



**Annual Security Report**  
**Annual Fire Safety Report**  
**2020-2021**  
**Paris Campus**

## INTRODUCTION

At Schiller International University, our concern for the safety and well-being of our students, faculty and staff is always our top priority. The primary responsibility for Campus Safety and Security is achieved through a team effort involving the Office of the President, the Campus Directors, and the various student services and administrative offices. Please keep in mind that a truly safe Campus can only be achieved through the efforts and cooperation of all students, faculty and staff who accept responsibility for their own safety and security as well as the safety and security of others.

This report has been prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. This report also is in compliance with Higher Education Opportunity Act (P.L. 110-315). Copies of this report are distributed to students, employees, prospective students and prospective employees, according to the U.S Code of Federal Regulations and University Policy and Procedures. An electronic copy is provided on the University's website. Printed copies are available from the Campus Directors offices and from the Financial Aid offices at each campus upon request.

The Paris Campus also complies with French Legislation regarding the safety of students, faculty and staff. Periodic inspections of the premises are made by our local safety consultants.

Any questions or comments regarding its content should be addressed:

Campus Director Paris. Tel: 00 33 (0)1 45 38 74 55

## EMERGENCY NUMBER FRANCE

**112**

This will notify Police, Fire Services and Ambulance  
Services

It can be called from any telephone, free of cost,  
without unlocking the telephone



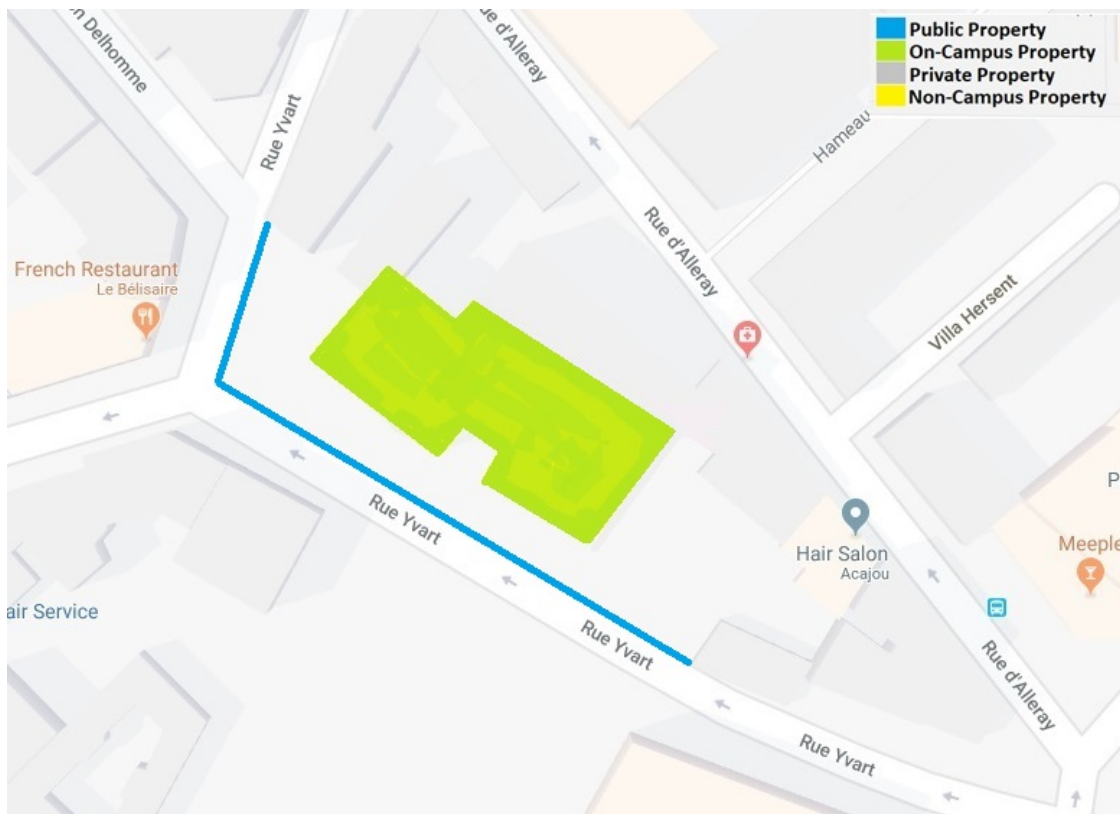
**NON-CAMPUS BUILDING OR PROPERTY:**

- There are no non-campus buildings or property on site.

**PUBLIC PROPERTY**

All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

Public property is shown in blue. Private property buildings are in in grey and private non-University property is shown in yellow. The building within which the Paris Campus is located is shown in green



## **CAMPUS SECURITY OFFICIALS**

Campus Security Officials are a non-commissioned security force, not a police force. They are responsible for maintaining the physical security and safety of the University and its students, faculty, staff, visitors; for enforcing University policies and regulations; for investigating and reporting incidents; for conducting safety inspections and drills; for collaborating with law enforcement agencies to enforce local, State, and Federal laws; and for completing other tasks of campus security as needed. Campus Security Officers, as well as building security personnel do not have the authority to make arrests. The University does not have written agreements with local law enforcement agencies regarding the investigation of alleged criminal offenses, but the University cooperates with all law enforcement officials.

All security issues should be referred to the Campus Director. In his absence, a staff member should be informed immediately.

The emergency numbers in France are 15 for medical emergencies (“SAMU”), 17 for police and 18 for the fire station.

Smaller incidents requiring less urgent police intervention can be reported by dialing 112. Our closest Police Station is at 250 rue Vaugirard, Paris 75015 and can be contacted by telephone at 34 30.

Outside office hours the campus is protected by iron gates at the entrance and exits and iron shutters over the windows. The concierge of the apartment building within which are located is also on site after hours (except on weekends). The concierge can be reached at +33 (0) 6 23 24 38 07. No staff, students or faculty should be on campus at this time.

## **REPORTING CRIMES AND INCIDENTS**

All crimes and incidents must be reported to the Campus Director or to a member of staff. Where a serious incident has taken place, the police, fire or ambulance must be called immediately on 112. For less serious incidents where there is no immediate physical danger, the Campus Director will decide the best course of action and how to inform local law enforcement if required.

If a victim or witness wishes to report a crime on a voluntary, confidential basis, the victim or witness may do so by contacting the Campus Director who is also the Title IX coordinator. All efforts will be made to protect privacy and confidentiality. Crimes reported on a voluntary, confidential basis will be included in the annual crime statistics. Sexual assaults may be reported to anyone confidentially, allowing for posting of timely warnings and statistical data. The University does not provide pastoral care or counseling.

The Campus Title IX Coordinator is Dr. James Brown, the Campus Director. He receives annual training from the company Title IX Coordinator, Jane Parker, who has over 9 years’ experience as Title IX Coordinator. Contact information is available in the Employee Handbook, Website and Catalog. The Campus non-discrimination and Title IX grievance procedures are also published in these platforms.

## **CRIME LOG**

The Campus Director maintains daily crime logs containing a chronological report of all valid complaints and reports of alleged crime, and includes the following information:

- Nature, date, time, and general location of each crime; and
- The disposition of the complaint, if known.

The public may review the crime log for the most recent 60-day period in the office of the Campus Director located at each Campus in the Campus Director's office. Entries to the Crime Log older than 60 days can be viewed within two business days of receiving a request. Full records of any Title IX investigations and incident reports will be kept by the campus.

## CLERY ACT CRIME DEFINITIONS

The Clery Act is a US Federal Law that requires colleges and universities whose students receive Federal Financial Aid to report statistics regarding alleged criminal activity on campus and in the neighboring area, as well as safety information, to the campus community. The definitions used for purposes of these reports are specific to the Clery Act and may not be entirely consistent with other crime definitions used by different entities that collect crime information otherwise.

French laws provide similar protection to US legislation though are substantially more severe regarding fire arms.

### CRIMINAL OFFENSES

- **Negligent Manslaughter:** The killing of another person through gross negligence.
- **Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Robbery:** The taking or attempt 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.
- **Burglary:** The unlawful entry of a structure to commit a felony or theft.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.

### CRIMINAL OFFENSES- FORCIBLE SEX OFFENSES

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against a person's will where the victim is incapable of giving consent.

- **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against that person's will; or not forcible or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.

- **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

## CRIMINAL OFFENSES- NON-FORCIBLE SEX OFFENSES

Unlawful, non-forcible sexual intercourse

- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

## ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION

- **Weapon Law Violations:** The violation of 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; and all attempts to commit any of the aforementioned.
- **Drug Law Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, and codeine), marijuana, synthetic narcotics (Demerol, methadone) and dangerous nonnarcotic drugs (barbiturates, Benzedrine).
- **Liquor Law Violations:** The violation of laws and ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition)

## **VIOLENCE AGAINST WOMEN ACT OFFENSES (VAWA)**

- **Dating Violence:** Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- **Domestic Violence:** Asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, and person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- **Stalking:** A course of conduct directed at a specific that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

## **HATE CRIMES**

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.

Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported: **Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin, and Disability.**

For Clery Act purposes, Hate Crimes include any of the following offenses that are motivated by bias.

1. Murder and Non-negligent Manslaughter
2. Sexual Assault
3. Robbery
4. Aggravated Assault
5. Burglary
6. Motor Vehicle Theft
7. Arson
8. Larceny-Theft
9. Simple Assault
10. Intimidation
11. Destruction/Damage/Vandalism of Property



## **CRIME STATISTICS**

The University presents crime statistics for each calendar year by October 1 of the following year, as required by Federal regulations. For example, this schedule calls for the January 1, 2019 through December 31, 2019 statistics to be reported by October 1, 2020.

These statistics are reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Uniform Crime Reporting procedures. A table is provided below that summarizes offenses that were reported to Campus Security or to other University offices during the prior calendar year. The table would also list data provided by respective police authorities where they exist. Local law enforcement monitors any crime as individual cases, as Schiller Paris does not recognize any official student organization, campus management won't necessarily get informed by the police if a Schiller student is involved in any crime.

N.B. These statistics represent alleged criminal offenses reported to campus security, local police, or others. These statistics may involve individuals not associated with the institution. The data collected do not necessarily reflect prosecutions or convictions for crimes. Because some statistics may be provided by non-police authorities, these data may not be directly comparable to data from the FBI's Uniform Crime Reporting System, which collects data only from police.

Crime Statistics for 2016, 2017, 2018					
	ON-CAMPUS PROPERTY	STUDENT HOUSING FACILITIES	PUBLIC PROPERTY	NON-CAMPUS PROPERTY	TOTAL
<b>CRIMINAL HOMICIDES</b>					
<b>MURDER/NON-NEGLIGENT MANSLAUGHTER</b>					
2017	0	N/A	0	0	0
2018	0	N/A	0	0	0
2019	0	N/A	0	0	0
<b>NEGLIGENT MANSLAUGHTER</b>					
2017	0	N/A	0	0	0
2018	0	N/A	0	0	0
2019	0	N/A	0	0	0
<b>SEXUAL OFFENSES</b>					
<b>RAPE- FORCIBLE</b>					
2017	0	N/A	0	0	0
2018	0	N/A	0	0	0
2019	0	N/A	0	0	0
<b>FONDLING- FORCIBLE</b>					
2017	0	N/A	0	0	0
2018	0	N/A	0	0	0
2019	0	N/A	0	0	0
<b>INCEST- NON FORCIBLE</b>					
2017	0	N/A	0	0	0
2018	0	N/A	0	0	0
2019	0	N/A	0	0	0
<b>STATUTORY RAPE- NON FORCIBLE</b>					
2017	0	N/A	0	0	0
2018	0	N/A	0	0	0
2019	0	N/A	0	0	0
<b>GENERAL OFFENSES</b>					
<b>ROBBERY</b>					
2017	0	N/A	0	0	0
2018	0	N/A	0	0	0
2019	0	N/A	0	0	0
<b>AGGRAVATED ASSAULT</b>					
2017	0	N/A	0	0	0
2018	0	N/A	0	0	0
2019	0	N/A	0	0	0
<b>BURGLARY</b>					
2017	0	N/A	0	0	0
2018	0	N/A	0	0	0
2019	0	N/A	0	0	0
<b>MOTOR VEHICLE THEFT</b>					
2017	0	N/A	0	0	0
2018	0	N/A	0	0	0
2019	0	N/A	0	0	0

Crime Statistics for 2016, 2017, 2018					
	ON-CAMPUS PROPERTY	STUDENT HOUSING FACILITIES	PUBLIC PROPERTY	NON-CAMPUS PROPERTY	TOTAL
<b>ARSON</b>					
2017	0	N/A	0	0	0
2018	0	N/A	0	0	0
2019	0	N/A	0	0	0
<b>VIOLENCE AGAINST WOMEN ACT (VAWA) VIOLATIONS</b>					
<b>DATING VIOLENCE</b>					
2017	0	N/A	0	0	0
2018	0	N/A	0	0	0
2019	0	N/A	0	0	0
<b>DOMESTIC VIOLENCE</b>					
2017	0	N/A	0	0	0
2018	0	N/A	0	0	0
2019	0	N/A	0	0	0
<b>STALKING</b>					
2017	0	N/A	0	0	0
2018	0	N/A	0	0	0
2019	0	N/A	0	0	0
<b>ARRESTS and DISCIPLINARY REFERRALS</b>					
<b>WEAPONS LAW VIOLATION ARRESTS</b>					
2017	0	N/A	0	0	0
2018	0	N/A	0	0	0
2019	0	N/A	0	0	0
<b>WEAPONS LAW VIOLATION DISCIPLINARY REFERRALS</b>					
2017	0	N/A	0	0	0
2018	0	N/A	0	0	0
2019	0	N/A	0	0	0
<b>LIQUOR LAW VIOLATION ARRESTS</b>					
2017	0	N/A	0	0	0
2018	0	N/A	0	0	0
2019	0	N/A	0	0	0
<b>LIQUOR LAW VIOLATION DISCIPLINARY REFERRALS</b>					
2017	0	N/A	0	0	0
2018	0	N/A	0	0	0
2019	0	N/A	0	0	0
<b>DRUG LAW VIOLATION ARRESTS</b>					
2017	0	N/A	0	0	0
2018	0	N/A	0	0	0
2019	0	N/A	0	0	0
<b>DRUG LAW VIOLATION DISCIPLINARY REFERRALS</b>					
2017	0	N/A	0	0	0
2018	0	N/A	0	0	0
2019	0	N/A	0	0	0

**There were no hate crimes reported in 2017, 2018 or 2019.**

Schiller International University does not have authority to “unfound” criminal complaints therefore all reported crimes are counted regardless of disposition.

## **Emergency Response and Evacuation Procedures**

### ***SAFETY PLAN***

The purpose of the Schiller International University Safety Plan is to establish policies, procedures, and an organizational structure for response to significant emergency or dangerous situations. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan. The safety plan and organization shall be subordinate to plans of local authorities during a disaster declared by those authorities.

### ***EMERGENCY RESPONSE TEAM (ERT)***

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the Emergency Response Team (ERT) is responsible for assessment and implementation of emergency procedures, including but not limited to, evacuations, lockdowns, crowd control, access controls, and coordination with responding emergency services. The ERT will assemble to direct the handling of the crisis.

The University has identified an Emergency Response Team (ERT), consisting of:

-Campus Director: +33 (0) 1.45.38.74.55

-Registrar: +33 (0) 1.45.38.94.70

-Bursar: +33 (0) 1.45.38.93.86

### ***ORGANIZATIONAL STATEMENT, ROLES, AND RESPONSIBILITIES***

This Safety Plan provides guidelines for the ERT during a major emergency or dangerous situation. Campus Director is considered the team leader.

The Team Leader or designee would be responsible for the following actions:

- Identifying the nature of the emergency;
- Ensuring that timely notification is made to emergency responders (*e.g.*, police and fire departments, emergency medical services, etc.);
- Coordinating with responding emergency services personnel;
- Ensuring that timely notification is made to the full ERT;
- Initiating the mass alert system if necessary;
- Ensuring that the primary command center is operational with all necessary communication and emergency equipment, as appropriate; and
- Determining if a lock down or evacuation of any building is necessary and initiating that process, if warranted.

## ***REPORTING AN EMERGENCY***

Reporting an emergency in an accurate and timely manner is crucial in minimizing the effect of a significant emergency or dangerous situation on the community. All alleged offenses and/or emergencies should be reported to the Campus Director. If a criminal act and/or emergency are reported to someone other than Campus Director, that person is instructed to contact the Campus Director immediately. The Campus Director or designee, upon receiving the initial report, and will act according to training and instructions given.

Contact numbers for emergency service units (Fire, Police, and Emergency Medical Services) along with agencies of pertinent local authorities (*e.g.*, French Ministry of the Interior, French Ministry of Health as well as the US Embassy Paris) are maintained at the Campus Director's Office. Also listed are medical facilities, utility companies and on-call contractors are maintained along with emergency contact numbers for all current staff, faculty, and students. If you encounter an emergency or dangerous situation on campus, report it immediately to the Campus Director or call 112 (All emergencies in France and throughout the EU).

## ***NOTIFICATION PROCEDURES***

Upon receiving the initial report, the Campus Director will make an immediate assessment identifying the nature of the emergency or dangerous situation and notify emergency services to discuss what actions should be taken next. A member of the ERT will then be notified, who will brief the other members. If a mass notification or limited notification is deemed necessary by local emergency services, the ERT will, without delay, and taking into account the safety of the community, determine the content of the notification, and decide the appropriate segment or segments of the campus community to receive the notification. The ERT will assist the Campus Director in initiating the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Members of the ERT will notify their respective departments via phone, text messaging, or e-mail to ensure that all faculty and staff are aware of the situation.

## ***MASS NOTIFICATION***

Emergency Notifications are required upon the confirmation of a significant emergency. It is sent by the President or designee, to all Students, Faculty and Staff via email and fire alarm system if applicable. Phone calls are made if needed.

All emergency notifications may be communicated through one or more of the following systems:

- Schiller website ([www.schiller.edu](http://www.schiller.edu))
- Blackboard Collaborate platform
- Email alert sent to Students, Faculty and Staff
- On Campus fire alarms

## ***COMMUNICATION WITH THE CAMPUS COMMUNITY AND GENERAL PUBLIC***

The ERT will determine the need to give notice to individuals and organizations outside the campus, including the police or other local authorities as well as the campus community. The ERT will collaborate with local authorities in determining the need for and content of the notice. The notice will be provided to local emergency services as a first priority. Updated information will be provided if necessary.

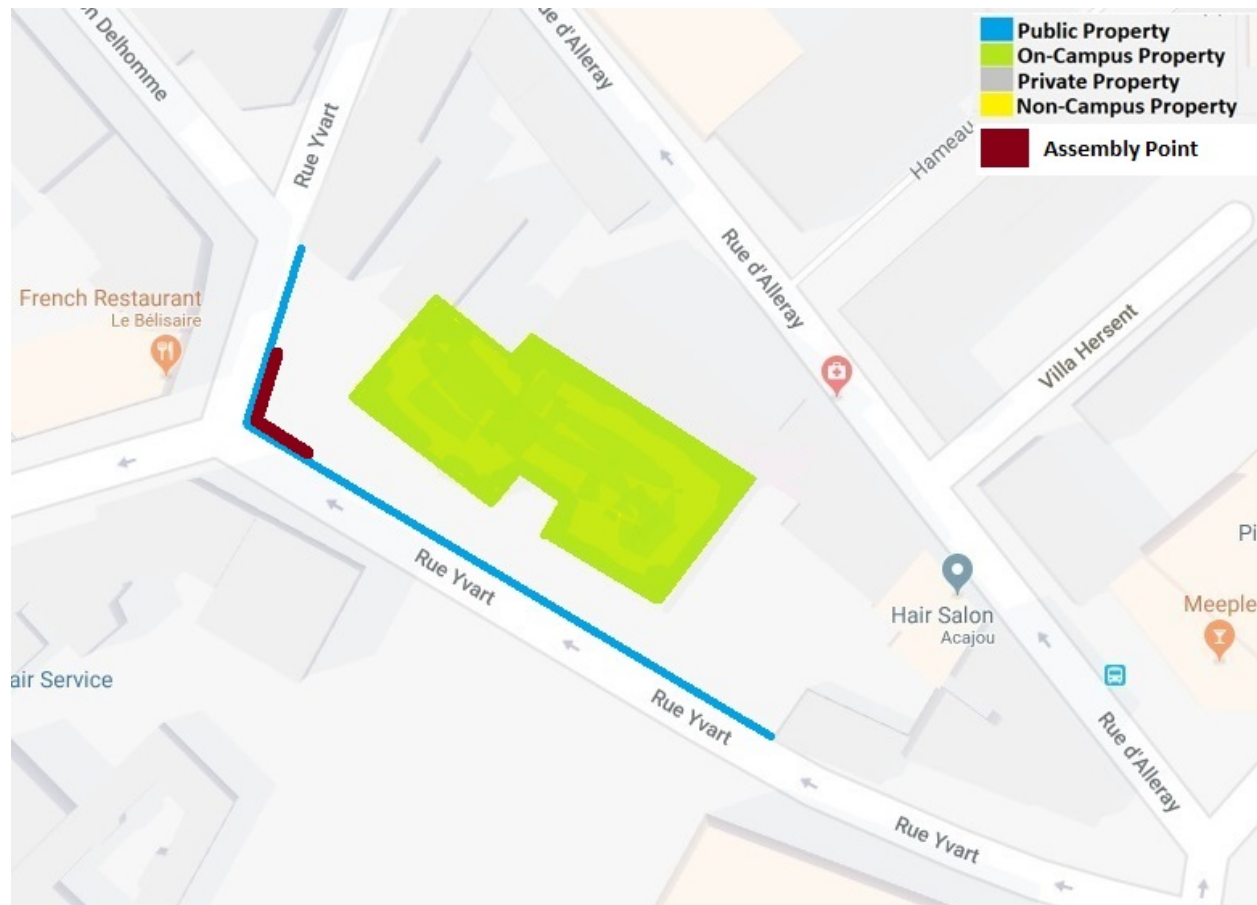
In the event of an emergency or dangerous situation, the University should be contacted on +33 (0) 1.45.38.56.01.

### ***ROLE OF COMMUNITY***

The community is encouraged to notify the Campus Director of a significant emergency or dangerous situation as soon as possible. All matters involving potential violence or circumstances that could harm students, faculty, or staff should be reported immediately to **112**.

### ***ROLE OF STUDENTS***

Students should familiarize themselves with the emergency procedures and evacuation routes in buildings where they reside or use frequently. They should evacuate buildings in an orderly manner when an alarm sounds or when directed to do so by emergency personnel. They should evacuate to pre-designated Emergency Assembly Area on the sidewalk at the corner of rue Yvart and rue Marmontel indicated in maroon on the map below.



### ***ROLE OF FACULTY AND STAFF***

Every member of the faculty and staff should familiarize themselves with the emergency procedures and evacuation routes. Faculty members who are teaching a class during an emergency situation are expected

to assist the students in taking appropriate actions. University security will provide communications and coordination with responders, under the direction of the ERT, as needed.

### ***EVACUATION GUIDELINES***

Notification to evacuate a building will be made by any feasible means, including email, fire alarms, public address systems, hand-held public address horns, telephones, and word of mouth as determined by the ERT.

In the event of a fire, employees, students, faculty, staff, and visitors are required to evacuate the building immediately. In non-fire emergencies, a decision to evacuate will be based on the facts and circumstances. Evacuation is likely necessary when the University receives a specific threat (e.g., bomb threat or hazardous material incident) and the recommendation of public safety officials who may be responders.

### ***EVACUATION OF CAMPUS BUILDINGS***

When the order is given to evacuate a building for any reason, occupants are instructed to follow life safety survival skills, to not to use elevators, and to evacuate by way of the nearest safe exit.

### ***Lock Down and Shelter-in-Place Procedures***

The safety of our students, staff and faculty is a high priority and an important concern for the University. There is a fire alarm system in place for the immediate evacuation of the campus during an emergency. The University also has a communication system and a LOCKDOWN safety procedure, which can be used if and when there is an immediate threat and an evacuation would not be practical.

The University implemented this system because there are many types of threats and situations that can be dynamic and confusing due to unknown factors. We must therefore be flexible in how we communicate and react to keep everyone safe and out of harm's way.

For contacting fire, police, or medical emergency services **please call 112 - this call is free of charge and can be made from any telephone without unlocking access**, and provide the address, building, and room location information displayed on the placard or phone.

If there is an immediate threat to human life, you must react decisively, get out of harm's way, notify the authorities by dialing **112**, and if necessary, implement and use the fire alarm switch or the new LOCKDOWN procedure. Once a campus official determines a lockdown, an announcement will be made to inform individuals on campus that **"Schiller International University is now in a LOCKDOWN condition."**

In the event of a Lockdown, the following procedures are to be followed:

- The doors to the building should be locked, and no one should be allowed to enter or leave until officially instructed.
- All students in the building should report to the nearest classroom.
- All professors should direct students in the hall to the nearest classroom, lock the doors and windows, turn off the lights, cover the windows, and move students out of the line of sight.
- Professors should take attendance of students in the room and await further instructions.
- Professors may contact the Front Desk, but should understand that immediate response may

not be possible.

- All activity should cease. Students are expected to be quiet and to limit movement.
- Students/Staff outside the building must evacuate to an off campus location.

Once the lockdown is over there will be an announcement stating that the “**LOCK DOWN is OVER**” or, you will receive instructions from a University administrator, police, or a fire official. No one is allowed to leave the building until instructed. The staff is committed to improving and encouraging good relations in a diverse cultural environment in the University. Our combined efforts can preserve a safe environment.

### ***BOMB THREAT OR HAZARDOUS MATERIAL THREAT***

Threats are always taken seriously. Most often a bomb threat is made by telephone, but threats may be conveyed by mail, email, or in person. Bomb threats must be reported immediately. Contact the Campus Director immediately. The Campus Director will contact the appropriate authorities. However, if the threat seems imminent, **call 112**. Security and designated personnel will coordinate with police and fire departments. A decision to evacuate or to lockdown a building will be made with due consideration given the advice offered by first responders.

If searches are necessary, professionals from the police and fire departments will conduct them. University personnel will not conduct searches for explosives or hazardous materials.

If Schiller or any of its employees were to receive a bomb threat by telephone:

- Remain calm. Do not hang up, even if the caller hangs up: The call may still be traceable.
- Ask the caller to repeat what he/she said.
- Ask for more information:
  - What is your name?
  - Where is it?
  - What does it look like?
  - What will it do?
  - Why are you doing this?
  - How can we contact you?
  - Do you want to talk with someone?
- Take notes.
  - What was the exact time of the call?
  - Was the caller male or female?
  - Did the person sound old or young?
  - Did the person have an accent or pronounce words in a strange way?
  - What was the caller’s tone of voice? Was he/she calm or excited?
  - Was there identifiable background noise?

### ***SERIOUS INJURY OR ILLNESS***

Serious injury or illness can occur at any time. In the event of a serious injury or severe illness:

- Do not move the ill or injured person.
- Call 112 or call the Campus Director.
- Security personnel will notify appropriate members of ERT.
- Trained personnel will give care until first responders arrive.



- Campus Director will file a report of the incident. University Administrative staff will follow up with the ill or injured person.

### ***DRILLS AND TESTING***

The building's Facility Management is responsible for testing the emergency response and evacuation procedures at least once per year, including those related to fire safety, at a time when most of the students, faculty, and staff are expected to be present on campus. The tests may be announced or unannounced. The Campus Director is responsible for maintaining documentation for each test that includes a description of the exercise, the date, the time and place of the exercise, and whether the drill was announced or unannounced. The Emergency Response and Evacuation Procedures will be distributed to the campus community in conjunction with drills and testing as required by Federal Law.

Students will use the following procedures during fire drills, when the alarm sounds:

- Open the window blind/ shades
- Leave the wall or overhead light(s) on
- Close the room door, but DO NOT LOCK IT
- Walk quickly and quietly outside by using the stairwells. Do not use elevators.
- Remain outside until the signal is given to return to the building

### ***ALL STAFF, FACULTY AND STUDENTS MUST ASSEMBLE ON THE SIDEWALK AT THE ASSEMBLY POINT***

Anytime the fire alarm goes off, everyone must evacuate the building immediately through the nearest fire exit. NEVER assume it is "just a fire drill or false alarm." The assembly point for the Campus building is the sidewalk at the corner of rue Yvart and rue Marmontel. The entrance must be kept clear for the fire truck when it arrives. The pavements and walkways outside the buildings also must be kept clear.

### ***TAMPERING WITH FIRE AND SAFETY EQUIPMENT***

French law strictly prohibits tampering with fire and safety equipment in any campus building. This means that pulling false fire alarms, discharging fire extinguishers, removing exit signs, or activating fire hoses will not be tolerated and is subject to disciplinary action.

## **CAMPUS SECURITY MEASURES AND SAFETY INFORMATION**

### ***ACCESS TO CAMPUS BUILDINGS AND GROUNDS***

The University is not considered a large campus but it is possible for non-University persons to access the campus despite the security measures on the doors.

Students, staff and faculty are advised to remain vigilant at all times and to report any suspicious behavior to the Campus Director.

The concierge of the building where the campus is located monitors the campus premises after business hours.

In an emergency: **call 112.**

## ***Security Considerations Used in the Maintenance of Campus Facilities***

All university faculty and staff are responsible for reporting maintenance and other safety issues to the Campus Director as soon as possible. The Campus Director will then report the issue to facility management. This will help ensure that all lighting, doors, sidewalks, parking lots, and other areas are kept in good working order.

### ***SUSPICIOUS ACTIVITIES YOU SHOULD REPORT***

Unusual sounds such as screams or shouts should be investigated cautiously and reported to the Campus Director. If required **call 112**.

If you notice anyone checking doors to see if they are open or looking into windows or parked cars, advise the Campus Director. If you see anyone being forced into a vehicle, **call 112**.

If you see property being taken from the campus premises by unknown persons, call the Campus Director or notify a member of staff. It could be a burglary in progress. Write down a description of the persons and their vehicle, including license plate number, to give to Campus Director.

### ***TIMELY WARNING AND CAMPUS CRIME ALERTS***

The Clery Act and associated regulations require that each campus provide a timely warning to the campus community concerning the occurrence of a Clery crime that the institution believes represents a continuing threat to the campus community. The determination that there is a continuing threat will be made by the Emergency Response Team on the basis of information presented by the Campus Director or local authorities. The Emergency Response Team will decide on the content of the notice and how it will be disseminated. The Campus Director will ensure any notice is released promptly. Campus crime alerts are posted in public areas around campus, and may be accompanied by emails, text messages, or notices delivered to students directly, as appropriate.

### ***SAFETY INFORMATION***

Schiller International University is dedicated to promoting and maintaining safety awareness and a security wise environment. Presentations and special workshops on personal safety and related safety topics are provided for all campus members and at student orientation. Informational news articles, flyers, and safety-related brochures are developed and distributed to students and employees describing incidents affecting campus security, as needed. The University encourages students and employees to take responsibility for their own safety by taking proactive steps to reduce the likelihood of crimes on campus or to themselves. Campus security procedures and practices are explained to students during orientation and continued throughout the year. Crime prevention literature is available from the Campus Director.

## **NON-DISCRIMINATION AND HARASSMENT POLICY**

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Schiller International University strives to provide an environment that is free from discrimination and harassment. Article 225-1 (modified by the law LOI n.2016-1547 of November 18<sup>th</sup>, 2016 – article 86) of French law protect students, staff, and faculty from discrimination and harassment based on their origins, sex, family situation, pregnancy, physical appearance, economic vulnerability, health, loss of autonomy, handicap status, genetic characteristics, moral values, sexual orientation, gender identity, age, political

opinions, trade union activity, proficiency in a language other than French, their real or supposed affiliation or non-affiliation with an ethnic group, nation, averred race or religion. Schiller International University prohibits any form of discrimination and/or harassment. Any student or employee of the university who has a complaint of harassment or discrimination can follow the procedure below.

### **DEFINITION**

**Illegal harassment** consists of comments or behaviors that are directed towards a person's origins, sex, family situation, pregnancy, physical appearance, economic vulnerability, health, loss of autonomy, handicap status, genetic characteristics, moral values, sexual orientation, gender identity, age, political opinions, trade union activity, proficiency in a language other than French, their real or supposed affiliation or non-affiliation with an ethnic group, nation, averred race or religion.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education status;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment. This includes any form of sexual violence or misconduct.

**Unlawful Discrimination** is defined as treating an individual differently than another based on the individual's origins, sex, family situation, pregnancy, physical appearance, economic vulnerability, health, loss of autonomy, handicap status, genetic characteristics, moral values, sexual orientation, gender identity, age, political opinions, trade union activity, proficiency in a language other than French, their real or supposed affiliation or non-affiliation with an ethnic group, nation, averred race or religion.

### **COMPLAINT PROCEDURE**

Anyone who feels that he/she has been subjected discrimination and/or harassment by fellow employees, vendors, visitors, students and/or guests should report the incident in writing to his or her immediate supervisor or the Campus Director who also serves as the Title IX Coordinator.

Complaints will be promptly and thoroughly investigated by the Title IX Coordinator and appropriate person or persons. Investigations will be designed to protect the reasonable privacy interests of all parties concerned. All parties must cooperate with and provide information relative to these investigations. Disciplinary and corrective action, up to and including discharge, will be taken dependent upon the circumstances and as appropriate.

Dr. James Brown is the campus Title IX Coordinator. He can be contacted using the following methods:

- Phone: +33 (0) 1 45.38.74.55
- Email: [jbrown@schiller.edu](mailto:jbrown@schiller.edu)

## SEXUAL HARASSMENT GRIEVANCE POLICY AND PROCESS

This information is publically available in in the Employee Handbook, Catalog and website

Schiller International University will investigate and adjudicate formal complaints of harassment and sexual harassment using a grievance process that incorporates due process principles, treats all parties fairly, and reaches reliable responsibility determinations.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- (i) A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or
- (ii) Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or

Sexual assault (as defined in the Clery Act), ~~rape~~, dating violence, domestic violence, or stalking.

### SIU grievance process:

- SIU will give both parties written notice of the allegations, an equal opportunity to select an advisor of the party's choice, and an equal opportunity to submit and review evidence throughout the investigation;
- SIU's Title IX personnel will objectively evaluate all relevant evidence without prejudice of the facts at issue and free from conflicts of interest or bias for or against either party;
- SIU will protect parties' privacy by requiring a party's written consent before using the party's medical, psychological, or similar treatment records during a grievance process as well as requiring written non-disclosure by all participants of any part of the process to protect the complainants, respondents and witnesses from being exposed to third parties;
- SIU will obtain the parties' voluntary, written consent before using any kind of "informal resolution" process, such as mediation or restorative justice, and not use an informal process where an employee allegedly sexually harassed a student;
- SIU will apply a presumption that the respondent is not responsible during the grievance process, so that the school bears the burden of proof and the standard of evidence is applied correctly;
- SIU will use either the preponderance of the evidence standard or the clear and convincing evidence standard for formal complaints against students as for formal complaints against employees;
- SIU will ensure the decision-maker is not the same person as the investigator or the Title IX Coordinator;
- SIU may hold a live hearing and allow cross-examination by party advisors (never by the parties personally) this may be done through virtual means if necessary making use of university technology;
- SIU will protect all complainants from inappropriately being asked about prior sexual history;
- SIU will send both parties a written determination regarding responsibility explaining how and why the decision-maker reached conclusions;

- SIU will effectively implement remedies for a complainant if a respondent is found responsible for sexual harassment;
- SIU will offer both parties an equal opportunity to appeal;
- SIU will provide a reporting process of such incidents that protects the anonymity of the complainant or any witness who wishes to report such an incident.
- SIU will protect any individual, including complainants, respondents, and witnesses, from retaliation for reporting sexual harassment or participating (or refusing to participate) in any Title IX grievance process;
- SIU will make all materials used to train Title IX personnel publicly available on the school's website.
- SIU will document and keep records of all sexual harassment reports and investigations.

## **SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE**

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### **DEFINITIONS**

**Sexual Offenses are defined in French law as follows:**

**Article 222-22:**

Sexual aggression occurs when any sexual act is committed by violence, constraint, threat or surprise.

Rape and other sexual aggressions is committed when they are imposed on the victim in the circumstances outlined by the law.

**Article 222-23:**

Any act of sexual penetration, of any sort whatsoever, committed on another person, or on the person of the author of the act, by violence, constraint, threat or surprise constitutes rape.

Rape is punishable by 20 years of criminal reclusion when:

1. It results in mutilation or permanent infirmity of the victim
2. When it is committed on a minor of 15 years old or younger
3. When it is committed on a person whose vulnerabilities due to age, health, physical or mental deficiencies is apparent or known by the author
4. When it is committed by a person in a position of authority, by law or in fact
5. When it is committed by use of or the threat of the use of arms
6. When the victim had been contacted by the author of the acts by utilization of electronic communication network

7. When it is committed by the spouse or partner of the victim
8. When it is committed by an author acting in an evident state of intoxication or under the influence of drugs
9. When it is committed on a person who is exercising prostitution, including occasional prostitution.
10. When a minor is present at the scene of the acts committed
11. When a substance had been administered to the victim, against their knowledge, in order to alter their judgment or control their acts

**Article 222-33:**

I. Sexual harassment is the fact of repeatedly imposing upon a victim a set of behaviors or terms carrying sexual or sexist connotation and which undermine the dignity of the victim by virtue of the degrading or humiliating character by creating an intimidating, hostile or offensive environment.

The infraction is committed:

1. When the sets of behaviors or terms are imposed on the same victim by several persons in concert or at the instigation of said persons even if each of these persons did not act in a repeated way
2. When the sets of behaviors or terms are imposed on the same victim by several persons in concert or at the instigation of said persons even in the absence of concertation but know that such behaviors or terms are done in repeated fashion.

II. Applying pressure to obtain sexual favors is also assimilated to sexual harassment whether such acts be for the benefit of the author of mentioned acts or for the benefit of another person

III. The above mentioned acts are punishable by 3 years in prison and a fine of 45000€ when the following acts are committed:

1. By a person abusing of their authority
2. When it is committed on a minor of 15 years old or younger
3. When it is committed on a person whose vulnerabilities due to age, health, physical or mental deficiencies is apparent or known by the author
4. When it is committed on a person whose vulnerabilities or dependence result from an apparent weakened social or economic situation known by the author of said acts
5. When it is committed by several persons acting as accomplices
6. When the victim had been contacted by the author of the acts by utilization of electronic communication network
7. When a minor is present at the scene of the acts committed
8. When it is committed by a person in a position of authority, by law or in fact

## **Violence Against Women Act (VAWA) Definitions**

The Violence Against Women Act of 1994 is a US Federal Law under Title IV § 40001-40703 of the Violent Crime Control and Law Enforcement Act, HR 3355, signed by President Clinton on September 13, 1994.

**Domestic Violence:** The term “domestic violence” means

- 1) Felony or misdemeanor crimes of violence committed—
  - (i) By a current or former spouse or intimate partner of the victim;
  - (ii) By a person with whom the victim shares a child in common;
  - (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  - (iv) 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
  - (v) 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.
- 2) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Dating Violence:** The term “dating violence” means violence committed by a person

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim and
- 2) 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.

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. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Nota Bene:** Domestic violence and dating violence are not separate and distinct parts of French law, they are included and understood under laws on rape and sexual harassment

**Stalking:** The term “stalking” means

- 1) 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.

2) 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) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

3) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**There is no specified equivalent for stalking in French law**

**Consent** is defined as "voluntary, positive agreement between participants to engage in specific sexual activity"

**Bystander Intervention** – A bystander is a person who is present but not involved: an onlooker or spectator. Bystander Interventions are in-the-moment interventions where those around an individual or group who are engaging in risky or dangerous behavior, intervene in an attempt to prevent harm. Steps to intervening include:

- Notice the event or issue
- Determine whether the issue is an emergency or problem
- Take responsibility
- Know what to do
- Take action by directly assisting the victim, detouring the action, or reporting the activity to appropriate authorities

**Students must follow and respect French law.**

**Any crimes committed in France are handled exclusively by the police and French legal authorities.**

## **POLICY STATEMENT ON SEXUAL ASSAULT**

Schiller International University prohibits rape, sexual assault, or other forms of nonconsensual sexual activity. Sexual assault violates federal, state, and local laws. Victims of rape or sexual assault are encouraged to file a complaint as soon as possible after the incident. It is important to preserve any evidence of a sexual assault for proof of a criminal offense. All claims of sexual assault will be promptly and thoroughly investigated and corrective action taken if warranted by the results of the investigation. Such action may lead to a campus judicial hearing or to civil or criminal proceedings against the



assailant. A student may be found guilty of sexual assault by a campus disciplinary body regardless of whether he or she is found guilty in civil or criminal proceedings.

## **POLICY STATEMENT ON DOMESTIC VIOLENCE, DATING VIOLENCE, STALKING**

Schiller International University prohibits domestic violence, dating violence, and/or stalking. Victims of domestic violence, dating violence, and stalking are encouraged to file a complaint as soon as possible after the incident. It is important to preserve any evidence of an assault for proof of a criminal offense. All claims will be promptly and thoroughly investigated and corrective action taken if warranted by the results of the investigation. Such action may lead to a campus judicial hearing or to civil or criminal proceedings against the assailant. A student may be found accountable by a campus disciplinary body regardless of whether he or she is found guilty in civil or criminal proceedings.

## **PREVENTION AND AWARENESS PROGRAMMING**

Programming designed to prevent and promote awareness of sexual assault, domestic violence, dating violence, and stalking is offered on campus throughout the year. A variety of prevention and awareness materials, such as brochures, videos, and posters, are available in the Student Services office, which are designed to promote positive and healthy behavior. The University is committed to reducing the risk to its students, by providing opportunities for discussion and education on this issue.

## **RETALIATION**

Retaliation against any individual exercising a legal right, such as filing a complaint in good faith or providing information during an investigation, is also expressly prohibited, will not be tolerated and will result in disciplinary action, regardless of the disposition of the underlying complaint.

## **REPORTING PROCEDURES**

In France, victims of crime including rape and sexual aggression can make a complaint 24 hours a day, 7 days a week at your central police station.

You can make a complaint at any police station or gendarmerie, wherever you are staying or wherever the offence was committed.

Foreign visitors can also have access to bilingual police officers. Bilingual officers are either placed on reception at the stations or patrol the streets.

When a complaint is made, police officers can use the S.A.V.E. software (Foreign Victims Assistance System), available in 16 languages, to report complaints from foreign tourists and give them a receipt in their native language, which simplifies future procedures they may need to take with their embassy or in their own country.

A student who has been sexually assaulted has several options for reporting the incident and receiving information and support:

## ***REPORT THE ASSAULT ON CAMPUS***

A complaint can be made to the Campus Director.

## ***CONFIDENTIALITY***

Confidentiality will be kept as much as possible although it may hinder the investigation process. Confidentiality may be withdrawn to prevent future incidents and/or to eliminate a threat to the community. The university is required to report sexual assaults, domestic/dating violence, and stalking allegations in the Annual Security Report and to the Department of Education. All personally identifying information is not included on in any public record keeping.

Personally identifying information is defined in Section 40002(a) of the Violence Against Women Act of 1994 as individually identifying information for or about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault or stalking, regardless of whether the information is encoded, encrypted, hashed or otherwise protected, including: a first and last name; a home or other physical address; contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number); a social security number, driver's license number, passport number or student identification number; and any other information, including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.

## ***REPORT THE ASSAULT TO THE POLICE***

Victims of assault can report the incident at the nearest police station. The police will ask victims to provide as much detail about the incident and the perpetrator. If you are physically attacked, the police officer will also give you a written document so that you can be examined at the Legal-Medical Emergencies department (1, place du Parvis Notre-Dame, 75004 Paris - M4 Cité, RER B, St-Michel - Notre-Dame - +33 (0)1 42 34 82 85/29 - open 24 hours a day, 7 days a week). An official certificate will be issued and added to your file.

## ***PRESERVATION OF EVIDENCE***

The preservation of evidence will help in proving that a criminal offense did occur and may assist in obtaining a protective order. Reporting the incident immediately is a good way to help with this process. Campus Security and Residence Life staff will assist you.

Depending on what occurred during the incident, the DNA of your offender might be obtained from a variety of sources, from body hair, saliva, bite marks, semen or vaginal discharge, debris under your fingernails, etc.

To preserve evidence, it is best to go to the hospital in the clothing you were wearing at the time of the assault and refrain from bathing, brushing your teeth, washing your hands, and urinating/defecating. Educational resources are available to learn what steps you can take to preserve evidence.

## ***GO TO A HOSPITAL.***

Seek assistance at the hospital of your choice, where you may receive treatment for injuries as well as tests that can provide evidence that may be crucial, should you decide to prosecute. Being treated at the hospital does not mean you have to press charges. The campus can help provide students

information from the US Embassy Paris that lists hospitals and doctors in the Paris area who speak in English.

### ***SEEK COUNSELING.***

A trained counselor can assist you during this time of need, advise you of your options and provide you with support in pursuing them. For a written list of support agencies or referral to a counselor, contact the Campus Director.

The following resources are available to students:

#### **SOS Viols Femmes Informations:**

Phone Number- 0 800 05 95 95

#### **Violences Femmes Info:**

Phone Number- 39 19

#### **Steven Jaron, Campus Psychologist:**

Phone Number- 01 45 38 56 01

## **VICTIM'S RIGHTS**

### ***RIGHTS OF THE COMPLAINANT***

In our efforts to encourage reporting and ensure fairness in the campus judicial process, Salem University will take all reasonable measures to ensure that any person making a report of sexual assault will be given the following considerations:

- Upon reporting an incident of sexual assault, stalking, domestic/dating violence the victim will receive a written explanation of rights and options.
- Immediate and comprehensive information on all procedural aspects of the process.
- Be accompanied by a person or persons of his or her choice throughout the reporting and campus discipline processes.
- Prompt, fair, and impartial investigation of complaints.
- To be informed, in writing, of counseling and other support services that are available.
- Privacy and confidentiality wherever possible.
- Freedom from pressure to report or not to report an assault to the police.
- Requests for information will be answered in a way that protects privacy interests to the extent possible under the law.
- To the extent possible, be shielded from the presence or actions of the alleged assailant while on campus.
- The right to participate in campus judicial proceedings in accordance with university's policies and procedures.
- Have their past sexual or relationship history excluded from the campus discipline process to the extent possible under the law.

- The opportunity to describe the impact of the event and recommend an appropriate penalty if the accused is found responsible. (The complainant may do this by means of a taped statement, to be presented to the disciplinary body.)
- Learn the outcome of campus discipline proceedings in a timely fashion by simultaneous written notification sent to complainant and accused.
- The opportunity to appeal any decision made in campus discipline hearings as provided by the applicable policies and procedures.
- The option to change academic and living situations or other preventative measures after an alleged sexual assault incident, if so requested, and if such changes are reasonably necessary.

### ***RIGHTS OF THE ACCUSED***

If you have been accused of sexual assault, contact the Security Office on the third floor of the RCC Building (or call extension 481) for referral information. In the pursuit of fairness to all parties involved in a complaint of sexual assault, the University will take all reasonable measures to ensure that any person so accused will be given the following considerations:

- Prompt notification that a complaint has been filed against him or her.
- The right to be accompanied by a person or persons of his or her choice throughout the campus judicial process.
- Prompt and thorough investigation of complaints.
- Privacy and confidentiality wherever possible.
- Requests for information will be answered in a way that protects privacy interests to the extent possible under the law.
- Learn the outcome of campus discipline proceedings in a timely fashion by simultaneous written notification sent to complainant and accused.
- The right to appeal any decision made in campus disciplinary hearings. All University procedures will be followed.

These rights will be presented, in writing, to both parties during the initial stages of the investigation.

### **PROTECTIVE ORDERS AND OTHER INTERIM MEASURES**

The university does not have the authority to issue or enforce legally mandated protective orders but will assist the victim of sexual assault, domestic violence, dating violence, and/or stalking in applying for and obtaining such an order from the local court system. Campus Security Officers will remain vigilant and assist in reporting violations of protective orders.

The university is obligated to offer reasonable interim measures that are used to protect the safety and well-being of alleged victims of a crime. Campus Director, will ensure students receive written notification of all their rights and options, regardless of whether a student chooses to report the incident Campus Security or to Law Enforcement Officers. This written notification will describe options for, available assistance in and how to request changes to academic, living, transportation and working situations or other protective measures. The university will make such accommodations or provide such protective

measures if the complainant requests them and if they are reasonably available, regardless of whether the complainant chooses to report the incident to Campus Security or local law enforcement.

A victim may also request that the alleged respondent's campus privileges be temporarily suspended (temporary suspension) until the investigation and judicial process is complete. This request can be filed with the Campus Director and if reasonable, action will be taken promptly.

Protective measures and accommodations will remain confidential to the fullest extent possible.

The Campus Director is responsible for overseeing these measures and that they are applied appropriately to ensure the safety and well-being of the victim.

## **DISCIPLINARY PROCEEDINGS AND POSSIBLE SANCTIONS**

Reports of sexual assaults, domestic violence, dating violence, and stalking are taken seriously by the university. Investigations and judicial proceedings are conducted in a prompt, fair, and impartial manner. Any student who is charged with rape, acquaintance rape, or other sex offense, forcible or non-forcible, may be subject to disciplinary action by the University in accordance with campus disciplinary procedures. Violations of this nature are considered especially heinous and are handled by the university's Rules Committee.

The Rules Committee comprises the Campus Director, who acts as Chair and votes only to break ties, two professional or faculty members appointed by the Campus Director, and a designated Student Council Representative. All appointed members of the Rules Committee will serve for one academic year and may be reappointed.

The University's campus disciplinary procedures are separate and apart from criminal proceedings. Each process may impose sanctions independently. A student may be subject to suspension during the pendency of the investigation and disciplinary proceedings as deemed necessary and appropriate by the University.

The alleged perpetrator will be given 24-hours' notice to appear, unless there is an emergency or other extenuating circumstance. The hearing may be held *in absentia* if the alleged perpetrator(s) fail to appear.

The complainant will be advised of the date, time, and location of the hearing. The complainant may attend the hearing to make his or her statement in person and may bring a support person with them if they so choose. The complainant may also submit a written statement. All efforts will be made to protect confidentiality and the safety and well-being of the victim.

The Rules Committee will decide "Responsible" or "Not Responsible" using the burden of proof known as "Preponderance of the Evidence. Preponderance of the Evidence means that the facts of the allegations show that the alleged perpetrator more likely than not, committed the act. The Rules Committee may also assign sanctions. An individual found responsible for sexual assault may be subject to disciplinary sanctions including, but not limited to, probation, suspension, expulsion, or dismissal. If the Board finds the alleged perpetrator is "Not Responsible," the incident will be dismissed. The decision will be placed in the Rules Committee files.

An organization or individual found to have aided or abetted a sexual assault may face the same sanctions. Non-students may be banned from campus. A person found responsible for bringing a false accusation of sexual assault against another member of the campus community may be subject to disciplinary action including, but not limited to, probation, suspension, expulsion, or dismissal.

## **DISCLOSURE OF RESULTS OF DISCIPLINARY PROCEEDINGS**

Consistent with the Student Code of Conduct and related documents regarding the handling of violations of same, the decisions reached by the Rules Committee related to an alleged crime will be conveyed in writing to the alleged perpetrator and to the victim or next of kin if the victim is deceased. If it appears that a violation of law may have occurred, the victim will be advised that the University's procedure for processing violations of the Student Code of Conduct does not limit, encumber, or reduce the legal remedies that may be available to the victim under the law. The results of any disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking require simultaneous notification, in writing, to both the accuser and the accused.

## **RETALIATION**

Retaliation against any individual exercising a legal right, such as filing a complaint in good faith or providing information during an investigation, is also expressly prohibited, will not be tolerated and will result in disciplinary action, regardless of the disposition of the underlying complaint.

## **STUDENT CODE OF CONDUCT**

The University publishes a *Student Code of Conduct* that is made available in the Catalog. It explains the rights and responsibilities of students to help maintain a safe and secure community. Students are advised to study and to abide by this code of conduct.

Violations are handled by an internal disciplinary process that is separate and apart from any criminal proceedings that may arise. The University's disciplinary process and criminal proceedings may impose sanctions independently and without collaboration or consultation. A student may be subject to suspension during the pendency of the investigation and disciplinary proceedings as deemed necessary and appropriate by the University. An individual found responsible for a violation of the student code of conduct may be subject to disciplinary sanctions including, but not limited to, fines, loss of residence hall privileges, probation, suspension, expulsion, or dismissal. An organization or individual, whether a student or not, that is found to have aided or abetted a violation may face the same sanctions as well as being banned from campus. A student found responsible for bringing a false accusation against a member of the campus community may be subject to the same disciplinary sanctions.

# **DRUG, ALCOHOL, AND SUBSTANCE ABUSE**

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In keeping with the mission of Schiller International University and the requirements of state and federal laws, the university has adopted the following policy to ensure a drug-free campus and workplace, to prevent the use of controlled substances, and to prevent the abuse of alcohol. The use of illegal drugs and the abuse of alcohol on the SIU campus or in facilities controlled by SIU are prohibited.

## ***CAMPUS DRUG POLICY***

The university complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

- The possession, use, manufacture, or distribution of any illegal drug is prohibited on property owned or controlled by the university.
- Reporting for work, attendance by a student at any class, or attendance by either a student or employee at any activity of the university under the influence of any controlled substance is prohibited.

Violation of any of the prohibitions may result in immediate dismissal and/or criminal charges according to state and federal law.

## ***ENFORCING THE CAMPUS DRUG POLICY***

The Campus Security Officials are not a police force and has no arrest authority. Campus Security Officials are authorized to contact local law enforcement to report violations of law. Campus Security Officials can also refer violations of Federal and State Law and university policy to the appropriate administrators for potential disciplinary action.

## ***ALCOHOL POLICY***

Schiller encourages safe, responsible behavior toward alcohol. All students are personally responsible for their behavior, and all students should, consider themselves responsible for the safety of themselves and all fellow students.

The following policies are in place to support healthy decisions and encourage responsible behavior:

- The possession, use, consumption, manufacture, sale, or distribution of alcohol by anyone under the age of 18 is strictly prohibited and could result in both criminal charges in accordance to local law and university judicial proceedings in accordance with the student code of conduct.

## ***ENFORCING THE ALCOHOL POLICY***

The Campus Security Officials are not a police force and has no arrest authority. Campus Security Officials are authorized to contact local law enforcement to report violations of law. Campus Security Officials can also refer violations of Federal and State Law and university policy to the appropriate administrators for potential disciplinary action.



***FRENCH LAW: PERTAINING TO USE OF DRUGS AND ILLEGAL SUBSTANCES***

Students must respect French law concerning the use of drugs as outlined in the French Public Health Code Article L.3421-1 which prohibits the consumption of drugs classified as illegal by the National Agency for the Security of Medications and Health Products (ANSM). Such violations are punishable by a fine of 3,750.00€ and up to one year in prison.

# **ANNUAL FIRE SAFETY REPORT**

The University endeavors to provide a safe environment for students, faculty, staff, and visitors. The objective of the campus fire safety program is to identify potentially hazardous conditions and to take appropriate action before a fire emergency occurs. This goal is met by:

- Conducting periodic review and revision of fire prevention policies;
- Conducting periodic fire drills;
- Promoting fire safety awareness for students and employees;
- Inspecting, testing, and maintaining fire protection systems;
- Performing plan review, code consultation, and acceptance testing on construction, capital improvement, and renovation projects; and
- Mitigating fire hazards by utilizing the information provided by regularly scheduled fire safety inspections performed by the State or other local fire safety authorities.

Schiller International University will continue to provide a safe environment by making improvements to the Emergency Notification System to assist with quicker response and evacuation times.

## **PROCEDURES AND REGULATIONS**

In the event of a fire, students are instructed to leave the building using the stairways only: Elevators should never be used. To ensure students know what to do, staff conduct fire drills as on a regular basis. These may be announced or unannounced.

Tampering with fire alarms, fire extinguishers, fire hoses, and smoke detectors is prohibited and may be punished with fines and probation, suspension, expulsion, dismissal, or being banned from campus. Causing a false alarm is similarly punishable.

Smoking and open flames, including candles, incense burners, and incense, are prohibited. All devices rated at more than 800 watts must be connected directly to a wall outlet or into an appropriately rated surge protector or power strip with integral circuit breaker. Students may not use lightweight extension cords or multiple-outlet plugs that lack surge protection. Open heating elements and electrical appliances that may pose a fire hazard are prohibited, including hot plates and electric or contact grills. Combustion engines, acids, automotive batteries, gasoline, diesel fuel, kerosene, and other flammable liquids are prohibited.

If a fire were to occur that poses a threat, notification procedures will be activated for the building and surrounding areas, as necessary. Students and employees are instructed to remain outside the affected building until given an "All Clear" notice by an authorized first responder.

## **FIRE SAFETY EDUCATION AND TRAINING**

Faculty and Staff will receive fire safety training on an annual basis and be required to participate in all fire drills. Fire safety training will be provided by the Campus Safety Officer and/or designee.

## FIRE STATISTICS

Paris Campus Fire Statistics			
	2017	2018	2019
Number of Fires	0	0	0
Fire Related Injuries	0	0	0
Number of Deaths	0	0	0
Value of Property Damage	0	0	0

### **ARSON**

There were zero incidents of arson in 2019, which is the required reporting period.