic offices.

XIII. Hazing

In 1985, the Commonwealth of Massachusetts passed a law prohibiting the act of hazing. In this law, hazing is defined as follows:

> The term "hazing" shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect

the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

In response to this legislation, and as required by law, Anna Maria College has adopted the following policy regarding hazing:

Students who are involved, directly or indirectly, in the act of hazing are subject to disciplinary sanctions. In addition, they are liable to the full penalties of the laws of Massachusetts.

A complete statement of this law can be found in the Office of the Student Affairs.

XIV. Alcohol and Drug Policy

Policy

The Anna Maria College Alcohol and Drug Policy is designed to promote mature, responsible behavior when alcohol is consumed and to eliminate illegal drug use in order to protect the health of our students and to encourage the respect of the rights of other students and the college. AMC values personal responsibility within its community. In that perspective, the College expects that students who consume alcoholic beverages will do so in accordance with existing laws and the policies of the College. Illegal drugs and/or the abuse or misuse of prescription medicines are not tolerated at AMC. This includes possession and/or use of drug paraphernalia.

All policies and regulations regarding the consumption and/or sale of alcoholic beverages on the Anna Maria College campus shall be in strict conformity to the appropriate Massachusetts General laws, Federal law, and the Town of Paxton bylaws, as well as College expectations. The current law of Massachusetts pertaining to alcoholic beverages can be found in the Massachusetts General Law, Chapter 138, section 34, 34A, 34B, and 34C.

For the purpose of the College Conduct Code, the following are the major policy points:

1. Consumption, possession, purchase, or being in control of alcoholic beverages by anyone less than twenty-one (21) years of age is not allowed.
2. Provision, distribution, sale, or transportation of alcoholic beverages to/for anyone less than twenty-one (21) years of age is prohibited. This includes providing a place for minors to consume alcohol.
3. On College property, alcohol may be kept and/or consumed by those twenty-one years of age or older in designated areas only.
    a. Designated areas include, but may not be limited to, a residence hall room where at least one assigned resident of the room is twenty-one (21) years of age or older and areas on campus where and when the College liquor license is in effect.
    b. In the residence halls, if no resident assigned to the room is twenty-one (21) years of age or older, there is to be no alcohol, shot glasses, alcohol containers (including empty), and/or alcohol paraphernalia in that room.
    c. In the residence halls, the limit for alcohol possession per twenty-one (21) years of age or older resident assigned to the specific room is: one (1) liter of wine, two (2) pints of spirits, and fifteen (15) standard size cans/bottles of beer or malt beverages (including wine coolers, Zima, hard lemonade, etc.). Smaller containers (such as pints of spirits or liters of wine) cannot be combined to be purchased in larger containers.
4. Those who are apparently in violation of the Alcohol and Drug Policy will be asked to remove all alcohol and drugs from their possession. This can include a search of and then emptying alcohol/drugs from the refrigerator, closet, under beds, backpacks, bureaus, desks, ceilings, and/or other hiding or storage places as deemed appropriate for the situation.
5. Open containers of alcohol are not permitted outside of designated areas.
    a. "Open container" for the purpose of the Conduct Code is defined as a can or bottle not having the original factory seal in place as well as glasses, cups, water bottles and other non-sealed containers.
    b. Open containers are not allowed in the public areas of the residence halls (for example hallways, lounges, laundry rooms, computer labs, and bathrooms) at any time.

c. Paxton Public Safety and/or any AMC staff member may check open containers for alcohol.

6. Large containers of alcohol including, but not limited, to malt beverages in containers over 12 ounces, kegs, beer balls, boxes, and handles, are not allowed (with the exception a sponsored event under the Campus liquor license). Such containers shall be confiscated and forfeited, including taps (with or without keg present). Also not allowed are: common sources of alcohol such as spiked punch; Jell-O shots; grain alcohol; and alcohol beverages with caffeine added.
7. Possession or use of drinking paraphernalia, hosting or participating in drinking games, and/or engaging in behaviors promoting binge drinking are prohibited.
8. A person is responsible for his/her behavior. Having consumed alcohol or drugs does not excuse behavior. Behavior which is disruptive, harmful to self or others, and/or which leads to the destruction of property will result in appropriate disciplinary action.
9. Operating a motor vehicle under the influence of alcohol or illegal drugs is against State law and is not permitted on campus.
10. Illegal drugs and/or the abuse or misuse of prescription medicines are not tolerated at AMC. This includes possession and/or use of drug paraphernalia. Marijuana is an illegal drug and is not tolerated at AMC.
11. Evidence of drug policy violations and actions showing sufficient grounds for full disciplinary actions include but are not limited to: the presence of a controlled substance/illegal drug; drug paraphernalia; smoke or odors (in the case of marijuana). All students present at the time of the violation and, if in the residence hall, all residents of the room (present or not) may be held responsible for the infraction.

Alcohol and Drug Education

Abuse of and/or addiction to alcohol and other drugs has serious physical, mental, emotional, and social consequences. An overdose of alcohol or illicit drugs can cause psychosis, convulsions, coma or death. Regular use of alcohol or drugs can lead to a real physical and/or psychological need for the substance so that daily activities come to revolve around getting more of the substance. The regular use of alcohol or drugs interferes with academic achievement and it often disrupts or destroys relationships because dependency leads to placing the need for alcohol or drugs above the need for relationships. Continued use of alcohol or drugs can be very expensive and may cause users to turn to crime to pay for their habit. Long term abuse of alcohol or other drugs can lead to organic damage, mental illness, malnutrition and death. As the result of long term abuse of alcohol, the individual often gives up on goals and plans, quits growing as a person, and turns to more alcohol or drugs as a solution.

Abuse of and/or addiction to alcohol and other drugs occurs on all college campuses. Anna Maria College recognizes that this situation exists and is taking steps to address the problem on this campus. Anna Maria College has resources available to assist students who wish help around issues of alcohol and/or drug use. The Counseling Center and the Health Center personnel are available to talk with students about concerns and can refer students to appropriate off campus agencies for assistance if needed. If you have any questions about your own or someone else's drug and/or alcohol use, please utilize these confidential services.

Possible Sanctions

Violations of State or Federal laws or town of Paxton by-laws can result in arrest, citation and/or criminal prosecution by police. At AMC, violations of the Alcohol and Drug Policy will result at minimum in disciplinary action.

Each discipline situation is unique and will be heard upon its own merits. Sanctioning for violations is based upon the severity of the violation(s), the sanctioning used in the past for similar violation(s), the disciplinary history of the student including all prior offenses and current disciplinary status, and the impact of the violation(s) on the community. There are standards which are used when sanctions for violations are being considered. The following are examples of the sanctions that may be given for the basic violation described. Understand that this is just a guideline for students so that they may see possible consequences for choices they might make. This list is not all inclusive nor is it to be taken as absolute; it is meant as a general guide only.

Violations involving alcohol (span of time between first and second is not affected by the student turning 21, or, in other words the record is not "cleaned" when the student turns 21.):

1. First violation, underage student in possession of alcohol, alcohol present under 15 bottles/cans "malt" beverage or 2 pints of hard alcohol or 1 liter of wine:
    a. Community Service (5 hours)
    b. Educational Component – Classes (could have cost associated)
    c. Fine: $50, increase to $150 if failure to complete community service. Billed: $75/$200
    d. Parental, advisor, and coach notification possible
    e. Confiscation of alcohol and all paraphernalia.
2. Second violation within approximately 100 days, underage student in possession of alcohol, alcohol present under 15 bottles/cans "malt" beverage or 2 pints of hard alcohol or 1 liter of wine
    a. All sanctions in point 1 above at increased levels
    b. Disciplinary Probation– See "DP"
    c. Counseling evaluation on campus
    d. Parental, advisor, and coach notification possible
3. First violation, underage student in possession of alcohol, alcohol present greater than 15 "malt" beverages or 2 pints hard alcohol or 1 liter of wine; or common source; or drinking games/paraphernalia regardless of quantity of alcohol present.
    a. Possible suspension from residence halls: minimum 5 days
    b. Possible Disciplinary Probation – See "DP" (probable when drinking games/paraphernalia are present)
    c. Counseling evaluation on campus
    d. Community Service (10 hours)
    e. Fine: $75 (increase to $225 without community service). Billed: $100/$275.
    f. Educational Component – Classes (could have cost associated)
    g. Confiscation of alcohol and all paraphernalia.
    h. Parental, advisor, and coach notification possible
4. Second violation within approximately 100 days, underage student in possession of alcohol, alcohol present greater than 15 "malt" beverages or 2 pints hard alcohol or 1 liter of wine; or common source; or drinking games/paraphernalia regardless of quantity of alcohol present.
    a. Possible Behavior Contract – See "BC"
    b. Suspension from the residence halls: minimum of 10 days
    c. All sanctions in point 3 above at increased levels
5. Of age student, alcohol present less than double the allowed limit with no underage persons present, or open container public area.
    a. Fine: $50. Billed: $75
    b. Confiscation of all alcohol and all paraphernalia.
6. Of age student, alcohol present more than double allowed quantity or common source or drinking games or paraphernalia or under aged person(s) drinking/in possession/culpable,
    a. Disciplinary Probation – See "DP" to possible Behavior Contract – See "BC"
    b. Community Service (10 hours)
    c. Educational Component – Classes (could have cost associated)
    d. $50, increase to $200 if failure to complete community service. Bill $75/$225
    e. Confiscation alcohol and all paraphernalia.
7. Second violation within approximately 100 days by of age person (even if first violation was when under 21)
    a. Disciplinary Probation – See "DP" to possible Behavior Contract – See "BC"

Violations involving drugs: There is a "zero tolerance" policy regarding all drug (marijuana included) violations. Drug violations can involve immediate suspension from the College. Violations involving drugs will at minimum result in a Behavior Contract, possibly being restricted to campus for classes only, and possible involvement by the Paxton Police Department. A second drug violation will most probably result in suspension or expulsion from the College.

Overview of Basic Disciplinary Probation (DP) – Generally minimum of 100 days, maximum of 150 days

1. Not in halls during breaks/ outside the contract period if resident student
2. Banned from residence halls if commuting student
3. Possibly not in good disciplinary standing: cannot represent the College
    - No varsity sports

- No office of club / organization /class
- No SGA executive board member
- No Admissions work
- No Study Abroad
- No RA position
- No Summer Hall residency

4. Possible suspension / ban from halls and / or social events
5. Counseling Evaluation / Support Recommended
6. Increase Fines (if appropriate)
7. Parental Notification (if appropriate)
8. Coach / Advisor (club, org, SGA) notification (if appropriate)
9. Increased educational component

Overview of Basic Behavior Contract (BC) – Generally minimum of 151 days – maximum 2 calendar years (average being 1 calendar year)

1. All of Disciplinary Probation *plus*
2. Not in good disciplinary standing; cannot represent the College (see DP for list)
3. Suspension from residence halls (if resident student, minimum of 10 days; if commuter banned for duration of BC)
4. Possible suspension from halls on weekends for additional time
5. Restriction of Activities on Campus
6. Counseling Evaluation Required (possibly outsourced) where appropriate
7. Random Room Checks (if resident student)

Revised August 2012

XV. Sexual Assault Awareness Programs and Policies

A. General Information

Students have the right to an education environment free from sexual harassment and sexual violence. There are Federal laws supporting this right. Title VII of the Civil Rights Act of 1964 prohibits sexual harassment. Title IX of the Education Amendments of 1972 (referred to as "Title IX") prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. In order to meet its obligations under Federal law, AMC enforces its Sexual Harassment Policy and its Sexual Assault Awareness Policy. The Title IX Coordinator at AMC is the Director of Human Resources, Lisa Driscoll, 508-849-3398, ldriscoll@annamaria.edu.

The Paxton Police Department works closely with the Office of Residential Life**,** the Student Health Center, and the Counseling Center to promote awareness about rape and sexual assault. The Rape Crisis Center of Central Massachusetts (www.RapeCrisisCenter.org) is one resource used for campus education. The Rape Crisis Center has a 24-hour hotline at 800-870-5905. Materials on sexual assault may be found at the Paxton Police Department, Paxton Police Office at AMC, Counseling Center, Health Center, and Residence Life Office.

Rape is defined in the general laws of Massachusetts as follows: "Whoever has sexual intercourse with a person and compels such person to submit by force or against their will or compels such person to submit by threat of bodily injury. If the act occurs while the victim is unconscious, asleep or otherwise unable to communicate unwillingness, it is still considered rape."

Students accused of sexual assault are subject to college disciplinary action, whether or not formal criminal charges are filed. The AMC Student Code of Conduct is available in its entirety in the AMC Student Handbook. The Code of Conduct outlines the disciplinary process of the College. Other Campus policies regarding sexual assault may be found in the AMC Student Handbook and the Employee Handbook.

Both the accuser and the accused are entitled to the opportunity to have others present during disciplinary proceedings as outlined in the AMC Student Handbook, and both are informed of the outcome. A student found to have committed a sexual assault in violation of the Code of Student Conduct is subject to suspension, dismissal or expulsion from the residence halls and/or from Anna Maria College.

B. Steps to take when you are sexually assaulted:

Go to a safe place.

Get medical treatment as soon as possible.

At the area hospitals you will receive a gynecological exam, if necessary, to check for internal injuries. Lab tests will also be performed for the purpose of collecting evidence in the event that you decide to take legal action against your assailant. Be aware that, even if the hospital calls local authorities, you are not obligated to speak with them. On campus, the Health Center can assist you in receiving the appropriate medical help. When the Health Center is closed, the nurse is available for emergencies and may be accessed through the duty RA or Paxton Police.

Preserve all physical evidence.

Physical evidence is often critical to an investigation. For this reason, you should not urinate, wash, douche or shower prior to an examination. You should not eat, drink, smoke or brush your teeth. If you change clothes, put all the clothing you were wearing at the time of the attack in a paper bag, not plastic. If the attack happened in your room or apartment, do not clean or straighten up until all the evidence has been collected. However, if you have done any of these things, do not let it stop you from seeking medical treatment and/or from reporting the assault.

Tell someone.

You are urged to contact the Paxton Police (911 or 508-791-6600), the Paxton Police Officer on campus (508-494-9010), the Residence Life Staff (RA on duty 508-527-9120), or any campus official as soon as possible. A counselor will be called to campus to assist you and to work closely with you to ensure that the appropriate medical care and counseling is made available. The counselor will assist you in notifying and/or reporting to the appropriate law enforcement authorities, if you so choose. The counselor will help you with your choices. *College staff will work with you in whatever way reasonably possible to make you feel comfortable and safe.* Such assistance may include housing relocations, change in course schedules, escort services, etc.

Report the assault to police authorities.

College policy dictates that college officials who are informed of a sexual assault urge the victim to file a report to Paxton Police, regardless of where the offense took place. The Campus Counselor or other trusted staff member will help you to make the report to the police if you wish help. Paxton Police have trained sexual assault investigators available. Reporting a sexual assault to the campus and municipal police may not commit you to further legal action. However, the earlier you report an assault the more helpful it will be to police investigating the crime and to prosecute the case successfully. It also helps preserve your options for the future.

Talk with a professional counselor.

Counseling and other victim support service referrals are available at the Counseling Center and the Health Center. A counselor is available for emergencies at all times through the RA on duty or Paxton Police. Incidents reported to designated on-campus counselors may be kept confidential, except as required by law.

On and Off-Campus Resources:

Paxton Police Emergency 911
Paxton Dispatch (Police, Ambulance, Fire) 508-791-6600 (recorded line)
Paxton Police Officer on Campus 508-494-9010
Rape Crisis Center of Worcester, MA (24 hour) 800-870-5905
United Way First Call for Help (24 Hour) 508-755-1233

XVI. Sex Discrimination, Sexual Harassment, Sexual Assault & Sexual Violence TITLE IX POLICY

1. PURPOSE

Anna Maria College is committed to providing its students a learning, working, and living environment that promotes personal integrity, civility and mutual respect in an environment free of all forms of sexual misconduct including: sex discrimination, sexual harassment, sexual assault, and sexual violence.[1]

[1] This policy also serves to comply with Massachusetts General Laws Chapter 151B section 3A.

Students and employees have the right to an education environment free from sex discrimination, sexual harassment, sexual assault, and sexual violence. There are state and federal civil rights laws supporting this right. Title VII of the Civil Rights Act of 1964 prohibits sexual harassment. Title IX of the Education Amendments of 1972 (referred to as "Title IX") prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. While it is often thought of as a law that applies to athletic programs, Title IX is much broader and includes discrimination on the basis of gender, sexual harassment, sexual assault, and sexual violence. Sex discrimination of students, which includes acts of sexual harassment, sexual assault and sexual violence, are forms of sex discrimination and are prohibited by Title IX.
Because the College takes allegations of sexual misconduct seriously, we will respond promptly to complaints of sex discrimination, sexual harassment, sexual assault and sexual violence. Where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate, up to and including student suspension/dismissal and employee termination.

In setting forth publicly the College's goal of promoting an educational and work environment that is free of sex discrimination, sexual harassment, sexual assault, or sexual violence, this policy is neither designed nor intended to limit the College's authority to discipline or take remedial action for conduct which is deemed unacceptable, regardless of whether that conduct satisfies the legal definition of harassment.

2. APPLICABILITY

This policy applies to both students and employees of the College and extends to sex discrimination, sexual harassment, sexual assault, sexual violence and retatliation by or against any employee, student, contractor, guest, visitor, or other person within the jurisdiction of the College.

3. INDIVIDUAL RESPONSIBILITIES

Each individual of the College is personally responsible for:

- ensuring that his/her conduct does not sexually harass any other employee/student or person with whom the employee/student or person comes in contact with.
- cooperating in any investigation of alleged sexual misconduct by providing any information he/she possesses concerning the matter being investigated;
- actively participating in efforts to prevent and eliminate sexual misconduct and to maintain a working/learning/living environment free from such discrimination; and
- ensuring that an employee/student who files a sexual misconduct claim or cooperates in an investigation may do so without fear of retaliation or reprisal.

4. TITLE IX STATEMENT ON NON-DISCRIMINATION

Anna Maria College does not discriminate on the basis of race, color, religious creed, national origin, sex, disability, ancestry, genetic information, age, as defined by law, veteran's status**,** military status or any other legally protected basis, in the administration of its employment policies, student policies, educational policies, admissions policies, scholarships and loan programs and other College administered programs, in accordance with state and federal laws.[2]
Sex discrimination, sexual harassment, sexual assault and sexual violence on any of these bases in the workplace, the classroom, residence halls, and activities, including on or off campus, or in any other setting where students, faculty and staff may find themselves, is unacceptable and prohibited.

5. SEXUAL MISCONDUCT

[2] Harassment of other protected classes is covered by a separate policy. The Protected Class Harassment Policy relative to students and employees has been issued.
The College is a Church-operated institution and as permitted by law, may provide preferences to the members of the Church, i.e., the hiring of personnel.

Sexual misconduct is a broad term encompassing any sexual behaviors that violate Anna Maria College's standards of conduct or policies governing work/student learning expectations. In general, any non-consensual physical contact of a sexual nature may constitute sexual misconduct. Sexual harassment and sexual exploitation are also forms of sexual misconduct. Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors that may be grounds for action under Anna Maria College policies.

Prohibited conduct under this policy includes, but is not limited to:
* non-consensual sexual contact: any intentional sexual touching, however slight, with any object or body part, by a man or woman upon a man or woman, without consent and/or by force;
* non-consensual sexual intercourse: any sexual intercourse (anal, oral, or vaginal) however slight, with any object or body part, by a man or woman upon a man or woman, without consent and/or by force;
* forced sexual intercourse: unwilling non-consensual sexual penetration (anal, oral, or vaginal) with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition of which the assailant was aware or should have been aware.

6. WHAT IS SEXUAL HARASSMENT

Sexual harassment which includes acts of sexual assault and sexual violence, is a form of sex discrimination and is prohibited by Title IX of the Education Amendments of 1972 (referred to as "Title IX") State and Federal law prohibit such behavior. Sexual harassment and sexual violence refer to sexual activity where consent is not obtained or freely given. A person may not be able to give consent due to age, disability or cognitive impairment from drugs or alcohol. Sexual violence includes (but is not limited to) unwanted touching, unwanted kissing, unwanted oral, anal, or vaginal penetration, rape or attempted rape, sexual assault and unwelcome comments of a sexual nature. Sexual violence can happen to anyone. Sexual harassment, sexual assault and sexual violence of students/employees occurring in the College setting or where students may find themselves in connection with their learning, activities, working or living, is unlawful and will not be tolerated by the College. The College also condemns and prohibits sexual or other harassment by any applicant, contractor, consultant, vendor, guest or visitor.

Sexual harassment does not refer to purely voluntary social activities. It refers to behavior, which is not welcomed by the student/employee, which is personally offensive to him or her, and which undermines morale and/or interferes with the ability of the employee/student to work/learn effectively. While it is not possible to list all of the circumstances that may constitute sexual harassment, depending upon the totality of the facts, including the severity of the conduct and its pervasiveness, following is a list of situations that could constitute sexual harassment.

- verbal abuse of a sexual nature;
- use of sexually degrading words;
- jokes or language of a sexual nature;
- conversation or gossip with sexual overtones;
- obscene or suggestive gestures or sounds;
- sexually-oriented teasing;
- verbal comments of a sexual nature about an individual's appearance or sexual terms used to describe an individual;
- inquiries into one's sexual experiences;
- discussion of one's sexual activities;
- comments, jokes or threats directed at a person because of his/her sexual preference;
- unwelcome and repeated invitations (for lunch, dinner, drinks, dates, sexual relations);
- demand for sexual favors accompanied by an implied or overt threat concerning an individual's employment/student status or promises of preferential treatment;
- physical contact such as touching, hugging, kissing, stroking, fondling, patting, pinching or repeated brushing up against one's body;
- deliberate bumping, cornering, mauling, grabbing;
- assaults, molestations or coerced sexual acts;
- posting or distributing sexually suggestive objects, pictures, cartoons or other materials;
- sexually-oriented letters or notes;
- sending offensive or discriminatory messages or materials through the use of electronic communications (e.g., electronic mail, including the Internet, voice mail and facsimile) which contain overt sexual language, sexual implications or innuendo, or comments that offensively address someone's sexual orientation;

- staring at parts of a person's body;
- sexually suggestive gestures, leering; and
- condoning sexual harassment.

Sexual harassment is not limited to prohibited behavior by a male employee toward a female employee. Sexual harassment can occur in a variety of circumstances. Here are some things to remember.

- A man as well as a woman may be the victim of sexual harassment, and a woman as well as a man may be the harasser;
- The harasser does not have to be the victim's supervisor;
- The victim does not have to be of the opposite sex from the harasser;
- The victim does not have to be the person at whom the unwelcome sexual conduct is directed. The victim may be someone who is affected by the harassing conduct, even when it is directed toward another person, if the conduct creates an intimidating, hostile, or offensive working environment for the co-worker/student or interferes with the co-worker's/student's work performance.

7. WHAT IS SEXUAL ACTIVITY

Sexual activity is defined as 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 intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice; or intercourse however slight, meaning vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact).

8. WHAT IS SEXUAL ASSAULT

Sexual Exploitation

Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his or 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: prostituting another person; non-consensual video or audio taping of sexual activity; going beyond the boundaries of consent (i.e. allowing others to watch you have consensual sex unbeknownst to your sexual partner); engaging in voyeurism; or knowingly transmitting an STD or HIV to another; exposing one's genitals in non-consensual circumstances, or inducing such exposure in another person. Sexually-based stalking or bullying may also be forms of sexual exploitation.

Incapacitation

Incapacitation is a state where one cannot make a rational, reasonable decision because he or she lacks the ability to give knowing consent, or to understand the "who, what, when, where, why, or how" of his or her sexual interaction.

Force

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

Coercion

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear that he or she does not want sex, wants to stop an encounter, or does not want to proceed past a certain point of interaction, continued pressure beyond that point can be coercive.

Rape

Rape is defined in the general laws of Massachusetts as follows: Whoever has sexual intercourse with a person and compels such person to submit by force or against their will or compels such person to submit by force or against their will or compels such person to submit by threat of bodily injury. If the act occurs while the victim is unconscious, asleep or otherwise unable to communicate willingness, it is still considered rape."

9. SEXUAL CONSENT

Effective consent is the basis of the analysis applied to unwelcome sexual contact. Lack of consent is the critical factor in any incident of sexual misconduct.

* Consent is informed, freely and actively given, and requires clear communication between all persons involved in the sexual encounter.
* Consent is active, not passive. Consent can be communicated verbally or by actions. But in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent.
* It is the responsibility of the initiator of sexual contact to make sure he or she fully understands what the person(s) with whom they are involved want(s) or do(es) not want sexually.
* Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
* Previous relationships or consent does not imply consent to future sexual acts.
* Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion.
* Effective consent cannot be given by minors, mentally disabled individuals, or persons incapacitated as a result of drugs or alcohol.
* If you have sexual activity with someone you know to be, or should know to be, mentally or physical incapacitated (by alcohol or drug use, unconsciousness or blackout), you are in violation of this policy.
* This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called "date-rape" drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person for the purpose of inducing incapacity is a violation of this policy. More information on these drugs can be found at http://www.911rape.org.

Use of alcohol or drugs will never function to excuse behavior that violates this policy.

It is also against the policy of the College for an individual to sexually harass or sexually assault any person with whom the employee/student comes in contact on the job/living/learning environment or to engage in any harassment or inappropriate or unprofessional conduct in the workplace/learning environment.

10. College Policy on Relations with Subordinate Employees and Students

In keeping with the College's interest in prohibiting unethical conduct, the College prohibits faculty members or supervisors from engaging in romantic or sexual relations with individuals over whom they exercise evaluative or supervisory authority, including students employed in any capacity by the College.

The College also considers inappropriate, and therefore prohibits, any relationship of a romantic or sexual nature between a faculty or staff member and a student, even when no such evaluative or supervisory relationship exists.[3]

11. Retaliation

Retaliation against an individual for filing a complaint of sexual harassment or against any individual for cooperating in an investigation of a sexual harassment complaint is against the law.

12. False Accusation

The College recognizes that false accusations of sex discrimination, sexual harassment, sexual assault and sexual violence can have serious effects on innocent persons. If, after an investigation has been completed, a person has accused another of sex discrimination, sexual harassment, sexual assault, or sexual violence based on frivolous, reckless, or bad-faith complaints leading to a false accusation, the employee/student will be subject to appropriate sanctions, up to and including student suspension/dismissal and employee discharge. In such an event, the College will take appropriate action to reestablish the reputation of the accused.

---

[3] Specific information including preexisting conditions is covered in the College's Code of Ethics Policy and has been issued.

13. Violation of Policy

Any individual violating this policy will be subject to appropriate discipline, including disciplinary action, up to and including student suspension/dismissal and employee termination.

14. Reporting

It is the responsibility of each and every member of the Anna Maria College community to foster an inclusive environment and to take a stand against sex discrimination. To that end, Anna Maria College expects members of our community to report any incident of sex discrimination, sexual harassment, sexual assault or sexual violence immediately, whether experienced first-hand or directed against someone else. It is only through reporting that the College can act to investigate and eliminate unacceptable conduct. While the community at large bears this responsibility, staff with managerial or supervisory authority, faculty members, and administrators are specifically expected, when they have reasonable cause to believe or personal knowledge of sex discrimination, sexual harassment, sexual assault or sexual violence, to notify the victim of the existence of this policy and, to immediately report the issue to the Title IX Coordinator, the Director of Human Resources, or to Deputy Title IX Coordinator, the Vice President for Student Success & Retention. Any member of the College community who has a question about his or her responsibilities under this policy should contact the Title IX Coordinator or the Deputy Title IX Coordinator.

15. ANONYMOUS REPORTING

If an individual discloses an incident of sexual assault to a staff, administrator, faculty member, or any other member of the campus community, and the victim wants to remain anonymous, an anonymous incident report must be made to the Paxton Police to comply with campus safety laws. When the Title IX Coordinator or the Deputy Title IX Coordinator is made aware of an incident involving sexual assault or sexual violence, the Coordinator involved will ensure that an anonymous incident report is made to the Paxton Police to comply with campus safety laws. The victim's anonymity is of highest priority and his or her name will not be disclosed or in any way connected to the report.

The Paxton Police Department provides Anna Maria College with our Public Safety Services and works closely with the Office of Residential Life, the Student Health Center, and the Counseling Center to promote awareness about sexual misconduct. The decision to report a sexual assault or sexual violence to the Paxton Police or to file a complaint is entirely the victim's choice. Reporting to the Paxton Police or filing a complaint is not necessary for a victim to receive counseling or other supportive services.

If the complainant requests confidentiality or asks that the complaint not be pursued, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue the investigation, however, the College's ability not to investigate as requested may be limited.

For confidential reporting, please contact the Health Services Department at
508 849-3458.

For off campus confidential reporting, an individual may contact **Pathways for Change** (formerly known as the Rape Crisis Center) on their 24 hour hotline at 1-800-870-5905 (or for support in Spanish) 1-800-223-5001. The **Pathways for Change**, is one resource used for campus education. Materials on sexual assault may be found at the Paxton Police Department, Counseling Center, Health Center, and the Residence Life Office.

16. Individuals protected by this policy:

This policy applies to all current students, faculty and staff.

17. To whom to file a report or make a complaint to:

The following persons have been designated to handle inquiries regarding sex discrimination, sexual harassment, sexual assault and sexual violence.

The College encourages those who have experienced sex discrimination, sexual harassment, sexual assault and sexual violence to report these offenses to the Title IX Coordinator/ Director of Human Resources, the Deputy Title IX Coordinator, Vice President of Student Success & Retention, or to the Paxton Police.

For complaints against:	Primary Contact	Alternate Contact
Faculty, Administrators and Staff	Lisa Driscoll, Title IX Coordinator Director of Human Resources Anna Maria College, Box L 50 Sunset Lane Paxton, MA 01612 Office Location: First Floor, Socquet House [508] 849-3398	Andrew Klein VP for Student Success & Retention Anna Maria College, Box F 50 Sunset Lane Paxton, MA 01612 Office Location: Second Floor, Trinity East [508] 849-3313
Students	Andrew Klein Deputy Title IX Coordinator VP for Student Success & Retention, Anna Maria College, Box F 50 Sunset Lane Paxton, MA 01612 Office Location: Second Floor, Trinity East [508] 849-3313	Lisa Driscoll Title IX Coordinator Director of Human Resources Anna Maria College, Box L 50 Sunset Lane Paxton, MA 01612 Office Location: First Floor, Socquet House [508] 849-3398

The Title IX Compliance team includes administrators from Athletics, Student Affairs, Student Success & Retention, Human Resources, and the Paxton Police. The team will meet regularly and as needed to review pending Title IX complaints, adherence to policy and policy training.

Listed below are the members of the Title IX Compliance Team who have primary responsibility for Title IX compliance and with whom complaints regarding sex discrimination, sexual harassment, sexual assault, and sexual violence may also be filed:

Title IX Compliance Team

Stanley Vieira
Director of Athletics
AMCAT Center
508 849-3447

Kristi Lyman
Sr. Women's Administrator, Athletics
508 849-3288

Elizabeth Bonneau
Dean of Students
Bishop Flanagan Campus Center, first floor
508 849-3459

Michelle Chapman
Director of Residence Life

St. Anne Hall
508 849-3271

Lieutenant Mark Savasta
Paxton Police
Foundress Hall
508 494 9010

18. **Paxton Police On Campus Office:**

Officer on Duty Cell: 508 494-9010
Paxton Police Officer On Campus: 508 849-3456 or 911
Office: Foundress Hall near Zecco Performing Arts Center

If for any reason an employee or student is unable or unwilling to report the matter to any one of the individuals listed above, the individual may report the matter to the President of the College who may delegate an alternative resource.

19. **Policy Dissemination**

The College's policies and complaint procedures are well publicized to students and employees. These policies and procedures are documented in student handbooks, referenced in Employee Guidelines, Policies of the College which can be found on "facultynt," the Human Resources page. The College will distribute a copy of the Sexual Discrimination, Sexual Harassment, Sexual Assault, and Sexual Violence Title IX Policy on an annual basis. New employees will receive a copy during employee orientation in the Human Resources office.

20. **Legal References**

Sexual harassment is expressly forbidden by federal and state regulations and action by the federal government has established that such behaviors are actionable under the provisions of Title VII of the 1964 Civil Rights Act and the Civil Rights Act of 1991, the provision of Title IX of the 1972 Educational Amendments and under Massachusetts General Law, chapter 151B, Sections 3A, 4(1), and 16A.

21. Procedures for Complaints

In keeping with these regulations, the College will make a concerted effort to protect employees, students, and others from sex discrimination, sexual harassment, sexual assault and sexual violence as defined. If an occurrence should arise, retaliation is unlawful against the victim or those who cooperate in the investigation of a sex discrimination, sexual harassment, sexual assault or sexual violence complaint. The final authority and ultimate responsibility for the prevention of sexual discrimination, sexual harassment, sexual assault or sexual violence resides with the President. The President will take all reasonable measures to prevent sexual harassment and will act promptly to investigate the alleged sex discrimination, sexual harassment, sexual assault, and sexual violence and to remedy the situation when an allegation is determined to be valid. The President has deemed the Director of Human Resources with the responsibility for the overall development, administration, and monitoring of all programs, policies, procedures, and regulations related to sex discrimination, sexual harassment, sexual assault and sexual violence of employees. The Vice President of Success & Retention will have the responsibility for the overall development, administration, and monitoring of all programs, policies, procedures and regulations related to sexual harassment of students.

If any individual believes he or she has been subjected to sex discrimination, sexual harassment, sexual assault or sexual violence, the individual should initiate a complaint by contacting the appropriate Title IX Coordinator, Director of Human Resources, as soon as possible. The individual should file the complaint promptly following any incident of alleged or sex discrimination, sexual harassment, sexual assault or sexual violence. The individual should be aware that the longer the period of time between the event giving rise to the complaint and the filing, the more difficult it will be for the Title IX Coordinator, Director of Human Resources for employees, or to the Deputy Title IX Coordinator, the Vice President of Student Success for students, to investigate what occurred. The individual will be requested to write out his or her complaint to document the charge.

When a complaint is filed, it will be promptly investigated in a fair and expeditious manner and in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint, with any witnesses, and with the person alleged to have committed the sex discrimination, sexual harassment, sexual assault or sexual violence. When the investigation is completed to the extent appropriate, the person filing the complaint and the person alleged to have committed the conduct will be informed of the results of the investigation. If it is determined that inappropriate conduct occurred, prompt action to eliminate the offending conduct will occur, and where appropriate, disciplinary action will be imposed.

Complaints about sex discrimination, sexual harassment, sexual assault or sexual violence may be communicated to the Title IX Coordinator: Lisa Driscoll, Director of Human Resources (employee and third party complaints) at 508 849-3398, Socquet House, first floor, or via email at ldriscoll@annamaria.edu, or to Drew Klein, Vice President of Student Success & Retention/Deputy Title IX Coordinator (student complaints) at 508 849-3313, Trinity East, second floor or via email to dklein@annamaria.edu.

If an employee prefers to discuss a possible sexual harassment problem with his or her supervisor, the employee may always do so, but employees do not have to go through the regular chain of supervision when reporting sex discrimination, sexual harassment, sexual assault, or sexual violence and may go directly to the Title IX Coordinator, Director of Human Resources.

22. Investigation

Upon receiving the complaint, the Title IX Coordinator or the Deputy Title IX Coordinator will require that an investigation is promptly initiated. The investigation may include interviews with the employee/student making the complaint, with witnesses, and with the person accused of sex discrimination, sexual harassment, sexual violence or sexual assault. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

23. Decision

After the response of the charged individual has been made, and any further investigation that may be warranted has been carried out, the College will make a final decision. If the College finds that the allegations in the complaint have been established by the investigation, the College will initiate discipline of the charged individual. Such action may range from counseling to termination from employment or student status. Discipline will be appropriate to the offense and employees involved, and may include discharge, subject to the College's at-will employment policy.[4]
The College, to the extent appropriate, will notify the complainant of the disposition of the investigation.

Using the College's complaint process does not prohibit an employee or student from filing a complaint with these agencies. Each of these agencies has a deadline for filing claims (EEOC 300 days; MCAD – 300 days; OCR – 180 days.

24. State and Federal Agencies

The Massachusetts Commission Against Discrimination ("MCAD"), located at One Ashburton Place, Room 601, Boston, MA 02108, and 436 Dwight Street, Suite 220, Springfield, MA 01103, is responsible for enforcing the Massachusetts sexual harassment law, and the U.S. Equal Employment Opportunity Commission ("EEOC") is responsible for enforcing the federal law prohibiting sexual harassment. The EEOC is located at JFK Federal Office Building, Government Center, Room 475, Boston, MA 02203. They may be contacted at the above addresses. A complaint to either the MCAD or EEOC must be filed within 300 days. The Office of Civil Rights (OCR) may also be contacted at U.S. Department of Education, 33 Arch Street, Suite 900, Boston, MA 02110

XVII. Campus Sex Crimes Prevention Act/Sex Offenders Registry Information

The Federal Campus Sex Crimes Prevention act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The Act also requires registered sex offenders to provide to appropriate state officials notice of each institution of higher education at which the offender is employed, carries on a vocation, or is a student.

---

[4] Contract employees will be subject to discipline in accordance with the terms of the employee's employment agreement if such employment agreement so provides.
Allegations against a faculty member will be handled in accordance with the Faculty Handbook.

The public may request information about sec offenders in Massachusetts at the Massachusetts Sex Offenders Registry Board (SORB), 978-0740-6400 or at http://sorb.chs.state.ma.us/ or at the Paxton Police Department, 508-755-1104.

Information contained in the Sex Offenders Registry shall not be used to commit a crime against an offender or to engage in illegal discrimination or harassment of an offender. Any person who improperly uses Sex Offender Registry information shall be punished by not more than two and one half years in the house of corrections or by a fine of not more than $1000 or by both such fine and imprisonment.

XVIII. Campus Crime Statistics

Definitions of each offense may be found at http://www.ed.gov/admins/lead/safety/campus.html in the Handbook for Campus Crime Reporting, U.S. Department of Education Office of Postsecondary Education, 2011. Campus Crime Statistics for AMC and other colleges and universities may be searched through the Department of Education web site found online at http://ope.ed.gov/security/index.aspx.

OFFENSE	YEAR	ON CAMPUS PROPERTY	RESIDENTIAL FACILITIES*	NONCAMPUS PROPERTY	PUBLIC PROPERTY
Murder/Non-Negligent Manslaughter	2009	0	0	0	0
	2010	0	0	0	0
	2011	0	0	0	0
Negligent Manslaughter	2009	0	0	0	0
	2010	0	0	0	0
	2011	0	0	0	0
Sex Offenses, Forcible	2009	0	0	0	0
	2010	1	1	0	0
	2011	1	1	0	0
Sex Offenses, Non-Forcible	2009	0	0	0	0
	2010	0	0	0	0
	2011	0	0	0	0
Robbery	2009	0	0	0	0
	2010	0	0	0	0
	2011	0	0	0	0
Aggravated Assault	2009	0	0	0	0
	2010	0	0	0	0
	2011	0	0	0	0
Burglary	2009	14	14	0	0
	2010	5	5	0	0
	2011	0	0	0	0
Motor Vehicle Theft	2009	0	0	0	0
	2010	0	0	0	0
	2011	0	0	0	0
Arson	2009	0	0	0	0
	2010	0	0	0	0
	2011	0	0	0	0
Liquor Law Arrests	2009	0	0	0	0
	2010	0	0	0	0
	2011	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2009**	292	292	0	0
	2010**	88	86	0	0
	2011**	119	119	0	0
Drug Law Arrests	2009	0	0	0	0
	2010	0	0	0	0
	2011	0	0	0	0

Drug Law Violations Referred for Disciplinary Action	2009	9	9	0	0
	2010***	0	0	0	0
	2011	1	1	0	0
Illegal Weapons Possession Arrests	2009	0	0	0	0
	2010	0	0	0	0
	2011	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	2009	0	0	0	0
	2010	0	0	0	0
	2011	0	0	0	0

**Crimes reported in the "residential facilities" column are included in the "on-campus" category.*
***Campus population in 2009 grew from 480 to 610 students with over half being freshmen. 2010 staffing increase combined with a more even population helped reduce incidents.2011 brought the first "suite style" building on line causing fewer incidents but more students involved per incident.*
****Massachusetts decriminalized small amounts of marijuana. All previous year "drug law violations referred for disciplinary action" were for small amounts of marijuana.*

XIX. Fire Safety

A. General Fire Safety

Paxton Police Department works closely with the Paxton Fire Department to keep the campus safe from fire hazards. Each College building has a monitored alarm system activated by manual pull stations and smoke detection units. A yearly professional inspection of the fire safety system is performed. Anyone having concerns about fire safety equipment or a possible fire hazard on campus is urged to immediately call Paxton Police, 508-494-9010.

B. In Case of Fire

- Activate the closest fire alarm pull station.
- Leave the building closing the door(s) behind you. Go to an area of safety.
- Report the fire by calling "911."
- Only attempt to extinguish the fire using a fire extinguisher if you can do so without risk to yourself.

C. To Report a Past Fire:

A "past" fire would be a situation where a fire probably has occurred but is now out. An example would be finding burned materials in a trash can. To report a "past" fire, you may contact any of the following:

Resource People for Reporting a "Past" Fire

Paxton Police Officer publicsafety@annamaria.edu	South Foundress Hall	508-494-9010
Paxton Police Lt. Savasta msavasta@annamaria.edu	South Foundress Hall	508-793-3133
Paxton Police Chief Desrosiers PoliceChief@townofpaxton.net	Public Safety Complex, Town of Paxton	508-755-1104, x3131
Director of Human Resources, Lisa Driscoll (Title IX Coordinator) ldriscoll@annamaria.edu	Human Resources Office, Socquet House first floor	508-849-3398
Vice President for Student Success and Retention, Andrew Klein (Title IX Deputy) dklein@annamaria.edu	East Trinity Hall, second floor	508-849-3387

Conduct Code Administrator & Dean of Students, Elizabeth Bonneau ebonneau@annamaria.edu	Student Affairs Office, upper level, Bishop Flanagan Campus Center	508-849-3459
Director of Residence Life, **Michelle Chapman** mchapman@annamaria.edu	111 St. Anne Hall, off front vestibule	508-849-3271
Any Residence Life staff member, including RAs		

D. Public Fire Log:

A chronological record of all fires reported on campus is maintained by the Paxton Public Safety Office. It may be viewed during regular office hours Monday – Friday. The log may be maintained in the Paxton Public Safety Complex located at 576 Pleasant Street in Paxton, Massachusetts.

E. Residence Hall Fire Safety

1. Education in the Halls: Working with Residence Life, Paxton Police conducts educational sessions with students and the RA and professional staff around fire safety issues. The educational video, "How Fast It Burned" is used to educate the residence life staff about fires in the residence halls.
2. Fire Drills: Regular fire alarm drills (supervised scheduled evacuation practices) are held to make sure students and staff will know how to react to an alarm. Residence Hall fire drills are held each fall. Fire drills in 2011 were held in September and March in Madonna, Coghlin/Alumni, St. Anne, and South halls.
3. Residence Hall Fire Safety Policy: Anna Maria College has policies regarding fire safety and evacuation. The following policy is taken from the Guidelines to Residence Hall Living. The Guidelines may be found in the AMC Undergraduate Student Handbook on the AMC web site:

The College expects that students will respect the security of the building, be knowledgeable of the proper use of all fire and other safety apparatus and refrain from creating fire or other safety hazards. Screens are not to be removed from windows. Students will assist in the securing of the building by reporting any propped or disabled exit doors and missing screens to the residence life staff. Smoke and heat detectors are a vital part of the fire safety system. Students are not to tamper with this equipment in any manner or attempt to block the proper working of the detectors. Students are expected to report any disabled fire safety equipment to the staff immediately. Tampering with fire safety equipment carries a severe penalty. The Residence Life Staff will conduct random room inspections throughout the year to ensure that smoke detectors are functioning properly and other health and safety requirements are being met.

- Students are expected to respond immediately to the building fire alarm by evacuating the building in an orderly and timely manner. Students are expected to respond to room smoke detector alarms in a timely manner. Activation of and/or causing the activation of a fire alarm under false pretenses is cause for immediate suspension from the residence halls. Random room inspections occur as part of the procedure in response to a fire alarm.

- All ceilings, room doors, fire doors, stairwells and hallways in the residence halls must be kept free of loose flammable materials. Hallways and stairwells must be kept clear of obstructions. There must be a clear egress in each student room to the doorway and the door must open to at least a ninety-degree angle.

- Except in case of emergency, entering upon, crossing or using rooftops or stairwell roofs and/or using windows as a means of ingress or egress is strictly prohibited.

- There is no smoking in any residence hall, including student rooms. Smoking is not permitted outside within 30 feet of any window or door of the residence halls.

- For safety reasons, the following items are not permitted in the residence halls: a. Explosive devices (including, but not limited to, fireworks and compressed gas canisters), b. Firearms and other weapons (including, but not limited to, all types of guns, toy guns, paint ball guns, BB guns, cap pistols, laser targeting devices, slingshots, martial arts weapons, knives, pepper spray and

other weapons), c. Launching devices & fuels (including propane, charcoal, charcoal lighter fluid), d. Incense, e. Candles, f. Oil lamps, g. Live/natural trees or greens except those nursery grown with root systems in containers, h. Halogen lamps, i. Microwave oven over 700 W and more than one per room, j. Any high intensity electrical appliance (such as electric space heaters, air conditioners, toasters, toaster ovens and hot plates. All electric appliances must be U.L. approved and have, if applicable, self-contained, thermostatically controlled heating units.), k. Lofts (including beds placed on cinder blocks), l. extension cords that are not surge-protected, m. cinder blocks.

4. Fire Safety Equipment in the Residence Halls: All residence halls have fire alarm monitoring, ABC fire extinguishers and smoke detectors in public areas/hallways which are wired into the building fire alarm system. When the fire alarm in the building is activated, multiple horns sound on all floors and strobe lights flash to indicate the alarm. The location of the alarm is seen on the main fire panel located in Bishop Flanagan Campus Center and Madonna Hall. All residence hall rooms have individual smoke detectors which sound locally. These are electrically powered with battery backup. St. Anne Hall has a heat activated sprinkler system. Evacuation plans and placards are being developed for all halls for posting in rooms and public areas. South Hall has evacuation plans posted in the hallways. Room and stairwell doors are rated to meet fire code for residence halls.
5. Fires in the residence halls in 2011: there were no fires reported in the residence halls. "Fire" is defined as "any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner."